

Public Education Commission Governing Body Member Change Amendment Form

The Charter Contract was entered into by and between the New Mexico Public Education Commission and [RAICES DEL SABER XINACHTLI COMMUNITY SCHOOL], hereafter "The School", effective [1] of [JULY], [2019]. The School was approved for a [FIVE YEARS] Charter Contract.

NUMBER OF MEMBERS REQUIRED UNDER YOUR SCHOOL'S BYLAWS: 5-9

NUMBER OF CURRENTLY SEATED GOVERNING BOARD MEMBERS: 6

☒ **RESIGNATION**

EFFECTIVE DATE OF RESIGNATION, AS PROVIDED ON THE WRITTEN NOTICE FROM THE RESIGNING BOARD MEMBER: Aug 31, 2022

NAME OF INDIVIDUAL RESIGNING: Maria Luisa Gonzalez

☐ **REMOVAL**

DATE OF REMOVAL:

NAME OF INDIVIDUAL BEING REMOVED:

REASON FOR REMOVAL:

DESIGNATION OF NEW BOARD MEMBER TO ☐ AN EXISTING POSITION OR ☐ A NEW POSITION

EFFECTIVE DATE OF APPOINTMENT, AS PROVIDED IN WRITTEN NOTICE FROM THE BOARD:

NAME OF INDIVIDUAL BEING DESIGNATED:

HOME ADDRESS:

PHONE NUMBER:

EMAIL ADDRESS:

NAME OF BOARD MEMBER BEING REPLACED:

☐ **REQUEST FOR EXTENSION:**

☐ **VOTE NOT TO REPLACE MEMBER:**

Submit this form and all supporting documents to charter.schools@state.nm.us

The School's Governing Body Member Change Amendment is hereby submitted by [RAICES DEL SABER XINACHTLI COMMUNITY SCHOOL] on [SEPTEMBER 6, 2022], and affirms the school meets the following eligibility criteria:

- ☒ Amendment must be submitted to the PEC within 30 days of change in membership; and
- ☒ The school's governing board is in compliance with all reporting requirements.

Holaya Ponce Acosta

SEPTEMBER 6, 2022

Charter School Representative Signature

Date

The School's Governing Body Member, or Charter Representative Change Amendment was:

☐ Approved ☐ Denied

Chair, Public Education Commission

Date

August 25, 2022

Las Cruces, NM

Dear Raíces Governing Board:

A few months ago I tendered my resignation from our Governing Board. I never gave an end date because I wanted to help out until replacements were found. At this point our health issues are a bit more "complicated"; therefore, I need to resign effective August 31, 2022.

Over my past year on the Board I have met incredible individuals. The GB has enjoyed the presence of stalwarts that have been truly committed to Raíces and its children. I have been honored to serve under the leadership of Holaya Ponce-Acosta along with that incredibly committed Ray Reich. Patsy Flores has been instrumental in keeping us compliant and Aldaír Márquez has proven that the parental perspective is critical to Board actions.

I am sorry I won't be sharing meeting space with the amazing Maria Elena Garza and the indefatigable Verónica Lucio. Both women will complement the leadership already existent on the Board. I am very happy they will lend their experience and expertise to the Raíces del Saber Community School.

My very best to each of you!

Always,

Malú

Maria Luisa Gonzalez, Ph.D.

Regents Professor, Professor Emeritus

New Mexico State University

Professor Emerita

University of Texas at El Paso

malu2020gonzalez@gmail.com

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☒ **RESIGNATION**

EFFECTIVE DATE OF RESIGNATION, AS PROVIDED ON THE WRITTEN NOTICE FROM THE RESIGNING BOARD MEMBER: Aug 31, 2022

NAME OF INDIVIDUAL RESIGNING: Sabrina Zamora

☐ **REMOVAL**

DATE OF REMOVAL:

NAME OF INDIVIDUAL BEING REMOVED:

REASON FOR REMOVAL:

DESIGNATION OF NEW BOARD MEMBER TO ☐ AN EXISTING POSITION OR ☐ A NEW POSITION

EFFECTIVE DATE OF APPOINTMENT, AS PROVIDED IN WRITTEN NOTICE FROM THE BOARD:

NAME OF INDIVIDUAL BEING DESIGNATED:

HOME ADDRESS:

PHONE NUMBER:

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NAME OF BOARD MEMBER BEING REPLACED:

☐ **REQUEST FOR EXTENSION:**

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Holaya Ponce Acosta

SEPTEMBER 6, 2022

Charter School Representative Signature

Date

The School's Governing Body Member, or Charter Representative Change Amendment was:

☐ Approved ☐ Denied

Chair, Public Education Commission

Date

August 23, 2022

Dear Raíces del Saber Governing Board Members,

It is with regret that I tender my resignation from the Raíces del Saber Governing Board effective 08/31/22.

