



Our mission at SABE is to enable students to maintain their native language, reconnect with their heritage language, or discover a new enriching language. Students will attain Spanish and English fluency and literacy through two-way immersion, which will expand their worldview and educational and career opportunities.

GOVERNING BOARD MEETING

Governance Board Officers

Rebecca Torres, President
 Brennan Divett, Vice President
 Lisa Spangler, Treasurer
 Scott Heller, Secretary

Governance Board Members

Mario Martinez, Member

Date of Meeting: September 23, 2025 Time: 7:00pm
(Meeting was rescheduled due to not having quorum on regularly scheduled date and time)

Location of Meeting:

Physical Address of Meeting Location: 4321 Fulcrum Way NE, Suite A, Rio Rancho, NM 87144

Virtual Meeting: Zoom ID: 6911139742 PW: kZH7KC
<https://us06web.zoom.us/j/86911139742?pwd=R9aejfZuSqyS51eNpvPaKQ6jKMtAdm.1>

AGENDA

- A. Welcome and Call to Order
- B. Roll Call-Board Members, Staff, and Guests
- C. *Adoption of the Agenda*
- D. Public Comment
- E. Financial Management
 - a. Finance Committee Report
 - b. Business Manager’s Report
 - i. *Approve Voucher/Check Register Report*
 - c. BARS
 - i. BAR 563-0000-2526-0005-IB 27527 HQIM: Grant Training Educators in Math Instruction
 - ii. BAR 563-0000-2526-0006-IB 28221 FY25 Kitchen Grant
 - iii. BAR 563-0000-2526-0007-T 11000 Operational Moving Budget
- F. Pursuant to NMSA 1978, Section 10-15-1(H)(2), the Governing Board will enter into closed session to discuss limited personnel matters, specifically to discuss new board membership.
- G. *Consent Agenda*
 - a. *Approval of the August 26, 2025 General Meeting Minutes*
- H. Discussion
 - a. SABE Preventive Maintenance Plan/Policy
 - b. Pesticide Use Policy
- I. School Administrator Report
- J. Announcements/GB Member Comments
- K. Adjournment

Sandoval Academy of Bilingual Education
Budget Summary
as of August 31, 2025

Revenues				
Fund Description	Annual Budget	Actual (YTD)	Annualized Budget	Annualize vs Actual
Fund 11000 Operational	\$ 3,462,015.42	\$578,276.07	\$ 577,002.57	\$ 1,273.50
Fund 13000 Pupil Transportation	\$ 121,964.00	\$22,176.00	\$ 20,327.33	\$ 1,848.67
Fund 21000 USDA Food Reimbursement	\$ 100,000.00	\$23,046.14	\$ 16,666.67	\$ 6,379.47
Fund 21100 Universal Free Meals	\$ 125,878.00	\$20,692.31	\$ 20,979.67	\$ (287.36)
Fund 23000 - Non-Instructional Support	\$ -	\$1,910.00	\$ -	\$ 1,910.00
Fund 24101 Title I	\$ 39,437.16	\$29,746.54	\$ 6,572.86	\$ 23,173.68
Fund 24106 IDEAB	\$ 50,984.00	\$52,498.31	\$ 8,497.33	\$ 44,000.98
Fund 24109 Preschool IDEA-B	\$ 378.00	\$0.00	\$ 63.00	\$ (63.00)
Fund 24154 Title II	\$ 4,565.00	\$108.94	\$ 760.83	\$ (651.89)
Fund 24189 Title IV	\$ 10,000.00	\$ -	\$ 1,666.67	\$ (1,666.67)
Fund 24196 Stronger Connections Grant Program	\$ 4,500.00	\$ -	\$ 750.00	\$ (750.00)
Fund 25153 Title XIX MEDICAID 3/21 Years	\$ -	\$ -	\$ -	\$ -
Fund 27107 2012 GOB Student Library SB66	\$ 1,585.82	\$ 3,606.18	\$ 264.30	\$ 3,341.88
Fund 27109 Instructional Materials GAA of 2019	\$ -	\$ -	\$ -	\$ -
Fund 27149 PreK Initiative	\$ 242,200.00	\$ -	\$ 40,366.67	\$ (40,366.67)
Fund 27416 Out of School	\$ 41,234.00	\$ -	\$ 6,872.33	\$ (6,872.33)
Fund 27528 FY24 FY25 community school and family ei	\$ 40,000.00	\$ -	\$ 6,666.67	\$ (6,666.67)
Fund 31400 Special Capital OutlayState	\$ 697,756.00	\$ -	\$ 116,292.67	\$ (116,292.67)
Fund 31701 SB9 Local	\$ 105,093.00	\$580.96	\$ 17,515.50	\$ (16,934.54)
Total Revenues	\$ 5,047,590.40	\$732,641.45	\$ 841,265.07	\$ (108,623.62)

