

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

July 23, 2025
APPROVED Minutes

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: 00 PM to 9:05 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	Eric Rodriguez	Board Member at Large	X			
5	David Romo	Board Member at Large	X			

This is the monthly regular governance board meeting. The Secretary is acting as minutes taker with the Chair calling the meeting to order and declaring a quorum at 6:00 -p.m.

1. Conflict of Interest Declaration – None reported

Discussion –

2. Approval of the Agenda for July 23, 2025, Monthly Governance Board Meeting

Discussion: Strike out the word Annual Meeting and change to Monthly Meeting.

Motion: by David Romo to approve the agenda as amended

Seconded: by Ismael Camacho

Approved: unanimously by the Board through roll call.

3. Approval Minutes of the previous Governance Board Annual Meeting on June 30, 2025

Discussion: None

Motion: by David Romo to approve the June 30, minutes

Seconded: by Elena Garza

Approved: vote to abstain by Ismael Camacho; vote approved by all other members present

4. The 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 Notes from the Finance Committee Chair (The notes are for the actual month of the Meeting)

Motion by David Romo to approve consent agenda

Seconded: by Isamel Camacho

Approved: Unanimously through roll call

5. Public Input – None

Statement of the vision for board meetings by the new chair Eric Rodriguez.

Strengthen the board through development and training so that all members have sufficient knowledge to make decisions.

Strengthen relationships: we need to speak to parents, teachers, and community members to strengthen relationships and show presence.

Move forward with establishing an on boarding process for board meetings. There needs to be a road map for new board members.

Try to build a coalition with other schools and networks. By building connections with other charter schools we can learn from each other, build alliances, and strengthen our goals and objectives.

Manage timely and effective meetings.

The chair respectfully asks Governance Board Members to hold him accountable.

Board members thanked the chair for sharing his goals. They have been very well received. Board members would like to specifically build connections with other charters who are centered on indigenous culture.

6. Review of Authorizer Unique Correspondence – By Dr. Hector Giron, Head Administrator

Report: None to report.

Facilities lease application was submitted. Raices will receive some reimbursement from the NM PED. The balance of the lease will be paid through operational funds. Charter leaders will be invited to attend the PEC meeting to advocate for an increase in lease funds.

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

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

Report: There was no finance committee meeting in July. Ms. Chavez took over July 1, and payroll was July 15. There is a lot of work to get set up and running. August 21, 2025, will be the next finance committee meeting. The Business Manager needs to know which board members will participate. Currently the June ledger is not balanced. The Federal Government has not released funds. Title 1, IDEA B, Title 2, Title 4 have not been released. There is no carryover, so we have no Federal Funds to begin with. Everything has been moved into operations, SEG. For this year, allocation is 1.1 million. Salaries are over 90% of the budget. Currently there are open purchase orders for ancillary staff for Sped, utilities, maintenance POs equaling 452,309.06. Currently the operational budget is in the negative. We have not budgeted for after school; insurance rates will be going up 10% (approx. \$100,00).

Current staffing was reviewed. Stipends will always have a 0 on staffing. They are paid separately. The ED Fellow program is beneficial, however, that funding is on hold. Currently, it is budgeted through December. If Federal funds are not received, those positions will need to be released in December. The ED Fellows have heavily invested time in Raices. No new Ed Fellows will be taken on. Two of the Fellows are completing their student teaching in the first semester.

The Federal Government froze all those funds pending review. This week, some funding for afterschool programs was approved by the Federal Government. NM is one of 22 states that have filed a lawsuit to unfreeze the funding. If funding is not released, it could affect the Educational Aids as well as the Ed Fellows. If it happens, the finance committee and the staff will have to work. Every expenditure needs to be prioritized for essentials until Federal dollars are finalized. Dr. Giron has funded his own travel and not asked for reimbursement. He will continue to do the same this year. Benefits are not listed on the Staffing Breakdown. 80th and 120th day enrollment counts determine the level of funding (the two numbers are averaged). Raices is funded on last year, funded on 119.5 students for this year. Based on factors and weight, Raices gets credit for 170 students (If there is major growth in enrollment, an adjustment will be made in January.)

