



# Raices del Saber Xinachtli Community School Governance Board Monthly Virtual Meeting Minutes

September 18, 2024, **APPROVED**

Approved: (October 23, 2024)

[Click here to link to the recordings of the meeting](#)

Location: Raices del Saber Xinachtli Community School, 2211 N. Valley Drive  
The meeting was in-person, with the public joining through the Zoom meeting platform.

Time: 6:10 PM to 6:59 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	Ismael Camacho	Chair	X			
2	Ana Mangion	Vice-Chair	X			
3	Judith Flores Carmona	Secretary			X at 6:15	
4	María Elena Garza de Vargas	Treasurer	X			
5	Verónica Lucio	Director at Large		X		
6	Patricia López	Director at Large	X			

This is the monthly regular governance board meeting. Dr. Ismael Camacho is acting as minutes taker, calling the meeting to order and declaring a quorum at 6:10 p.m. Quorum was declared.

## Roll Call and Call to Order:

1. *Conflict of Interest Declaration – Any conflict of interest was declared*
2. *The Consent Agenda – includes approval of the following:*
  - a) Agenda for Meeting, September 18, 2024, Governance Board Monthly Regular Meeting
  - b) Minutes of the previous Governance Board Special Meeting on **August 29, 2024**.
  - c) The Monthly Finance Report is to include the following:
    - 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 the Finance Committee Chair  
(The notes are for the actual month of the Meeting)

**Motion:** Elena Garza moves to approve the consent agenda, minutes from the previous meeting on August 29, 202, and the Finance Report as presented.

**Second:** Ana Mangino

**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).
    - 577-000-2425-0002-I (\$31,218.77-Operations Increase for SEG)
    - 577-000-2425-0003-IB (\$39,609.16-Rollover from Initial Budget)
    - 577-000-2425-0004-IB (\$349.22 - IDEA B)
    - 577-000-2425-0005-IB (\$343,700.00 - Ed Fellows)

**Dr. Ismael Camacho, board chair,** proposed waiting for the review and approval before taking action during the following meeting. Any other board member makes any motion.

4. **Public Input** – (See rules for public input at the end of the agenda) Any public input at this moment
5. **Review of Authorizer Unique Correspondence** – **By Dr. Hector Giron, Head Administrator** -There is no Unique Correspondence to report at this moment.
6. **Principal's Report** – **By Dr. Hector Giron, Head Administrator** (see at the bottom of the minutes a copy of this report)
7. **Concilio de Padres and Community Engagement Reports** – **By Eric Rodríguez, Chair of the Concilio de Padres, and Lucía Carmona, Director of Operations and Community Engagement** (see at the bottom of the minutes a copy of this report)
8. **Reports from Committees** -
  - a) **Academic Performance Committee** – **Vacant**
  - b) **Governance Board Development Committee** – **By Dr. Ismael Camacho, Chair** Nothing to report on
  - c) **Facilities Committee** - **Verónica Lucio, Committee Chair** – Nothing to report on
  - d) **Safe School Committee** – **Vacant**
  - e) **School Development Committee** - Volunteer Needed; this committee is still pending

9. *Unfinished Business* – Any unfinished business at this moment

10. *New Business* –

- a. *Discuss and identify Co-Chairs from the board members for the vacancies on the committees that were established in 2019 to support and be connected to the school's overall functioning ([see bylaws](#) – section 5.3, page 11)*
- *Academic Performance Committee – **Vacant** – Pending to wait for a board member to take this position*
  - *Safe School Committee – **Vacant** – Ana Mangino accepted to Co-chair this committee*

11. *Agenda items for the Next Meeting* –

- a. *Discuss the need for a “Retention for Public Records Policy.” Based on the Public Records Act, we don’t want to retain records infinitely. Without that policy, we may face a legal issue. I propose to request advice from the school attorney to help us develop this policy.*
- b. *Discuss and identify Co-*

12. *Date of the Next Monthly Governance Virtual Governance Board Meeting* - (October 23, 2024, at 6:00 pm, Via Zoom Meeting).

