



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

April 25, 2024, **APPROVED**  
*Approved: (May 23, 2024)*

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: 6:03 PM to 7:43 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	Patricia Minjarez	Vice-Chair	X			
3	Veronica Lucio	Secretary	X			
4	María Elena Garza de Vargas	Treasurer	X			
5	Patricia López	Director at Large		X		

This is the monthly regular governance board meeting. Ms. Veronica Lucio is acting as minutes taker, calling the meeting to order and declaring a quorum at 6:03 p.m. Quorum was declared.

1. *Conflict of Interest Declaration* – None were declared.
2. *Consent Agenda* – includes approval of the following:
  - a. *Agenda for April 25, 2024, Monthly Governance Board Virtual Meeting*
  - b. *Minutes of the previous meetings, Monthly Meeting for March 28, 2024.*

**Motion:** *Elena Garza moved to approve the consent agenda for April 25, 2024, and Minutes from the previous GB Monthly Meeting of March 28, 2024, and Finance Report.*

**Second:** *Veronica Lucio*

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

- c. *The Monthly Finance Report is to include the following:*
  - Monthly Account Summary of Expenses
  - Monthly Account Summary of Revenue
  - Monthly Bank Statement
  - Monthly Bank Reconciliation Statement

- Monthly Update in Preparation for the Quarterly Cash Report
- Monthly Voucher by Warrant Report
- Monthly Finance Committee Meeting Notes from the Finance Committee Chair
- 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).

3. *Public Input – I called out, but no one signed up.*

4. *Review of Authorizer Unique Correspondence – By Dr. María Artiaga, Head Administrator.*

- *Any correspondence at this moment*

5. *Head Administrator’s Report – By Dr. María Artiaga, Head Administrator (see at the bottom)*

6. *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)*

7. *Reports from Committees -*

a. *Academic Performance Committee – **Pat Minjarez, Committee Chair***

- *Any report at this time, attended to the concilio de padres and learned more about the level of engagement and involvement in the student's interest.*

b. *Governance Board Development Committee—**Aldair Márquez, Committee Chair***

- *There is a compiled list of new applicants for the governance board member position. I will read it and bring the report to the next meeting. I am contacting Missy to follow up with asking all board members to complete their full hours of training.*

c. *Facilities Committee - **Verónica Lucio, Committee Chair***

- *At this time don't have updates. But is planning to meet with Dr. Artiaga and Ms. Lucia*

d. *Safe School Committee – **Aldair Márquez, Committee Chair***

- *Any updates at this time.*

e. *School Development Committee - **Aldair Márquez, Committee Chair***

- *Any updates at this time.*

8. *Unfinished Business –*

9. *New Business –*

- a. Presentation on Calendar, School Year 2024-2025  
Any discussion or action was taken on this.
- b. Discussion and Possible Action on Host Governance Board Meetings in person/hybrid  
Due to several considerations, the meeting will continue Virtually. However, Mr. Aldair, chair of the GB, is encouraged to host at least the first Fiscal Year 2024-2025 in-person/hybrid meeting if possible.
- c. Discussion and Possible Action on exploring changing the Governance Board monthly meeting from Thursday to Wednesday day.

**Motion:** Maria Elena Garza moved to approve the change of the fourth Thursday to the fourth Wednesday of the month to host the monthly governance board meetings at 6:00 pm.

**Second:** Pat Minjarez

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

10. Agenda items for the Next Meeting on April 30, 2024, at 6:00 pm

- a. Request for Close Session for Personnel Updates before the official meeting
- b. Discuss and possible action on the Budget for 2024-2025 in an in-person meeting at
- c. Discuss and possible action to approve the New School Year 2024-2025 Calendar

**Motion:** Pat Minjarez makes a motion to approve a Special meeting on April 30, 2024, at 6:00 p.m. to host a close session for personnel updates, approve the budget for 2024-2025, and approve the new school year calendar for 2024-2025.

**Second:** Veronica Lucio

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

11. Date of the Next Monthly Governance Virtual Governance Board Meeting - (May 23, at 6:00 pm, Via Zoom Meeting).

Adjournment – Vote to adjourn by roll call vote at 7:43 pm

**Motion:** Pat Minjarez makes a motion to adjourn the meeting at 7:43 pm

**Second:** Elena Garza

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

Raul Aldair Marquez

Ms. Veronica Lucio, Secretary

May 23, 2024

Date Approved