



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

March 26, 2025, **DRAFT**

Approved: (PENDING TO BE APPROVED)

[Click here to view a recording of this meeting.](#)

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

The meeting was open to the public and conducted through the Zoom meeting platform.

Time: 6:10 PM to 6:59 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	Ismael Camacho	Chair	X			
2	Ana Mangino	Vice-Chair		X		
3	Mary Ann Clark	Secretary	X			
4	María Elena Garza	Treasurer		X		
5	Verónica Lucio	Director at Large	X			

This is the monthly regular governance board meeting. The Secretary acts as minutes taker, with the Chair calling the meeting to order and declaring a quorum at 6:03 p.m.

### 1. Conflict of Interest Declaration – **None reported**

### 2. The Consent Agenda – includes approval of the following:

- a. Agenda for Meeting, March 26, 2025, Governance Board Monthly Regular Meeting
- b. Minutes of the previous Governance Board Meeting on February 26, 2024
- c. 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 Notes from the Finance Committee Chair (The notes are for the actual month of the Meeting)

**Motion:** by Mary Ann Clark to approve the Consent Agenda, Item 2, as read  
Seconded by Veronica Lucio  
Approved unanimously by the Board

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

**Report:**

- a. **Board member questions:** The Summary Report was presented on screen and summarized by the Finance Committee.
- b. **BARs**
  - 0015-I Increase Bar for Title 4 Program carryover from last year was approved to move into this month's ledger
  - 0016-I Bar for increase of \$10,000 for professional development from Charter Schools Division
  - 0017-I Bar for increase for IDEA B for \$24,828 is carry over from previous years and will be added to this year's budget
  - 0018-I Bar for IDEA B Preschool is an increase of \$95
  - No questions from the board

**Motion:** by Mary Ann Clark to approve the four budget requests, BARs as presented  
Seconded by Veronica Lucio  
Approved unanimously by the Board

4. *Public Input – None*
5. *Review of Authorizer Unique Correspondence – By Dr. Hector Giron, Head Administrator*

**Report:**

No Correspondence to report at this time.

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

**Report:**

- Enrollment started at 122 at the beginning of the year and is currently at 116. We are maintaining and keeping the majority of students, which will help stabilize the population for next year.
- Projections for the next school year's enrollment are 132, with 25 enrolled for kindergarten. Out of those, 12 are siblings and will not have to go through the enrollment process, which ends next week. These are the numbers we expect. 135 is the cap that we have.
- Celebration of the Aztec New Year, March 27<sup>th</sup> from 12-1:30. We invite you to participate and enjoy the event. The Sparks network sends a videographer and a drone to videotape the event

from beginning to end. Will email board members a link. The ceremony will be led and performed by students.

- Summer Camp June 2 – 20, with 13 different classes offered. Currently 55 enrolled, expecting 80. This is the first time Raices has attempted this.
- Four Students have been selected to have their paintings exhibited in the Runnels Gallery in Portales, NM. The theme is “One is the Sun” (through stories following the metaphor format): One is the Sun, Two is the Earth ... The students depicted this in their art, which was created in after-school programs for painting.
- The Gifted Education team will meet on Monday, March 31, to work on the gifted plan that is to be submitted to the state. When we effect the 90/10 model effectively, we will see a larger number of children who will be identified as gifted (this has been seen in other schools). They are working with the Student Assistance Team, which uses a variety of data to refer students for a gifted evaluation. Angela Murray (JFP Academy) currently provides pullout services for these students. Raices will continue to work consistently to have a well-developed plan. The new protocol creates more space for identifying gifted children.
- Las Cruces Community Radio, KTAL, interviewed Mr. Carlos Aceves this week. The recording is available through a link on the Administrator’s report. It’s exciting for Raices to get this kind of exposure.
- Public Education Commission Audit Requests - Clifton Larson and Allen LLP Audit company provided the Head Admin and Business Manager with a copy of the audit. Raices is one of seven schools recommended to undergo a Corrective Action Plan. The seven schools will be invited to speak and address the audit concerns in April. The PEC will then make the decision regarding Corrective Action Plans.

**7. *Concilio de Padres and Community Engagement Reports – By Eric Rodríguez, Chair of the Concilio de Padres, and Lucía Carmona, Director of Operations and Community Engagement***

**Report:** Fundraiser – project of a custom griddle/grill. Parents will be asked to do the raffle. A Disco will be given away. Profits will go towards a project for a Bistro. The target date for having everything available is the first week of April. The committee will give board members raffle tickets to sell. The next meeting will be in person on May 22<sup>nd</sup>, with a celebration for all that has been done. The raffle will be done there. The event will have a potluck and door prizes raffled off for attendance. Lucio – On May 22<sup>nd</sup>, we have time to collect gifts donated by board members and staff. It will be awesome to have these gifts for the raffle. Between March and April, guests from the community will be participating in many events. Raices and La Familia Food Center Conference will hold an event on Saturday. For the past two years, we have been providing the opening for the conference that sets the tone in relationship to nature and the food center. On April 3<sup>rd</sup>, there will be an open house for new parents. On April 26, from 9-1, sponsored by Kellogg Foundation and other partners, the annual conference for parent engagement will be held. Parents come and participate in contests, and daycare is provided for the kids. Partners present. The information will be sent to board members. Next month, more information will be on a celebration for Kindergartens and 5<sup>th</sup> grades.

