



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

August 22, 2024, **APPROVED**
Approved: (September 18, 2024)
[Click here for Minutes Recording](#)

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: 6:08 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	Veronica Lucio	Interim-Chair		X		
2	María Elena Garza de Vargas	Trasurer	X			
3	Patricia López	Director at Large	X			
4	Ismael Camacho	Director at Large	X			
5	Ana Mangino	Director at Large		X		
6	Judith Flores Carmona	Director at Large	X			

This is the monthly regular governance board meeting. Ms. Veronica Lucio had an emergency at the hospital, and Ms. Elena Garza is acting as minutes taker, calling the meeting to order and declaring a quorum at 6:08 p.m. Quorum was declared.

1. *Conflict of Interest Declaration – Any conflict of Interest was presented*
2. *The Consent Agenda – includes approval of the following:*
 - a. Agenda for Meeting, August 22, 2024, Governance Board Monthly Regular Meeting
 - b. Minutes of the previous Governance Board Special Meeting on July 30, 2024, and Special Meeting on August 7, 2024;

Motion: Elena Garza makes a motion to accept the agenda and approve the minutes from previous meetings on July 30, 2024, and the Special Meeting on August 7, 2024.

Second: Judith Flores Carmona

Vote: Motion passed with three votes yes and one abstention by roll call vote from all governing board members present

At this point, Ms. Garza asked Ms. Patsy Lopez to continue with the meeting because of technical difficulties.

- 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)
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).

Motion: Patsy Lopez makes a motion to approve the Monthly Finance Report as was presented and the BAR 577-000-2425-0001-IB

Second: Elena Garza

Vote: Motion passed with three votes yes and one abstention by roll call vote from all governing board members present

4. *Public Input* – (See rules for public input at the end of the agenda) **No public input**
5. *Review of Authorizer Unique Correspondence* – **By Dr. Hector Giron, Head Administrator**
 - Update on Students Accident Insurance
 - Implement a New Parent/Caregiver Survey for Kindergarten Parents, the Childhood Experiences Questionnaire (CHEQ). Schools should aim to have kindergarten parents complete the CHEQ survey online between October 1 and mid-December.
6. *Principal's Report* – **By Dr. Hector Giron, Head Administrator** (see attachment at the end of minutes)
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 recordings and attachment at the end of minutes for more information)

8. Reports from Committees -

- a. Academic Performance Committee – **Vacant – no report**
- b. Governance Board Development Committee – **Vacant – no report**
- c. Facilities Committee - **Verónica Lucio, Committee Chair – any updates**
- d. Safe School Committee – **Vacant – no report**
- e. School Development Committee - Volunteer Needed; this committee is still **under development.**

9. Unfinished Business –

10. New Business –

- a. Invitation to attend a Collaborative Leadership by PCNM Las Cruces event that needs to RSVP the invitation to the governance board members, head administrator, and admin staff representative.

Link for registration: Las Cruces – Wednesday, Sept 11th - [RSVP LINK](#)
Wednesday, September 11th, 4:00 pm - 6:00 pm.
The Pecan Grill & Brewery
500 S. Telshor Blvd.
Las Cruces, NM 88011

- b. Discuss possible action to review and renew the SPED policies and procedures.

Motion: Patsy Lopez makes a motion to approve for review and update the SPED policies and procedures

Second: Elena Garza

Vote: Motion passed with three votes yes and one abstention by roll call vote from all governing board members present

- c. Discuss possible action to review a policy for Travel Reimbursement.

Motion: Patsy Lopez moves to review and approve the presented changes to the policy for Travel Reimbursement from Actuals to per diem.

Second: Judith Flores Carmona

Vote: Motion passed with three votes yes and one abstention by roll call vote from all governing board members present

d. Discuss possible action to nominate the Board Chair, Vice-Chair, and Secretary.

Motion: Patsy Lopez moves to table Item d. for another meeting

Second: Elena Garza

Vote: Motion passed with three votes yes and one abstention by roll call vote from all governing board members present

11. Agenda items for the Next Meeting –
a.

Date of the Next Monthly Governance Virtual Governance Board Meeting - (September 18, 2024, at 6:00 pm, Via Zoom Meeting).

Adjournment – Vote to adjourn by roll call vote at 10:01 pm

Motion: Elena Garza makes a motion to adjourn the meeting at 10:01 pm

Second: Veronica Lucio

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

Veronica Lucio

Ms. Veronica Lucio, Secretary

September 18, 2024

Date Approved

**Head Administrator's Report
August 22, 2024
Dr. Hector Girón
Implementation of a Systems Process**

- [Enrollment Numbers Through August 19th.](#)
- [Staffing](#)
- [NMPED Assessment Schedule-2024-25](#)
 - Testing Coordinator-Ms. Sarah Herring
- Curriculum and Instruction
 - Raices withdrew from the Structured Literacy Grant on July 26, 2024 after consultation with
 - **Christine Quesada**- Assistant Director
Literacy and Humanities Bureau
 - **Toby Soderberg, Ph.D.**
Project Administrator &
Structured Literacy Coordinator
Southwest Regional Education Cooperative
- [Out of School Program-](#) began August 5, 2024

- Enrollment-89 students
- Average daily attendance for August 5th - 16th is 70 students
- Renewed our commitment to NACA Inspired School Network as a **Network School**.
A NISN network school founded by a fellow, receives regular support from NISN via school leaders' convenings, grants, instructional learning teams and other contact points. This is a formal relationship supported by a MOU/MOA/Contract, the Network School'd satellite and street data is included within NISN reports, grant applications and other funder reporting documents. GTF, MDSC and programs as needed (weekly/monthly communication).

Concilio de Padres/Parent's Council
Monthly Meeting
AGENDA

Date/Fecha: July 25, 2024

Time: 6:00 pm

Location: Zoom Meeting:

<https://us02web.zoom.us/j/88265070843?pwd=RdF7v81IDjVZSoSZ8J5Jqb8HcDS35E.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 June 26, 2024 / Revisar las notas de reunión del 26 de Junio, 2024
4. Public Comment: 2 Minutes Max/ Comentario Publico 2 Minutos Maximo

B. Approval Items / Articulos de Voto

1. Approval of new committee members:
 - a. Secretary candidate: Elisa Avila
 - b. Kindergarten Class Representative: Sherri Mitchell
2. New proposed meeting dates: 4th Tuesday of the month.

C. Discussion Items / Articulos de Discussion

1. Introduction of New Head Administrator

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 August 27, 2024 /Próxima reunión, 27 de Agosto 2024