



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

November 20, 2025

APPROVED Minutes – December 17, 2025

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

The meeting was conducted through the Zoom meeting platform.

Time: 6: 05 PM to 8:17 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 6:00 p.m.

Roll Call and Call to Order

- 1. Conflict of Interest Declaration: **None reported** *Action**
- 2. Approval of the Agenda for November 20, 2025, Governance Board Annual Meeting*
Discussion:
Motion: by Ismael Camacho to approve the agenda as it is presented
Seconded: by Elena Garza
Approved: unanimously by the Board through roll call
- 3. [Minutes Meeting Approval - October 23, 2025](#) *Action**
Discussion: The board secretary expressed concern regarding the minutes being reviewed. The Chair noted that everyone needs to read the minutes. Additionally, he requested that the Director of Operations and Community Involvement resend the email. He recommends that the board SWOT be on

the next agenda for discussion. Director of Operations and Community Involvement clarified that there was more than one meeting on October 23, 2025. Board members are asked to review the item when it is resent.

Motion: by Ismael Camacho to approve the minutes as presented.

Seconded: by Elena Garza

Approved: Mary Ann Clark abstained, four yesses by roll call, the motion passed

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: The Chair asked if there was any update to cash flow. Response by Ms. Chavez shared concerns that there are some late payments due to issues with cash flow. We are still spending more than we are bringing in as per the submitted summary report. We continue to have more bills than available cash. We are still upside-down. There is a \$15,000 bill that is overdue. It will be paid since it was clarified. On an average basis we need \$50,000 - \$60,000 in the bank to make payments. The after-school program still needs to be submitted. When the cash comes in, the bills can be paid. However, more bills will be coming in. It is a big concern. The school is very dependent on its awards. The Head Administrator and Ms. Chavez have scheduled a meeting with the PED Charter Bureau on Dec. 1st to discuss the situation and request assistance. The Charter Bureau does have authority to grant an advance on funds, but the money becomes restricted funds. The Chair requested that staff follow up with him following PED meeting.

Motion: by to approve Elena Garza the consent agenda as written.

Seconded: by Ismael Camacho

Approved: unanimously by the Board through roll call

5. *Public Input* – (See rules for public input at the end of the agenda) **None**

The Director of Community Involvement welcomed members of the Concillo de Padres Executive Committee.

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: The Chair inquired regarding the Auditors Exit Conference.

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: Dr. Giron shared the contents of the Report. Current enrollment 113 students. Two students moved, another was adopted by a family out of the district, one student moved to home schooling. Good news – the Kellog Foundation Grant for the next two years will be the last funding cycle from Kellog. The final two years of funding will be increased by \$60,000 per year.

Thank you to the School Development Committee.

Mycelia partnership to utilize AI for writing grants and administrative tasks. They are working on a grant to bring hydroponics to the campus. They will also provide training with the staff on the effective use of AI and the integration of AI into instruction. Administration is working with another group to bring AI to parents and the community. This will help parents get more knowledge and be aware of issues surrounding devices and media. Thank you for the movie night that was a great success. Over 70 were present for movies outside. Student Council made over \$400 profits.

Winter Festival December 4th

The Board was asked to review the Report from the learning survey which includes evaluation and analysis of Capstone Projects presented last May.

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 Concilio de Padres reports. Dr. Romo visited the school to look at resources in the library. He would like to be coming every Wednesday afterschool to work with the children. In March, there will be an event using conversational **Nalhwat**.

A question was asked in the chat for the school to participate in the box tops program.

The Chair congratulated the new members of the Concilio Executive Board. Board members were asked to attend the Winter Fest

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*

c. *Facilities Committee – Volunteer Needed*

d. *Safe School Committee – Volunteer Needed*

e. [School Development Committee](#) - By Mr. Juan Pablo Santana, Chair

Discussion: Mr. Santana reviewed the report of the School Development Committee. Key points – the opportunity to grow the library and Nawat classes; brainstormed a list of potential community partners who support the philosophy of the school; be specific and grounded in what is being asked for the school; putting together a series of videos that shows what the school is doing in order to establish a public presence of the school.

11. *Unfinished Business*

- a. Discuss and nominate a new Vice Chair. **By Mr. Eric Rodriguez, Chair** *Action*
- b. Discuss and approve *Raices Del Saber Purchase Card Policy*, **By Dr. Hector Giron, Head Administrator** *Action*
- c. [Discuss and approve the Purchase Card Agreement](#) with the Bank of Montreal. *Action*
[See Resolution to be signed](#), **By Dr. Hector Giron, Head Administrator**

Discussion:

- a. The Chair opened the floor for nominations for Vice Chair.

Motion: by Camacho to nominate Mr. Romo to be Vice President of the board – no second

Motion: by Mary Ann Clark to nominate Mr. Camacho for Vice Chair

Seconded: by JP Santana

Approved: unanimously by the Board through roll call

- b. The second mention of authorized expenses need to be stricken

Motion: by to approve the policy for the P Card

Seconded: by Elena Garza

Approved: unanimously by the Board through roll call with the amendment as stated

- c.

Motion: by Mary Ann Clark to authorize the PC through the Bank of Montreal

Seconded: by Elena Garza

Approved: unanimously by the Board through roll call

12. *New Business –*

School Policy on Attendance – Discussion about possible measures the Board can take regarding attendance issues, **By Mr. Eric Rodriguez, Chair** *Discussion*

Discussion: The Chair has been made aware that class instruction has been delayed due to attendance issues, primarily tardies. Is this an issue? Is it being addressed? Is the policy being enforced by the way it is written. Response by Head Administrator – it is an issue with the parents streaming in with the students late. It is an issue. It would require us to put a punitive consequence on the students, but the students are dependent on parents since there are no busses. The Director added since day one, from the community school perspective and the challenges many families have, there is a pattern with certain families these issues exist. The parents are addressed and the issue still is present. The Director would like to take this to the parents through the Concillo. Head Administrator pointed out the state policy on attendance which is 18 absences. At high school you can deny credit. May be there is a way to incentivize attendance for parents and students by having them recognize the value of timeliness.

The chair stated it is a good idea to take this to the parents. It is our duty as a board to look at the policy and if we have to change the policy we will. Response: The official calendar starts at 7:45 for breakfast and instruction. The school needs to be mindful of what other schools are doing. This complaint has come from the teachers. Are we enforcing this? If not, how are we handling this?

13. *Agenda Items for the Next Meeting:*

Discussion

Update on cash flow, what needs to be done for formulating next year's budget, possibility of a STEM program for the school

14. *Date of the Next Governance Annual Board Meeting – December 17, 2025, 6:00 pm via Zoom*

15. *Adjourn at 8:17 pm*

Mary Ann Clark

Mary Ann Clark, Board Secretary

Approved

December 17, 2025