13. Motion to Adjourn

**Motion:** *Ana Mangino makes a motion to adjourn the meeting at 6:59 pm*

**Second:** *Elena Garza*

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

*Ismael Camacho*

Dr. Ismael Camacho, Chair

APPROVED Oct 23, 2024

Date Approved

**Head Administrator's Report**  
**September 18, 2024**  
**Dr. Hector Girón**

- [Contract with Clifton Larson and Allen](#) for yearly 3<sup>rd</sup> party audit mandated by the NMPED
- [Enrollment Numbers for 2024-25](#)
- [Staffing](#)
- [NMPED Assessment Schedule-2024-25](#)
  - Testing Coordinator. Sarah Herring
- Hearing and Sight Screening equipment has been purchased and scheduled for Kinder, 1st, 3rd.
- Report Cards will go out on October 16th, 2024
- Fall Break-September 23-October 4, 2024
- Return to class on October 7, 2024
- Site-Based Leadership Team Orientation will be held on October 12 from 9:00-11:30.
- A Facilities Task Force is being formed to facilitate a decision on the school's future direction in the building we are in. The task force will meet via Zoom on Friday, September 20th, at 1:15 p.m. ([see previous recordings that admin staff and FYI had around this matter](#))
- September 20th-Meeting with Rachel Aguilar to consult about eye issues that are very prevalent in children who are struggling academically. Project programming interventions for students who may have some of these challenges.
  - Functional Eye assessments
  - Visigraph-tests for binocular vision
  - Scotopic Sensitivity Syndrome

**Lucia Carmona**

**Dir. of Operations and Community Engagement**

Report – September 18, 2024

**Operations:**

IT management:

- Website, FB page, YouTube Channel, Google Drive Files, and Zoom Meeting Link.
- Supporting Admin staff in general related duties
- Organizing the Hearing and Vision screening day

**Facilities:**

- Dr. Giron, Daniel Ulibarri from NISN, and I met with Mr. Kavanaugh and Mr. Fred Mobley from FYI last week to follow up on our conversation about facilities at the previous meeting in spring. (See recordings from the last three sessions.) We are working on a “Facilities Task Force” to establish which direction we will take regarding the school's facilities soon.

**Community Engagement:**

**Concilio de Padres:**

- Co-facilitate monthly meetings and programming activities
  - Printing – T-shirts (you are welcome to order as well, due date, September 27, 2024)  
Message from Mr. Rodriguez, Chair of the Concilio de Padres:  
“Hello Raices Family,  
As discussed in our last Concilio meeting, here are two links to order Raices shirts. You will have the option to purchase Polos in one link and Hoodies/t-shirts in the other. We must meet a minimum order of 40 shirts to get the advertised pricing. The deadline to order and pay is September 27th!  
You can have the order delivered to your home and pay for the shipping and handling, or send it to me for free, but we will have to sort them out.  
Please order soon before the deadline of September 27th!”

**Hoodies/T-Shirts**

<https://www.customink.com/g/pyf0-00cw-krvk>

**Polos**

<https://www.customink.com/g/pyf0-00cw-knss>

**Community School:**

- Site-Based Leadership Team (SBLT): This structure is mandated by the NMPED-Community School Grant and hosts at least quarterly meetings. The SBLT comprises Governance Board members, staff, parents, students, and community partners.  
We will tentatively have the first meeting on Friday, October 11 (after school) or Saturday, October 12 (morning). This session will be a preliminary to the Strategic Session in November.
- Developing/expanding our partnerships
- Preparing the annual CS Strategy Session – Fall 2024

Contacted the facilitator team, Shankland Associates. The tentative date to host our Annual Strategic Session is the first week of November 2024. [\(see the CS Strategy Report from last year \(November 11-13, 2023\) for your information\)](#)

**Concilio de Padres/Parent's Council**  
**Monthly Meeting**  
**AGENDA**

**Date/Fecha:** September 11, 2024

**Time:** 6:00 pm

**Location:** Zoom Meeting:

<https://us02web.zoom.us/j/87254674342?pwd=NkkdCGIbCk2HbGKcdQ0yegSiYtVNXF.1>

**A. Call to Order / Llamado al Orden**

1. Welcome and remarks / Bienvenida
2. CEC Officer Roll Call / Llamado de lista
3. Review of meeting notes for August 28, 2024 / Revisar las notas de reunión del 28 de agosto, 2024
4. Public Comment: 2 Minutes Max/ Comentario Publico 2 Minutos Maximo

**B. Approval Items / Artículos de Voto**

1. None

**C. Discussion Items / Artículos de Discussion**

1. First Annual Raices 5k Run Discussion
2. Free Hot Dogs-Concilio Sponsored treat to celebrate Fall Break.
  - a. Request for donations from parents: \$5 – or Volunteers?
  - b. Showcase Donated Rotating Grill
  - c. Sale Raffle tickets for Grill

**D. Reports / Reportes**

1. Committee Reports: No Committee reports
2. Raices Report – Provided by (Lucia Carmona)
3. Announcements – Tentative

**E. Dialogue/Diálogo/Tlahtocan (Positive Reflections/Reflexiones Positivas)**

**F. Adjournment.**

Next Meeting October 16, 2024 /Próxima reunión, 16 de Octubre 2024