Ms. Chavez is going to look at the lease; it needs to be studied in comparison to what leases per square footage are currently being paid.

What is our grant writing process? Where does the school look for grants? The Operations Manager stated grants don't usually pay for facilities. The Kellogg Foundation is helping fund some programs. The Head Administrator and Operations Manager attended a grant writing workshop. The Operations Manager has done all of the grant writing to this point. It is suggested that the board create the School Development Committee to assist in finding resources.

The Board Secretary volunteered to assist with writing grants.

Would it help to recruit students. Yes, as long as they are not all at one grade level which would require more teachers. Currently 3-5th grade could accommodate more students. The school is partnering with FYI on this. Space is a concern for the school. There is space for only one class per grade. Since the school is bilingual, new students are rare for the upper grades.

The Board chair, Concillo Chair, Treasurer, and school personnel participate in the Finance Committee. The committee will meet every third Thursday of the month.

8. [Head Administrator's Report](#) - **By Dr. Hector Giron, Head Administrator**

Discussion

- Current enrollment is 115. One student dropped on Tuesday.
- Genuine foods is preparing food and delivering as per the contract. The food is good, hot, and varied. Most reactions are very positive. The meals look much better than last year.
- Still in need of a Physical Education teacher.
- OBMS memo was received yesterday. It talks about the accreditation status. Raices has been accredited for this year. It is a new process – all schools are getting an accreditation score. Budgeting was rated as does not meet standards. Dr. Giron will be seeking information regarding the budgeting score as well as enrollment. This is a pilot year. We will be learning through the protocol in order to continue to meet standards in the future.
- July 11, 2025 the Secretary of Education for NM sent a memo stating that funding has been frozen.
- The Chair stated that he likes the new accretion process because it acts as a score card for the school to make adjustments and changes. The Head Administrator is seeking information on how to receive feedback as to areas that were not in compliance.
- The Director of Operations stated that the founders of the school wanted the school to have a board retreat with some of the main staff. It has not been done yet.
- A request was made to the Board Chair to start to work on the retreat. The Chair stated he has begun to work on that for the overall strategic plan, which is a two-day process. This time can be used to our advantage. The Chair would like the board to have a review of the systems to meet the accreditation process. The Head Administrator will set up the review process. It can be used as key performance indicators for the school.

9. *Concillio de Padres and Community Engagement Reports – By Mr. Samuel Hernández, Chair of the Concillo de Padres, and Lucía Carmona, Director of Operations and Community Engagement*

Report: Mr. Hernandez left four items for the Director of Operations to present.

- Congrats Mr. Rodriguez, new Board Chair.
- August 21, 6 pm at the school with a potluck.
- Each month the executive committee shares as well as representatives from each class. They will continue to have meetings on Zoom.
- All information is sent to parents.
- The Governance Chair reported that he is at the end of the fundraising he had been conducting as the Concillo Chair. They will be selling raffle tickets for a custom grill. The goal is to raise \$5,000 to benefit the school. The drawing will be held at the August 21st, at the Concillo meeting.
- The site - based leadership team brings opportunities to form the partnerships to provide the school gardens and promote the presence of the school in the community. The participation of board members is crucial to all of the partnerships for the school. The Head Administrator likes the idea of the Raices Governance Board connecting with other governance boards.

- The liberation of funds from the 21st century to support the after-school program assists with money to pay teachers for working on the after-school program. It is an added 1.5 hours of the day that supports instruction. Dinner is also provided to the students.

10. *Reports from Committees –*

- Academic Performance Committee – Mary Ann Clark*
- Governance Board Development Committee -By Eric Rodriguez, Chair -*
- Facilities Committee – Volunteer needed*
- Safe School Committee – Ana Mangino*
- School Development Committee – Volunteer Needed; this committee is still under development.*

Reports:

- Academic Performance Committee** – The staff attended two days of professional development on MLSS and differentiated instruction. The staff was compensated for working outside of contracted time.
- Governance Board Development Committee-** Nothing to report.
- Report from the Facilities Action Committee** – Nothing to report
- Safe School Committee** – No report.
- School Development Committee** – Volunteer needed; this committee is still under development

11. *Unfinished Business* – Confirmed date for governance board training sometime in the fall. Looking at October, bylaws, perhaps have the PED give us part of the five hours required by PED during this meeting. All of board members will be able to get full credits.

