



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

September 25, 2025

Minutes pending to approve the next GB meeting in October.

[Link to meeting recordings](#) 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: 7: 00 PM to 8:37 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 was absent. Lucia Carmona, Director of Operations and Community Engagement, was asked by Mr. Eric Rodriguez, Chair, to act as minutes taker. The Chair called the meeting to order and declared a quorum at 7:03 p.m.

Roll Call and Call to Order

1. *Conflict of Interest Declaration: None reported*

Action

1. *Approval of the Agenda for September 25, 2025, Governance Board Annual Meeting*

Discussion: None

Motion: by Elena Garza to approve the agenda as it is presented

Seconded: by Ismael Camacho

Approved: unanimously by the Board through roll call

2. Previous [Minutes Meeting Approval – August 27, 2025.](#)

Action

Discussion: None

Motion: by Elena Garza to approve the agenda as it is presented

Seconded: by Ismael Camacho

Approved: unanimously by the Board through roll call

3. 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 Elena Garza

Approved: unanimously by the Board through roll call

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

5. *Review of Authorizer Unique Correspondence* – **By Dr. Hector Giron, Head Administrator, Discussion**

Any Correspondence was reported

6. [Finance Committee and Audit Committee Report](#), **By Vicki K. Chavez, Business Manager** *Action*

- a. Discussion of any GB member questions on the Finance Report.
- b. Discussion and possible action on Budget Adjustment Requests (BARs)
577-000-2526-00005-T, \$21,000 service salary from operations.

Discussion: None

Motion: by Ismael Camacho to approve the Finance Committee and Audit Report and the BAR as described.

Seconded: by Elena Garza

Approved: unanimously by the Board through roll call

7. [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.

8. *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**

Mr. Hernandez couldn't attend the meeting; however, Ms. Carmona reported that this month of September, Concilio decided to postpone their monthly meeting to the following Month of October, on the 23rd, which will be held in person at 6:00 pm at the school's cafeteria. To see Ms. Carmona's report, please click on the link provided at the beginning of this item.

9. *Reports from Committees* -

Discussion

a. *Academic Performance Committee* – **Mary Ann Clark**

Mrs. Clark was absent; no report on this item.

- 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 - Volunteer Needed; this committee is still under development.*

10. *Unfinished Business*

- a. Finalize discussion on Governance Board - Development Training *Discussion*
By Mr. Eric Rodriguez, Chair
- Annual Training Board reviewing Bylaws, Robert's Rules, and other gaps of knowledge the GB needs to learn. Mr. Rodriguez proposed to host this training in person, tentatively at the school. Mr Rodriguez and Mr. Camacho will provide food.
- b. Finalize the discussion and take action [on the Head Administrator Evaluation Process](#) *Action*
By Mr. Eric Rodriguez, Chair

Discussion: Members discussed the process and a timeline. Prepare a survey for parents, staff, and students asking about the performance of the head administrator. Ask Dr. Giron to provide evidence for his work by December 2025. Having six months to move in case there is anything to improve. At the June 2026 annual meeting, the process should be done, including final evaluations. The governance board will be able to present the results to Dr. Giron.

Motion: by Elena Garza to approve the Charter Schools head administrator's evaluation form.

Seconded: by Ismael Camacho

Approved: unanimously by the Board through roll call

Motion: by Ismael Camacho to approve the timeline of the evaluation process by midterm review in December 2025, and a final review in June 2026.

Seconded: by Elena Garza

Approved: unanimously by the Board through roll call

11. *New Business –*

- a) [Acknowledge the resignation of Ms. Ana Mangino](#) for family hardship reasons *Discussion*
By Mr. Eric Rodriguez, Chair

Mr. Rodriguez acknowledged Ms. Ana Mangino's service to the board. And proposed to prepare a standard form to acknowledge the service to the board. Ms. Lucia shared that Dr. Giron and she already have a "Crystal Award" with a hummingbird as a symbol to acknowledge former board members. Ms. Lucia will send the information to Mr. Rodriguez.

b) Discuss and nominate a new Vice-Chair

Action

By Mr. Eric Rodriguez, Chair

Discussion: Mr. Rodriguez proposed to table this item for the next meeting

Motion: Mr. Ismael Camacho made the motion to move this item to the next Governance Board meeting.

Seconded: by Elena Garza

Approved: unanimously by the Board through roll call

c) Discuss the need to activate as soon as possible to form and activate the School Development Committee

By, Mr. Eric Rodriguez, Chair

Discussion

Mr. Juan Pablo Satana agreed to volunteer to chair this committee. He will need orientation. Ms. Lucia and Ms. Garza will work with him on this.

d) As per the New Mexico Public Education Committee's (NMPEC) request, there is a need to proceed with the annual review and approve the following documents due by October 1, 2025, submitted through the Epicenter Portal: **By Dr. Hector Giron, Head Administrator**

- [Open Meetings Act](#)
- [Bylaws](#)
- [Evidence that the Audit and Finance sub-Committee](#) has been formed, has scheduled meetings, and a list of membership (see attachment)
- Annual [Assurance for Indicator 3.C. Compliance Certification](#) of the Performance Framework.

Action

Action

Action

Discussion: The four documents were presented for discussion to the board
To see more information about it, click on each of the items listed to see the full documents.

Motion: by Mr. Juan Pablo Santana to approve the four documents presented.

Seconded: by Elena Garza

Approved: unanimously by the Board through roll call

e) [Re-Approve the NMPEC review of the School-Specific Goal Amendment](#) Request Form Submitted on July 25, 2025, **By Dr. Hector Giron, Head Administrator**

Action

Discussion: Any discussion

Motion: by Mr. Juan Pablo Santana to Re-Approve the NMPED review of the school-specific goal amendment request form as was presented by Dr. Giron.

Seconded: by Elena Garza

Approved: unanimously by the Board through roll call

12. *Agenda Items for the Next Meeting:*

Discussion

a. *Discuss the implementation of annual board training at the end of October, after the board meeting, in person.*

b. *Nominate new Vice-Chair*

13. *Date of the Next Governance Annual Board Meeting - (PENDING to confirm, it will be in person).*

14. *Adjourn at 8:37 pm*

Mary Ann Clark

Mary Ann Clark, Board Secretary

Approved

October 23, 2025