



## New Mexico Public Education Commission (PEC)

### Governing Body Member Change Notification Instructions

**Purpose:** To notify the Public Education Commission (PEC) of a change in a member or members of the school's Governing Body. The school may report multiple member resignations/removals and designations on the same form.

**Submission Deadline:** Changes to the Governing Body membership do not require prior approval of the PEC; however, notice must be received within 30 calendar days of the change. Vacancies must be filled within 45 days; one 30-day extension may be requested.

Notifications completed 14 days prior to the next PEC meeting will be placed on the next agenda. Notifications of this type are typically placed on the consent agenda; however, any notification may be removed from the consent agenda and moved to the regular agenda for full discussion and possible action by the PEC.

Meeting minutes of the governing board of the school and the PEC will serve as an amendment to, or compliance with, the charter contract regarding this membership change. The documentation will be added to the board of finance documentation on file with CSD.

**The school must provide: SEE ATTACHMENTS**

- Fully completed form
- Approved board minutes or certification of the board's vote accepting the new member
- Resignation Letter or board meeting minutes removing the previous member
- Statement of Governing Body Member to Consult with PED
- Affidavit of Governing Body Member
- Assurances of Governing Body Member

Contact [charter.schools@ped.nm.gov](mailto:charter.schools@ped.nm.gov) with questions about completing or submitting documents.

## Governing Body Member Change Notification Form

Submit this form and all supporting documents to [charter.schools@ped.nm.gov](mailto:charter.schools@ped.nm.gov)

**The Charter Contract was entered into by and between the New Mexico Public Education Commission (PEC) and Raices del Saber Xinachtli Community School, hereafter "the school," effective on 12/31/2024.**

**Current Governing Body Members and Positions:** Ismael Camacho, Chair; Ana Mangino, Vice-Chair; Elena Garza, Treasurer; Veronica Lucio, Member at Large; Mary Ann Clark, Member at Large; Patsy Lopez, Member at Large

**Governing Body Member(s) Resigning or Removed:** Patsy Lopez, Member at Large

**New Governing Body Member(s) and Position(s):** Mary Ann Clark, Member at Large

**Contact information for New Governing Body Member(s) (phone, email):** Ismael Camacho, Chair, (575) 571-8545; Ana Mangino, Vice-Chair, (575) 642-6500; Maria Elena Garza, Treasurer (915) 727-7244; Veronica Lucio, Secretary, (575) 312-6705; Mary Ann Clark, Member At Large, (915) 490-8011.


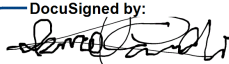
**Is the school requesting an extension to fill a vacancy:** ☐ yes ☒ no

**If so, provide the date of vacancy:** [Click or tap here to enter text.](#)

**Number of personnel changes (Head Administrator/Business Manager/Procurement Officer, Governing Board Member), including this change, submitted to PEC in the last 12 months:** 1 head administrator, 2 governing board members

**Effective Date:** 12/31/2024

**The school's notification is hereby submitted by:**

<b>Signature of School Representative:</b>	<div>Signed by:  BD866C3F894E4A5...</div>	<b>Date:</b> 1/14/2025
<b>Dr. Hector Giron, Head Administrator.</b>	<div>DocuSigned by:  BAD64B9B59904A1...</div>	<b>Date:</b> 1/14/2025
<b>Signature of Governing Board Chair:</b>		
<b>Ismael Camacho</b>		

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### For PEC/CSD use only

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**PEC Meeting Date:**

**Agenda:** ☐ Consent (typical) ☐ Regular (unusual circumstance)

**The school's notification was:** ☐ Accepted ☐ Rejected (provide reason)

**Electronic signature of CSD Director:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## ASSURANCES

My name is Mary Ann Clark and I reside in 625 West View Ave, El Paso, TX, 79912. I am a member of the governing body for Raices del Saber Xinachtli Community School a charter school which is located at 2211 N. Valley Drive, Las Cruces, NM 88007, I assure you that in my capacity as a member of the governing body, the CHARTER SCHOOL complies with all applicable federal and state laws governing the organizational, programmatic, and financial requirements applicable to charter schools, including:

