

AGENDA
Sandoval Academy of Bilingual Education (SABE)
Board Meeting
Thursday, April 14, 2016
SABE School 4321 Fulcrum Way, Suite A, Rio Rancho

Future Meeting Dates: May 12

- | | | |
|--------------|------------------|---|
| I. | 7:00-7:10 | Call to Order |
| II. | | Approval of Agenda |
| III. | | Approval of Minutes from March 10, 2016 |
| IV. | | Announcements |
| V. | 7:10-7:30 | Action Items: <ul style="list-style-type: none"> a. New Board Member Nominations- Vote to Confirm Jeffrey P. Stradling as board member b. Resignation of Phillip Leonardelli as board member c. Approval of 2016-2017 School Calendar d. Approval of 2016-2017 Employee Salary Schedule e. BAR Approval-Title II f. BAR Approval-Instructional Materials g. Set dates for future Board Meetings |
| VI. | 7:30-7:45 | Financial Report <ul style="list-style-type: none"> a. Budget Update: Wayne Moosman and Vigil Group |
| VII. | 7:45-8:00 | Principal's Update: Dr. Vallejo <ul style="list-style-type: none"> a. Enrollment Update b. Recruiting c. PEC Meeting |
| VIII. | 8:00-8:20 | Old Business <ul style="list-style-type: none"> a. Board Training b. Enrollment |
| IX. | 8:20-8:30 | New Business <ul style="list-style-type: none"> a. 5k Fundraiser Status/Other fundraisers b. Push for recruitment |
| X. | 8:30-8:45 | Public Comment |
| XI. | 8:45-9:00 | Executive Session |
| XI. | Adjourn | |

Attachment: Budget Documents, School Calendar, Salary Schedule, BAR Requests

Minutes
Sandoval Academy of Bilingual Education (SABE)
Board Meeting
Thursday, April 14, 2016
SABE School 4321 Fulcrum Way, Suite A, Rio Rancho

- I.** The following directors were in attendance:
Brennan Divett
Paola Huffmon

There were not enough board members to establish a quorum, so the meeting was postponed for April 28, 2016.

AGENDA
Sandoval Academy of Bilingual Education (SABE)
Board Meeting
Thursday, April 21, 2016
SABE School 4321 Fulcrum Way, Suite A, Rio Rancho

Future Meeting Dates: May 12

- I. 7:30 Call to Order**
- II. 7:35 Action Items:**
 - a. New Board Member Nominations- Vote to Confirm Jeffrey P. Stradling as board member
 - b. Resignation of Phillip Leonardelli as board member
 - c. Approval of 2016-2017 School Calendar
 - d. Approval of 2016-2017 Employee Salary Schedule
 - e. BAR Approval-Title II
 - f. BAR Approval-Instructional Materials
 - g. Set dates for future Board Meetings
- III. 7:50 Public Comment**
- XI. Adjourn**

Attachment: Budget Documents, School Calendar, Salary Schedule, BAR Requests

Minutes
Sandoval Academy of Bilingual Education (SABE)
Board Meeting
Thursday, April 28, 2016
SABE School 4321 Fulcrum Way, Suite A, Rio Rancho

The following directors were in attendance:

Brennan Divett

Wayne Moosman (phone)

Paola Huffmon (phone)

I. Call to Order: 7:35pm

II. Approve agenda

Wayne motions to approve agenda, Paola seconds. Motion passes unanimously.

III. Action Items

- A. Wayne motions to confirm Jeffrey P. Stradling as a SABE board member, Paola seconds. Motion passes unanimously.
- B. Wayne motions to accept the resignation of Dr. Phillip Leonardelli from the SABE Board of Directors, Paola seconds. Motion passes unanimously.
- C. Brennan motions to approve the 2016-2017 SABE School Calendar, Wayne seconds. Motion passes unanimously.
- D. Wayne motions to approve the SABE Salary Schedule, Paola seconds. Motion passes unanimously.
- E. Brennan motions to approve the BAR for Title II funds, Wayne seconds. Motion passes unanimously.
- F. Brennan motions to approve the BAR for instructional materials, Paola seconds. Motion passes unanimously.
- G. Brennan motions to table the setting of date for future board meetings until the May 12 board meeting, Wayne seconds. Motion passes unanimously.
- H. Brennan motions to approve SABE's contract with ACES, Paola seconds. Motion passes unanimously.

X. Public Comment

No public comment.

XI Adjourn

Wayne motions to adjourn meeting. Paola seconds. The motion was approved unanimously at 7:49 pm.

MINUTES
Sandoval Academy of Bilingual Education (SABE)
Board Meeting
Thursday, August 13, 2015
SABE School 4321 Fulcrum Way, Suite A, Rio Rancho

The following directors were in attendance:

Phil Leonardelli
Vincent Haslam
Paola Huffman
Marjori Krebs

The following directors were not in attendance:

Wayne Moosman

I. Call to Order

The meeting was called to order at 7:08 p.m.

II. Approval of Agenda

Motion by Phil to approve the agenda. Second by Vincent. The motion was approved by unanimous vote.

III. Approval of Minutes from July 30, 2015

Motion by Phil to approve the minutes from July 30, 2015. Second by Paola. The motion was approved by unanimous vote.

IV. Announcements

- a. Successful Ribbon Cutting Event on July 31. Thanks to all who were able to attend.
- b. Open House held tonight prior to Board Meeting was very well-attended.
- c. Paola is asking for donations from businesses and individuals for money/equipment for a playground. Monkey Mania closed down and may be willing to donate/sell its playground equipment.

V. Updates:

- a. **Principal's update: Dr. Vallejo.** Supplies and equipment needs are slowly being met; however, we still need many items of furniture. Many supplies should be arriving from Las Cruces on Sunday including smart boards, laptops and phone systems. The school's phone number is (505) 771-0555. From this point out, Pete requests that everyone communicate with him using his SABE email account (pvallejo@nmsabe.org). The school currently has approximately 50 students enrolled. Pete anticipates about 85 total students enrolled. We still have room for nine students in Kindergarten and 20 for first grade. There are 18 enrolled for second grade and 21 for third grade. The biggest concern is getting more first graders. We have until the 40th day of school to fill those vacancies. One parent offered to donate surveillance equipment to the school.

- b. Business Manager's Update: Vigil Group.** The school will receive about \$8,000/enrolled child by the 40th day of school. There will be more financial activity to report on by next month (such as payroll). He reiterated that we may get a lot of new enrollments on the first day of school.

There's a lot of problems coming out of Santa Fe. They only have ½ of the budget analysts necessary and there is no financial manager. Therefore, we should anticipate backlog. We will have the first monthly budget next month.

VI. New Business

No new business.

VII. Public Comment

XII. Adjourn

Motion by Phil to adjourn. Second by Paola. The meeting was adjourned at 8:08 p.m.

MINUTES
Sandoval Academy of Bilingual Education (SABE)
Board Meeting
Thursday, December 10, 2015
SABE School 4321 Fulcrum Way, Suite A, Rio Rancho

I. Call to Order: 7:08 p.m.

The following directors were in attendance:

Vincent Haslam
 Phil Leonardelli
 Marjori Krebs
 Wayne Moosman
 Brennan Divett

The following director was not in attendance:

Paola Huffman

II. Approval of Agenda

Motion by Wayne to approve the agenda, second by Phil. The motion was approved by unanimous consent.

III. Approval of Minutes from November 12, 2015

Need to change “work of mouth” to “word of mouth on the minutes. Motion by Phil to approve the minutes as so changed. Second by Brennan. The motion was approved by unanimous consent.

IV. Announcements

Term Expirations: Marjori Krebs & Vince Haslam

V. Action Items

a. The Board reviewed the resume of Margarita Fuentes since the November board meeting and considered Paola’s recommendation that Margarita serve on the Board. Motion by Brennan to approve Margarita as a board member effective January 1, 2016. Second by Phil. The motion was approved by unanimous consent.

b. Phil tendered his resignation from the Board. However, the Board will not accept his resignation until a replacement Board member has been identified.

c. Officer Elections

- 1) President: Marjori nominated Brennan to serve as the President. Second by Phil. The Board voted unanimously to approve Brennan as the President effective January 1, 2016.
- 2) Vice President: The Board will wait until January’s board meeting to fill this vacancy.
- 3) Secretary: The Board will wait until January’s board meeting to fill this vacancy.
- 4) Treasurer: The Board unanimously agreed for Wayne to continue to serve as the treasurer.

