



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

June 27, 2024, **APPROVED**

Approved: (July 30, 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 10:01 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. Mr. Raul Aldair had an emergency. Ms. Pat Minjarez started the meeting, and Ms. Veronica Lucio acted as minutes taker, called the meeting to order, and declared a quorum at 6:10 p.m. Quorum was declared.

Roll Call and Call to Order

1. *Conflict of Interest Declaration* –
2. Consent Agenda – includes approval of the following:
 - a. Agenda for Meeting, June 27, 2024, Governance Board Monthly Regular Meeting
 - b. Minutes of the previous Governance Board Monthly Meeting on May 23, 2024, and the Special meeting on June 18, 2024.

Motion: Veronica Lucio moved to approve the consent agenda

Second: Maria Elena Garza

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

- c. Minutes of the previous Governance Board Monthly Meeting on May 23, 2024, and the Special meeting on June 18, 2024.

Motion: Patsy Lopez moved to approve the Minutes from the previous governance board monthly meeting on May 23, 2024, and the Special meeting on June 18, 2024.

Second: Maria Elena Garza

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

3. **Public Input** – (See rules for public input at the end of the agenda)

Mr. Roberto Moctezuma has a question about an item on the agenda, The Wage Overpayment/Miscalculation Policy. Are there any consequences for not having access to our check stubs? Also, there were many mistakes in the calculation of payment. Not having access to my check stubs, I don't know if there are any miscalculations to my payment; I don't want to owe thousands of dollars at the end of the year and have to pay it back. As employees, how can we protect ourselves if there is a miscalculation by the (money person) business office? And not being responsible for the mistake yet needing to pay. There were a lot of issues this past year, and I didn't have a clear idea; no one explained it to me. I want to know what the protection is for us as employees when this happens, and the business manager is the one who made a mistake. How could we fix this instead of waiting till the end of the year? And how can I prevent that when I still don't have access to review my paycheck stub regularly? In any job I had, I never had this problem because I always had access. I brought it to the discussion at the last meeting and still have not received a response. Over the past couple of years, I have not been able to open my check stubs as needed.

4. Monthly Bank Statement by Mr. Terrance Hester, Business Manager. Mr. Hester presented a draft of the Monthly Finance report that couldn't be met and will complete it at the next meeting.
5. 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 attachments)
6. Reports from Committees -
 - a. Academic Performance Committee – **Pat Minjarez, Committee Chair – there is nothing to report now.**
 - b. Governance Board Development Committee – **Aldair Márquez, Committee Chair – anything to report**
 - I. Status of Board member training hours
 - II. Recap of PCSNM Conference
 - III. Governance board member handbook

- c. *Facilities Committee—Verónica Lucio, Committee Chair—The Concilio de Parents are planning to come together and help **clean up the outdoor area before school starts. I will meet with Ms. Elva will review pending items presented to the admin office to be addressed.***

7. *Governance Board Business –*

- *Discussion and possible action to establish a Wage Overpayment/Miscalculation and Deduction Authorization Policy.*

Any discussion, the draft presented was reviewed by the school's lawyer. Patsy Lopez considers that the way it is prepared needs to be better drafted and includes how it will benefit the employees and responsibilities on both sides, employees and the school, to have a better understanding. Ms. Pat Minjarez agreed with that and suggested tabling it to work more on it.

Motion: *Patsy Lopez moved to table the policy, draft it better, and present it at the following meeting.*

Second: *Maria Elena Garza*

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

- *Discussion and possible action on approving a third-party financial audit*

Discussion: Patsy Lopez is the one who requested it because she was uncomfortable about many financial issues, like payments not being correct, late pay to providers, and not having clear fiduciary responsibilities. It is unclear if NMPED may suggest who to contact as a 3rd party to perform an audit. Ms. Pat Minjarez. I propose the board consider finding out for a 3rd party perfume audit. Find the cost and who is available. For next week, we may have more answers and vote for them. We can contact NMPEC to see if they can recommend us.

Motion: *Patsy Lopez makes a motion to research and find the cost of a 3rd party financial audit*

Second: *María Elena Garza*

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

- *Discussion and possible action on accepting Mr. Marquez's stepping down as chair to a governance board member.*

Ms. Pat Minjarez would like to thank him for his service in this way, and Ms. Patsy Lopez mentioned that she echoes Ms. Minjarez.

Motion: *Patsy Lopez makes a motion to accept his resignation to be chair of the board*

Second: *María Elena Garza*

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

- *Discussion and possible action to nominate a new governance board chair*

Discussion: Ms. Lucio doesn't have a proposal at this moment, but she knows that there are some new candidates to join the board and that she will not be able to finalize the onboarding process. She committed to moving this possibility forward, including new board members, and waiting until then.

Motion: Veronica Lucio motions to approve; we are waiting until new board members are included to nominate this position.

Second: Patsy López

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

8. Agenda items for the Next Meeting –

- a. Discuss possible action to approve establishing a Wage Overpayment/Miscalculation and Deduction Authorization Policy.
- b. The research about a 3rd party for audit
- c. Discussion and possible action to nominate governance board chair.
- d. Get some training in Robert's Rules of Order. I am looking for support from PEC or Melissa Brown regarding this. NOTE: Mr. Aldair suggested considering the Explora Academy GB Robert Rules and possibly adopting their model. Also, I offered to send the board a link to the book of Robert Rules, which is straightforward to understand and adopt.

