



**Raices del Saber Xinachtli Community School
Governance Board Special Virtual Meeting Minutes -
DRAFT**

December 15, 2023

Approved: (date of meeting here when approved)

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: 6:02 PM to 7:34, 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	Raúl Aldair Márquez	Chair	X			
2	Patricia Minjarez	Vice-Chair	X			
3	Verónica Lucio	Secretary	X			
4	Ray Reich	Treasurer	X			
5	Maria Elena Vargas	Director at Large			X 6:15 pm	
6	Patricia López	Director at Large		X		

Upon determining at 6:07 PM a quorum, Governance Board (GB), Veronica Lucio, secretary will be taking minutes, meeting was then called to order at 6:07 PM.

Staff and other Participants: Lucia Carmona, Operations and Community Engagement Dir; Terrance, Luis Ramos, OST Coordinator; Hester; parents: Ms. Karen Chavez

Others in Attendance: ,

1. *Conflict of Interest Declaration* – None were declared
2. *Consent Agenda* – includes approval of the following:
 - *Agenda for December 15, 2022, Monthly Governance Board Virtual Meeting*
 - *Minutes of the previous meeting November 22, 2022, Governance Board Special Meeting*

Motion: Veronica Lucio moved to approve the consent agenda for December 15, 2022, and Minutes from GB Special Meeting of November 22, 2022.

Second: Patricia Minjarez

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

3. *Public Input* – called out but no one signed up.
4. *Conflict of Interest Declaration* – none were declared.

- 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: Ray Reich moved to accept the **BARs No. 577-000-2223-0012-T**

Second: Aldair Marquez

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

Motion: Ray Raich moved to accept the **BARs No. 577-000-2223-0013-T**

Second: Aldair Marquez

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

Motion: Ray Reich moved to accept the **BARs No. 577-000-2223-0014-M**

Second: Patricia Minjarez

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

Motion: Ray Raich moved to accept the **BARs No. 577-000-2223-0015-T**

Second: Patricia Minjarez

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

Motion: Ray Raich moved to accept the **BARs No. 577-000-2223-0016-M**

Second: Aldair Marquez

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

Motion: Ray Raich moved to accept the **BARs No. 577-000-2223-0017-T**

Second: Patricia Minjarez

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

5. *Review of Authorizer Unique Correspondence –By Michael Brewer.*

6. *Principal’s Report – By Interim Head Administrator, Michael Brewer. (See attached report)*

7. *Concilio de Padres and Community Engagement Reports – By Concilio Co-Chair, Karen Chávez, and Director of Operations and Community Engagement, Lucia Carmona (to include Community School Updates) (see attached report)*

8. *Reports from Committees -*

- a. *Academic Performance Committee – Chair needed (for now, Mr. Brewer includes updates on his report)*

- b. *Governance Board Development Committee* – Will continuing recruiting new board members to replace those GB members who are retiring or resigning.
- c. *Facilities Committee* - By Committee Chair, Ray Reich – Any updates at this moment
- d. *Safe School Committee* – Chair needed
- e. *School Development Committee* - Chair needed

9. *Unfinished Business* –

- Pending to address to provide thank you message to next door neighbors partners who provide to the school support. Mr. Aldair will attend next Sunday service, Ms. Karen Chavez, is suggesting preparing a basket with fruit.

10. *New Business* –

- a. Discussion and Possible action to accept resignation from the position of Treasurer to Mr. Ray Reich.
Motion: Patricia Minjarez moved to accept resignation from the position of Treasurer to Mr. Ray Reich.
Second: Aldair Marquez
Vote: Motion passed unanimously by roll call vote from all governing board members present
- b. Discussion and Possible action to accept replacement, as new Treasure to Ms. Maria Elena Garza DeVargas (currently, Governance Board Member at large)
Motion: Ray Reich moved to accept replacement, as new Treasure to Ms. Maria Elena Garza DeVargas
Second: Patricia Minjarez
Vote: Motion passed unanimously by roll call vote from all governing board members present
- c. Discussion and Possible action to remove from the Bank Account to Mr. Michael Brewer, Interim Head Administrator.
Motion: Patricia Minjarez moved to remove from the Bank Account to Mr. Michael Brewer, Interim Head Administrator.
Second: Aldair Marquez
Vote: Motion passed unanimously by roll call vote from all governing board members present
- d. Discussion and Possible action to include in the Bank Account the New Head Administrator, Dr. Maria Artiaga.
Motion: Patricia Minjarez moved to include in the Bank Account the New Head Administrator, Dr. Maria Artiaga.
Second: Ray Raich
Vote: Motion passed unanimously by roll call vote from all governing board members present

11. *Agenda items for Next Meeting* –

- A follow-up to thank the Church
- GB will present a plan for Governance Board Training
- Continue discussion on Facilities and school expansion needs.

12. *Date of the Next Governance Board Meeting* – January 26, 2022, at 6:00 pm, Virtual via Zoom Meeting.

Adjournment – Vote to adjourn by roll call vote at 7:34 pm

Motion: Ray Reich moved to adjourn this meeting.

Second: Patricia Minjarez

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

Signature, Raíces Governance Board Chair
Veronica Lucio, Secretary

Date Approved