



Raíces del Saber Xinachtli Community School
Governance Board Meeting Minutes – Approved

Thursday, January 24, 2019
NMSU, College of Education
O'Donnell Hall, Ground Floor CORE Room #027, NMSU Campus
5:00 pm to 7:00 pm

1. Call to Order – at 5:00 PM by Raíces Board Chairperson, Emma Armendariz.
2. Roll Call

The following Board Members signed in and confirmed attendance via voice Roll Call:
Present: Emma Armendariz, Jane Asche, Rocio Benedicto, Alejandro Flores, Paul Gutierrez, Ray Reich. *Quorum present for meeting.* Note: Irene Oliver Lewis arrived at 5:30 PM and signed the attendance sheet.

Absent: None

Others Present: Raíces Program Coordinator, Lucia Carmona

3. Approval of the Agenda*

Motion: Rocio Benedicto moved that the Meeting Agenda be approved as submitted.
Second by Ray Reich. Motion passed unanimously by roll call voice vote.

4. Approval of December 21, 2018, Board Minutes, *

Motion: Ray Reich moved that the December 21, 2018, Minutes be approved as submitted.
Second by Paul Gutierrez. Motion passed unanimously by roll call voice vote.

5. Phone call with Alan Brauer, NISN Fellowship Director and Education Team Lead

Alan Brauer provided an update on the work in process for approving the NISN (NACA Inspired School Network) budget to be provided for the build out of Year-One school operation. He is expecting this process to be finalized by Friday February 1, at which time the money can be transferred to the Raíces bank account. He anticipates the amount will be approximately \$120,000. He noted items to be covered by NISN as follows:

- The Project Coordinators salary through June 30.
- Money for the principal salary.
- \$40,000 of the budget money to be used for upgrades to the building which is being renovated by FYI, Inc.
- On-going support for teacher training/professional development which will be in the budget money.
- Budget can be used for school furniture if needed.

Alan also confirmed that NISN will support the business manager Mike Vigil's travel to meet with Finance Committee on January 30.

He stated that Raíces curriculum and school plan is multicultural to the core and that we should continue to vigorously move forward with the recruitment of students and families.

Note: Arrival of Irene Oliver Lewis during the phone call at 5:30 PM.

6. Approval of Proposed Policy for Public Input at Raíces Governance Board Meetings*

Irene Oliver Lewis presented a proposal for how public input would be conducted as well as the call for public declaration for potential conflict of interest by Board Minutes or others present at all Board Meetings. The Board agreed that this would constitute a first reading and then there would be second reading at the February 28th Board Meeting after we received input from Charter School Division (CSD) staff. The proposal suggests the following order in the Governance Board Agenda as follows:

- Call to Order
- Roll Call
- Conflict of Interest Declaration
- Approval of Agenda
- Public Input
- Approval of Minutes of the most recent Board Meeting
- Other business as determined by Governance Board Chairperson, other Board Members, and Principal.

Jane noted that the agenda should always include the meeting of the next regular Board Meeting. We further agreed that all policies should include the relevant State Statutes and/or NM Administrative Codes and sections of the Raíces Bylaws that are relevant to the policy. In addition, we agreed to put in the public announcement that is submitted to the SunNews of our Board Meetings that "Public Input is always welcome".

Action to be carried out: Jane Asche will ensure that all Governance Board Meeting Announcements, which are posted 10 days ahead of all regular meetings and 72 hours ahead of all special called meetings, will include a line that states Public Input is always welcome." Irene Oliver-Lewis will have the Conflict of Interest and Public Input Policies ready for a second reading at the February 28th Board Meeting.

Approval of the Policy for Public Input was tabled for a later meeting after at least a second reading of the policy and consultation with the CDS staff.

7. Public Input – No one was present during this meeting to request Public Input.
8. Appointment of the Governance Board Development Committee as required by Bylaws*

After discussion of the role and importance of the Governance Board Development Committee as a standing committee required by the Raíces Bylaws (Section 5.2), the following motion was made to establish the committee:

Motion: Paul Gutierrez moved to approve the appointment of Jane Asche and Rocio Benedicto as members of the Raíces Governance Board Development Committee in accordance with the Raíces Bylaws. Second by Irene Oliver-Lewis. Motion passed unanimously by roll call voice vote.

