



New Mexico Public Education Commission (PEC)

Personnel Change Notification Instructions



Business Manager

Purpose: To notify the Public Education Commission (PEC) of a change in the school's Head Administrator, Business Manager or Procurement Officer.

Submission Deadline: Changes to the school personnel do not require prior approval of the PEC; however, notice must be received within 30 calendar days of the change. Only one personnel change may be submitted per form. If more than one personnel change is being submitted, the school must submit separate forms.

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 personnel change. Business Manager changes will be added to the board of finance documentation on file with CSD.

Information the school must provide for Business Manager change:

- ☐ Fully completed form
- ☐ Board minutes approving the business manager change
- ☐ Affidavit of financial record custodian (a completed and notarized affidavit of financial record custodian)
- ☐ Certificate of insurance (a certificate of insurance indicating the business manager is adequately bonded to take responsibility as the financial record custodian)
- ☐ School business official license (copy of current, valid school business official license)

Contact charter.schools@ped.nm.gov if you have questions about completing or submitting documents.

Personnel Change Notification Form. Submit this form and all supporting documents to **Epicenter**.

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 7/1/2024.

The school is notifying the PEC of a change in personnel. ☒ Business Manager

Current Business Manager: Terrance Hester


New Business Manager: Vicki Chavez

Contact information for new Business Manager (phone, email): (575) 494-0166,
vicki@strategiceducationpartners.com

Number of personnel changes (Head Administrator/Business Manager/Procurement Officer, Governing Board Member), including this change, submitted to PEC in the last 12 months: 5 governing board members, and 1 Business Manager.

Effective Date: 7/1/2025

The school's notification is hereby submitted by: Dr. Hector Giron, Head Administrator

Signature of School Representative:  Date: 07/03/2025
Hector Giron (Jul 3, 2025 13:22 MDT)
Dr. Hector Giron, Head Administrator

Signature of Governing Board Chair:  Date: 07/04/2025
Ismael Camacho (Jul 4, 2025 14:34 MDT)
Dr. Ismael Camacho

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: _____










B.1.b.-Personnel-Change-Notification---Business-Manager_Vicki_Chavez

Final Audit Report

2025-07-04

Created:	2025-07-03
By:	Lucia Carmona (luciavcarmona@gmail.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAARx3enIE01OHsZx3F9jXiRvzxtBuXxXtq

"B.1.b.-Personnel-Change-Notification---Business-Manager_Vicki_Chavez" History

-  Document created by Lucia Carmona (luciavcarmona@gmail.com)
2025-07-03 - 7:21:14 PM GMT - IP address: 98.249.92.244
-  Document emailed to Hector Giron (hgironadmin@raicesdelsaber.org) for signature
2025-07-03 - 7:21:18 PM GMT
-  Document emailed to icamacho@raicesdelsaber.org for signature
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-  Email viewed by Hector Giron (hgironadmin@raicesdelsaber.org)
2025-07-03 - 7:22:20 PM GMT - IP address: 74.125.212.130
-  Document e-signed by Hector Giron (hgironadmin@raicesdelsaber.org)
Signature Date: 2025-07-03 - 7:22:39 PM GMT - Time Source: server- IP address: 98.249.92.244
-  Email viewed by icamacho@raicesdelsaber.org
2025-07-03 - 8:54:31 PM GMT - IP address: 104.28.48.213
-  Signer icamacho@raicesdelsaber.org entered name at signing as Ismael Camacho
2025-07-04 - 8:34:24 PM GMT - IP address: 104.28.48.90
-  Document e-signed by Ismael Camacho (icamacho@raicesdelsaber.org)
Signature Date: 2025-07-04 - 8:34:26 PM GMT - Time Source: server- IP address: 104.28.48.90
-  Agreement completed.
2025-07-04 - 8:34:26 PM GMT



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

May 28 2025, 2025,
Approved: (APPROVED- June 4, 2025)

https://drive.google.com/file/d/1c018clccX4vpW7mPnopBuWwQvmq1wXXY/view?usp=drive_link

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: 11 PM to 8:12 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	Board Member at Large		X		
6	Eric Rodriguez	Board Member at Large	X			

This is the monthly regular meeting of the governance board. The Secretary is acting as minutes taker with the Chair calling the meeting to order and declaring a quorum at 6:11-8:12 p.m.

