



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

January 29, 2026

Minutes pending to approve the next GB meeting on March 26, 2026.

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

The meeting was conducted through the Zoom meeting platform.

[Click here to see recordings](#)

Time: 6:05 PM to 7:10 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	Ismael Camacho	Vice-Chair	X			
3	Mary Ann Clark	Secretary		X death in her family		
4	María Elena Garza	Treasurer	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. Mr. Chairman Rodriguez asked Lucia Carmona to take notes on behalf of the secretary, and he will take care of make roll calls. The meeting was recorded. The Chair called the meeting to order and declared a quorum at 6:05 p.m.

Roll Call and Call to Order: *Declared Quorum with five members present and one absent due to death in her family.*

1. **Conflict of Interest Declaration: None reported** *Action*

2. **Approval of the Agenda for January 29, 2026, Governance Board Annual Meeting**
Discussion: Mr. Eric Rodriguez, due to the need from Dr. Romo to leave early, proposed to move items up in the agenda. # 7 (bar approvals), 11, 12 a), b) & c). Everything will follow as it is after these items.
Motion: by Ismael Camacho to approve the agenda as amended
Seconded: by Elena Garza
Approved: unanimously by the Board through roll call

3. **Minutes Meeting Approval - [December 17, 2025](#) and [December 19, 2025](#).** *Action*
Discussion:
Motion: by Ismael Camacho to approve of 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)

Motion: by Ismael Camacho to approve the agenda as amended

Seconded: by Elena Garza

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

Discussion

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)

BAR's to be approved: 5770002626-0009-IB and 5770002526-0010-IB

Action

Motion: by Ismael Camacho to approve the BARS as presented

Seconded: by Elena Garza

Approved: unanimously by the Board through roll call

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

Discussion

See the report to learn more descriptions of the report.

9. *Concilio de Padres and Community Engagement Reports*–

Discussion

**By Ms. Maria Realzola, Chair of the Concilio de Padres, and Lucia Carmona
Director of Operations and Community Engagement**

Ms. Realzola couldn't attend for a family emergency. The secretary of Concilio was present.

Mr. Williams didn't have specifics to report. Lucia, continue staffing the concilio and their meetings.

The concilio consolidated their structure. Have good participation and preparation for upcoming events

Lucia, reported the upcoming Community School Strategy Session will be held in February 28, 2026

Mr. Eric Rodriguez reported that he attend to their last session and could witness how strong is becoming the level of engagement and commitment from parents in moving forward.

10. Reports from Committees -

Discussion

- a. **Academic Performance Committee – Mary Ann Clark**
- b. **Governance Board Development Committee – By Eric Rodriguez, Chair**
Reported that there are still some members that are still pending to take mandatory trainings. Members are still in compliance but deadline is in June 31.
- c. **Facilities Committee – Volunteer Needed**
- d. **Safe School Committee – Volunteer Needed**
- e. **School Development Committee – By Mr. Juan Pablo Santana, Chair**

Mr. Juan Pablo Santana, GB at large, reported a visit we were able to attend to meet with the Mexican Consul, Adriana Aguirre. We were able to establish a direct commitment of collaboration in resources that will help our families and students, receive Spanish books and take resources of information to the school and possible presentations.

11. Unfinished Business

- a) *P-Card Amendments by Ms. Vicki Chavez, Business Manager's recommendations*

Presented by Dr. Hector Giron, Head Administrator,

Action

Discussion: *The request from Ms. Chavez is to include the language in the policy that the use of the P-Card will not be used without PO in place, and a statement that P-Card will not be used to circumvent procurement process.*

Motion: by Juan Pablo Santana to approve the P-Card with amendments suggested by Ms. Vicki Chavez

Seconded: by Elena Garza

Approved: unanimously by the Board through roll call

12. New Business –

- a) Mid-Year Review of Head Administrator evaluation. Approve to accept his performance evaluation, by **Mr. Eric Rodriguez, Chair of the GB Board**

See recordings of this session with Dr. Hector Giron's presentation

[Click here to see recordings](#)

Motion: by Juan Pablo Santana to approve the Mid-year review of evaluation

Seconded: by Ismael Camacho

Approved: unanimously by the Board through roll call

Action

- b) Review and Approve the [School Calendar SY27](#) presented by **Dr. Hector Giron, Head Administrator**

Action

Dr. Giron, asked Lucia Carmona, Director of operations and community Engagement To present the calendar.

Motion: by Ismael Camacho to approve the School Calendar SY27 as presented

Seconded: by Juan Pablo Santana

Approved: unanimously by the Board through roll call

- c) Review and Approve [the Lottery Enrollment Form SY27](#)
presented by Dr. Hector Giron, Head Administrator,
Lucia Carmona presented and described the form and the process.

Action

Motion: by Juan Pablo Santana to approve the Lottery Enrollment Form SY27 as presented

Seconded: by Ismael Camacho

Approved: unanimously by the Board through roll call

13. *Agenda Items for the Next Meeting:*

- a) *Discuss policy on immigration, what are done on other schools, explore the option of the school enforcing a policy*
- b) *Discuss and vote for Veroncia Gallegos as a new Board Member*

Discussion

14. *Date of the Next Governance Board Meeting - (February 26, 2026, at 6:00 pm, Via Zoom Meeting).*

15. *Adjourn the meeting at 7:10 pm*

Mr. Eric Rodriguez, Chair

Approval January 29, 2026, meeting