



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

May 28, 2026

APPROVED MINUTES - Meeting of June 24, 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: 6:14 PM to 7:45 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		
4	María Elena Garza	Treasurer	X			
5	Juan Pablo Santana	Board Member at Large	X			
6	Veronica Gallegos	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 6:14 p.m.

AGENDA

*Roll Call and Call to Order: **Declared Quorum with four members present and two absent, one due to death in his family, and the other for family emergency.***

Action

1. Conflict of Interest Declaration

Any conflict-of-interest declaration

2. Approval of the Agenda for **May 28, 2026**, Governance Board Monthly Meeting

Action

Mr. Eric Rodriguez, Chair, suggest to amend the agenda. Under Consent Agenda on 4.a. Move 12.b & 12.c to this item

12.b Discussion and possible action on [Professional Legal Services Agreement](#) with Charter Law Office, P.C. Presented by **Dr. Hector Giron, Head Administrator**

12.c Discussion and possible action on [Restraint and Seclusion Policy/Procedures](#)

Motion: by Juan Pablo Santana to approve of amending the agenda as presented by Chair Mr. Rodriguez

Second: By Elena Garza

Approved: unanimously by the Board through roll call

3. Minutes Monthly Meeting for Approval – [March 26](#) & [April 16](#), 2026. **Action**

Motion: by Elena Garza, Motion to approve the minutes of March 26 and April 16, 2026

Second: By Juan Pablo Santana

Approved: unanimously by the Board through roll call

4. Consent Agenda – includes approval of the following:
- a. 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)
 - b. Discussion and possible action on [Professional Legal Services Agreement](#) with Charter Law Office, P.C. Presented by **Dr. Hector Giron, Head Administrator**
 - c. Discussion and possible action on [Restraint and Seclusion Policy/Procedures](#)
 - d. Approving the revised salary schedule for SY27

Presented by **Dr. Hector Giron, Head Administrator**

Action

Motion: by Veronica Gallegos, moved to approve the consent agenda as presented

Second: 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) **ANY PUBLIC INPUT**
6. *Review of Authorizer Unique Correspondence* – **By Dr. Hector Giron, Head Administrator Discussion**
There is no Unique Correspondence.
7. [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).
Any questions in regard to Finance Report, and NO BARs TO APPROVE

8. [Head Administrator's Report](#) – By Dr. Hector Giron, Head Administrator *Discussion*
See attached document on the link.
- Attendance Improvement Plan results

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
- The concilio de padres reports on the transition of opening a bank account
- The concilio de padres Will send notices to open the position of the Chair of the Executive Committee of the Concilio
- The support to the Graduation Ceremonies Kindergarten and 5th grades

10. Reports from Committees - *Discussion*
a. Academic Performance Committee – Mary Ann Clark
Any to report
b. Governance Board Development Committee – By Eric Rodriguez, Chair
Mr. Rodríguez and Ms. Gallegos finalized their 10 hours courses
c. Facilities Committee – **Volunteer Needed**
Still don't have representatives, and Mr. Eric Rodriguez volunteers and Will continue recruiting more members
d. Safe School Committee – **Volunteer Needed**
Not volunteering now
e. School Development Committee – **By Mr. Juan Pablo Santana, Chair**
Review Walmar Foundation in Las Cruces.

11. Unfinished Business
a. *Action*

12. New Business –
a. Discussion and possible action on [Procurement Procedures and Code of Conduct](#) for employees involved in the procurement process that meets all the regulatory requirements to be compliant with regulations: 2 CFR 200.318(c)(1), 2 CFR 200.318(a), PSAB Supplement 13 - Purchasing, NMAC 1.4.1.29(C)(2), NMSA 1978 Section 13-1-125
presented by Dr. Hector Giron, Head Administrator *Action*

Motion: by Juan Pablo Santana, moved to approve the Procurement Procedures and Code of Conducts as presented by Dr. Hector Giron, Head Administrator

Second: Veronica Gallegos

Approved: unanimously by the Board through roll call

Items moved to Item No. 4 "Consent Agenda"

~~b. Discussion and possible action on [Professional Legal Services Agreement](#) with Charter Law Office, P.C.
Presented by Dr. Hector Giron, Head Administrator *Action*~~

~~c. Discussion and possible action on [Restraint and Seclusion Policy/Procedures](#)
Presented by Dr. Hector Giron, Head Administrator *Action*~~

- b. Discussion on Mrs. [Mary Ann Clark resignation letter](#) and **take possible action to Replace her position of Secretary** of the GB. Presented by **Mr. Eric Rodriguez, Chair** *Discussion*
Request recognition to Mrs. Clark, thanking her support to the board and the school.
- c. Discussion and possible action to **accept Mr. JT Perez as a new board member.**
Presented by **Mr. Eric Rodriguez** *Action*

Motion: by Juan Pablo Santana, moved to approve the acceptance of Mr. JT Perez.
as new board member

Discussion: Mr. Rodriguez highlighted the background of Mr. JT Perez coming from Marketing
Field and already committed to supporting the promotion of the school

Mr. JT. Perez was recommended by one of our parents who is working at a Radio Station

Second: Veronica Gallegos

Approved: unanimously by the Board through roll call

Mr. Eric Rodriguez announced that now his daughter graduated from 5th grade and moving to another school, he will no longer be representing the Concilio de Padres, and even though he is accepting to continue serving another cycle, there is the need to call to the Concilio de Padres to nominate another Parent to be representing parents in the Governance Board to be the liaison between parents and the GB.

- d. Discussion to identify a good date for the **GB Retreat in June 2026.**
By Mr. Eric Rodriguez *Discussion*
Propose to postpone July 18, 2026, for the retreat. As now the attendees board members are
Good with the proposed date. Mr. Santana, Ms. Gallegos, Ms. Garza, and Mr. Eric Rodriguez.
Lucia will verify with the other board members their availability and with Senator Carrie Hamblen.

13. *Agenda Items for the Next Meeting:*

Discussion

- Discuss the Secretary Position
- Finalize evaluation process to Dr. Hector Giron, Head Administrator

14. *Date of the Next Governance Board Meeting - (June 24, 2026, at 6:00 pm, Via Zoom Meeting).*

15. *Adjourn,*

Eric Rodriguez

Mr. Eric Rodriguez, Chair

June 24, 2026

Approval June 24, 2026, meeting