The committee will send out surveys for parent feedback and to encourage more involvement from parents.

8. *Reports from Committees –*

- a. *Academic Performance Committee – Vacant*
- b. *Governance Board Development Committee -By Ismael Camacho, Chair – Update on the Cyber Safety training for Governance Board Members*
- c. *Facilities Committee – By Veronica Lucio, Committee Co-Chair – Report on the Facilities Action Committee from the Team’s last meeting. By Dr. Hector Giron, Head Administrator*
- d. *Safe School Committee – Ana Mangino*
- e. *School Development Committee – Volunteer Needed; this committee is still under development.*

**Reports:**

- a. **Academic Performance Committee - None**
  - b. **Governance Board Development Committee—Report on the Cyber Safety training for Governance Board members: Mrs. Clark Attended and reported that the training was excellent and personalized for the Raices Board.**
  - c. **Report from the Facilities Action Committee - None**
  - d. **Safe School Committee – None**
  - e. **School Development Committee – Volunteer needed**
9. *Unfinished Business – None*
10. *New Business –*
- a. Discuss possible action to accept Mr. Eric Rodriguez as a new governance board member representing the Concillo de Padres in the Governance Board, by **Mr. Ismael Camacho, Chair.**
  - b. Updates about the Unified Application for federal grants. **By Dr. Hector Giron, Head Administrator - Audit of Financial Conditions of the School report –** Raices Financial Performance Framework rating was labeled “Does Not Meet” because it had seven (7) findings. Out of these findings, three (3) were for material weakness findings, four (4) were for noncompliance, three (3) were repeated errors from former years, one (1) was from 2021, and two (two) were from 2023. For this reason, the [New Mexico Public Education Commission and the Charter Schools Division](#) (NMPEC-CSD) sent a notice that Raices del Saber, among seven other charter schools in the state, will be in a “Corrective Action Plan,” which includes CSD quarterly check-in with the Head Administrator and Business Officer. The school will receive feedback during check-ins and monitor the school’s actions in Management Response and Board/Finance & Audit Committee work. And will assess the need for technical assistance/support. Also, the Head Administrator and Business Officer must attend the next

MONTHLY NMPEC MEETING in Santa Fe in April 2025 in person. **By Dr. Hector Giron, Head Administrator.**

**a. No Discussion**

**Motion** by Mary Ann Clark to accept Mr. Eric Rodriguez to the Governance Board.

Seconded by Veronica Lucio

Approved unanimously by the Board

**Mr. Rodriguez stated** that this is a privilege and an honor. With a finance background, I look forward to serving in this capacity.

**b. The Unified Application for Federal Funds set up a process so that all federal funds can be applied for in one application. 49 Charter schools accepted the opportunity to do this. The application is a challenge with quite a few requirements. The Head Administrator has even been working on it for many days, including through his lunch. The Head Administrator will submit it on time.**

**c. Audit of Financial Conditions of the School Report - Discussion** – PEC has given all the schools an opportunity to respond to the Audit at their April meeting. After the presentations, the PEC will make a recommendation of whether to place Raices on a Corrective Action Plan. The Head Administrator is requesting that the Business Officer attend this meeting in person or virtually. If the school is on the CAP, it will be informed as to the frequency of meetings (once a semester or four times a year)

11. *Agenda items for the Next Meeting* – Board chair would like to add an item to see how many members have completed the required training. Mr. Rodriguez requested information he needs for on boarding. Lucia – once the new members' packets are provided, Ms. Brown will provide Mr. Rodriguez with the information to attend the Canvas training. She will share information on other trainings for the Charter boards that will be offered if anyone is interested. Not required to be sworn in because it is not an elected position.

With a heavy heart, Ms. Lucio will not be able to continue as a board member next year. She will try and finish the school year to give time to recruit another board member.

12. *Date of the Next Monthly Governance Virtual Governance Board Meeting* - (April 23, 2025, at 6:00 pm, Via Zoom Meeting).

13. *Adjourn*

**Motion:** M. Clark at 7:01 pm to adjourn the meeting.

Second: Veronica Lucio

Approved unanimously by the Board

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Mary Ann Clark, Board Secretary

Pending the next board meeting  
April 23, 2025  
Date to Approve

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