

### Personnel 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 7/9/2024.

The school is notifying the PEC of a change in personnel (check one):

- Head Administrator
- Business Manager
- Procurement Officer

For a Head Administrator change, indicate whether the appointment is for (check one):

- Permanent Head Administrator
- Interim Head Administrator

Current Head Administrator/Business Manager/Procurement Officer: Dr. Maria Artiaga

New Head Administrator/Business Manager/Procurement Officer: Dr. Hector Girón

Contact information for new Head Administrator/Business Manager/Procurement Officer (phone, email): [hgironadmin@raicesdelsaber.org](mailto:hgironadmin@raicesdelsaber.org) Phone: 505-469-0293

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

Effective Date: 7/9/2024

The school's notification is hereby submitted by:

Signature of School Representative: PEC Signed by Lucia Carmona, Director of Operations and Community Engagement, Signature: LUCIA CARMONA Date: 7/23/2024  
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Signature of Governing Board Chair, Mr. Raul Aldair Marquez: Raul Aldair Marquez Date: 23/07/2024  
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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: \_\_\_\_\_

# STATE OF NEW MEXICO



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

**LEVEL THREE-A INSTRUCTIONAL LEADER 6-12 SECONDARY**  
With Endorsement in Social Studies is issued to

**HECTOR SERRATO GIRON**

Effective from July 01, 2016 to June 30, 2025  
Licensure Number: 95856

**ISSUED**

A handwritten signature in cursive script that reads "Ryan Stewart".

Secretary of Public Education

# STATE OF NEW MEXICO



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

**LEVEL THREE-B PRE K-12 ADMINISTRATIVE**  
is issued to

**HECTOR SERRATO GIRON**

Effective from July 01, 2021 to June 30, 2026  
Licensure Number: 95856

**ISSUED**

A handwritten signature in black ink, appearing to read "Kurt G. Stamba".

Secretary of Public Education

May 31, 2024

Dear Raices del Saber Xinachtli Community School Governance Board,

Re: Letter of Resignation

After some personal reflection, I have decided to submit my notice of resignation. My last day of work will be June 30, 2024. Thank you for the opportunity in being the Head Administrator at Raices del Saber Xinachtli Community School for the past year and a half.

I appreciate everyone for their support and a special thanks to the NISN staff for the multitude of learning opportunities I gained while participating in the Growing Together Fellowship Program. I expanded my knowledge in reference to the variety of cultures and languages spoken by Native people from the different states I visited. The elders, guest speakers, children, families, and staff from these different regions really inspired me.

I will continue to focus on finalizing some tasks that are due this month. Best wishes to the students, staff, and families of Raices.

In appreciation,

A handwritten signature in blue ink that reads "Maria Artiaga". The signature is written in a cursive style with a large, flowing "M" and "A".

Dr. Maria Artiaga



# Raices del Saber Xinachtli Community School Governance Board Special Virtual Meeting Minutes

July 6, 2024, **DRAFT**

Approved: *(Pending to be approved on Special meeting scheduled in July 29, 2024 at 6:00 pm)*

[Click here to link to the recordings of the meeting](#)

Location: Raices del Saber Xinachtli Community School, 2211 N. Valley Drive  
*The meeting was in-person, with the public joining through the Zoom meeting platform.*

Time: 1:12 pm to 1:26 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	Raul Aldair Marquez	Chair	X			
2	Patricia Minjarez	Vice-Chair		X		
3	Veronica Lucio	Secretary		X		
4	María Elena Garza de Vargas	Treasurer	X			
5	Patricia López	Director at Large	X			

This is a special meeting called by the governance board. Mr. Raul Aldair, Chair of the GB, is acting as minutes taker, calling the meeting to order and declaring a quorum at 1:12 pm, Quorum was declared.

