



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 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

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 3/26/2025.

Current Governing Body Members and Positions: Ismael Camacho, Chair; Ana Mangino, Vice-Chair; Mary Ann Clark, Secretary; Elena Garza, Treasurer; Veronica Lucio, member; and Eric Rodriguez, member.

Governing Body Member(s) Resigning or Removed: NA

New Governing Body Member(s) and Position(s): Eric Rodriguez

Contact information for New Governing Body Member(s) (phone, email):

Eric Rodriguez, phone: (575) 496-9350, email: rodriguezleric@gmail.com

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: 3/26/2024

The school's notification is hereby submitted by:

Signature of School Representative: 
Dr. Hector Giron, Head Administrator.

Date: 4/23/2025

Signature of Governing Board Chair:
Ismael Camacho

Signed by:


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Date: 4/23/2025

For PEC/CSD use only

PEC Meeting Date:

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

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

Electronic signature of CSD Director: _____ **Date:** _____

CERTIFICATE OF GOVERNING BODY VOTE


This document certifies that on March 26, 2025 at 6:00 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 Mr. Eric Rodriguez.

The members voting in favor were: Ismael Camacho, Mary Ann Clark, Veronica Lucio.

The members voting absent were: Veronica Lucio and Ana Mangino.

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

Signed by:

78DFF8FE07794C6...

Ismael Camacho

Governance Board Chair

ASSURANCES

My name is Eric Rodriguez, and I reside at 4424 Kingston Rd. Las Cruces, NM 88012. 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 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.

Eric Rodriguez

Printed Name



Signature

4/23/2025

Date

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)

)

COUNTY OF)

I, Eric L Rodriguez, after being duly sworn, state:

1. My name is Eric L Rodriguez, and I reside at 4424 Kingston Rd. Las Cruces, NM 88012.
2. I am a member of the governing body of the Raices del Saber Xinachtli Community School in Las Cruces, New Mexico.
3. I attest that I am not a current governing body member of any other charter school authorized in the state of New Mexico.
4. I have never been a governing body member of a charter school that was 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 Schools's governing body, I am entrusted with overseeing the expenditure of public funds in accordance with all applicable laws, regulations, and rules, including but without limitation any laws or rules pertaining to conflicts of interest, public school finance, and procurement.



[Signature]

5-2-2025

Date

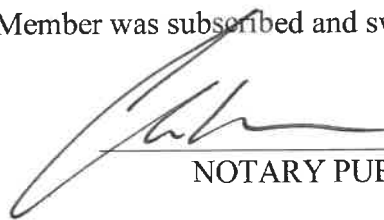
Eric L. Rodriguez

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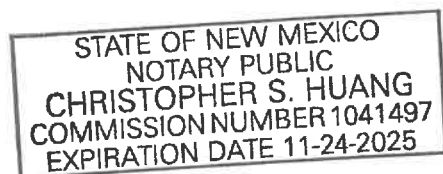
VERIFICATION

The foregoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 2 day of May, 2025.

[Notary Seal:]


NOTARY PUBLIC

My commission expires: November 24, 2025.



STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up 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 23 R D DAY OF APRIL, 2025.

1.

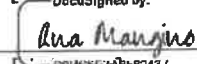
Signed by:



[signature]

[ISMAEL CAMACHO]
2.

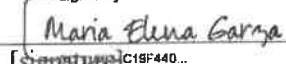
Decollined by:



[signature]

[ANA MANGINO]
3.

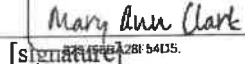
Signed by:



[signature]

[MARIA ELENA GARZA]
4.


Signed by:



[signature]

[MARY ANN CLARK]
5.


Decollined by:



[signature]

[VERONICA LUCIO]
6.

[signature]



[ERIC RODRIGUEZ]



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

March 26, 2025,
Approved: (APPROVED, April 23, 2025)

[Click here to view a recording 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: 6:10 PM to 6:59 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	Verónica Lucio	Director at Large	X			

This is the monthly regular governance board meeting. The Secretary acts as minutes taker, with the Chair calling the meeting to order and declaring a quorum at 6:03 p.m.