VI. Financial Report

The Vigil Group gave the Board an update about the budget. The Board reviewed the budget. Wayne specifically questioned a \$13,812.29 deficit under the software category. The Vigil Group will have to get back to us about that. SABE is currently looking at a \$79,000 projected deficit by the end of the school year.

Pete is confident that enrollment numbers will increase for next year. At the 80-day count SABE had 45 students. Pete is working on creating a mascot for the school.

VII. Principal's Update

There are very specific requirements for the Safe School Plan. Pete will email the rubric along with samples to Brennan.

Pete reminded the Board that any changes to the Board must go to the PEC/Charter School Division.

There are 22 hours of conference time for grades 1-3 and 33 hours for kindergarten. Pete proposes to use the following days as conference days: 12/18/15; 3/22/16; and 3/23/16. Motion by Wayne to change calendar to have conference days on 12/18/15, 3/22/16, and 3/23/16. Second by Phil. The motion was approved by unanimous vote.

SABE's calendar shows 178 instructional days (173 instructional days and five in service days). However, when Pete adds up all the instructional hours, we fall 10 hours short. This is because of a 15 minute recess break that interferes with instructional hours, but that was not taken into account when the calendar was prepared. Pete proposes to correct this problem by rearranging bathroom breaks and by including three hours of conference time. Motion by Phil to remove the 12:25-12:30 restroom break, thereby adding 7.3 instructional hours to the school year. Second by Wayne. The motion passed by unanimous vote.

Pete reviewed the testing data for the students. Overall the students are strong. Pete reviewed DRA, EDL, and math data with the Board. Pete emphasized that SABE has very strong teachers.

VIII. Old Business

SABE's Charter has an addendum E that is a handbook approved by the State. SABE needs to merge the proposed handbooks into addendum E and then seek State approval. Motion by Wayne to form a committee to review the proposed handbooks and addendum E and make a recommendation to the Board. Second by Phil. The motion passed by unanimous vote. Phil moved to allow Brennan to convene a committee meeting. Second by Wayne. The motion passed by unanimous vote.

Brennan read Part D of addendum E. SABE's teachers fall short of the 40-hour work week, as required by addendum E. However, the teachers' employment contracts do not require a 40-hour work week. Thus, there is a conflict between addendum E and the contracts. Brennan will look into this.

IX. New Business

Not all board Members had turned in the self-assessment. Wayne therefore moved to table the self-assessment analysis until January. Second by Phil. The motion passed by unanimous consent.

X. Public Comment

XI. Adjourn

The meeting adjourned at 8:50 p.m.

AGENDA
Sandoval Academy of Bilingual Education (SABE)
Board Meeting
Thursday, February 09, 2016
SABE School 4321 Fulcrum Way, Suite A, Rio Rancho

Future Meeting Date: March 9

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|--------------|------------------|--|
| I. | 7:00-7:10 | Call to Order |
| II. | | Approval of Agenda |
| III. | | Approval of Minutes from January 12, 2017 |
| IV. | | Announcements |
| V. | 7:10-7:40 | Go into Closed Session- to discuss personnel issues and sensitive information |
| VI. | 7:40 | Go Back into Open Session |
| VII. | 7:40-7:50 | Action Items:
a. New Board Members
b. Parent Action Committee |
| VIII. | 7:50-8:05 | Financial Report: Budget Update: Ashley from the Vigil Group |
| IX. | 8:05-8:20 | Principal's Update: Dr. Vallejo |
| X. | 8:20-8:35 | Old Business- Lottery Update |
| XI. | 8:35-8:50 | New Business |
| XII. | 8:50-9:00 | Public Comment |
| XI. | | Adjourn |

Attachment: Budget Documents, Minutes

AGENDA
Sandoval Academy of Bilingual Education (SABE)
Board Meeting
Thursday, February 11, 2016
SABE School 4321 Fulcrum Way, Suite A, Rio Rancho

Future Meeting Dates: March 10, April 14, May 12

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|--------------|------------------|--|
| I. | 7:00-7:10 | Call to Order |
| II. | | Approval of Agenda |
| III. | | Approval of Minutes from December 10, 2015 |
| IV. | | Announcements |
| V. | 7:10-7:30 | Action Items:
a. New Board Member Nominations
b. Officer Elections: Vote: Secretary |
| VI. | 7:30-7:45 | Financial Report
a. Budget Update: Wayne Moosman and Vigil Group |
| VII. | 7:45-8:00 | Principal's Update: Dr. Vallejo
a. Enrollment Update
b. Recruiting |
| VIII. | 8:00-8:20 | Old Business
a. SABE School Policy Handbooks
b. Board Training Opportunity |
| IX. | 8:20-8:30 | New Business
a. Enrollment
b. Lottery Process |
| X. | 8:30-8:45 | Public Comment |
| XI. | Adjourn | |

Attachment: Budget

MINUTES
Sandoval Academy of Bilingual Education (SABE)
Board Meeting
Thursday, February, 11, 2016
SABE School 4321 Fulcrum Way, Suite A, Rio Rancho

I. Call to Order: 7:05 p.m.

The following directors were in attendance:

- A. Margarita Fuentes
- B. Wayne Moosman
- C. Brennan Divett

The following directors were not in attendance:

- D. Phil Leonardelli
- E. Paola Huffmon

II. Approval of Agenda

Motion to add BAR request as an action item by Brennan, second by Wayne. The motion was approved by unanimous consent. Motion to approve the agenda with the addition of the BAR request as an action item by Wayne, second by Margarita. The motion was approved by unanimous consent.

III. Approval of Minutes

Motion to change "The board needs at least 7 members total" to "It is recommended that the board has 5-9 members total" by Wayne, second by Margarita. The motion was approved by unanimous consent.

IV. Announcements

None.

V. Action Items

- A. The board had no nominations for new board members.
- B. Motion to table election of board secretary until April by Wayne, second by Margarita. The motion was approved by unanimous consent.
- C. BAR Request for the addition \$740 for General Supplies and Materials to function 23000 of the budget was presented by Ashley from the Vigil Group. Motion to approve BAR Request by Wayne, second by Margarita. The motion was approved by unanimous consent.

VI. Financial Report

Ashley from the Vigil Group presented the SABE Financial Reports Including the revenue report, expenditure report, accounts payable payroll liability listing, outstanding purchase orders, bank reconciliation, and outstanding checks (see attached GC Financial Reports).

Brennan and Pete discussed the outcome of their meeting with Brian the landlord. There was a concern that SABE was over paying for utilities. Brian stated that the price was a combination of the fixed expenses agreed upon on the lease, plus metered expenses. The calculations were done and the numbers added up to suggest the SABE is paying the amount agreed upon in the lease. The fixed expenses in conjunction with the metered expenses are higher than anticipated in the operational budget and will result in SABE overspending on that function.

Brian said that an electrician will come out and verify that SABE is only paying metered expenses on its part of the building. Brian also said that during spring break the gas for SABE will be split off of the rest of the building and SABE will at that point be responsible for the gas payment as well.

Pete express concerns about being able to pay the lease in future years. Brennan stated that the budget shortfall this year was a result of SABE not reaching its enrollment numbers. In order to balance the budget next year. SABE needs to hit its enrollment projections.

Brian mentioned that SABE had a substantial credit on its PNM bill. Brennan will ask Brian if we need to pay PNM directly or through the landlord.

VII. Principal's Update

Number of currently enrolled students is unchanged. SABE will have an open house on Friday for prospective students and families.

SABE opened up enrollment on February 1. A lottery will be held on February 22 if needed. SABE will need to recruit parents to help spread the word about SABE and get more students to apply. Pete will do a presentation about SABE at La Esperanza

VIII. Old Business.

- A. The SABE handbooks are coming along and the changes will be available to be voted on at the March board meeting.
- B. The Coalition of Charter Schools has a board training opportunity coming up on March 2 and 3. Concerns were expressed about the cost involved and the fact that it will be held during normal work days when it would be hard for board members to get off work. Brennan will look into the possibility of board training offered by an attorney.

IX. New Business

No new business as the lottery process and enrollment were discussed during the Principal's Update.

X. Public Comment

No public comment

XI. Adjourn

Motion to adjourn the meeting by Wayne, second by Margarita. The motion was approved unanimously at 8:06 pm.