*1. Conflict of Interest Declaration – **None reported***

Discussion –

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

- a. Agenda for Meeting, May 28, 2025, Governance Board Monthly Regular Meeting
- b. The minutes of previous Monthly Governance Board Meeting on April 23, 2024, and the minutes of the Special Meeting April 30, 2025.
- 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)

Note:

Motion: by Eric Rodriguez to approve the Consent Agenda as presented, except Item 2a, and vote on 2a as a stand-alone.

Seconded by Elena Garza

Approved unanimously by the Board

Motion: by Eric Rodriguez to approve item 2a with the correction to Agenda item 8b changing the dates from June 11-13, 2025, to June 10-11, 2025.

Seconded by Elena Garza

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. No report presented
- b. Mr. Hester will send the three BAR adjustments to the board to be attached to the minutes.

Discussion: A board member asked for clarification on the timeline to prepare or approve a BAR as well as the consequences of not approving the BARs?

Response: The adjustment BARs were received only in the last few weeks. Some things are moving throughout the year, or some are changes to SEG funds. Some items are easy to schedule in advance; some are received the day of the meeting. If more time is needed, it can be discussed at a finance committee meeting followed by a special board meeting to review the BARs.

The Chair recommended a special board meeting. Looking at budgets on the day of the approval is not good practice.

Head Administrator: Budget preparation is dependent on data from the Student Information System, SIS. The budget process began in January. The current SIS system is Infinite Campus. It does not allow us to access data in time to complete reports; there is not a lot of support from the company. Raices will be purchasing PowerSchool from operational funds to have it in place for the new school year.

A board member made a recommendation to hold off on the BARs and to conduct a special board meeting next week. There are a couple more potential BARs coming from PED based on the audit findings.

Motion: by Eric Rodriguez to table item 3 until June 4, at 5:30

Seconded by Elena Garza

Approved unanimously by the Board

4. *Public Input – None*

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

Report: None to report at this time.

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

Report:

- Enrollment started at 122 at the beginning of the year and is currently at 115 students. The campus is sustaining and keeping most students. This will help stabilize the population for next year. Staff is actively recruiting to fill vacancies to get to a student count of 130.
- Gifted Education Team New Report Cards review: A sample grade level of the new report cards were projected on screen. They are designed according to the standards and expectations per grade level for each subject taught at Raices. There are no report cards that have been found that accounts for the 90/10 bilingual model taught at Raices. These report cards allow for reporting elements of both English and Spanish Language Arts. It also considers the Xinachtli language and culture. It is a thorough report card that offers parents a thorough view. A fifth-grade teacher requested that the capstone projects be included on the report card. The report cards will be made available to board members for review.
- PEC Audit report results: The Commissioners voted unanimously not to put the school on a Financial Corrective Action Plan.
- Fifth Grade Capstone Projects: snacks were catered by Raices family member. The event was funded by the ACE Grant. Thank you to Mr. Ramos, Mr. Moctezuma, and Ms. Ibañez for working so hard to put this together.
- Kinder and Fifth Grade Graduations: Feedback was that the ceremonies were very well received, everyone was very involved. There were many attendees.
- Thank you, Mr. Eric Rodriguez, for setting up the Leaders in Training program. Students spent half a morning at the Doña Anna County Complex. They also got to experience how a council meeting is held.
- Spring Parent Engagement event was well attended and very well received. 20 garden kits were distributed to attendees.
- The installation of security cameras is complete. Students realize that the campus is now being monitored by security cameras.
- Change in Food Service companies. Next year, Genuine Foods will serve hot food prepared on plates rather than pre-prepared and packaged stuff.
- New Student Information System (SIS): Changing from Infinite Campus to PowerSchool. The campus will work with both vendors for the transition to the new system. There will be extensive staff training on the new system.
- Las Montañas High School Administration has donated a hot food table and two refrigerators to Raices.

Discussion: A board member inquired regarding a plan for next year's classes.