9. Updates from Committees

a. Facilities Committee (update on contract with FYI)

- Approval to authorize Board Chair and Chair of Facilities to finalize the contract with FYI*

Motion: Irene Oliver-Lewis moved that the Board Chairperson and the Chair of Facilities be approved to sign a contract with Families and Youth, Inc. to proceed with planning of the renovations for the building at 2211 N. Valley which will house Raíces in the fall. Second by Paul Gutierrez.

During the discussion on this motion there was a suggested amendment to the original motion.

Amendment to the Above Motion: Jane Asche moved to amend the motion to read that the Board Chairperson and the Chair of Facilities be approved to sign a contract with Families and Youth, Inc. to proceed with planning of the renovations for the building at 2211 N. Valley which will house Raíces in the fall as long as the contract corresponds with the conditions laid out in the letter of intent approved by the Board at the December 21 Special Called Board Meeting and that Raíces share to be paid toward the renovation does not exceed the \$30,000 specified in the letter of intent. Second by Rocio Benedicto. Motion passed unanimously by roll call voice vote.

b. Principal and Key Staff Hiring Committee

The Committee has revised the approved schedule for the hiring process as follows:

- Immediate press release - on principal position, teacher positions, start of school, and student enrollment process for the first year of operation.
- Targeted Advertisement –
 - February 15 thru March 15 for the principal hire
 - Check out credentials and references of applicants from March 15 to 28
- Principal Process –
 - 2nd stage of the interview process between March 29 to April 12
 - Chosen Candidate to start May 15 (may be part time at first)
- Staff Process –

- Review applications April 8 – 12
- Interviews April 22 – May 3
- Final decisions by May 6
- Lottery-
 - March 30
- Professional Development –
 - July 29 – August 8
 - August 8 - is Meet Teacher day
- School Starts –
 - August 12

Action to be taken: Irene Oliver-Lewis, Rocio Benedicto, and Emma Armendariz will see that these steps are carried within the timeframes specified.

c. Finance Committee

- Approval to remove Business Manager and add extra Board member to the Finance Committee*

Motion: Rocio Benedicto moved that we remove the business manager from the Finance Committee as per the recommendation of the CSD staff and replace him with Board Member Paul Gutierrez. Second by Irene Oliver-Lewis. Motion passed unanimously by roll call voice vote.

- Board Member Rocio Benedicto has requested that there is a formal written budget report as per NMPED regulations at every board meeting.

Action to be carried out: Finance Committee Chair, Ray Reich, will ensure that a written finance report is submitted at every regular Board Meeting. Ray Reich, Paul Gutierrez, and Jane Asche will meet with Michael Vigil, the business manager, to work on the internal financial controls policy on January 30 to submit to the CSD staff by February 28. They will also ask for samples of monthly reports.

- Committee Chair Ray Reich reported that there have been no expenses and no deposits during the past month. The current checking account balance is \$3,000.

10. Raíces Project Coordinator Report

The decision was made to receive the updates electronically because of time constraints. (See endnote)

- a) Updates on November 15, 2018, submissions to CSD
- b) Discussion on submissions Due on March 1, 2019
- c) Discussion on submissions Due on February 28, 2019, to meet conditions of the PEC
- d) Updates on the website, FB page, and Google Drive

11. Approval of revisions to the Bylaws as per recommendations from CSD*

Motion: Irene Oliver-Lewis moved that the Board approve the five minor changes in the bylaws recommended by the CSD staff and reflected in the cover and footer of the Bylaws as “Revised January 24, 2019.” Second by Ray Reich. Motion passed unanimously by roll call voice vote.

12. Updates on NM Legislative initiatives related to charter schools - *This item is tabled until the next regular meeting of the Board.*

13. Establish an annual date at which the budget will be approved*

Motion: Rocio Bendicto moved that the established date for the approval of the annual budget be at the regular Raíces Board Meeting in the month of May, the 4th Thursday of the (will be May 23, 2019 for this year). Second by Alejandro Flores. Motion passed unanimously by roll call voice vote.

14. Final Review and approval of NISN/Raíces MOU – *This item tabled until the next meeting.*

15. Agenda items for Next Meeting

- Items 12 and 14 from this month’s agenda.
- Second reading of the Conflict of Interest and Public Input policies.
- Exact date of Annual meeting.

16. **Next Meeting** – February 28, 2019, at 5:00 PM at O’Donnell Hall Ground Floor, Room #027

17. **Adjournment** – at 7:15 PM.

Motion: Irene Oliver-Lewis moved to adjourn at 7:15 PM. Second by Jane Asche. Motion passed unanimously by roll call voice vote.

Submitted by Jane Asche, Raíces Board Secretary