1. Conflict of Interest Declaration – None reported

2. The Consent Agenda – includes approval of the following:

- a. Agenda for Meeting, March 26, 2025, Governance Board Monthly Regular Meeting
- b. Minutes of the previous Governance Board Meeting on February 26, 2024
- c. 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 Mary Ann Clark to approve the Consent Agenda, Item 2, as read
Seconded by Veronica Lucio
Approved unanimously by the Board

3. *Finance Committee and Audit Committee Report, By Terrance Hester, SWREC, and GB Treasurer,*
 - a. Discussion of any GB member questions on the Finance Report.
 - b. Discussion and possible action on Budget Adjustment Requests (BARs).

Report:

- a. **Board member questions:** The Summary Report was presented on screen and summarized by the Finance Committee.
- b. **BARs**
 - 0015-I Increase Bar for Title 4 Program carryover from last year was approved to move into this month's ledger
 - 0016-I Bar for increase of \$10,000 for professional development from Charter Schools Division
 - 0017-I Bar for increase for IDEA B for \$24,828 is carried over from previous years and will be added to this year's budget
 - 0018-I Bar for IDEA B Preschool is an increase of \$95
 - No questions from the board

Motion: by Mary Ann Clark to approve the four budget requests, BARs as presented
Seconded by Veronica Lucio
Approved unanimously by the Board

4. *Public Input – None*

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

Report:

No Correspondence to report at this time.

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

Report:

- Enrollment started at 122 at the beginning of the year and is currently at 116. We are maintaining and keeping the majority of students, which will help stabilize the population for next year.
- Projections for next school year's enrollment are 132, with 25 enrolled for kindergarten. Out of those, 12 are siblings and will not have to go through the enrollment process, which ends next week. These are the numbers we expect. 135 is the cap that we have.
- Celebration of the Aztec New Year, March 27th from 12-1:30. We invite you to participate and enjoy the event. The Sparks network sends a videographer and a drone to videotape the event

from beginning to end. Will email board members a link. The ceremony will be led and performed by students.

- Summer Camp June 2 – 20, with 13 different classes offered. Currently 55 enrolled, expecting 80. This is the first time Raices has attempted this.
- Four Students have been selected to have their paintings exhibited in the Runnels Gallery in Portales, NM. The theme is “One is the Sun” (through stories following the metaphor format): One is the Sun, Two is the Earth ... The students depicted this in their art, which was created in after-school programs for painting.
- The Gifted Education team will meet on Monday, March 31, to work on the gifted plan that is to be submitted to the state. When we implement the 90/10 model effectively, we will see a larger number of children who will be identified as gifted (this has been seen in other schools). They are working with the Student Assistance Team, which works with a variety of data to refer students for a gifted evaluation. Angela Murray (JFP Academy) currently provides pullout services for these students. Raices will continue to work consistently to have a well-developed plan. The new protocol creates more space for identifying gifted children.
- Las Cruces Community Radio, KTAL, interviewed Mr. Carlos Aceves this week. The recording is available through a link on the Administrator’s report. It’s exciting for Raices to get this kind of exposure.
- Public Education Commission Audit Requests - Clifton Larson and Allen LLP, the Audit company, provided the Head Admin and Business Manager with a copy of the audit. Raices is one of seven schools recommended to undergo a Corrective Action Plan. The seven schools will be invited to speak and address the audit concerns in April. The PEC will then decide Corrective Action Plans.

7. *Concilio de Padres and Community Engagement Reports – By Eric Rodríguez, Chair of the Concilio de Padres, and Lucía Carmona, Director of Operations and Community Engagement*

Report: Fundraiser – project of a custom griddle/grill. Parents will be asked to do the raffle. A Disco will be given away. Profits will go towards a project for a Bistro. The target date for having everything available is the first week of April. The committee will give board members raffle tickets to sell. The next meeting will be in person on May 22nd, with a celebration for all that has been done. The raffle will be held there. The event will have a potluck and door prizes raffled off for attendance. Lucio – May 22nd, we have time to collect gifts donated by board members and staff. It will be awesome to have these gifts for the raffle. Between March and April, guests from the community will be participating in many events. Raices and La Familia Food Center Conference will hold an event on Saturday. For the past two years, we have been providing the opening for the conference that sets the tone in relation to nature and the food center. On April 3rd, there will be an open house for new parents. The annual conference for parent engagement will be held on Apr 26, from 9-1, sponsored by Kellogg Foundation and other partners. Parents come and participate in contests, and day care is provided for the kids. Partners present. The information will be sent to board members. Next month, more information will be on a celebration for K to 1 and 5th grades.