Head Administrator: Due to funding, it is recommended that there be only one third grade class. The campus will be losing one EA and will have one teaching vacancy. There will be one class per grade.

Board member: Parents are concerned about the loss of a second grade teacher earlier in the year. The students lost a lot of attention.

Response: Teachers can't be added because of funds. It is not advisable to dip into the rainy-day fund. The budget has also been impacted by state requirements to pay ed fellows. The campus must come up with the funding for these. Ed fellows go into the third-grade classroom. Special education numbers have increased; it is projected to be around 35 students. This will require additional special ed teachers. The campus will work to meet the needs of the students.

Board member: Clarify the teacher mentor listed on the budget.

Response: Teachers are paid stipends for mentoring teachers.

7. Concilio de Padres and Community Engagement Reports – By Mr. Hernández, Chair of the Concilio de Padres, and Lucía Carmona, Director of Operations and Community Engagement

Report: The Director of Operations and Community engagement stated that she works with Mr. Hernández to create the reports. There was an in person meeting on the 22nd of May. Parents had some suggestions for after school activities. Parents have requested another in person meeting in August. The after-school program and the food court program were cut from federal funds. The campus is hopeful these funds may be secured from the after-school grant.

Board Chair: Requested that the actual grants the campus has received as well as those that are anticipated be presented at the June 4th Special Board Meeting.

8. Reports from Committees –

- a. **Academic Performance Committee – Mary Ann Clark**
- b. **Governance Board Development Committee -By Ismael Camacho, Chair**
- 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** – The report was included in the Head Administrator's Report.
 - b. **Governance Board Development Committee-** Update confirming which Governance Board Members are attending the Charter School's Division Conference on June 10-12. Garza, Clark and Rodriguez will attend.
 - c. **Report from the Facilities Action Committee** – under development
 - d. **Safe School Committee** – None
 - e. **School Development Committee** – Volunteer needed; Dr. Camacho volunteered to serve on the committee
9. **Unfinished Business – None**

10. New Business –

- a. Present and discuss approval to accept **Dr. David Romo** as a new Raices Governance Board Member presented by **Dr. Ismael Camacho, Chair**
- b. Present and discuss approval to add **Ms. Vicky Chavez** to the school Bank Account, who will replace Mr. Terrance Hester as the school's business manager starting with **the new fiscal year starting on July 1, 2025**. Presented by **Dr. Hector Giron, Head Administrator**.

c. Discuss possible action to approve the **School Budget SY2026**, presented by **Terrance Hester**.

a. **Discussion** – The Board Chair and two board members interviewed Dr. Romo on Zoom. Dr. Romo has deep credentials and will be an asset to the Raices Governance Board.

Dr. Romo stated, “It is an honor to be part of the Raices Board. “

Motion: by Elena Garza to accept Dr. Romo as a Governance Board Member.

Seconded by Mary Ann Clark.

Approved unanimously by the board.

b. **Discussion** – Ms. Vicky Chavez will be taking over as Business Manager from Mr. Hester on July 1st. Ms. Chavez was a former superintendent in Deming and a former business manager of Raices. She will give good advice and help extensively.

A board member asked if this will be a new contract.

Response: Raices contracts the services from SEC. The Head Administrator will share the contract with the board when it is received.

Motion: by Eric Rodriguez to add Vicky Chavez to the school bank account and remove Mr. Hester from the account.

Seconded by Elena Garza.

Approved unanimously by the Board.

