



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

November 20, 2024, **APPROVED**

Approved: (December 18, 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: 6:12 PM to 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 Mangino	Vice-Chair		X		
3	Judith Flores Carmona	Secretary		X		
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. Ms. Veronica Lucio is acting as minutes taker, calling the meeting to order and declaring a quorum at 6:12 p.m. Quorum was declared.

Roll Call and Call to Order

1. *Conflict of Interest Declaration – Any conflict of interest was presented*
2. *The Consent Agenda – includes approval of the following:*
 - a. *Agenda for Meeting, November 20, 2024, Governance Board Monthly Regular Meeting*
 - b. *Minutes of the previous Governance Board Special Meeting on October 23, 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)
- viii. Monthly Voucher by Warrant Report

Motion: Patsy Lopez makes a motion to Approve The consent Agenda and all items listed as it is

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,**
- Discussion of any GB member questions on the Finance Report.
 - Discussion and possible action on Budget Adjustment Requests (BARs).

Motion: Patsy Lopez makes a motion to Approve the Finance Report, including BARs 577-000-2425-0009-IB, 577-000-2425-0010-IB, 577-000-2425-0011-IB

Second: Elena Garza

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 the agenda).
 - Ms. Patsy Lopez, Board Member at large, announced that the following g
- 5. Review of Authorizer Unique Correspondence – **By Dr. Hector Giron, Head Administrator**
- 6. Head Administrator’s Report – By Dr. Hector Giron, Head Administrator
- 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**
- 8. Reports from Committees -
 - a. Academic Performance Committee – **Vacant**
 - b. Governance Board Development Committee – **By Dr. Ismael Camacho, Chair**
 - c. Facilities Committee – **By Verónica Lucio, Committee Co-Chair**, Ms Lucio reported her last visit to the school and observed many improvements outside the playground and around the facilities. Having in-house maintenance makes the difference. As a board member, I suggest keeping this position considered as part of a permanent position in the budget.

d. *Safe School Committee – Ana Mangino*

e. *School Development Committee - Volunteer Needed; this committee is still under development.*

9. *Unfinished Business*

- *Obtaining a credit card for the school, as reported by Dr. Hector Giron.- Dr. Giron reported the admin staff is preparing the form to be submitted to the bank and will provide more updates at the next meeting.*
- *New School Policies report. “Records Retention Policy.” Dr. Giron investigated New Mexico Association Board officials, and it was interesting that they offered review policies to the school based on the district's needs and attended a board meeting presentation. However, they informed us that, as charter schools, we don't have access to those services. We didn't proceed in this direction. Dr. Giron approached to the Legal group the school has contracted of Susan Fox.*

10. *New Business –*

a) *Discuss a proposal to get the services from Ms. Susana Fox, Raices' lawyer, to update the Policy Manual. Their fee for this kind of service is about \$3,000. **Presented by Dr. Hector Giron***

b) *Discuss possible actions for asking Dr. Jane Asche to provide training on board development. **Presented by Dr. Ismael Camacho.***

Dr. Camacho asked Dr. Giron to ask Ms. Susana Fox also about the Credit Card use policy and the cost.

Mr. Terrance Hester suggested going with PSCNM and asking for support in identifying legal assistance. They have access to lawyers who are familiar with NMPED laws and regulations.

Any action was taken on item a)

For item b) the board will work with Lucia on logistics and set a date for a board development training provided voluntarily by Dr. Jane Asche.

11. *Agenda items for the Next Meeting –*

a. *Discuss the need to prepare a policy on the use of a credit card for the school*

12. *Date of the Next Monthly Governance Virtual Governance Board Meeting - (November 20, 2024, at 6:00 pm, Via Zoom Meeting).*

Motion: Elena Garza makes a motion to adjourn the meeting at 7:11 pm

Second: Patsy Lopez

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

Veroncia Lucio

Ms. Veronica Lucio, member at large

December 18, 2024

Date Approved

Head Administrator's Report
October 23, 2024
Dr. Hector Girón

- Yearly Audit being conducted by CLA (CliftonLarsonAllen LLP)-**Sheila Quintana-Filosa, CPA**, Director for State and Local Government
 - 10.1.24 Risk Interview held at 9:00 am with Dr. Hector Giron. Interview conducted by Jacqueline Munoz.
 - 10.15.24 Audit Committee Meeting held at 4:30 pm via Zoom.
 - Pending -Risk Interview with Governance Board Member.
 - 11.18.24 Meeting to present the Audit Report to the Audit Committee at 1:30 pm.
 - 11.27.28 Audit Report will be sent via Docusign for signature from
 - Dr. Hector Giron-Head Administrator
 - Terrance Hester-Business Manager

- [Enrollment Numbers for 2024-25](#)
- Legislative Education Study Committee <https://www.nmlegis.gov/Entity/LESC/Default>
 - A treasure trove of information. The latest information about what is being considered in terms of education in the State of NM.
 - Publications and Committee Information
 - [School Leadership Preparation-Principal Residency](#)

- ACE (Accessing Choices in Education)
 - <https://www.gricted.com/index.php/ace-program>
 - **Jessica Helen Lopez**
Native Youth Opportunities Director
ACE Grant Program Manager
NACA Inspired Schools Network
 - Is submitting a formal request to add Raices to the ACE grant for Year 5 and seeking approval by November.
 - 4 Pillars
 - Culture and Language
 - Dropout Prevention and Recovery
 - Literacy
 - Enrichment