AGENDA
Sandoval Academy of Bilingual Education (SABE)
Board Meeting
Thursday, January 14, 2016
SABE School 4321 Fulcrum Way, Suite A, Rio Rancho

Future Meeting Dates: February 11, March 10, April 14, May 12

- | | | |
|--------------|------------------|---|
| I. | 7:00-7:10 | Call to Order |
| II. | | Approval of Agenda |
| III. | | Approval of Minutes from December 10, 2015 |
| IV. | | Announcements |
| V. | 7:10-7:30 | Action Items:
a. New Board Member Nominations
b. Officer Elections: Vote: Officers for 2016
Vice President:
Secretary: |
| VI. | 7:30-7:45 | Financial Report
a. Budget Update: Wayne Mooseman and Vigil Group |
| VII. | 7:45-8:00 | Principal's Update: Dr. Vallejo
a. Enrollment Update
b. Recruiting |
| VIII. | 8:00-8:20 | Old Business
a. SABE School Policy Handbooks |
| IX. | 8:20-8:30 | New Business
a. Board of Directors' Self-Assessment
b. PEC Meeting January 15
c. Board training opportunity |
| X. | 8:30-8:45 | Public Comment |
| XI. | Adjourn | |

Attachment: Budget

MINUTES
Sandoval Academy of Bilingual Education (SABE)
Board Meeting
Thursday, January, 14, 2016
SABE School 4321 Fulcrum Way, Suite A, Rio Rancho

I. Call to Order: 7:05 p.m.

The following directors were in attendance:

Paola Huffmon
Margarita Fuentes
Wayne Moosman
Brennan Divett

The following director was not in attendance:

Phil Leonardelli

II. Approval of Agenda

Motion by Paola to approve the agenda, second by Margarita. The motion was approved by unanimous consent.

III. Approval of Minutes from November 12, 2015

Need to change "Huffman" to "Huffmon" on the minutes. Motion by Paola to approve the minutes as so changed. Second by Margarita. The motion was approved by unanimous consent.

IV. Announcements

None

V. Action Items

a. The board is in need of new board members. The board needs at least 7 members total. The board is missing a legal perspective since Vince's term ended. Principal Pete Vallejo volunteered to speak to Marjori about finding a candidate at UNM that could occupy that space.

b. The board is looking to fill the Vice President and secretary positions. Brennan Divett nominated Paola Huffmon to be Vice President. Wayne seconded the nomination. Motion passed unanimously. The board decided to discuss the secretary position at the board meeting in February.

VI. Financial Report

a. The Vigil Group gave the Board an update about the budget. The Board reviewed the budget. Paola questioned the transportation funds. Since the funds won't be used this year, she asked if the funds could be used elsewhere. The board also discussed the reason why SABE wasn't able to hire buses for this year and Principal Pete Vallejo discussed that he recently found out that there is a transportation bidding process that begins in spring. Pete and the board were not aware of the transportation bidding process last year. The board and Pete will revisit transportation biddings once it gets closer to the bidding period in the spring.

b. The Vigil group expressed concern over the PNM bill. It has been around \$3,000 a month, but SABE only budgeted for \$10,000 for the year. Wayne stated that for the size of the portion of the building that

SABE occupies, the PNM bill should be less than \$1,000 a month. The board discussed several possibilities of why the bill could be so high and decided that maybe SABE is paying for the PNM bill of the entire building. Wayne, Mike Vigil, Brennan, Pete and possibly Vince have a meeting scheduled at 7:30 pm on the 21st of January to discuss the PNM bill and look over the lease contract to find out if the lease contract states that SABE is responsible for the PNM bill for the entire building. The outcome of this meeting will be shared with the entire board at the February board meeting.

c. The Vigil Group also discussed how SABE has a check made to Christina Vigil (the Kindergarten teacher that was laid off) from 8/26/2015 that has not been cashed yet. Pete said that he will call Christina and ask her to cash the check.

VII. Principal's Update

- a. Pete told the board that he is going to apply for the Bilingual Advisor Committee for the PED and asked Brennan for a letter of support so that he can have a voice for bilingual education at the state level. Pete explained that the state application is due January 29th. Pete also stated that he is also going to apply for another position in a committee in Dual Language Education NM. Pete said that he would notify the board if he is selected for either position.
- b. Pete talked about how SABE's student and staff handbooks need to have more information added about RTI and SAT. Pete said that most schools just add the NM RTI/SAT manuals to their handbooks.
- c. Pete explained that we have a "Board of Finance Application" which is essentially a letter due to the charter school coalition (to Katie Poulos) that explains the changes in board members that have happened since Paola Huffmon took over Miranda's board position.
- d. Pete reminded the board that board members still need 5 hours of training for the NM Charter Coalition. He said that the next training scheduled is on March 2nd and 3rd. He said that there is a 1 or 2 day option.
- e. Pete explained that a couple changes need to happen to the school calendar. He said that we need to change the daily instructional hours from 6 hours and 40 minutes to 5 hours and 55 minutes. Our current instructional hours include lunchtime and bathroom breaks and those times are not counted as instructional minutes. Pete also explained that recess can be counted as instructional time because it counts as the time for PE. Pete added that he would be adding March 22nd and 23rd as conference days. Motion by Wayne. Second by Margarita. The motion was approved by unanimous consent.
- f. Pete and the board discussed the date for the application window and lottery for next year's incoming students. The board decided to start the application window on February 1st, 2016, online and in person and the lottery will take place (if needed) on the 22nd of February. The board also decided that in order for new incoming families to commit to SABE next year, they will have to turn in their registration packets by March 18th. Motion by Brennan. Second by Wayne. Motion approved by unanimous consent.
- g. Pete notified the board that there will be a parent meeting on January 19th. They will be discussing recruitment ideas for next year's incoming students. Pete stated that as of today, SABE has 45 students enrolled.

VIII. Old Business

The School Policy Handbook Committee will meet before February 11th (next board meeting) to work on the handbooks. The committee will include the Safe School Policies in the handbook. The board voted to conditionally approve the handbooks as they are and vote on revisions at the next board meeting after the Handbook Committee has met. Motion by Wayne. Second by Brennan. Motion passed unanimously.

IX. New Business

Not all board Members have turned in the self-assessment. Brennan asked Board members to turn it in by the next board meeting.

X. Public Comment

None

XI. Adjourn

The meeting adjourned at 8:30 p.m.

MINUTES
Sandoval Academy of Bilingual Education (SABE)
Board Meeting
Thursday, July 16, 2015, 7:00 p.m.
103 NM Highway 528 Suite D

Future Meeting Dates: August 13, September 10, October 8, November 12, December 10, January 14,
February 11, March 10, April 14, May 12

The following directors were in attendance:

Paola Huffmon
Phil Leonardelli
Vincent Haslam

The following directors were not in attendance:

Marjori Krebs
Wayne Moosman

I. Call to Order

The meeting was called to order at 7:04 p.m.

II. Approval of Agenda

Motion by Paola to approve the agenda.

Second by Vincent.

Motion to approve the agenda approved by unanimous vote.

III. Approval of Minutes

Motion by Vincent to approve the minutes from 5/21/15.

Second by Paola.

Motion to approve the minutes from 5/21/15 approved by unanimous vote.

IV. Announcements

- The Board thanked Turning Point Church for allowing us to have our board meetings at this location for the past several months. The Board also thanked Phil for coordinating the meetings with Turning Point Church.

-Pete will be sending weekly newsletters via email to parents to keep them informed. He will be present at the school every morning in the next few weeks in case any parents would like to personally chat with him about the school.

-The Board members need to do an Open Meetings Act Training by the end of the year.

V. Principal's Update: Dr. Vallejo

a. Enrollment to date

To date, the following number of students have enrolled:

Kindergarten—43 (out of 40 seats)
Third Grade—26 (out of 20 seats)
Second Grade—21 (out of 20 seats)
First Grade—23 (out of 40 seats)

Pete and others have been putting out information through various sources to fill the 17 vacancies in the First Grade class. The goal is to have 120 students, but that is not a cap.

Pete will also be putting together weekly newsletters via email, which will be posted on SABE's website. He will also be available to meet by appointment.

b. Hiring of teachers and staff

So far Pete has hired the kindergarten teachers, second grade teacher, third grade teacher, an EA for kindergarten, an office manager, and curriculum coordinator. These individuals will meet at the school on July 31 to sign their contracts.

Pete still needs to hire two first grade teachers and a special education teacher. He has scheduled three interviews for next week to fill these vacancies. A TESOL endorsed special education teacher will be sufficient for our purposes, given how remarkably difficult it is to find bilingual certified special education teachers.

c. Furniture and other necessities for opening

Pete is still calling around the different school districts regarding furniture. Two elementary schools have closed down, and SABE may be able to take their furniture and other necessities. Pete will know by the end of next week if/how much SABE will receive.