c. **Discussion** –

- Mr. Hester posted the salary schedule for SY2026. Mr. Hester and the Head Administrator worked on the schedule together. Salaries schedules for surrounding districts were reviewed and compared to the Raices schedule. The Salary schedule is based on a 190-day contract and is effective for the 2025-2026 school year only.
- The slide deck, “Raices del Saber Xinachtli: Operational Budget Review and Presentation” was shared on screen.
- The operational budget is created on form 910B-5. The form is provided by the PED based on the 80-day and 120-day reports. The 2025-2026 estimated operational budget is \$1,969,724.64.
- The SEG Membership value is based on several factors such as grade level of students attending the school, special needs, bilingual programs in place, etc. It is used to calculate the unit value. This gives the school substantially more money than just using numbers based on the number of students attending the school.
- Existing expenditure increases include required legislature salary increases of 4% for all employees. Unit value has increased, but it does not make up for the entire 4% increase for salaries. 82.90% of the operational budget goes towards salaries and benefits. Rent is going up. We don’t have our actual invoice yet. Lease/utilities account for 10.19% of the budget. Utilities are based on projections. NMPSIA Risk Premium accounts for 2.22% of the budget. The “Other” category accounts for 4.68% of the budget and has some budgeted for special education ancillary services, and some salaries for special education teachers. Food Service Fund is for free and reduced lunch; it does not come from the Operational Budget.
- The school can be sustained if there was a loss of federal funding.

- New budget items to consider include legal services (vary annually), EAs to cover classrooms, additional costs for portable classrooms, and additional costs for food service vendor (reimbursed at the end of the year from federal funds).

A board member inquired about the deadline to submit the operating budget to PED as well as clarification on all that is included in the approved budget.

Response: Raices submitted a skeletal budget to the PED May 21. What is being approved now is the operational budget. Once the other budget numbers are received, the board will be able to approve the other budgets.

Head Administrator: Several of the other budget items have come in and been accepted (such as IDEA B). He is still working on the Unified Application Budget. The budget is housed in OBMS (Operational Budget Management Service). The budget is built from what is received in OBMS. As extra budget lines are built, they will be sent to the board by Mr. Hester.

A board member asked if the budget needed to be approved prior to May 21.

Response: No, the PED knows that districts are still working on these parts. It is possible to have it open. The PED monitors what is being entered. Other Funds do not need to be approved until June.

Motion: by Eric Rodriguez to table Item 10c until June 4th at 5:30 pm.

Second: by Elena Garza.

Approved unanimously by the Board.

11. *Agenda items for the Next Meeting* – The Chair would like to transition out of the position of Chair because of his work requirements. He recommends that different members of the board direct the board meetings so that people can be trained.

12. *Date of the Annual Governance Board Meeting* - (June 25, 2025, at 6:00 pm, Via Zoom Meeting).

13. *Adjourn*

Motion: by Eric Rodriguez 8:12 pm to adjourn the meeting.

Second: by Mary Ann Clark.

Approved unanimously by the Board.



Mary Ann Clark, Board Secretary

Approved

June 4, 2025

Date Approved

AFFIDAVIT OF FINANCIAL RECORD CUSTODIAN

STATE OF NEW MEXICO)

COUNTY OF Luna)

I, Vicki K Chavez, [affiant] after being duly sworn, state:

1. I live in the City of Deming, County of Luna, New Mexico.

2. In accordance with 6.80.4.16 NMAC, I agree to accept the responsibility of keeping the financial records of the charter school and recognized that I am in charge of maintaining public funds with fidelity and in accordance to public finance laws, rules and regulations.

3. I have completed the following training in the maintenance of financial records:

a) MBA - NMSU

b) BBA - Finance, NMSU

c) NMASBO Conferences for Continuing Education - attend every year

4. Attached is a certificate of insurance that indicates that I am adequately bonded to take this responsibility.

5. I have earned the following certificates, licensures and/or degrees:

Certificate, licensure or degree	Educational Institution	Date	Current Yes/No
<u>SBO - Level II - NMPED</u>			<u>Yes</u>
<u>MBA</u>	<u>NMSU</u>		
<u>BBA - Finance</u>	<u>NMSU</u>		

FURTHER AFFIANCE SAYETH NAUGHT.

VK Chavez
[Signature of Affiant]

7/10/2025
Date

Vicki K. Chavez
[Print Name of Affiant]

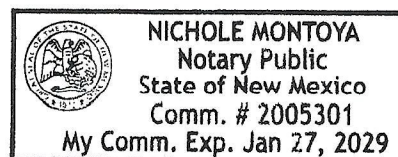
VERIFICATION

The forgoing Affidavit of Financial Records Custodian was subscribed and sworn to before me, this 10 day of July, 2025

[Notary Seal:]

Nichelle Montoya
NOTARY PUBLIC

My commission expires: 01/27, 2029.