Unfortunately, my commitments at work, as well as with my family has increased significantly, which will not allow me to fully participate as a board member.

I am grateful for having had the opportunity to serve on the board. I offer my best wishes and its continued success.

Sincerely,

Sabrina S. Zamora

Sabrina S. Zamora, Ph.D.
2754 Crown Point Ct.
Las Cruces, NM 88011



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

DRAFT: August 25, 2022

Location: Raices del Saber Xinachtli Community School, 2211 N. Valley Drive
The Meeting was conducted in person with the public joining by the Zoom Meeting Platform

Roll Call and Call to Order at **6:05 PM**

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	Holaya Ponce Acosta	Chair	x			
2	Raúl Aldair Márquez	Vice-Chair	x			
3	Sabrina Zamora	Interim Secretary	x			
4	Ray Reich	Treasurer	x			
5	Malu, María Luisa González	Director at Large		x		
6	Patricia López	Director at Large	x			

Others in Attendance:

Lucia Carmona, Community Engagement
Mike Brewer Head Administrator
Terrance Hester, Business Manager
Maria Realoza, 2nd grade Parent
Erika Romero, 1st grade Parent
Elva Varela, Office Manager
Marisa DeWolf, Kinder Parent
Yvette Lopez, 2nd Parent- 6:25pm
Veronica Lucio, 6:30pm, New Board Member, Parent.
Irma Lopez, 6:31, Parent- 4th grade Parent
Regina Miller, TA, Kindergarten

1. *Conflict of Interest Declaration* – None were declared.
2. *Consent Agenda* – includes approval of the following:
 - a. Agenda for Meeting, August 25, 2022, Governance Board Meeting
 - b. Minutes of the previous Governance Board Meeting on August 8, 2022,
 - c. The Monthly Finance Report to include:

- 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 Finance Committee Chair (The notes are for the actual month of the Meeting)

Motion: Ray Reich moved to approve the consent agenda.

Second: by Raul Aldair.

Vote: Motion passed unanimously by roll call vote from all present (Acosta, Aldair, Lopez, Reich, and Zamora).

3. Finance Committee and Audit Committee Report by Terrance Hester, SWREC, and GB Treasurer,
 - a. Discussion of any GB member questions on the Finance Reprt.
 - b. Discussion and possible action on Budget Adjustment Requests (BARs).

There was a decrease to the SEG funds. The reason of the decrease was an over calculation of credits for bilingual and fine arts. Mr. Hester has been working with Mr. Brewer to figure out how to go forward with the deduction. It should not affect teachers or the abilities in the classroom.

Motion: Ray Reich moved to approve BAR 577-000-2223-0003-D.

Second: Second by Raul Aldair.

Vote: Motion passed unanimously by roll call vote from all present (Acosta, Aldair, Lopez, Reich, Zamora).

4. *Public Input* – None at this time.
5. Review of Authorizer Unique Correspondence- By Michael Brewer- None at this time.
6. Principal's Report- By Interim Head Administrator, Michael Brewer.
 - a. **See Addendum A** for more information.
7. *Concilio de Padres and Community Engagement Reports- By Concilio Co-Chair, Veronica Lucio, and Director of Operations and Community Engagement, Lucia Carmona (to include Community School Updates)*
 - a. **See Addendum B** for more information
8. *Reports from Committees-*
 - a. *Academic Performance Committee- Chair needed*
 - i. *For now, Mr. Brewer includes updates on his report.*
 - b. *Governance Board Development Committee-*

- i. Will continuing recruiting new board members to replace those GB members who are retiring or resigning.
- c. *Facilities Committee*- By Committee Chair, Ray Reich
- d. *Safe School Committee*- Chair needed
- e. *School Development Committee*- Chair needed

9. *Unfinished Business*- None at this time

10. *New Business*-

- a. Discussion and possible action on acceptance letter of resignation from a board member, Dr. Maria Luisa Gonzalez

Dr. Gonzalez was unable to attend the meeting, however she shared with board that she needed to resign due to health Issues.