Pete is handling all hardware, such as copiers, next week.

d. Grand Opening Scheduled

The grand opening had to be rescheduled because of problems with the fire marshal and some problems with the building. Some problems include missing strobe lights, horns, smoke detectors, and crash bars. Also, all restroom needs have been addressed and resolved. The fire sprinklers for all tenants are connected; meaning that if one tenant sets off the fire sprinklers within its leased space, the sprinklers at SABE will also go off.

Pete also needs to come up with a fire evacuation plan and a pick-up/drop-off route.

Some other possible problems are that the existing keys for many interior doors have not yet been replaced. The outdoor keys have been replaced, however.

The parking lot still needs to be resealed and re-striped.

The grand opening was rescheduled for 7/31 at 6:00 to allow time to finish these uncompleted tasks.

- e. Progress on Handbook

Pete will resend Turquoise Trail's handbook, which he would like to use as a sample because it is the most user-friendly and thorough.

- f. Attendance at NMTEACH Training for principals July 20-22

Pete needs clarification on this.

VI. Old Business

- a. Financial Update: Operating Budget—Action Item: Vote to Approve Operating Budget

The Operating Budget was submitted on time (by 6/20/15).

Motion by Paola to approve the Operating Budget.

Second by Vincent.

Motion to approve the Operating Budget approved by unanimous vote.

- b. Board of Directors Self-Assessment Tool

This will be tabled until November's board meeting. Most questions could not be answered by board members because the school year has not yet started.

- c. ACTION ITEM: Approval of Board Policies

Vincent presented and reviewed the document titled SABE Board Policies and Procedures with the board. Brennan also presented the following policies, which had not yet been circulated to the board: tobacco policy, health policy, attendance policy, grade change policy, bullying/harassment policy, and wellness policy.

The Board members reviewed the policies.

Motion by Vincent to approve the following: SABE Board Policies and Procedures, tobacco policy, health policy, attendance policy, grade change policy, bullying/harassment policy, and wellness policy.

Second by Paola.

The motion to approve the aforementioned policies passed by unanimous vote.

VII. New Business

- a. ACTION ITEM: Approval of Apta Fund as financial software

Phil noted that there is a potential typo on page 14 of the proposed Software as a Service Agreement—the Board cannot tell if the agreement charges \$1,400 or \$1,350.

Paola moved to approve the Software as a Service Agreement subject to clarification of this typo.

Second by Vincent.

The motion to approve the Software as a Service Agreement passed by unanimous vote.

b. New Meeting Location beginning August 13: At SABE School

VIII. Public Comment

Valerie Liska, Christina Herrera, Jose Padilla, Andrea Jarez-Gutierrez, Marcia Carroll, Norma Cordray, and Ernesto Miranda addressed the Board.

IX. Adjournment

The meeting adjourned at 8:32 p.m.

MINUTES
Sandoval Academy of Bilingual Education (SABE)
Special Session Board Meeting
Thursday, July 30, 2015
SABE School 4321 Fulcrum, Suite A, Rio Rancho

Future Meeting Dates: August 13, September 10, October 8, November 12, December 10, January 14,
 February 11, March 10, April 14, May 12

Board Members in Attendance:

Marjori Krebs

Vince Haslam (via phone)

Paola Huffmon (via phone)

Not in Attendance

Phil Leonardi

Wayne Mooseman

I. 7:00-7:10 Call to Order

II. Approval of Agenda

Motion to approve with changes (edit of date to July 30 and removal of Executive Session)
 by Vince, 2nd by Paola—Motion passes by consent.

III. Approval of Minutes from July 16, 2015

Motion by Vince, 2nd by Paola—Motion passes by consent.

IV. Announcements

- a. **Attendance at Open Meetings Act Training**—Anyone else need a ride to the Open Meetings Act Meeting?

Vince and Paola will also attend the meeting on Sept. 15 in Grants

- b. **Ribbon Cutting July 31, 6:00 p.m.**

Pete will provide crepe paper and scissors, Brennan has confirmed that the Mayor of Rio Rancho will be in attendance. Tours will follow.

- c. Other Announcements

V. 7:10-7:30 Principal's Update: Dr. Vallejo

a. Enrollment to-date

The following numbers are on record for having "signed up" but not all registration packets are in:

K: 20

K: 15

1st: 17

2nd: 19

3rd: 22

We still have openings in all grade levels for students to enroll.

Volunteers will make calls (Marjori & Paola, along with teachers and office staff)

Volunteers will post signs around the area and deliver signs to area businesses to advertise the school.

Pete will email announcement to Paola to check Spanish tonight.

b. Hiring of teachers and staff

The Office Manager will start on Monday

Interviews were held for first grade teacher and Pete will make an offer on Tuesday.

We have the following people hired:

2 teachers and 2 EAs hired for Kindergarten.

1 teacher for 2nd Grade

1 teacher for 3rd Grade

Pete will follow up on the Special Education hire.

The Office Manager will post job openings on NMReap

Pete will be in NMTEACH Training on July 30 & 31 so phone calls and interviews will have to wait until next week.

Technology: We have technology in place for the STARS Program for student information systems and PowerSchool from Pearson for student support.

c. Furniture and other necessities for opening

Pete has gotten a great deal of furniture from Santa Fe Public Schools and a Charter School in Las Cruces. Furniture and equipment to be coming in includes, but is not limited to:

Teacher and student desks, closets, cabinets, office desks, office chairs, file cabinets, fire proof cabinets for student records, tables and chairs, folding tables, folding chairs, computer tables, cafeteria tables, shelving units, graphing calculators, headphones, conference table, credenza, telephones, router, laptops, tablets, smart boards, printer/scanner, computer monitors, projectors, and radios.

The Board thanked Pete for his diligent work in procuring all these items, the majority of which will be donated at 100%.

The issues is transportation and delivery Brandon Moss's company is working to deliver materials from Santa Fe. Arrangements still must be made to bring materials from Las Cruces.

Paola Huffmon offered to assist with SmartBoard Training for teachers.

Pete will contact parents for help in moving and setting up items.

d. Fire Marshall's Approval and Occupancy

The Fire Marshall approved occupancy. Pete will confirm with the Fire Marshall for the Fire Evacuation Plan. A Fire Drill must be held each week of school for the first month, then one time per month thereafter. A lockdown drill must also be held.

Julie Lucero, at the State, has been informed of occupancy.

e. Meetings and Communication with Parents

Pete will be emailing parents once per week. Brennan will update the website and Facebook.

Pete will organize a parent group as the Principal's Advisory Group.

Pete also sent an email asking parents to volunteer.

f. Progress on Handbook

The Handbook is still under review and will need continual revision prior to adoption. Pete will get parent and teacher feedback and input into the Handbook.

g. Lunch provisions

We have several options for Meals. We could get meals provided by RRPS Middle School, and Pete is checking into that. There are State and Federal nutrition guidelines we must adhere by, servers must be trained in those guidelines. Parents must complete free- and reduced-lunch

(FARL) documents that must be verified every year, which is costly. By having these FARL documents submitted we would get some funds from the state, but it might not be enough to cover the costs of the program.

Pete has spoken to other charter schools and they have decided against offering a lunch program for this reason.

The Principal and Board determined that Parents will provide Breakfast and Lunch for children for the first two months of school, then we will revisit our options.

h. Budget

No detailed review of the budget, however, Background Checks must be completed by each teacher. The teachers and other employees will be reimbursed for their payment of Background Checks.

Post Office delivery to the school has been set up. Reminder that the address is: 4321 Fulcrum Way, SUITE A.

i. Open House for Families—Set for August 13 from 5-7 p.m.

j. Other Topics: No other topics were discussed in this report.

Business Manager's Update: Vigil Group

Access to bank accounts is set up in order to process wires and direct deposits.

We have until the 40th day (mid-October) for our final student enrollment count. We will be funded for this day's attendance. We will receive an update at each meeting regarding the budget.

For example, we budgeted \$25,000 for insurance, and our insurance actual cost was approximately \$17,000.

VI. 7:30-7:40 Old Business

a. Board of Directors Self-Assessment Tool—for Completion and Review at December Board Meeting since the feedback would be important once the school has opened.

b. **ACTION ITEM: Approval of Board Policies** as submitted in our June 1 Planning Year Documents: 1) **Attendance**, 2) **Health**, 3) **Tobacco**, 4) **Wellness**, 5) **Grade Change**

This Action Item was deleted from the Agenda because it was voted on at the last meeting.