## Roll Call and Call to Order

1. *Conflict of Interest Declaration – Any comments or declarations.*
2. *Public Input – (See rules for public input at the end of the agenda) Mr. Marquez asked if there were any comments from the public. Any public input or comments from the public.*
3. *Governance Board Business –*

- *Discussion and possible action to extend an offer of the head administrator position to Dr. Hector Giron. Presented by Mr. Raul Aldair Marquez.  
Recapitulating that in the last meeting, to save time and be efficient, we made a motion to extend an interim position for head administrator position to Dr. Hector Giron. During the interview, everything went well, and the participants considered that Dr. Giron has a lot of great qualities and experience and that he will be an asset to the school. He expressed that he was not interested in the interim position, and he was expected to be deeply dedicated to the school. Walking out of the interview, we all had the same idea: offering him the position of Head Administrator and not interim would be a wise choice.*

*Any discussion items or other points to make board members? Ms. Patsy Lopez and Ms. Elena Garza responded, "No comments, and they agreed."*

*Mr. Marquez asked for a motion to extend and offer the position of Head Administrator to Dr. Hector Giron.*

***Motion:*** *Ms. Patsy Lopez moved to offer Dr. Hector Giron the position of Head Administrator and to clarify and amend the statement to add "and to offer him a full-year contract."*

***Mr. Aldair*** *accepted the amendment to the statement, adding "and offering him a full-year contract."*

***Second:*** *Elena Garza*

***Called for a Vote:*** *Motion passed unanimously by roll call vote from all governing board members present*

*Mr. Marquez remarked to Dr. Giron, who was present in the audience and appreciated his willingness to dedicate himself to the school, that the board will have a seat down and set realistic expectations for him toward a successful school year as the Head Administrator.*

*Dr. Giron responded that he was excited and thankful for the opportunity to serve the school. He asked questions about when the contract would become effective. Mr. Marquez responded that it would be July 8, 2024. Other logistic items and office procedures were discussed to proceed with the next steps in the hiring process.*

*Motion to Adjournment – Vote to adjourn by roll call vote at 1:26 pm*

***Motion:*** *Patsy Lopez makes a motion to adjourn the meeting at 1:26 pm*

***Second:*** *Elena Garza*

***Vote:*** *Motion passed unanimously by roll call vote from all governing board members present*

*Date of the Next Monthly Governance Virtual Governance Board Meeting - (the fourth Wednesday of the month) July 24, 2024, at 6:00 pm Via Zoom Meeting).*

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Ms. Veronica Lucio, Secretary of the Board

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Date Approved



# Raíces del Saber Xinachtli Community School Special Governance Board Virtual Meeting

July 29, 2024

2211 N. Valley Drive, Las Cruces, NM 88007.

This Meeting will be Conducted via Zoom

(Please contact Lucia Carmona at

[lcarmona@raicesdelsaber.org](mailto:lcarmona@raicesdelsaber.org) or call 575-571-2177 for Zoom Link).

Time: 6:00 PM

## Mission Statement of the Raíces Governance Board

To collaborate with staff to promote school financial sustainability, student academic success, and the development of healthy communities and successful lifelong learners in support of the school mission.

## The mission of Raíces del Saber Xinachtli Community School

Raíces del Saber Xinachtli Community School is to implement a developmentally appropriate rigorous academic program through an interdisciplinary curriculum that is experiential, participatory, biliterate, child-centered, and culturally responsive. Our students learn Spanish and English, achieving academic proficiency in all subjects in both languages as they develop critical and creative thinking skills.

Raíces creates an environment where students and parents are valued as participants in constructing knowledge and creating a learning community that promotes high academic performance, positive identity formation, and the reclaiming of cultural heritage.

### Governance Board Officers:

Raúl Aldair Marquez, Chair  
Patricia Minjarez, Vice-Chair  
Verónica Lucio, Secretary  
Maria Elena Garza DeVargas, Treasurer

### Board Members at Large:

Patsy - Patricia López

## AGENDA

### *Roll Call and Call to Order*

- 1) *Conflict of Interest Declaration –*
- 2) *The Consent Agenda of the first month of the new Fiscal Year 2024-2025 – includes approval of the following:*
  - a) Agenda for Special Meeting, July 29, 2024, Governance Board Special Meeting
  - b) Minutes of the previous Governance Board Monthly Meeting on *June 27, 2024, and The Special Meeting on July 6, 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 Meeting Notes from the Finance Committee Chair (The notes are for the actual month of the Meeting)
- 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).
- 4) *Public Input* – (See rules for public input at the end of the agenda)
- 5) *Review of Authorizer Unique Correspondence* – By Dr. Hector Girón, Head Administrator
- 6) *Head Administrator’s Report* – By Dr. Hector Girón, Head Administrator
- 7) *Concilio de Padres and Operations and Community Engagement Director Reports* – By Eric Rodríguez, Chair of the Concilio de Padres, and Lucía Carmona, Director of Operations and Community Engagement
- 8) *Reports from Committees* -  
a) *Academic Performance Committee* – **Pat Minjarez, Committee Chair**  
  