1. The CHARTER SCHOOL'S admission processes are in compliance with Sections 22-2-4(A)-(D) and 22-8B-4.1 NMSA 1978.
2. The CHARTER SCHOOL'S admission process do not discriminate against anyone regarding race, color, age, religion, national origin, ancestry, sex, sexual orientation, gender identity, spousal affiliation, physical or mental disability, or serious medical condition.
3. The CHARTER SCHOOL is a nonsectarian and non-religious public school.
4. Except as otherwise provided in Section 22-12-5(C) NMSA 1978 the Public-School Code, the CHARTER SCHOOL does not charge tuition or have admission requirements.
5. The CHARTER SCHOOL complies with all state and federal health and safety requirements applicable to public schools, complies with Sections 22-8B-4.2(A), (C), and (D) NMSA 1978, and must produce an E-Occupancy certificate for all school facilities.
6. The governing body does not and will not contract with a for-profit entity for the management of the CHARTER SCHOOL.
7. The CHARTER SCHOOL complies with all applicable state and federal laws and rules related to identifying and providing special education services.
8. The CHARTER SCHOOL complies with provisions regarding public property identified in the Public School Code, the New Mexico Procurement Code, and the New Mexico Prohibited Sales Act, the Internal Revenue Code, and other applicable federal and state regulations.
9. The CHARTER SCHOOL ensures that criminal background checks are conducted on all employees and applicable reporting is completed in accordance with Section 22-10A-5 NMSA 1978.
10. The CHARTER SCHOOL ensures that it complies with state regulations regarding the use of volunteers set out in Section 6. 50.18 NMAC.
11. The CHARTER SCHOOL complies with the Age Discrimination Act of 1975, Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Individuals with Disabilities Education Act.
12. The CHARTER SCHOOL provides equitable access to and participation in its federally assisted program for students, teachers, and other program beneficiaries with special needs.
13. Meetings of the CHARTER SCHOOL Governing Body comply with the New Mexico Open Meetings Act, Sections 10-15-1 et seq., NMSA 1978 and the Inspection of Public Records Act, Section 14-2-1 et seq., NMSA 1978.

14. The CHARTER SCHOOL complies with all requirements of The Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g; 34 CFR Part 99.
15. The CHARTER SCHOOL has and will adopt all policies and procedures required by the Public School Code, the New Mexico Administrative Code, and the Public Education Commission.
16. The Governing Body or head administrator of the CHARTER SCHOOL recognizes and works with employee labor representatives, if any.
17. The CHARTER SCHOOL has and will develop personnel policies that comply with all applicable federal and state labor laws, regulations and rules implementing them.
18. The CHARTER SCHOOL had and will develop a curriculum that is aligned to the New Mexico State Standards found in Title 6 Chapter 29 of the New Mexico Administrative Code, as amended.

Mary Ann Clark

Printed Name

DocuSigned by:

*Ana Mangino*

Signature

C6BC5E7A8562437...

1/19/2025

Date

**AFFIDAVIT OF GOVERNING BODY MEMBER**

STATE OF NEW MEXICO )  
 )  
COUNTY OF DOÑA ANA )

I, Mary Ann Clark, after being duly sworn, state:

1. My name is Mary Ann Clark and I reside in 625 West View Ave, El Paso, TX, 79912.
2. I am a member of the governing body of the RAICES DEL SABER XINACHTLI COMMUNITY SCHOOL at 2211 N. Valley Drive, Las Cruces, NM 88007
3. I attest that I am not a current governing body member of any other charter school authorized in New Mexico or any other state.
4. I have never been a governing body member of a charter school that has been suspended or failed to receive or maintain its board of finance designation.
5. I understand that as a member of the Raices del Saber Xinachtli Community School's governing body, I am entrusted with overseeing the expenditure of public funds in accordance with all applicable laws, regulations, and rules, including, but not limited to, any laws or rules pertaining to conflicts of interest, public school finance, and procurement.

