

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 7/1/2025.

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

Governing Body Member(s) Resigning or Removed: Judith Flores Carmona and Veronica Lucio

New Governing Body Member(s) and Position(s): David Romo, Member at Large.

Contact information for New Governing Body Member(s) (phone, email): David Romo, (915) 630-9502 email: davidromodorado@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: Three (2) governing board members resigned, and two (2) new board members are onboard.

Effective Date: July 1, 2025.

The school's notification is hereby submitted by:

Signature of School Representative:  **Date:** 06/25/2025
Dr. Hector Giron, Head Administrator.

Signature of Governing Board Chair:  **Date:** 06/26/2025
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:** _____



Honors College

Conroy Honors Center
MSC 3HON
New Mexico State University
P.O. Box 30001
Las Cruces, NM 88003-8001
Tel: 575-646-2005, fax: 575-646-1755
honors.nmsu.edu

FROM: Dr. Judith Flores Carmona

Subject: Resignation from Raíces del Saber Xinachtli Community School Governance Board

Date: October 20, 2024

Dear Governance Board Members of Raíces del Saber Xinachtli Community School:

After much processing and reflection, I have decided to submit my letter of resignation from the Raíces del Saber Xinachtli Community School Governance Board. I have undergone several tests and just last Thursday, October 17, 2024, my doctor shared results and immediately scheduled a surgery for November 21, 2024. That is all I can share for the moment. I hope you understand that I have to prioritize my health.

I appreciate all the support and guidance you provided me with during this brief time as member/secretary. I am sincerely sorry, and I hope you understand.

Sincerely,

A handwritten signature in black ink that reads 'Judith Flores Carmona'.

Dr. Judith Flores Carmona

New Mexico State University
Honors College Professor
Phone: 575-646-3479



CERTIFICATE OF GOVERNING BODY VOTE

This document certifies that on May 28, 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 4 in favor and 2 absent to Accepted as new board member to David Romo.

The members voting in favor were: Ismael Camacho, Mary Ann Clark, Elena Garza, and Eric Rodriguez.

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

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

Ismael L Camacho
Ismael L Camacho (Jun 27, 2025 07:39 MDT)

Ismael Camacho

Governance Board Chair

Veronica “Vero” Lucio
Verolucio6377@gmail.com
575-312-6705

June 2, 2025

Via: Email to Raices Board

Re: Formal Written Notice of Board Resignation

Esteemed Raices board members, faculty and staff:

Please accept this letter as written confirmation of my resignation from the Raices Del Saber Xinachli Governance Board effective June 30,2025.

I informed the board, orally, in the beginning of year 2024, of my intent to resign effective on the end of fiscal year 2025. It was not an easy decision to make, but there were a lot of factors that influenced my decision, 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 Community school. I would like to say thank you to all the staff and my fellow board members for their patience as I grew into multiples roles as a board member stating as a parent representer, secretary, chair and member at large.

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

Tlazohkamati!

Veronica Lucio



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

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 in 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 1st DAY OF JULY, 2025.

1. Ismael L Camacho
Ismael L Camacho (Jun 27, 2025 07:40 MDT)
[signature]

[Ismael Camacho]

DocuSigned by:
2. Ana Mangino
C6BC5E748562437
[signature]

[Ana Mangino]

DocuSigned by:
3. Elena Garza
1D4E2D9290C348B...
[signature]

[Elena Garza]

4. Mary Ann Clark
Mary Ann Clark (Jun 30, 2025 16:31 MDT)
[signature]

[Mary Ann Clark]

5. Eric Rodriguez
Eric Rodriguez (Jul 2, 2025 17:33 MDT)
[signature]

[Eric Rodriguez]

6. David Romo
David Romo [Jun 29, 2025 21:27 PDT]

[signature]

[David Romo]

Attach additional pages if membership exceeds five.

Revised 12-7-2023

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF ~~NEW MEXICO~~) Texas
COUNTY OF ~~DONA ANA~~) El Paso

I, David Romo, after being duly sworn, state:

1. My name is David Romo and I reside in 928 Rd. Anthony, New Mexico, 88021.
2. I am a member of the governing body of the [Raices del Saber Xinachtli Community School] in 2211 N. Valley Drive, Las Cruces, New Mexico.
3. I attest that I am currently 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 their 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 oversight of 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.

David Romo

[Signature]

David Romo

[Print]

July 3, 2025

Date

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 3 day of July, 2025.

[Notary Seal:]



Jesse Valdez
NOTARY PUBLIC

My commission expires: 09/04, 2026.

ASSURANCES

My name is David Romo and I reside in 928 Casa Rd. Anthony, NM 88021. 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.

David Romo
Printed Name

David Romo
David Romo (Jun 29, 2025 21:40 PDT)
Signature

06/29/2025
Date