VII. 7:40-8:00 New Business

a. **EQC Technology:** Update on setting up network
Mr. Eddie Quispe, of EQC Technologies, updated the Board on our E-Rate Grant for technology. The grant is currently under review. Much discussion was held regarding what we would and would not receive from the grant. We determined that the best course of action was for Pete to contact Comcast and Century Link for phone and internet services immediately. Hopefully we will get reimbursed for this cost from the grant. We will revisit the rest of the technology plan at our next meeting.

VIII. 8:00-8:10 Public Comment—No one signed up for public comment.

IX. 8:10 Executive Session: The Board will enter into executive session for the purposes of discussion of personnel matters

X. ACTION ITEM: To move to Executive Session.

XI. ACTION ITEM: Return from Executive Session: Vote to reopen the meeting and certify that only those matters described in Agenda Item IX were discussed in executive session. If necessary, final action with regard to those matters will be taken in open session.

XII. Adjourn—Motion by Vince to Adjourn (8:25 p.m.) 2nd by Marjori. Motion carries by consent.

Sunshine Law Trainings

You are cordially invited to attend these presentations; please extend the invitation to others who may benefit from learning and understanding New Mexico's "Sunshine Laws."

The Charter Schools Division will allow this training to count toward annual training required under NMAC § 6.80.4.20 (A). Please note: This training satisfies three of the five required training hours. Board members seeking to complete the annual training requirements will need to seek an additional two hours of approved* training. To be credited with attendance, the board members must be awarded a certification of completion at the end of the training. That certification must be kept on file with the charter school as well as the CSD. The focus will be on requirements for the Open Meetings Act (OMA) and the Inspection of Public Records Act (IPRA).

Board members need only attend one of the following trainings:

Date	Location
June 17, 2015	Truth or Consequences -
July 15, 2015	Los Alamos -
August 19, 2015	Clovis
September 16, 2015	Grants
October 21, 2015	Las Cruces
November 18, 2015	Alamogordo
December 16, 2015	Roswell

Though the training is offered at [no charge](#), the Attorney General's Office asks that you RSVP to La Verne Roller at lroller@nmag.gov or by telephone at (505)-827-6070.

Action Item: Approval for Apta Contract for the SABE Software system.

Principal's NMTEACH Training July 20-22.

Attendance Policy (to be approved by the Board of Directors on 7/16/2015)

Every student enrolled at Sandoval Academy of Bilingual Education, grade K-8, shall attend school in accordance with the compulsory school attendance law. Absences, which accompany valid excuses, will be excused. An absence is unexcused without a valid excuse. The principal shall be responsible for determining the validity of offered excuses for absence from school. Unexcused absences may result in disciplinary action appropriate to each grade level, which includes, but is not limited to, detention, in-school suspension, etc. Unexcused absences may also result in a student being reported to appropriate authorities. Students with excessive absences may be required to provide additional documentation.

The following are deemed as valid excuses within the limits of the attendance policy: personal illness, death in the family, doctor or dental appointments, court proceedings, religious observances, school activities and other absences which are deemed necessary by the parents and approved in advance by the administration.

Administrators will communicate with parents to insure every effort is made to encourage regular school attendance by all students. Parents or guardians will be notified, per compulsory school attendance law, when students receive three (3) consecutive unexcused absences or five (5) unexcused absences in a semester or seven (7) unexcused absences in a school year. In addition, a letter will be mailed when any students accumulates ten (10) or more absences, excused or unexcused, in one semester.

Health Policy (to be approved by the Board of Directors on 7/16/2015)

Emergency Cards

It is critical for parents and students to maintain current emergency information about health issues and parent/guardian contact in our attendance office. The health and well-being of the students are at stake. The information should include emergency telephone numbers, address, guardian, or individuals authorized to check students out, etc. No students will be released to any party not listed on school documentation.

Immunizations

Upon registering at SABE, parents or guardians must provide a copy of their son or daughter's immunization record demonstrating receipt of "required immunizations" or "satisfactory evidence of commencement and completion of immunization" as outlined in NMAC **6.12.2.8.A.7-8**

Medication Policy

SABE does not allow any student to have medication at school or on their person without a prescribing provider's order for prescribed medication or parent's authorization form for over the counter medication signed and on file with the nurse.

The Nurse may NOT give any medication to students that have not been brought in by the parent from home or the pharmacy.

The Nurse's office does not keep a store of medication for distribution. Medication must be in an original container or labeled by the pharmacy or it cannot be administered. These policies are for the safety of the students and will be followed.

Tobacco Policy (to be approved by the Board of Directors on 7/16/2015)

Sandoval Academy of Bilingual Education is a tobacco-free school. SABE prohibits the use of all tobacco products, including cigarettes, e-cigarettes, cigars, pipes, snuff, and chewing tobacco, by students, staff, parents, guardians and visitors, in school buildings, on school grounds, in school vehicles, or during school functions away from school property.

PROCEDURES

- The SABE tobacco free policy will be published yearly in staff, student and parent handbooks.
- Public notice of the SABE tobacco free policy will be strategically posted in buildings that are used by school visitors and community or state agencies for meeting purposes.
- Students found with tobacco will be subject to discipline per SABE Discipline Matrix
- Staff are discouraged from using tobacco products during the work day. Staff who find it necessary to use tobacco during the work day will do so during an authorized break time at an off-campus location and not within sight of students. Staff who do not adhere to the tobacco free policy will be subject to disciplinary procedures.
- Parents, Guardians, and Visitors will be asked to refrain from tobacco use while on campus and advised that they must leave the campus if they engage in the use of tobacco.

Wellness Policy (to be approved by the Board of Directors on 7/16/2015)

Sandoval Academy of Bilingual Education believes that good health habits foster benefits for children and adults that last a lifetime, as well as create an optimum environment for effective teaching and learning. In accordance with this philosophy and with the direction provided in NM Public Education Dept. Wellness Policy rules and requirements, SABE is committed to provide a healthy surrounding.

Family, school and community involvement – the goal is to create a total school environment conducive to student health and academic achievement.

Shared responsibility and effective partnerships among families, schools and communities support the development and maintenance of this comprehensive learning environment.

Physical Education – PE instruction will be provided, but will not be the only source of physical activity.

Physical Activity – a broad spectrum of opportunities for scholars to move and exercise their brains and bodies outside of the physical education curriculum, which may include but are not limited to integration of movement into core courses in the learning space and into other activities before and after school.

Nutrition – aims to teach, encourage and support healthy eating by students.

Nutrition education and healthy eating support proper physical growth, physical growth, physical activity, brain development, ability to learn, emotional balance, a sense of well-being, obesity prevention and the ability to resist disease.

Health Education – a planned curriculum that addresses the physical, mental, emotional and social dimensions of health will provide the mechanism to help students acquire life skills that promote personal, family, community, consumer, and environmental health.

Healthy and Safe Environment – is vital to academic achievement and includes both the physical and aesthetic surroundings of the school and the creation of a climate and culture before, during, and after school that promotes personal growth, healthy interpersonal relationships and respect for all members of the school community.

Social and Emotional Well-Being – A safe and healthy school environment where all students are effective learners requires creating a respectful and nurturing climate where students' mental, emotional, behavioral and social health needs are supported and, as necessary, improved.

Health Services – SABE is committed to providing health services that are appropriate to the school setting and that meet the needs of the students in the educational process.

Staff Wellness – activities are designed to promote physical, emotional and mental health of school employees as well as prevent disease and disability.

Grade Change Policy (to be approved by the Board of Directors on 7/16/2015)

If a grade needs to be changed after it has been published, it can be changed higher but never lower. In order for the grade change to be processed the "SABE Grade Change Request Form". The form must then be attached to a printed progress report and signed by the principal. The grade change process should be initiated by a teacher, and may be due a teacher's discovery of an error in the calculation of a grade, or an error being brought to the attention of the teacher by a student, parent, or administrator.

Customer's expense, in connection with its response.