Mary Ann Clark  
[Signature]

January 16, 2025  
Date

Mary Ann Clark  
[Print]

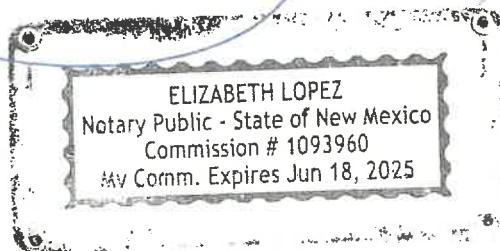
**VERIFICATION**

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 16 day of Jan, 2025.

[Notary Seal:]

Elizabeth Lopez  
NOTARY PUBLIC

My commission expires: 6/18, 2025



**STATEMENT OF GOVERNING BODY TO CONSULT WITH PED**

We, the undersigned, are the governing body of the RAICES DEL SABER XINACHTLI COMMUNITY SCHOOL, located at 2211 N. Valley Drive, Las Cruces, New Mexico, 88007.

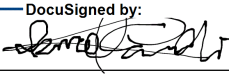
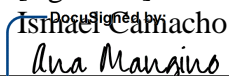
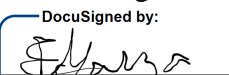

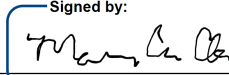
In accordance with 6.80.4.16 NMAC, we agree to consult with the New Mexico Public Education Department on any matter not covered by the manual of accounting and budgeting before taking any action related to funds held as a board of finance.

We make this statement as part of [insert name of school]'s application to the Public Education Commission for status as a board of finance under 6.80.4.16 NMAC.

We understand that we must retain or hire a Licensed School Business Manager as soon as financial feasible and, thereafter, notify the New Mexico Public Education Commission within 30 days of hiring and/or changing in a Licensed School Business Manager for the school, and a new, signed "Affidavit of Financial Custodian" must be submitted.

We understand that we must submit an Affidavit of Governing Body Member to the Public Education Commission within 60 days of a change in membership of our governing body.

THE FOLLOWING MEMBERS OF THE RAICES DEL SABER XINACHTLI COMMUNITY SCHOOL GIVE THE FOREGOING STATEMENT THIS 15<sup>th</sup> DAY OF JANUARY 2025.

1.   
[signature]  
Ismael Camacho
2.   
[signature]  
Ana Mangino
3.   
[signature]  
Maria Elena Garza
4.   
[signature]  
Veronica Lucio
5.   
[signature]  
Mary Ann Clark

Attach additional pages if membership exceeds five.

## CERTIFICATE OF GOVERNING BODY VOTE


This document certifies that on December 18, 2024 at 7:30 p.m., a meeting of the Governing Body of Raíces del Saber Xinachtli Community School, a New Mexico public charter school, was held Virtually, via Zoom Meeting. The meeting and all votes were conducted in compliance with the New Mexico Open Meetings Act.

A quorum of the Governing Body's members being present and voting, it was voted 3 in favor and 2 absent to Accepted as new board member to Mrs. Mary Ann Clark.

The members voting in favor were: Ismael Camacho, Chair; Ana Mangino, Vice-Chair; Veronica Lucio, Secretary.

The members voting absent were: Maria Elena Garza, Treasurer; and Patsy Lopez, member at large.

I, the undersigned, certify that this is a true copy.

DocuSigned by:  
  
BAD64B9B59904A1...

Mr. Ismael Camacho

Governance Board Chair

**Patricia 'Patsy' López**  
[patlv1@yahoo.com](mailto:patlv1@yahoo.com)  
**(915) 373-7185**

January 15, 2025

**Via: Email to Raices Board**

**Re: Formal Written Notice of Board Resignation**

Esteemed Raices board members, Dr. Giron, faculty and staff:

Please accept this letter as written confirmation of my resignation from the Raices Del Saber Xinachli Governance Board.

I informed the board, orally, in the October 2024 board meeting, of my intent to resign effective December 31, 2024. The change in my personal circumstances over the years has significantly changed my availability and I can no longer commit to provide the attention the board deserves.

I am honored to have served on the Raices del Saber Xinachli Governance Board since 2021 and to have been present to celebrate the renewal of the initial school charter.

I am confident that under the leadership of Dr. Giron and the current board that Raices will continue to grow and succeed.

Please know that I remain committed to the school's mission and to be a resource for future fundraising efforts and other school projects.

Tlazohkamati,

Patsy López  
(915) 373-7185