



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

October 23, 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 as a hybrid through the Zoom meeting platform.

Time: 6: 008 PM to 7:34 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 6:08 p.m.

Roll Call and Call to Order

- 1. Conflict of Interest Declaration: None reported** *Action*
- 2. Approval of the Agenda for October 23, 2025, Governance Board Annual Meeting**
Discussion: Item 14 remove the word annual to annual; move next meeting to Nov. 20, 2025
Motion: by Ismael Camacho to approve the agenda as it is presented
Seconded: by Mary Ann Clark
Approved: unanimously by the Board through roll call
- 3. Previous Minutes Approval from September 25, [Draft Minutes Sept. 25. 2025](#)** *Action*
Discussion: None
Motion: by Mary Ann Clark to approve the minutes as presented
Seconded: by Ismael Camacho
Approved: unanimously by the Board through roll call

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

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)

Discussion: None

Motion: by Ismael Camacho to approve the consent agenda as written.

Seconded: by Juan Pablo Santana

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,**

No Correspondence was reported

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)
- c. Operations – move funds from positive functions to help cover negative Functions.

Discussion: None. No BARs. The Finance Committee and Audit Committee Report written by the Business Manager was shared as written by the Head Administrator. Spending is higher than the amount of reimbursements coming in.

Current audit is projecting tight cash flow as the RFRs are not getting reimbursed in a timely manner from the state. Last week the committee met regarding this. RFRs are behind because the federal government approved them late. The Head Administrator spoke to the PCM last week regarding this.

8. **Insert** link to head admin 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: Enrollment count today is 115. Counts have been very consistent. In the process of submitting projections for next year. The projection will be 120 students.

Raices is working with Connect-NM on the development of the Cyber Incident Response Plan. The completed plan will be presented to the Governance Board.

Question: Do we currently have Cyber Security training? Currently they are being developed.

9. *Concilio de Padres and Community Engagement Reports–* *Discussion*
By Samuel Hernandez, Chair of the Concilio de Padres, and
Lucía Carmona, Director of Operations and Community Engagement

Discussion: The Director of Operations and Community Engagement shared the report with the Governance Board. Oct. 30 & 31 Evaluators will be coming. The contest will be on the creative writing portion. Mr. Aceves is preparing newsletters of the events and celebrations. Dec. 4th will be the Winter Fest. The evaluator team will come prior to these events to interview parents and board members. This will be the first annual winter festival for parents, children, and board members to come together.

10. *Reports from Committees -* *Discussion*

- a. *Academic Performance Committee – Mary Ann Clark*
No report at this time.
- b. *Governance Board Development Committee – By Eric Rodriguez, Chair*
Will be discussed on the unfinished business item a.
- c. *Facilities Committee – Volunteer Needed - It is Vacant*
- d. *Safe School Committee – Volunteer Needed - Vacant*
- e. *School Development Committee - By Mr. Juan Pablo Santana, Chair*

Discussion: B. The Ped sent a report on current board members participation in training. Zoom meetings are held monthly for Board members. Board members are encouraged to sign-up for these. The chair will forward the meetings to all board members.

E. Refer to recording

11. *Unfinished Business*

- a. Discuss and nominate a new Vice Chair. *Discussion/Action*
By Mr. Eric Rodriguez, Chair

Discussion:

Motion: by Camacho to table the nomination for vice chair and

Seconded: by Santana

Approved: unanimously by the Board through roll call

12. *New Business –*

Discuss and possible action to approve P-Card use. **By Mr. Eric Rodriguez, Chair** *Action*

Discussion:

A policy was written by Elva and the board chair. The document was shared with all meeting attendees. The board needs to set the limits for the P-Card. One member expressed the need to set the limit and not leave it to the Head Administrator to set. The Head Administrator suggested the limit be set at \$1,000. The Chair suggested single transaction of \$5,000 single transaction monthly limit; monthly limit not to exceed \$10,000.

Question: Is there a specific bank that can be used? The New Mexico Association of School Business suggested the bank. The Chair clarified that the bank is a US Bank.

Clark Motion to approve the P-Card Policy and P-Card Resolution as discussed.
No second was made; motion tabled.

13. Agenda Items for the Next Meeting: Discussion

- a. Nominate new Vice-Chair, P-Card Policy, new items

14. Date of the Next Governance Annual Board Meeting – Nov. 20, 6 pm (virtual)

15. Adjourn at 7:34 pm

Mary Ann Clark

Approved

Mary Ann Clark, Board Secretary

Nov 20, 2025