Sandoval Academy for Bilingual Education

Account Summary Report

Cycle: FY2026; Begin Date: 07/01/2025; End Date: 08/31/2025; Account Type: Revenue; Subtotal Elements: Fund,Function; Account Expression: ([Object] <> "41980") ; Subtotal By Account Type: No; Include Unposted Transactions: No; Budget Category: [All];
Created On: 9/15/2025 1:23:44 PM

Description	Budget (YTD)	Actual (YTD)	Available (YTD)
Fees Activities	\$0.00	\$700.00	(\$700.00)
Fees Educational	\$0.00	\$523.50	(\$523.50)
Donation	\$0.00	\$50.00	(\$50.00)
State Equalization Guarantee	\$3,462,015.42	\$577,002.57	\$2,885,012.85
Fund 11000 Operational	\$3,462,015.42	\$578,276.07	\$2,883,739.35
Fund 13000 Pupil Transportation	\$121,964.00	\$22,176.00	\$99,788.00
Fund 21000 USDA Food Reimbursement	\$100,000.00	\$23,046.14	\$76,953.86
Fund 21100 Universal Free Meals	\$125,878.00	\$20,692.31	\$105,185.69
Fund 23000 - Non-Instructional Support	\$0.00	\$1,910.00	(\$1,910.00)
Fund 24101 Title I	\$39,437.16	\$29,746.54	\$9,690.62
Fund 24106 IDEAB	\$50,984.00	\$52,498.31	(\$1,514.31)
Fund 24109 Preschool IDEA-B	\$378.00	\$0.00	\$378.00
Fund 24154 Title II	\$4,565.00	\$108.94	\$4,456.06
Fund 24189 Title IV	\$10,000.00	\$0.00	\$10,000.00
Fund 24196 Stronger Connections Grant Program	\$4,500.00	\$0.00	\$4,500.00
Fund 27107 2012 GOB Student Library SB66	\$1,585.82	\$3,606.18	(\$2,020.36)
Fund 27149 PreK Initiative	\$242,200.00	\$0.00	\$242,200.00
Fund 27416 Out of School	\$41,234.00	\$0.00	\$41,234.00
Fund 27528 FY24 FY25 Community school	\$40,000.00	\$0.00	\$40,000.00
Fund 31400 Special Capital OutlayState	\$697,756.00	\$0.00	\$697,756.00
Fund 31701 SB9 Local	\$105,093.00	\$580.96	\$104,512.04
Grand Total	\$5,047,590.40	\$732,641.45	\$4,314,948.95

Sandoval Academy for Bilingual Education

Account Summary Report

Cycle: FY2026; Begin Date: 07/01/2025; End Date: 08/31/2025; Account Type: Expenditure; Subtotal Elements: Fund,Function; Account Expression: [All]; Subtotal By Account Type: No; Include Unposted Transactions: No; Budget Category: [All]; Created On: 9/5/2025 10:06:46 AM