The committee will send out surveys for parent feedback and to encourage more involvement from parents.

8. *Reports from Committees –*

- a. *Academic Performance Committee – **Vacant***
- b. *Governance Board Development Committee -By **Ismael Camacho, Chair** – Update on the Cyber Safety training for Governance Board Members*
- c. *Facilities Committee – **By Veronica Lucio, Committee Co-Chair** – Report on the Facilities Action Committee from the Team’s last meeting. By Dr. Hector Giron, Head Administrator*
- d. *Safe School Committee – **Ana Mangino***
- e. *School Development Committee – Volunteer Needed; this committee is still under development.*

Reports:

- a. **Academic Performance Committee - None**
- b. **Governance Board Development Committee- Report on the Cyber Safety training for Governance Board members:** Mrs. Clark Attended and reported that the training was excellent. It was personalized for the Raices Board.
- c. **Report from the Facilities Action Committee - None**
- d. **Safe School Committee – None**
- e. **School Development Committee – Volunteer needed**

9. *Unfinished Business – **None***

10. *New Business –*

- a. Discuss possible action to accept Mr. Eric Rodriguez as a new governance board member representing the Concilio de Padres in the Governance Board, by **Mr. Ismael, Chair**.
- b. Updates about the Unified Application for federal grants. **By Dr. Hector Giron, Head Administrator - Audit of Financial Conditions of the School report** – Raices Financial Performance Framework rating was labeled “Does Not Meet” because it had seven (7) findings. Out of these findings, three (3) were for material weakness findings, four (4) were for noncompliance, three (3) were repeated errors from former years, one (1) from 2021, and two (two) from 2023. For this reason, the [New Mexico Public Education Commission and the Charter Schools Division](#) (NMPEC-CSD) sent a notice that Raices del Saber, among other seven charter schools in the state, will be in a “Corrective Action Plan,” which includes CSD quarterly check-in with the Head Administrator and Business Officer. The school will receive feedback during check-ins and monitor the school’s actions in Management Response and Board/Finance & Audit Committee work. And will assess the need for technical assistance/support. Also, the Head Administrator and Business Officer must attend the next MONTHLY NMPEC MEETING in Santa Fe in April 2025 in person, by **Dr. Hector Giron, Head Administrator**.

a. No Discussion

Motion by Mary Ann Clark to accept Mr. Eric Rodriguez to the Governance Board.

Seconded by Veronica Lucio

Approved unanimously by the Board

Mr. Rodriguez stated that this is a privilege and honor. With a finance background, I look forward to serving in this capacity.

b. The Unified Application for Federal Funds set up a process so that all federal funds can be applied for in one application. 49 Charter schools accepted the opportunity to do this. The application is a challenge with quite a few requirements. The Head Administrator has even been working on it for many days, including during his lunch. The Head Administrator will submit it on time.

c. Audit of Financial Conditions of the School Report - Discussion – PEC has allowed all the schools to respond to the Audit at their April meeting. After the presentations, the PEC will make a recommendation of whether to place Raices on a Corrective Action Plan. The Head Administrator requests that the Business Officer attend this meeting in person or virtually. If the school is on the CAP, it will be informed as to the frequency of meetings (once a semester or four times a year)

11. *Agenda items for the Next Meeting* – The board chair would like to add an item to show how many members have completed the required training. Mr. Rodriguez requested the information he needed for onboarding. Lucia – once the new members' packets are provided, Ms. Brown will provide Mr. Rodriguez with the information to attend the Canvas training. She will share information on other trainings for the charter boards that will be offered if anyone is interested, but she is not required to be sworn in because it is not an elected position.

With a heavy heart, Ms. Lucio cannot continue as a board member next year. She will try to finish the school year to give time to recruit another board member.

12. *Date of the Next Monthly Governance Virtual Governance Board Meeting* - (April 23, 2025, at 6:00 pm, Via Zoom Meeting).

13. *Adjourn*

Motion: M. Clark at 7:01 pm to adjourn the meeting.

Second: Veronica Lucio

Approved unanimously by the Board



Mary Ann Clark, Board Secretary

APPROVED

Date Approved April 123, 2025