



Raices del Saber Xinachtli Community School Governance Board Special Virtual Meeting Minutes – APPROVED

November 17, 2022

Approved: (On November 22, 2022 on a Called Special Meeting)

Location: Raices del Saber Xinachtli Community School, 2211 N. Valley Drive

The Meeting was conducted in person with the public joining by the Zoom Meeting Platform

Time: 6:14 PM to 7:47 PM

Roll Call and Call to Order:

The following Board Members confirmed attendance and stated their full name via Roll Call:

Governance Board Members						
	Name	Office	Present	Absent	Arrived Late	Departed Early
1	Raul Aldair Marquez	Chair	x			
2	Pat Minjarez	Interim Vice-Chair	Was presented, accepted, and nominated during this meeting			
3	Veronica Lucio	Interim Secretary			X 6:15	
4	Ray Reich	Treasurer			x 6:20	
5	Maria Elena Vargas	Director at Large			X 6:23	
6	Patricia López	Director at Large	x			

Upon determining at 6:14 PM a quorum, Governance Board (GB), Veronica Lucio, Interim Secretary will be taking minutes, meeting was then called to order at.

Staff and other Participants: Mike Brewer, Head administrator; Lucia Carmona, Operations and Community Engagement Dir; Terrance Hester, Business Officer; Elva Varela, Office Manager.

Others in Attendance: Parents: Daniel Aguilera

1. *Conflict of Interest Declaration* – None were declared
2. *Consent Agenda* – includes approval of the following:
 - *Agenda for November 17, 2022, Monthly Governance Board Virtual Meeting*
 - *Minutes of the previous meeting October 27, 2022, Governance Board Special Meeting*

Motion: Patsy Lopez moved to approve the consent agenda for November 17, 2022 and Minutes from GB monthly Meeting of October 27, 2022.

Second: Veronica Lucio

Vote: Motion passed unanimously by roll call vote from all governing board members present.

3. Finance Committee and Audit Committee Report by Terrance Hester, SWREC, and GB Treasurer,
 - a. Discussion of any GB member questions on the Finance Report.
 - b. Discussion and possible action on Budget Adjustment Requests (BARs).
 - a. The Monthly Finance Report to include:
 - I. Monthly Account Summary of Expenses
 - II. Monthly Account Summary of Revenue,
 - III. Monthly Bank Statement
 - IV. Monthly Bank Reconciliation Statement,
 - V. Monthly Update in Preparation for the Quarterly Cash Report
 - VI. Monthly Voucher by Warrant Report
 - VII. Monthly Finance Committee Meeting Notes from Finance Committee Chair (The notes are for the actual month of the Meeting)

Motion: Patsy Lopez moved to accept the **BAR No. 577-000-2223-0009-IB, BAR No. 577-000-2223-00010-IB, and BAR No. 577-000-2223-00011-IB.**

Second: Veronica Lucio

Vote: Motion passed unanimously by roll call vote from all governing board members present.

4. Public Input – See rules for public input at the end of this agenda- *called out but no one signed up.*
5. *Review of Authorizer Unique Correspondence –By Michael Brewer. None currently*
6. *Principal’s Report – By Interim Head Administrator, Michael Brewer.*
7. Concilio de Padres and Community Engagement Reports – By Mrs. Karen Chavez Chair of the Concilio de Padres, and Lucia Carmona, Director of Operations and Community Engagement
8. Reports from Committees –
 - a. Academic Performance Committee – Vacant position to Chair this committee, report by Mr. Brewer, Interim Head Administrator.
 - b. Governance Board Development Committee – Vacant position to Chair this committee, report by Mr. Aldair Marquez, Chair.
 - i. Discussion and Possible action to accept new Board Member Ms. Patricia Minjarez

Motion: Patsy Lopez moved to accept Ms. Patricia Minjarez as a board member.

Second: Veronica Lucio

Vote: Motion passed unanimously by roll call vote from all governing board members present

- c. Facilities Committee - By Committee Chair, Ray Reich
- d. Safe School Committee – Vacant position, to Chair this committee. - NOTE: Mrs. Lei Lani Nava-Jimenez, 3rd grade mom is joining to this committee to represent the Concilio de Padres. - Other

community members: Teddy Carrasco RN, ADN, BSN, BIS (certified Nurse) and Community Liaison from Las Cruces Church of Christ; Gilbert Padilla, Health Promotion Specialist from Department of Health (DOH); Nicholas Hempel, Fire Chief, Doña Ana County Fire Department; Manion Long, Major, Doña Ana County Sheriff's Department; Fred Mobley, FYI Facilities Manager.

- Staff Members: Head Administrator; Elva Varela, Office Manager; and Lucia Carmona, Director of Operations and Community Engagement.

e. School Development Committee - This committee is still under development.

9. Unfinished Business – None this time

10. New Business –

a. Discussion and Possible action to accept Ray Reich to continue serving the Raíces Board and keeping same position as Treasurer.

Motion: Patsy Lopez moved to accept Ray Reich to continue serving Raices Board and Treasurer.

Second: Elena Garza

Vote: Motion passed unanimously by roll call vote from all governing board members prese

b. Discussion and Possible action to present and accept the new Head Administrator and starting the onboarding process.

c. Discussion and Possible action to nominate Ms. Verónica Lucio as the permanent Secretary of the Governance Board.

Motion: Ray Reich moved to accept Ms. Veronica Lucio as the permanent Secretary of the Governance Board.

Second: Patsy Lopez

Vote: Motion passed unanimously by roll call vote from all governing board members present

d. Discussion and Possible action to nominate the new Vice-Chair of the Governance Board.

Motion: Veronica Lucio moved to nominate Ms. Pat Minjarez as Vice-Chair of the Governance Board.

Second: Aldair Marquez

Vote: Motion passed unanimously by roll call vote from all governing board members present

e. Discussion and Possible action to remove from the bank account to Ms. Holaya Ponce-Acosta and include Mr. Raul Aldair Márquez, the new GB Chair.

Motion: Patsy Lopez action to remove from the bank account to Ms. Holaya Ponce-Acosta and include Mr. Raul Aldair Márquez, the new GB Chair.

Second: Pat Minjarez

Vote: Motion passed unanimously by roll call vote from all governing board members present

Agenda items for Next Meeting –

- Discussion and Possible action to search new treasurer for GB.

12. *Date of the Next Governance Board Meeting* – December 15, 2022, at 6:00 pm- NOTE: this month, the fourth Thursday of this month is on a holiday Week. virtual via Zoom Meeting.

Motion: Pat Minjarez action to have Next Governance Meeting- December 15, 2022.

Second: Patsy Lopez

Vote: Motion passed unanimously by roll call vote from all governing board members present

Adjournment – Vote to adjourn by roll call vote at 7:05 pm

Motion: Raul Aldair Marquez moved to adjourn this meeting.

Second: Pat Minjarez

Vote: Motion passed unanimously by roll call vote from all governing board members present.

By: Veronica Lucio (*Secretary*)

Date Approved: 11/18/22