b) *Governance Board Development Committee* – **Aldair Márquez, Committee Chair**  
  
- *By instructions of the Charter Schools Division, urge GB members to use the emails from the school assigned by the school administration (please contact Ms. Elva Varela, Office Manager, to do it as soon as possible).*  
  
c) *Facilities Committee* - **Verónica Lucio, Committee Chair**  
  
d) *Safe School Committee* – **Aldair Márquez, Committee Chair**  
  
e) *School Development Committee* - Volunteer Needed; this committee is still under development.
- 9) *Unfinished Business* –  
a) *Finalize the process to nominate the new Chair of the Raices Governance Board*  
b) *Finalize onboarding and interview the GB candidates who applied to be members.*  
  
- *Dr. Ismael Camacho*  
- *Dr. Judith Flores Carmona*  
- *Lei Lani Nava*

10) *New Business* –

- a) *Discuss and take possible action to onboard Ms. Ana Mangino as a new member of the Governance Board of Raices.*
- b) *Discuss and take possible action to change the Financial Internal Controls Policies on Section V-Travel; Process for Employees Traveling for work-related purpose reimbursement, changing from Actuals to Per Diem. – presented By Dr. Hector Girón*
- c) *Discuss and Possible Action to authorize the new Head Administrator, Dr. Hector Giron, to be a signer at the school bank account (First American Bank)*

11) *Agenda items for the Next Meeting* –

- a)

12) *Date of the Next Monthly Governance Virtual Governance Board Meeting - (August 22, 2024, at 6:00 pm, Via Zoom Meeting). The 2024-2025 Schedule is as follows:*

**Raices GB meeting dates of the SY25**

**2024**

July 24  
August 22\*\*  
September 18\*  
October 23  
November 20\*  
December 18\*

**2025**

January 22  
February 26  
March 26  
April 23  
May 28  
June 25

\* Governance Board meetings are typically held on the fourth Wednesday of each month. Exceptions occur when the fourth Wednesday falls within the week of a major Holiday. In that event, the meeting will be held on the third Wednesday of the month.

\*\* This day, August 22, 2024, must be scheduled on the fourth Thursday of August due to previous information sent to NMPED that the SPED (Special Population) Policies and Procedures will be discussed and approved on this day.

*Adjournment* – Vote to adjourn by roll call vote. (---adjourn)

Procedures for Public Input - (based on the Raices Public Input Policy in compliance with the NMSA 1978, 22-5-4 and NMSA 1978, 10-:15-1.)

- Those who want to give public input should arrive before the meeting begins to sign up to speak.
- The Governance Board Chair will determine the speakers' time, depending on how many people sign up to speak and the time allocated for public input. It is normally 3 minutes per individual or 5 minutes per group. Those who attend the meeting virtually and wish to speak can join the Zoom Chat.

- Interpretation services will be available in English and Spanish as needed. \*
- Issues that arise based on public input may be discussed by the Board but cannot be voted on during the meeting if the topic/item does not appear on the agenda posted 72 hours ahead of the Board Meeting and which is approved by the Board preceding the public input period. It can be requested as an agenda item for a future meeting.

\*If you are an individual with a disability who needs a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or listen to the meeting, don't hesitate to get in touch with the Director of Community Engagement, Lucia V. Carmona, at [lcarmona@raicesdelsaber.org](mailto:lcarmona@raicesdelsaber.org) or call (575-522-0538) at least 48 hours before the meeting or as soon as possible.

Go to the Raíces website ([www.raicesdelsaber.org](http://www.raicesdelsaber.org)) for the public input policy.

**This institution is an equal opportunity provider.**