Motion: Ray Reich moved to accept the letter of resignation from board member Dr. Maria Luisa Gonzalez.

Second: by Raul Aldair.

Vote: Motion passed unanimously by roll call vote from all present (Acosta, Aldair, Lopez, Reich, and Zamora).

- b. Discussion and possible action on acceptance letter of resignation from a board member, Dr. Sabrina Zamora

Dr. Zamora accepted a new role and responsibility at the school she is currently employed at and is unable to attend meetings or serve on the board as need by the GB.

Motion: Ray Reich moved to accept the letter of resignation from board member Dr. Sabrina Zamora.

Second: by Raul Aldair.

Vote: Motion passed unanimously by roll call vote from all present (Acosta, Aldair, Lopez, Reich, and Zamora).

At this point in time, Mr. Ray Reich is withdrawing his letter of resignation and will continue to serve on the Governance Board.

11. *Agenda items for Next Meeting* -

- a. *Present the process of hiring the new principal*
- b. *Get together family of Raices*
- c. *How to Thank the church to occupy their space for 3 weeks*
- d. *Internally Staff- Brainstorm philosophy culture- engage in more in the knowledge and mission of the school. Board to try to implement ideas "moment of knowledge" to*
- e. *Discussion- brief workshops- one item at a time. Reference to cultural*
 - i. *Upload videos on Youtube*

f. Look for additional board members. Holoya's time is almost up, will remain until new board members are recruited.

i. Press Release- w/ requirements- document to spread the word.

12. *Date of the Next Governance Board Meeting* : September 22, 2022 at 6pm via Zoom.

Adjournment – Vote to adjourn by roll call voice vote at 7:07 PM

Motion: Ray Reich moved to adjourn.

Second: by Raul Aldair.

Vote: Motion passed unanimously by roll call vote from all present (Acosta, Aldair, Lopez, Reich, and Zamora).

Signature, Raíces Governance Board

Date Approved

Raíces Del Saber Xinachtli
August 25, 2022 Principal Report
Michael Brewer

1. The three portables now have a Temporary Occupancy Certificate which means students and teachers are able to work in the classrooms. Each portable has 2 bathrooms and 2 water bottle filler stations. The third portable will be used to house the after school program as well as Art and PE.
2. Drop off and pick up continues to run smoothly with all the students being on the main campus. The turn about for parents to turn around should be ready for use by Monday, August 29th barring bad weather.
3. All students are scheduled into Tyler SIS so teachers are able to keep attendance.
4. All STARS reporting for FY22 is uploaded and verified.
5. We continue with our COVID protocols even though the state and DOH have relaxed the protocols for the state. I feel it is better to be overly cautious in order to keep the school open.
6. NISN continues to support Raices. They have paid for our Student Information System (Tyler) and ARC New Mexico which will be doing our STARS reporting with NMPED. We will have our first staff PD with NISN on Friday from 1:00 - 2:30.
7. We have Picture Day on Friday. See the website for more information.
8. We have an Open House on Friday, August 26th. We will run the schedule as follows: Grades 2nd - 4th will be from 5:30 - 6:15 and Grades Kinder - 1st will be from 6:30 - 7:15. This is a time for teachers to tell you about their classrooms, procedures, homework/home support, etc. If you would like a conference with a teacher, you can email or send a note with the student and they will set up a time for a conference.