CERTIFICATE OF PROPERTY INSURANCE

DATE (MM/DD/YYYY)
7/1/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

If this certificate is being prepared for a party who has an insurable interest in the property, do not use this form. Use ACORD 27 or ACORD 28.


PRODUCER Poms & Associates Insurance Brokers CA License #0814733 4500 Park Granada #206 Calabasas, CA 91302	CONTACT NAME: Risk Services PHONE (A/C, No, Ext): (800)578-8802 E-MAIL ADDRESS: rservices@pomsassoc.com PRODUCER CUSTOMER ID #: 00016280	FAX (A/C, No): (818) 449 9449
INSURED New Mexico Public Schools Insurance Authority Member: Raices Del Saber Xinachtli Community School 410 Old Taos Highway Santa Fe, NM 87501	INSURER(S) AFFORDING COVERAGE INSURER A : New Mexico Public Schools Insurance Authority INSURER B : Hanover Insurance Company INSURER C : INSURER D : INSURER E : INSURER F :	
		NAIC # 99803 22292

COVERAGES	CERTIFICATE NUMBER:	REVISION NUMBER:
LOCATION OF PREMISES / DESCRIPTION OF PROPERTY (Attach ACORD 101, Additional Remarks Schedule, if more space is required)		

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	COVERED PROPERTY	LIMITS
	<input type="checkbox"/> PROPERTY				<input type="checkbox"/> BUILDING	\$
	<input type="checkbox"/> CAUSES OF LOSS	<input type="checkbox"/> DEDUCTIBLES			<input type="checkbox"/> PERSONAL PROPERTY	\$
	<input type="checkbox"/> BASIC	<input type="checkbox"/> BUILDING			<input type="checkbox"/> BUSINESS INCOME	\$
	<input type="checkbox"/> BROAD	<input type="checkbox"/> CONTENTS			<input type="checkbox"/> EXTRA EXPENSE	\$
	<input type="checkbox"/> SPECIAL				<input type="checkbox"/> RENTAL VALUE	\$
	<input type="checkbox"/> EARTHQUAKE				<input type="checkbox"/> BLANKET BUILDING	\$
	<input type="checkbox"/> WIND				<input type="checkbox"/> BLANKET PERS PROP	\$
	<input type="checkbox"/> FLOOD				<input type="checkbox"/> BLANKET BLDG & PP	\$
					<input type="checkbox"/> CONTENTS	\$
	<input type="checkbox"/> INLAND MARINE	TYPE OF POLICY				\$
	<input type="checkbox"/> CAUSES OF LOSS					\$
	<input type="checkbox"/> NAMED PERILS	POLICY NUMBER				\$
						\$
B	<input checked="" type="checkbox"/> CRIME	BD3-H274489	07/01/2025	07/01/2026	<input checked="" type="checkbox"/> Employee Theft	\$ 2,000,000
	<input type="checkbox"/> TYPE OF POLICY				<input checked="" type="checkbox"/> Forgery or Altercation	\$ 2,000,000
					<input checked="" type="checkbox"/> Faithful Performance	\$ 1,000,000
	<input type="checkbox"/> BOILER & MACHINERY / EQUIPMENT BREAKDOWN					\$
						\$
					<input type="checkbox"/> Deductible Comp \$750	\$
					<input type="checkbox"/> Deductible Coll \$750	\$

SPECIAL CONDITIONS / OTHER COVERAGES (Attach ACORD 101, Additional Remarks Schedule, if more space is required) Re: Fidelity Bond for Business Managers

CERTIFICATE HOLDER	CANCELLATION
Evidence of Insurance	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

STATE OF NEW MEXICO



In Recognition of
The Fulfillment of the Requirements for
School Personnel Licensure
this

LEVEL TWO SCHOOL BUSINESS OFFICIAL
is issued to

VICKI KATHLEEN CHAVEZ

Effective from July 01, 2020 to June 30, 2029
Licensure Number: 265734

A handwritten signature in dark ink, reading "Ryan Stewart".

Secretary of Public Education