



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

March 26, 2026
DRAFT -, 2026.

Location: Raices del Saber Xinachtli Community School, 2211 N. Valley Drive
The meeting was conducted through the Zoom meeting platform.

[Click here to see recordings](#)

Time: 6:12 PM to 8:00 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	Eric Rodriguez	Chair	X			
2	Ismael Camacho	Vice-Chair	X			
3	Mary Ann Clark	Secretary		X death in her family		
4	María Elena Garza	Treasurer	X			
6	Juan Pablo Santana	Board Member at Large				
7	Veronica Gallegos	Board Member at Large	X			

This is the monthly regular meeting of the governance board. Mr. Chairman Rodriguez asked Lucia Carmona to take notes on behalf of the secretary, and he will take care of make roll calls. The meeting was recorded. The Chair called the meeting to order and declared a quorum at 6:12 p.m.

Roll Call and Call to Order: Declared Quorum with four members present and two absent, one due to death in her family, and the other for family emergency.

Action

1. *Conflict of Interest Declaration*

NONE

2. *Approval of the Agenda for March 26, 2026, Governance Board Monthly Meeting*

Action

Motion: By Elena Garza to approve the agenda as presented

Seconded: By Ismael Camacho

Approved: unanimously by the Board through roll call

3. *Minutes Monthly Meeting for Approval – [January 29, 2026](#) & [February 26, 2026](#).*

Action

Motion: By Veronica Gallegos to approve the minutes as presented

Seconded: By Elena Garza

Approved: unanimously by the Board through roll call

4. *Consent Agenda – includes approval of the following:*
 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)

Motion: by Veronica Gallegos to approve the agenda as presented

Second: By Elena Garza

Approved: unanimously by the Board through roll call

5. *Public Input – (See rules for public input at the end of the agenda) NONE*
6. *Review of [Authorizer Unique Correspondence](#) – By Dr. Hector Giron, Head Administrator Discussion Not at this time*
7. *Finance Committee and Audit Committee Report, By Vicki K. Chavez, Business Manager Action*
 a. *Discussion of any GB member questions on the Finance Report.*
 b. *Discussion and possible action on Budget Adjustment Requests (BARs).*
NO BUDGET ADJUSTMENTS THIS TIME
8. *[Head Administrator’s Report](#) – By Dr. Hector Giron, Head Administrator Discussion See link with the presentation,*
9. *Concilio de Padres and Community Engagement Reports– Discussion By Ms. Maria Realzola, Chair of the Concilio de Padres, and Lucia Carmona Director of Operations and Community Engagement Parents are helping to support graduation ceremonies for Kinder and 5th grades. Will be in communication with both teachers and parents to come up with funds with meals, and other needs. Lucia explained the process of discussion with parents to review the next school year calendar before the school board meeting. Lucia reported on the status on the enrollment, have promotion activities in Radio local stations, working on the WK, Kellogg foundation report.*
10. *Reports from Committees - Discussion*
 a. *Academic Performance Committee – Mary Ann Clark*
 b. *Governance Board Development Committee – By Eric Rodriguez, Chair*
 c. *Facilities Committee – Volunteer Needed*

d. *Safe School Committee – Volunteer Needed*

e. *School Development Committee – By Mr. Juan Pablo Santana, Chair*

11. *Unfinished Business*

a) **ANY**

Action

12. *New Business –*

a) *P-Card will be approved [after all amends to the policy](#). Presented by
Dr. Hector Giron, Head Administrator*

Action

Motion: By Elea Garza to approve the P-Card Policy Amendments as presented

Seconded: By Ismael Camacho

Approved: unanimously by the Board through roll call

b) *Bring to next meeting what are done at other schools, explore the option
of the school enforcing a policy, and implementation of best practices and
drafting a letter to parents. By **Dr. Hector Giron, Head Administrator***

Discussion

Dr. Giron presented immigration issues in the area, and drafted a letter to be send it to parents

c) **Vicki Chavez, Business Manager**, will present the

[2026-2027 Budget Public Presentation](#) had on March 23, 2026, at 5:00 pm

Discussion

13. *Agenda Items for the Next Meeting:*

a) *Approve the next school calendar*

b) *Approve the SY27 budget*

Discussion

14. *Date of the Next Governance Board Meeting – After a discussion in moving the meeting to April 16, to be able to approve the Budget on time (April 16, 2026, at 6:00 pm, Via Zoom Meeting).*

15. *Adjourn: at 8:00 pm*

May 28, 2026

Mr. Eric Rodriguez, Chair

Approval - May 28, 2026, meeting