AGENDA
Sandoval Academy of Bilingual Education (SABE)
Board Meeting
Thursday, June 09, 2016
SABE School 4321 Fulcrum Way, Suite A, Rio Rancho

Future Meeting Dates: July 14

- | | | |
|--------------|------------------|--|
| I. | 7:00-7:10 | Call to Order |
| II. | | Approval of Agenda |
| III. | | Approval of Minutes from May 12, 2016 |
| IV. | | Announcements |
| V. | 7:10-7:30 | Action Items:
a. Set dates for future Board Meetings
b. Officer Nominations-Secretary
c. Establish Committees
i. Finance Committee
ii. Audit Committee |
| VI. | 7:30-7:45 | Financial Report
a. Budget Update: Wayne Moosman and Vigil Group |
| VII. | 7:45-8:00 | Principal's Update: Dr. Vallejo
a. Enrollment Update
b. Recruiting
c. Present Contract Performance Framework |
| VIII. | 8:00-8:20 | Old Business
a. Board Training Report |
| IX. | 8:20-8:30 | New Business
a. Push for recruitment
b. Advisory Council |
| X. | 8:30-8:45 | Public Comment |
| XI. | 8:45-9:00 | Executive Session
a. Personnel Matters |
| XI. | Adjourn | |

Attachment: Budget Documents,

MINUTES
Sandoval Academy of Bilingual Education (SABE)
Board Meeting
Thursday, June 9, 2016
SABE School 4321 Fulcrum Way, Suite A, Rio Rancho

I. Executive Session: 6:30pm-7:28pm

II. Call to Order: 7:30 p.m.

The following directors were in attendance:

Paola Huffmon
 Wayne Moosman
 Brennan Divett (by phone)
 Jeff Stradling

The following board members were not in attendance:

Margarita Fuentes

III. Approval of Agenda

Motion by Paola to approve the agenda, second by Wayne. The motion was approved by unanimous consent.

IV. Approval of Minutes from May 2, 2016

Motion by Wayne to approve the minutes as so changed. Second by Paola . The motion was approved by unanimous consent.

V. Announcements

Paola Huffmon needs one more hour of board training to complete. She will attend the next board training available.

None

VI. Action Items

- a. Set Dates for future meetings- Motion to set August 11 as dates for future meetings by Wayne, second by Paola.
- b. Officer nominations for secretary- Brennan nominates Jeff to take the secretary position. Jeff accepted the nomination. Wayne motions to confirm Jeff as secretary, Paola second. Motion passes.
- c. Establish Committees- Brennan nominates Wayne to be in both Audit and Finance Committees.
 - 1.) Finance Committee- Pete and Ashley accepted to be in the finance committee. At the next meeting we will ask Margarita Fuentes to be in the finance committee.
 - 2.) Audit Committee- The board asked Pete to look for a parent with experience in business. Pete will email parents and ask if they are interested.

VII. Financial Report

- a. The Vigil Group gave the Board an update about the budget. The Board reviewed the budget. Ashley said that we are trying to hold as much cash as possible so that we can pay PED back. The bank balance is

\$105,000 and we have to finish paying payroll and payroll liabilities, IRS taxes, CRS, taxes. Ashley explained that she doesn't have an exact number on what we have to pay back but it will be sufficient to pay the taxes. Whatever is left we will use to pay some of the debt we owe PED.

VIII. **Principal's Update**

- a.) Enrollment Update- 96, might be going to 95. Parent wanted a fulltime nurse, but we don't have money for the nurse.
- b.) Recruiting- Pete stated that they will be putting something out in the paper, sending out an email to parents to pass out flyers to their friends and family.
- c.) Present Contract Performance Framework- For academic achievement section, use DRA data to find out if we meet or not meet expectations. Brennan reminded Pete that everything that we don't meet we need to turn in an improvement plan. Pete stated that the only one that falls below is the short cycle assessment in Spanish (EDL). For example the 3rd grade students that learned Spanish for the 1st year so they weren't at grade level. It's going to take them a few years to get at grade level. The grade that did best in the EDL was Kindergarten.
- d.) End of year information was submitted to the state.
- e.) Pete explained that we need more classrooms. He explained that SABE needs at least 2 more classrooms for 3rd and 4th grade. Pete asked Ashley and Mike and they mentioned that the construction will cost starting around \$50,000. Brennan reminded Pete that we cannot commit to pay for any renovations on a private building with public moneys (Anti Donation clause, article 9 section 14). Pete stated that the lease contract states that we are responsible for any renovations. Brennan stated that we need to look at our lease again and make sure that's what it says. The only way we can make renovations is that the landlord pays for the renovations and increases our lease.

IX. **Old Business**

- a.) Board training Report – The board members learned very valuable information that they will be using to direct the board.

X. **New Business**

- a.) Push for recruitment- Goals for next year- we need to end with no deficit. Brennan explained to Pete that as a board we are expecting that recruitment will continue through the summer and get to a minimum of 120 students so that we can end the year with a surplus. Also, to improve recruitment and to follow our charter, we feel as a board that we won't be able to get the at risk populations that we said that we were going to do in our charter. We need to consider how many open seats are attributed to our lack of transportation. To market our school to the low income ELL population, Pete suggested that we set up a table in front of Wal-Mart. The board agreed.
- b.) Advisory council- Is a council required by statute. We need to make a school advisory committee; it is not a board committee. The committee is made up Pete, board member, parents and community members. Brennan said he will explain more about it at the next board meeting.
- c.) Wayne motions to vote on whether we are going to renew Pete's contract, Paola Second. Motion passes. Wayne motions that we renew the contract with the condition that we need to end the year with a surplus (non-negotiable), to set a goal to get our enrollment to 120 students, and to explore alternatives on ways to attract the disadvantaged students to our school. Pete expressed concern over getting the school to a surplus and how exact the enrollment goal needs to get to. Brennan expressed that ending the year in a surplus in non-negotiable.

- d.) Brennan countermotioned to renew Pete's contract on the following 3 points: 1.) End the year without a deficit (non negotiable,). 2.) Have at least 120 students enrolled 3.) Make the school attractive to the disadvantaged with either a.) Get transportation b.) Get a lunch program for the school or c.) Set an after school program.
- e.) Jeff amends to make Pete's contract subject to the numbers that Ashley is going to give the board. Once Ashley gets the feedback, the board will have another board meeting to make a new contract for Pete. The board commits to have Pete's written contract ready by Thursday, June 23rd, 2016. Pete will have until June 30th to sign it and return to the board.
- f.) Jeff moves to amend Brennan's motion to include the terms subject to the data from the Vigil Group for the terms of the contract and which will be written and delivered to Pete at the latest June 23, 2016. Wayne second Jeffs motion. Motion passes unanimously.

XI. Public Comment

None

XII. Adjourn

Wayne motions to adjourn the meeting, Jeff seconds.

The meeting adjourned at 9:41 p.m.

MINUTES
Sandoval Academy of Bilingual Education (SABE)
Board Meeting
Thursday, June 9, 2016
SABE School 4321 Fulcrum Way, Suite A, Rio Rancho

I. Executive Session: 6:30pm-7:28pm

II. Call to Order: 7:30 p.m.

The following directors were in attendance:

Paola Huffmon
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 Jeff Stradling

The following board members were not in attendance:

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IV. Approval of Minutes from May 2, 2016

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V. Announcements

Paola Huffmon needs one more hour of board training to complete. She will attend the next board training available.

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VI. Action Items

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- b.) Recruiting- Pete stated that they will be putting something out in the paper, sending out an email to parents to pass out flyers to their friends and family.
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- d.) End of year information was submitted to the state.
- e.) Pete explained that we need more classrooms. He explained that SABE needs at least 2 more classrooms for 3rd and 4th grade. Pete asked Ashley and Mike and they mentioned that the construction will cost starting around \$50,000. Brennan reminded Pete that we cannot commit to pay for any renovations on a private building with public moneys (Anti Donation clause, article 9 section 14). Pete stated that the lease contract states that we are responsible for any renovations. Brennan stated that we need to look at our lease again and make sure that's what it says. The only way we can make renovations is that the landlord pays for the renovations and increases our lease.

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- f.) Jeff moves to amend Brennan's motion to include the terms subject to the data from the Vigil Group for the terms of the contract and which will be written and delivered to Pete at the latest June 23, 2016. Wayne second Jeffs motion. Motion passes unanimously.

XI. Public Comment

None

XII. Adjourn

Wayne motions to adjourn the meeting, Jeff seconds.

The meeting adjourned at 9:41 p.m.

AGENDA
Sandoval Academy of Bilingual Education (SABE)
Board Meeting
Thursday, March 10, 2016
SABE School 4321 Fulcrum Way, Suite A, Rio Rancho

Future Meeting Dates: April 14, May 12

- | | | |
|--------------|------------------|---|
| I. | 7:00-7:10 | Call to Order |
| II. | | Approval of Agenda |
| III. | | Approval of Minutes from February 11, 2016 |
| IV. | | Announcements |
| V. | 7:10-7:30 | Action Items:
a. New Board Member Nominations
b. BAR Approval |
| VI. | 7:30-7:45 | Financial Report
a. Budget Update: Wayne Moosman and Vigil Group |
| VII. | 7:45-8:00 | Principal's Update: Dr. Vallejo
a. Enrollment Update
b. Recruiting
c. Feedback from Site Visits
d. PEC Meeting |
| VIII. | 8:00-8:20 | Old Business
a. SABE School Policy Handbooks
b. Board Training Opportunity |
| IX. | 8:20-8:30 | New Business
a. Enrollment
b. Lottery Process |
| X. | 8:30-8:45 | Public Comment |
| XI. | Adjourn | |

Attachment: Budget Documents

Minutes
Sandoval Academy of Bilingual Education (SABE)
Board Meeting
Thursday, March 10, 2016
SABE School 4321 Fulcrum Way, Suite A, Rio Rancho

I. Call to Order: 7:14pm

II. Approve agenda

Brennan Divett requests SABE policy handbooks to be moved from a business item to an action item. Margarita seconds. Action passes unanimously.