Before closing the meeting, we want to acknowledge Mr. Marquez for his service.

9. Date of the Next Monthly Governance Virtual Governance Board Meeting - (the fourth Wednesday of the month) July 24, 2024, at 6:00 pm Via Zoom Meeting).

10. Adjournment – Vote to adjourn by roll call vote. (7:13 pm)

Motion: Pat Minjarez makes a motion to adjourn the meeting.

Second: Elena Garza

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

Verónica Lucio

Ms. Veronica Lucio, Secretary

July 30, 2024

Date Approved



Head Administrator's Report
June 2024
Dr. Maria Artiaga

A Message from Dr. Artiaga

A special thanks to the Governance Board members, students, staff, and families who supported me during my employment at Raices del Saber. I will always remember your smiles, hugs, and conversations that inspired me in being your leader. Team, thank you for doing your best to make a positive impact for the students at Raices.

Students, remember to practice the Raices' core values (Respect, Awareness, Initiative, Community, Encouragement, and Serenity) and do your best in school and in life! Have a great year! I will miss you dearly!

Academic Performance

- **Staff PD**
 - June 4 & 5 – Literacy Conference (Ms. Batres)
 - June 6-7 GTF Convening (Mr. Ramos & Ms. Ibanez)
 - June 20-21 – NISN Native Literature Symposium (Mr. Ramos, Mr. Moctezuma, Ms. Ibanez, and Ms. Rigales)

- **Admin Professional Development & Meetings**
 - June 4 & 5 – Literacy Conference
 - June 12-14 – Charter School Conference
 - June 20-21 – NISN Native Literature Symposium

- **Other Updates**
 - Title I Grant Award: \$51,135.00 (Fund 24101)
 - Title II Grant Award: \$16,481.00 (Fund 24154)
 - Title III Grant: \$2,300.00 Consortium partner pending (Fund 24153)
 - Title IV Grant approved: \$10,000.00 (Fund 24189)
 - Bilingual Education pending: \$? (Fund 27575)
 - IDEA-B Grant: \$24,898.00 (Fund 24106), Phase II pending
 - IDEA-B Grant: \$25,581.77 (Fund 24109), Phase II pending
 - Family Income Index: \$46,779.00 (Fund 27407) pending
 - Literacy Grant: \$25,000.00 (Fund 27114) 2nd Year
 - Fresh Fruits and Vegetables Grant Award: \$1,567.00 (Fund 24118) NEW
 - NM School Kitchen Infrastructure Improvement Grant Award: \$4,400.00 NEW

Lucia Carmona

Dir. of Operations and Community Engagement

Report – June 27, 2024

Operations:

IT management:

- Website, FB page, YouTube Channel, Google Drive Files, and Zoom Meeting Link.

Facilities:

- I met with Fred last week to follow up on some pending fence repairs. He mentioned that the next-door building is available again if we are interested in discussing its use. He will talk to Mr. Kavanaugh to see if we can use the little corner of the next-door playground to open it to our school side.

Grants:

- Community School Implementation Grant 4th – Community School Certification Pilot program. We received an award of \$25,000 and a direct amount of more than \$27,000 through SEG direct funds to support Community Schools and After School program (OST program)
- I met with Henry Rael, the program officer from the McCune Foundation, to explore matching funds for Community School and After School Program
- Support head administrator to submit MLSS report

Promotion of the head administrator position throughout Raices’s website, Linkin, Local and Regional Networks (Arizona and Texas areas)

- One applicant, Dr. Hector Giron, for the position of head administrator.
- One applicant for the teacher's position, Mr. David Leyva

Enrollment for SY 2024-2025

K – 21

1st – 22

2nd – 24

3rd – 22

4th A – 13

4th B – 13

5th – 16

TOTAL= 131 7 students on the waiting list

Community School:

- I was invited to be part of a State Committee to prepare a Theory of Action for Community Schools for Transformation and Certification Process and Requirements.
 - Site-Based Leadership Team (SBLT)
 - Developing/expanding our partnerships
 - Preparing the annual CS Strategy Session – Fall 2024
-

Concilio de Padres/Parent's Council
Monthly Meeting
AGENDA

Date/Fecha: Wednesday, June 26, 2024

Time: 6:00 pm

Location: Zoom Meeting:

<https://us02web.zoom.us/j/89443886856?pwd=08z8Z2Y45wDn2FXMQ41VFtqhbQYgf.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 May 21, 2024 / Revisar las notas de reunión del 21 de Mayo, 2024
4. Public Comment: 2 Minutes Max/ Comentario Publico 2 Minutos Maximo

B. Approval Items / Articulos de Voto

1. N/A

C. Discussion Items / Articulos de Discussion

1. Día de Renovación Escolar (School Renewal Day)
 - a. Discussion on a list -
 - i. Cleaning / limpieza
 - ii. Fixing / reparaciones
 - iii. Updating /Actualizacion de informacion
 - b. Discuss teacher classroom needs / Discutir las necesiades de los/las maestros(as)
 - c. Discuss possible date / Discutir posibles fechas
 - d. Discuss volunteers per class / Discutir sobre voluntarios por clase

D. Reports / Reportes

1. Committee Reports: No Committee reports /Reporte de Comites: no hay reportes
2. Raices Report – Provided by (Lucia Carmona and Dr. Artiaga)
3. Announcements – Tentative / Anuncios

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

F. Adjournment. / Concluir

Next Meeting July 24, 2024 /Próxima reunión, 24 de Julio 2024