



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

December 17, 2025

*Minutes pending to approve the next GB meeting in November.  
of this meeting.*

Location: Raices del Saber Xinachtli Community School, 2211 N. Valley Drive

*The meeting was conducted through the Zoom meeting platform.*

Time: 6:01 PM to 7:25 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	Mary Ann Clark	Secretary	X			
3	María Elena Garza	Treasurer	X			
4	Ismael Camacho	Board Member at Large	X			
5	David Romo	Board Member at Large		X		
6	Juan Pablo Santana	Board Member at Large	X			

This is the monthly regular meeting of the governance board. The Secretary recorded the meeting minutes. The Chair called the meeting to order and declared a quorum at 6:01 p.m.

### *Roll Call and Call to Order*

- Conflict of Interest Declaration: None reported** *Action*
- Approval of the Agenda for December 17, 2025, Governance Board Annual Meeting**  
**Discussion:** Remove Consent agenda item 4 and item 7  
**Motion:** by Elena Garza to approve the agenda as amended  
**Seconded:** by Ismael Camacho  
**Approved:** unanimously by the Board through roll call
- [Minutes Meeting Approval - November, 2025](#)** *Action*  
**Discussion:**  
**Motion:** by Ismael Camacho 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:

Action

The Monthly Finance Report 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)

**Discussion:** Removed from the agenda

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,**

**No Correspondence was reported**

Discussion

7. **Finance Committee and Audit Committee Report, By Vicki K. Chavez, Business Manager** Discussion

- a. Discussion of any GB member questions on the Finance Report.
- b. Discussion and possible action on Budget Adjustment Requests (BARs)

**Discussion:** Item was removed from the agenda.

8. Head Administrator's Report – **By Dr. Hector Giron, Head Administrator**

Discussion

To see Dr. Giron's report, click on the link provided at the beginning of this item.  
Any discussion or questions were requested.

**Discussion:** Current enrollment 112 students. Four students have left this year. Concillo de Padres reviewed the attendance policy with the Head Administrator. An attendance committee has been formed that will be meeting monthly. A plan will be in place by the end of January. Dr. Giron's Lions club will be donating clothing and \$700 to the Cabalgantes de Juarez in addition to the Student Council donations. The Head Administrator has connected with an organization called Twenty Seven – 50. They work with the NM Gas and Oil development. The Head Administrator is continuing to fund his own school-related travel. The purpose of the January 6<sup>th</sup> professional development is to build staff cohesion. A board meeting has been scheduled for Friday to accept the PSFA money for lease reimbursement. Question: Are we penalized for advances? Response: No. The advance is still needed to continue forward to ensure we are fiscally responsible. The Chair recommended that the administrator continue to have frequent staff meetings. Communication is important.

9. Concillo de Padres and Community Engagement Reports–

Discussion

**By Samuel Hernandez, Chair of the Concilio de Padres, and**

**Lucia Carmona Director of Operations and Community Engagement**

**Discussion:** The Director of Operations and Community Engagement shared the Concilio de Padres reports. Mr. Williams assisted with the report. The committee worked on the attendance policy. Committee members are making a list of suggestions, including suggestions from the student council to the next Concillo meeting. The Executive Committee requested Mr. Rodriguez to meet with them

and to provide guidance regarding budgeting etc. The Director of Operations and Community Engagement shared materials and strategies that are being used for public awareness and school recruitment in collaboration with other partners.

**10. Reports from Committees -**

*Discussion*

**a. Academic Performance Committee – Mary Ann Clark**

Dr. Giron is working to have a full committee in place.

**b. Governance Board Development Committee – By Eric Rodriguez, Chair**

January 6 from 4-6 there is an Effective Governance meeting for board members. The Chair will send invitations to board meetings.

**c. Facilities Committee – Volunteer Needed**

**d. Safe School Committee – Volunteer Needed**

**e. School Development Committee - By Mr. Juan Pablo Santana, Chair. No report at this time.**

**Discussion:**

**11. Unfinished Business** None

**12. New Business –**

a) [Review of the School Safety Plan](#), presented by Dr. Hector Giron, Head Administrator, Discussion

b) P-Card Amendments by Ms. Vicki Chavez, Business Manager's recommendations, presented by Dr. Hector Giron, Head Administrator

a) The Chair asked the Head Administrator to explain the School Safety Plan found on the link for item 12 as found on the agenda. The plan and its purpose was reviewed by the administrator.

b) The Head Administrator discussed the updated P-Card policy. The item will be brought back in January for board approval.

**Motion:** by Mr. Camacho to bring the items back in January

**Seconded:** by Mr. Santana

**Approved:** unanimously through roll call

**13. Agenda Items for the Next Meeting:**

*Discussion*

Midyear Administrator Review

*Date of the Next Governance Monthly Board Meeting – January 22, 2026, 6:00 pm via Zoom*

**14. Adjourn at 7:25 pm**

Pending

Mary Ann Clark, Board Secretary

Approval January 22, 2026, meeting