Brennan motions to approve agenda, Margarita seconds.

III. Approval of minutes

Paola motions to approve minutes, Margarita seconds. Motion passes unanimously.

V. Action Items

A. Brennan Divett nominated Jeffrey Stradling to be a board member.

B. BAR Approval: Decrease the budget by \$455,156. SABE need our first installment will be \$165,000 by June. SABE doesn't have to pay the full \$165,000 in June SABE can pay part of it in July when SABE gets the money for the following school year. Paola motions to approve BAR adjustment, Margarita seconds. Motion passes. Paola motions to approve the BAR request, Margarita seconds. Motion passes.

C. Staff Handbook: Brennan Divett handed out a revised version of the Staff Handbook. He stated that he thinks that we will have to revisit the handbook in the coming months for it to be ready for the next school year. Paola motions to approve the updated handbook. Brennan seconds. Motion passes unanimously.

VI. Financial Report:

Status of outstanding Check: Pete talked to Christina Vigil and she said that she found the check but the check says "Not valid after 90 days" so the Vigil Group will reissue the check so Christina can cash it.

VII. Principal's Update

A. Enrollment update: Two students left SABE but 2 new students enrolled. There were 57 registration packets for next year completed and there are 82 potential students for next year

The numbers for potential students are as follows: 24 students for Kinder, 18 for 1st, 12 for 2nd, 13 for 3rd, 15 for 4th

B. Recruiting: The Pre-kinder classes at La Esperanza Daycare Center, a bilingual daycare are having a fieldtrip to SABE this Monday and Tuesday.

Pete will be calling Corrales International next week to see if they will give him their waitlist so that we can contact those people on the waitlist.

Pete will be doing presentations in community centers in Rio Rancho, Bernalillo and Northern Albuquerque to inform the community about SABE.

C. PEC Meeting: PEC came out November 9th to visit SABE. They found 14 items that need to be addressed. They aren't taking any action against the school but they want SABE to create a corrective action plan. Pete and Brennan will be going to Santa Fe tomorrow March 11th to present the plan.

D. Other: Pete handed the board the proposed calendars for next year. The calendars are very similar to RRPS. We will revisit the calendar at the next board meeting for approval from the board.

Update on the PNM bill: There are 4 meters that cover the SABE portion of the building. PNM is thinking that SABE might be sharing the 4th one with the movie studios. Pete will be working with PNM to get the issue resolved.

VIII. Old business:

Board training: Vince offered his services for the board training. Maybe Jeff and Vince can work together and come up with a board training. All board members need to have the board training done by June 1st.

IX. New Business:

We did not need a lottery because we didn't meet capacity for enrollment.

X. Public Comment

No public comment.

XI Adjourn

Paola motions to adjourn meeting. Brennan seconds. The motion was approved unanimously at 8:00pm.

AGENDA
Sandoval Academy of Bilingual Education (SABE)
Board Meeting
Thursday, May 12, 2016
SABE School 4321 Fulcrum Way, Suite A, Rio Rancho

Future Meeting Dates: TBD

- | | | |
|--------------|------------------|--|
| I. | 7:00-7:10 | Call to Order |
| II. | | Approval of Agenda |
| III. | | Approval of Minutes from April 28, 2016 |
| IV. | | Announcements |
| V. | 7:10-7:30 | Action Items:
a. Set dates for future Board Meetings
b. Approval of 2016-2017 Budget
c. Lease Assistance Application |
| VI. | 7:30-7:45 | Financial Report
a. Budget Update: Wayne Moosman and Vigil Group |
| VII. | 7:45-8:00 | Principal's Update: Dr. Vallejo
a. Enrollment Update
b. Recruiting
c. End of Year Test Data |
| VIII. | 8:00-8:20 | Old Business
a. Board Training |
| IX. | 8:20-8:30 | New Business
a. Fundraisers
b. Push for recruitment |
| X. | 8:30-8:45 | Public Comment |
| XI. | 8:45-9:00 | Executive Session
a. Personnel Matters |
| XI. | Adjourn | |

Attachment: Budget Documents,

MINUTES
Sandoval Academy of Bilingual Education (SABE)
Board Meeting
Thursday, May, 12, 2016
SABE School 4321 Fulcrum Way, Suite A, Rio Rancho

I. Call to Order: 7:15 p.m.

The following directors were in attendance:

- A. Margarita Fuentes
- B. Wayne Moosman
- C. Brennan Divett

The following directors were in attendance via phone:

- D. Jeff Stradling
- E. Paola Huffmon

II. Approval of Agenda

Motion to add Title II, Title III, and IDEA B application approvals as action items by Wayne, second by Margarita. The motion was approved by unanimous consent. Motion to approve the agenda with the addition of Title II, Title II, and IDEA B application votes by Wayne, second by Margarita. The motion was approved by unanimous consent.

III. Approval of Minutes

Motion to approve the minutes by Wayne, second by Margarita. The motion was approved by unanimous consent.

IV. Announcements

None.

V. Action Items

- A. Set Dates for Future Board Meetings- Motion to set June 9 and July 14 as dates for future board meetings by Wayne, by Wayne, second by Margarita. The motion was approved by unanimous consent.
- B. Approval of 2016-2017 Budget- Ashley went through the budget line-by-line explaining all of the budget functions for the upcoming year. Motion to approve the 2016-2017 budget by Wayne, second by Margarita. The motion was approved by unanimous consent.
- C. Ashley explained that the Lease Assistance Application was coming due and that the Conflict of Interest policy needed to be signed by all board members. No action was taken.
- D. Title II- Motion to approve the Title II application by Wayne, second by Margarita. The motion was approved by unanimous consent.
- E. Title III- Motion to approve the Title III application by Margarita, second by Paola. The motion was approved by unanimous consent.
- F. IDEA B-Motion to approve the IDEA B application by Margarita, second by Wayne. The motion was approved by unanimous consent.

VI. Financial Report

Ashley from the Vigil Group said that no financial report was needed after the finances were discussed in great detail during the budget discussion and approval.

VII. Principal's Update

- A. Pete reports that the number of currently enrolled students who have registered is 94.
- B. Pete reports that a continued effort to recruit staff and students is being carried out through the Observer, NM REAP, NMCC.
- C. Pete presented the end of year testing data.

VIII. Old Business.

- A. There is a free board training opportunity on May 26, through the Charter School Division

IX. New Business

- A. On June 3 there will be a parent meeting with the purpose of fundraiser planning.
- B. See Principal's Update.

X. Public Comment

No public comment

- XI. Executive Session- The board went into executive session to discuss personnel matters.

XII. Adjourn

Motion to adjourn the meeting by Wayne, second by Margarita. The motion was approved unanimously at 9:41 pm.

MINUTES
Sandoval Academy of Bilingual Education (SABE)
Board Meeting
Thursday, November 12, 2015
SABE School 4321 Fulcrum Way, Suite A, Rio Rancho

The following directors were in attendance:

Phil Leonardelli
Vincent Haslam
Paola Huffman
Marjori Krebs

The following director was not in attendance:

Wayne Moosman

I. Call to Order

The meeting was called to order at 7:09 p.m.

II. Approval of Agenda

Motion by Vincent to approve the agenda. Second by Phil. The motion was approved by unanimous vote.

III. Approval of Minutes from October 10, 2015

Motion by Paola to approve the minutes from October 10, 2015. Second by Phil. The motion was approved by unanimous vote.

IV. Announcements

New Mexico Coalition for Charter Schools—Marjori and Pete attended the New Mexico Coalition for Charter Schools meeting. SABE is now a member. Per instructions from the meeting, the Board should focus on governing, not managing. Marjori's gave a report about what she learned at that meeting. Her notes from that meeting are attached to these minutes.

V. Action Item: New Board Member

Motion by Phil to approve Brennan Divett as a new board member. Second by Paola. The motion passed by unanimous vote.