**Concilio de Padres/Parent's Council - Special Meeting
Concilio's Executive Committee
AGENDA – NOTES**

Date/Fecha: August 18, 2022

Time: 6:30 pm to

Location: Zoom Meeting

Call to Order, by Mrs. Karen Chavez, Vice-Chair of the ECE Concilio

- **Welcome and remarks, objectives, and agreements**
- **Adoption of previous meeting notes from May 19, 2022**
- **Public Comment: This is an opportunity for parents to address the Concilio Executive Committee (CEC) for up to two minutes with comments or issues, whether or not they are posted on the agenda. The maximum time spent on this item is not to exceed 2 minutes. The CEC cannot act nor have any discussions or deliberation on any presentation concerning an item not listed on the agenda. Any item presented may be noticed on a future agenda for deliberation or action**
- **Participants (a list will be taken by Lucia during the arrival to the session in silence)**
- **Parents and guardians/Padres de familia y tutores(as): Veronica Lucio Chair of Concilio, Maria Realzola 2nd, India Hernandez 2nd, Yvette Lopez 2nd, Roberto Moctezuma K & 1st, Yvonne Lozoya 4th, Guadalupe Gutierrez K, Carrie Shaver 3rd, Karen Chavez vice-chair and Financial committee member, 3rd and k; Aldair Marquez Board member and 1st, Diana Godinez 1st, Gema Morales, Tasha Kreger, Angelique Vega, Saba.**
- **Governance Board Liaison member or any other Board Member present**
- **Staff: Elva Varela Office Manager, Mike Brewer Head Administrator**
- **Parent Board member who represents the Concilio at the GB/ Aldair Marquez**
- **Other community member**

1. Discussion item 1. Updates on Facilities, by Mr. Brewer

- **The county will be up tomorrow for inspection to see if portables are ready to provide e-occupancy and bring students together starting Monday. The bottled water station will not prevent the approval from the county. Parent asking what kind of support the school may need to support with water. It could be great; however, we may have all installed but in case we need it we will let you all what could be the needs.**

2. Discussion item 2. Updates on staff, we have the 1st grade teacher we were looking for. He is Mr. Jorge Estrada by Mr. Brewer
 - Mr. Jorge Estrada had great experience from Mexico, he has been working in Gadsden District, we were lucky to have him.
 - The Open House is scheduled to have soon, we are suggesting having open house on August 26

Break per grades, k-1 5:30 and 2-4 6:30

3. Discussion Item 3. Updates on Covid-19 protocol, we are exploring the possibility to test to stay at our school by Mr. Brewer
 - Our school have good protocol in place.
4. Discussion Item 4. In preparation for transition for the new Executive Committee of the Concilio's members, need volunteers. It could be self-nominated or nominated by someone. Positions: Chair, Vice-Chair, Secretary, Treasurer, including another person as alternative, By Lucia Carmona,
 - Nominations and/or self-nominations will be open over the month; contact Lucia Carmona.
 -
5. Discussion Item 5. Updates on the After School Program "Tloke Nauoke" by Lucia Carmona
 - Ask
6. Dialogue/Diálogo/Tlahtocan / Positive and Constructive Reflections, por Mrs. Veronica Lucio
 - The school is doing great, having the support of the church. And acknowledge of what the school is doing Tha
7. Item for next meeting limit time for meetings
 - Discuss time to start the meetings (6:00 pm)
 - News Letters with the calendar of events happening at the school

Non-Action Discussion Items/No-Acción o Discusión de Asuntos

The Concilio Executive Committee shall receive report outs on these items and engage in possible general discussion. No action may be taken on any of these items/El Comité Ejecutivo del Concilio recibirá reportes fuera de estos asuntos y podrá tener alguna breve discusión. Aunque no habrá ninguna accion en ninguno de dichos asuntos

Discussion Items with Possible Action/Discusión de asuntos y Posible Acción

The Concilio Executive Committee shall discuss and consider possible action under its authority as an advisory body to the Governance Board and the School Principal as well/ El Comité Ejecutivo del Concilio discutirá y posiblemente tome alguna acción bajo la autoridad como cuerpo consejero de la Mesa Directiva así como de la Directora.

Discussion and Possible Action (type requester name/nombre de quien lo solicita):

Discussion and Possible Action (type requester name/nombre de quien lo solicita):

Adjournment and Current Meeting Schedule Reminder- /Next Meeting-Próxima Reunión: September 15, 2022.

Lucia's Updates. –

- 1. Upcoming dates:**
 - Fall Break two weeks – September 26-30/October 3-7
 - Indigenous Peoples Day – October 10 at school during salute (all school)
 - “Meet and Greet Raices Familia”
 - Book Custom “Literacy Day Celebration” Monday, October 31
- 2. Equity Council re-established and will continue in receiving training and prepare the Readiness Assessment. (More information to come)**
- 3. Community School Implementation updates.**
 - The ABC Community Schools Partnership workshop to support our School Collaborative Leadership development.