12. *New Business –*

- Updated Budget Report – by Vicky K. Chavez, Business Manager
- Request for Head Administrator salary reduction for FY 2025-2026 of \$35,000 to be used to meet campus needs - **by Dr. Hector Giron**
- Changes to Travel Policy from Per Diem to Actuals reimbursement, **by Hector Giron, Head Administrator**
- Approval for Professional Services Agreement – “Legal Services” - **by Hector Giron, Head Administrator**
- Approval Amendment to the “Mission Specific Goal” in the NMPEC contract by **by Hector Giron, Head Administrator**

- Discussion** – Everything was presented during agenda item 7 by the Business Manager.

- b. **Discussion** – Considering the bad news regarding budget, Dr. Giron is proposing a reduction in salary for this year only to meet the school's needs. The chair stated that deciding today to reduce the salary significantly without getting final budget answers, other funding, etc. would not be prudent at this time. There is an argument to be made that we can look for other funds/sources. The Business Manager stated that the board can always renegotiate for the head administrator. That cannot be done for other staff. Other staff has offered, but it cannot be done. Currently, there is a \$150,000 deficit. The recommendation is to explore other options before this is done. Board members expressed concern about breaching terms of the contract for both the current and future administrators for the school. Setting a precedence such as this might not be good. It could scare off future applicants. Board members thanked the Head Administrator for his commitment.

Motion: by Mary Ann Clark to table this decision indefinitely and look for other options until it is time to renew the Head Administrator's contract.

Seconded: by Ismael Camacho

Approved: unanimously by the Board through roll call.

- c. **Discussion:** The Head Administrator stated that the per diem doesn't always cover actual costs. Additionally, reimbursements occur after travel which is a burden. Question – Are you recommending paying 80% prior to travel? Elva stated that what the school is looking for is reimbursement for over the per diem. The Chair proposes that language be added to the policy. A concern was expressed regarding what happens when an employee does not make the trip but receives the advance. Employees weren't getting reimbursed for two or three months. A recommendation is for the school to pay for hotel, air fare, etc. and that there be a formal process for requesting advancements.

Motion: by Ismael Camacho to table this item until the next meeting.

Seconded: by David Romo

Approved: unanimously by the Board through roll call

- d. **Discussion** The actual item posted is approval of professional services for legal services. The Chair had a question regarding the contract with Charter Law. Is this an annual contract or a three -year contract with annual renewal? The Head Administrator stated it is an annual contract. How much was actually paid last year? Does this include policy review? Yes, it is included. Would it be beneficial to get quotes from other legal services? Last year, the total was \$6, 400. Is the board okay with the chair signing the contract?

Motion: by David Romo to sign the contract.

Seconded: by Ismael Camacho

Approved: unanimously by the Board through roll call

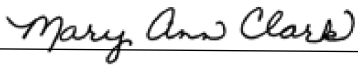
- e. **Discussion:** The Mission Specific Goal Data Tracking Sheet was reviewed by the Head Administrator. The campus did not meet the requirement for some of the data collection. The information on how the data is collected is not very strong. The request is to amend the mission specific goal so that it addresses how success is measured, not by just meeting the goal. Amend the measures of success as written by the Head Administrator through a committee process. The report card is connected to the standards that are collected for this goal. Amira is a different measure of success than I Station. Digital Portfolios will be used and evaluated every nine weeks.

Motion: by David Romo to approve the Mission Specific Goal amendment presented by the administration as written.

Seconded: by Ismael Camacho

Approved: unanimously by the Board through roll call

13. *Agenda items for the Next Meeting* – Consider the possibility of giving a maximum time for each agenda item to keep items at a reasonable time, discussion of audit process and update of where the school is now on the audits; possible timelines for evaluation as well as format; travel procedures and Pcard policy
14. *Date of the Monthly Governance Board Meeting* - (August 27, 2025, at 6:00 pm, Via Zoom Meeting).
15. *Adjourn at 9:05 pm.*



Mary Ann Clark, Board Secretary

APPROVED

August 27, 2025