VI. Financial Report

a. Budget Update (Vigil Group)—SABE received \$1,723 in revenue from the fall festival and field trip. From that amount SABE had to pay \$308 for a bus.

Motion by Vincent to approve Budget Adjustment Request of \$1,723. Second by Phil. The motion passed by unanimous consent.

b. Enrollment Update & Recruiting (Dr. Vallejo)—SABE is now up to 45 students. Pete spoke with the parent committee this past Tuesday about recruiting efforts and advertising. Their conclusion is that the

best form of recruitment is work-of-mouth. The parent committee is also going to look into “feeder” schools and organizations such as pre-k schools, YMCA, and Boys & Girls Club.

VII. Principal’s Update (Dr. Vallejo)

SABE is one of a small handful of schools that met 40-day responsibility.

The students are generally on track or advanced, although a few are below the mark.

Pete is still working on special education needs. He is looking for teachers.

New America put several technology items up for disposal regarding smartboards. Pete will meet with them next week about this. If this doesn’t go through then he will meet with Santa Fe School District. Paola discovered that RRPS has an auction for unused items and anything not sold is donated. Pete is also going to meet with people at RRPS next week to discuss this. SABE may receive technology and facility money from RRPS.

VIII. Old Business

- a. SABE School Policy Handbooks—the board received the Policy Handbooks and will review them for next month’s meeting.

IX. New Business

- a. Nominations for other Board Members—Paola nominated Margarita Fuentes to serve on the board starting in January 2016. Margarita submitted a resume.

X. Public Comment

XI. Adjourn

The meeting adjourned at 8:15 p.m.

MINUTES
Sandoval Academy of Bilingual Education (SABE)
Board Meeting
Thursday, October 8, 2015
SABE School 4321 Fulcrum Way, Suite A, Rio Rancho

I. Call to Order

The meeting was called to order at 7:00 p.m.

The following directors were in attendance:

Wayne Moosman
 Marjori Krebs
 Paola Huffman
 Vincent Haslam
 Phil Leonardelli

No directors were absent.

II. Approval of Agenda

Marjori added one item to the agenda as Section VIII(E): Bilingual Application to State

Motion by Wayne to approve the agenda as modified by Marjori. Second by Phil. The motion passed by unanimous consent.

III. Approval of Minutes from September 10, 2015

Motion to Paola to approve the minutes from September 10, 2015. Second by Phil. The motion passed by unanimous consent.

IV. Announcements

- a. New Mexico Coalition for Charter Schools—Membership—this money was provided by a donor
 Conference: October 29-31
 \$325 to Register
- b. Brennan Divett was nominated by Marjori to serve on SABE's governing board. Paola nominated Margarita Fuentes to serve on SABE's governing board. Both Brennan and Margarita will need to submit resumes for the board's consideration.
- c. Update: Hispano Chamber of Commerce Membership. Dr. Vallejo agreed to pay for this membership from the Principal's budget. The primary advantages to membership are marketing and exposure to families who may be interested in sending their children to SABE.
- d. October Fall Festival—parents were very involved in the Fall Festival. The school made over \$1,300.

V. **Financial Report** (by the Vigil Group and Wayne Moosman)

SABE's budget numbers are still based on projections. Next Wednesday will be the key date for determining enrollment numbers, which in turn will affect SABE's budget. Based on current enrollment figures, SABE is looking at about a \$500,000 cut from the initial projections. It will be a very tight year. The state requires charter schools to use the cash basis method of accounting, but at the end of the year to switch to the accrual method. When SABE switches to the accrual method, it will likely have a deficit. The projected deficit is \$100,000. The key to overcome the deficit is enrollment for next year. The long-term solution is to focus on growing enrollment figures for next year. The short-term solution is to cut operating expenses and save cash for next semester. The best place to grow enrollment figures will be next year's incoming kindergarten classes.

The Board agreed that the parent committee needs to discuss recruitment ideas and fundraising ideas.

The help SABE through this school year, the Vigil Group offered to reduce its fees by 50%.

The Board reviewed the Budget Adjustment Request for an \$88,350 lease reimbursement. Vincent moved to approve the BAR. Second by Phil. The motion passed by unanimous consent.

VI. **Principal's Update** (by Dr. Vallejo)

Dr. Vallejo is still trying to work out the problem with Discovery. The testing component for English and Spanish Languages has been submitted. The teachers are currently using Eureka for math. The teachers are using the existing curriculum for social studies. A lot of the curriculum component will be done by the next board meeting.

Power School has been fixed and is now up and running.

The smart boards didn't come with a projector, so at this point they are just white boards. The cost of a projector is unknown. Paola agreed to look into a grant proposal through Donor's Choose for projectors.

VII. **Old Business**

The Board will review the student handbook and the staff handbook by the next board meeting and will vote to approve them. Marjori will circulate them to the board.

VIII. **New Business**

The staff handbook needs to include a provision for what time teachers need to arrive at school.

The Revised Performance Framework needs to include the NWEA curriculum. The benchmarks will be the same, this amendment will only change to NWEA math. The Board considered the Revised Performance Framework. Motion by Phil to approve Revised Performance Framework to include the NWEA Curriculum. Second by Wayne. The motion passed by unanimous consent.

All students are counted as receiving 3+ hours of Spanish for federal grant, which translates into Title III funds. The application was already submitted and SABE will receive the money this year. The Board considered the application. Motion by Paola to approve the Bilingual Application to the State. Second by Phil. The motion passed by unanimous consent.

IX. Public Comment

There was no public comment.

X. Executive Session

Motion by Paola to enter executive session to discuss personnel matters. Second by Phil. The Board entered executive session at 8:21 p.m.

The Board returned from executive session at 8:39 p.m. The Board certifies that only those matters described in Agenda Item IX were discussed in the executive session. If necessary, final action with regard to those matters will be taken in open session.

XI. Adjourn

The meeting adjourned at 8:39 p.m.

MINUTES
Sandoval Academy of Bilingual Education (SABE)
Board Meeting
Thursday, September 10, 2015
SABE School 4321 Fulcrum Way, Suite A, Rio Rancho

The following directors were in attendance:

Vincent Haslam
Paola Huffman
Marjori Krebs
Wayne Moosman

The following directors were not in attendance:

Phil Leonardelli

I. Call to Order

The meeting was called to order at 7:15 p.m.

II. Approval of Agenda

Motion by Paola to approve the agenda. Second by Vincent. The motion was approved by unanimous vote.

III. Approval of Minutes from July 30, 2015

Motion by Vincent to approve the minutes from August 13, 2015. Second by Wayne. The motion was approved by unanimous vote.

IV. Announcements

- a. Still no details about the open meeting act training.
- b. Marjori's and Vincent's terms expire in December. The Board is accepting nominations for new members.
- c. SABE should consider adding four additional seats on the board.

V. Updates:

Financial Report (the Vigil Group). Our budget is projected based on our enrollment estimates from April. Our enrollment will be validated on the 40th day of school, at which point we will have an actual (as opposed to a projected) budget. All revenue is based on the number of enrolled students, plus some IEP classifications. Based on SABE's April projections, it is looking at about a \$500,000 shortfall. SABE has also been awarded a lease reimbursement fund. SABE will receive 1/12 of its budget per month. The first school year is tough for every new school.

Enrollment and Recruitment Update. SABE has 15 kindergartners, five first graders, seven second graders, and 13 third graders. Parents, teachers, and staff have been distributing flyers and marketing via word of mouth. SABE has \$2,000 for advertising for the year.

Principal's Update. Brennan is working on a testing calendar. Done with WAP testing. There is a hiccup with math testing because Discovery is no longer working with new schools. This was unanticipated. Pete is currently looking for alternatives, which will need to be approved by the PEC. All grades except 1st are mapped through January. SABE uses Power School for the student information service. The handbooks are almost complete. Pete has a contact to use for a nursing service and is currently pursuing this. We are trying to put together a parent committee. Pete is still trying to get in touch with the fire marshal to implement fire drills. The parent committee will be in charge of finding playground equipment.

- VI. Old Business.** APS has a contract with a Texas based company to perform background checks. SABE can piggy back onto that contract. The policy handbook is almost complete and will be an agenda item for October.
- VII. New Business.** No new business.
- VIII. Public Comment.**
- IX. Executive Session.** Motion by Vincent to enter executive session at 8:20 p.m. Second by Paola. The motion passed by unanimous consent.
- XII. Adjourn.** The Board returned from executive session at 9:27 p.m. Motion by Wayne to adjourn. Second by Paola. The meeting adjourned at 9:27 p.m.