Description	Budget (YTD)	Actual (YTD)	Encumbrance (YTD)	Available (YTD)
Salaries Expense-Long-term Sub	\$43,000.00	\$0.00	\$0.00	\$43,000.00
Salaries Expense- Teachers	\$692,728.00	\$57,577.30	\$664,598.54	(\$29,447.84)
Salaries Expense-Kinder Teachers	\$130,795.00	\$10,061.14	\$120,733.72	\$0.14
Salaries Expense- EA	\$31,202.00	\$962.08	\$0.00	\$30,239.92
Salaries Expense-Kinder EA	\$62,165.00	\$4,474.22	\$53,690.70	\$4,000.08
Salaries Expense-Fine Arts	\$167,521.00	\$12,886.26	\$154,635.18	(\$0.44)
Salaries Expense-Sped Teacher	\$129,683.00	\$12,256.04	\$120,935.26	(\$3,508.30)
Stipend-Teachers	\$36,404.00	\$0.00	\$0.00	\$36,404.00
Stipend-Bilingual Stipends	\$24,500.00	\$0.00	\$0.00	\$24,500.00
Employee Benefits	\$473,888.00	\$38,819.02	\$449,569.76	(\$14,500.78)
Other Professional/Technical Services	\$4,900.00	\$0.00	\$0.00	\$4,900.00
Other Charges	\$1,935.00	\$416.00	\$100.00	\$1,419.00
Other Charges	\$422.00	\$0.00	\$0.00	\$422.00
Instructional materials	\$37,433.40	\$0.00	\$9,690.71	\$27,742.69
Software	\$37,000.00	\$9,224.07	\$41,250.07	(\$13,474.14)
General Supplies and Materials	\$15,400.00	\$2,904.89	\$1,401.19	\$11,093.92
Supply Assets (Under \$5K)	\$89,785.02	\$425.33	\$0.00	\$89,359.69
Function 1000 - Instruction	\$1,978,761.42	\$150,006.35	\$1,616,605.13	\$212,149.94
Salaries Expense-Coordinator	\$8,944.00	\$3,270.90	\$30,066.82	(\$24,393.72)
Salaries Expense-Nursing Assistant	\$15,080.00	\$1,740.00	\$13,340.00	\$0.00
Salaries Expense-Registrar	\$22,360.00	\$2,580.00	\$19,780.02	(\$0.02)
Stipend-Coordinator	\$7,000.00	\$0.00	\$0.00	\$7,000.00
Employee Benefits	\$25,790.00	\$2,911.95	\$25,133.76	(\$2,255.71)
Diagnosticians - Contracted	\$28,600.00	\$0.00	\$35,320.57	(\$6,720.57)
Speech Therapists - Contracted	\$63,500.00	\$0.00	\$54,503.40	\$8,996.60
Occupational Therapists - Contracted	\$22,000.00	\$0.00	\$14,691.50	\$7,308.50
Specialists - Contracted	\$40,600.00	\$2,226.62	\$32,128.32	\$6,245.06
Other Professional/Technical Services	\$77,250.00	\$2,493.34	\$67,502.03	\$7,254.63
General Supplies and Materials	\$200.00	\$0.00	\$23.42	\$176.58
Function 2100 - Support Services-Students	\$311,324.00	\$15,222.81	\$292,489.84	\$3,611.35
Professional Development	\$50.00	\$348.27	\$1,100.00	(\$1,398.27)
General Supplies and Materials	\$8,000.00	\$0.00	\$5,312.50	\$2,687.50
Function 2200 - Support Services-Instruction	\$8,050.00	\$348.27	\$6,412.50	\$1,289.23
Salaries Expense - Executive Director	\$133,900.00	\$20,600.00	\$113,300.00	\$0.00
Employee Benefits	\$57,455.00	\$7,826.36	\$44,856.98	\$4,771.66
Auditing	\$23,266.00	\$0.00	\$0.00	\$23,266.00
Legal	\$4,300.00	\$373.99	\$8,773.99	(\$4,847.98)
Other Professional/Technical Services	\$1,000.00	\$0.00	\$0.00	\$1,000.00
Advertising	\$21,553.00	\$1,611.56	\$23,964.00	(\$4,022.56)
Board Training	\$6,096.00	\$250.00	\$0.00	\$5,846.00
Function 2300 - Support Services-General Administration	\$247,570.00	\$30,661.91	\$190,894.97	\$26,013.12
Salaries Expense - Principals	\$49,489.00	\$5,710.32	\$43,779.12	(\$0.44)
Salaries Expense - Secretarial	\$15,080.00	\$1,740.00	\$13,340.00	\$0.00
Employee Benefits	\$22,053.00	\$2,474.82	\$19,294.41	\$283.77
Professional Development	\$0.00	\$0.00	\$325.00	(\$325.00)
Other Professional/Technical Services	\$6,000.00	\$0.00	\$2,400.00	\$3,600.00
Other Charges	\$3,414.00	\$6,061.00	\$0.00	(\$2,647.00)
Rentals of Computers and Related Equipment	\$6,000.00	\$1,703.12	\$5,813.35	(\$1,516.47)
General Supplies and Materials	\$203.00	\$0.00	\$0.00	\$203.00
Function 2400 - Support Services-School Administration	\$102,239.00	\$17,689.26	\$84,951.88	(\$402.14)

Sandoval Academy for Bilingual Education

Account Summary Report

Cycle: FY2026; Begin Date: 07/01/2025; End Date: 08/31/2025; Account Type: Expenditure; Subtotal Elements: Fund,Function; Account Expression: [All]; Subtotal By Account Type: No; Include Unposted Transactions: No; Budget Category: [All]; Created On: 9/5/2025 10:06:46 AM

Description	Budget (YTD)	Actual (YTD)	Encumbrance (YTD)	Available (YTD)
Salaries Expense - Data Processing	\$0.00	\$2,580.00	\$19,779.98	(\$22,359.98)
Employee Benefits	\$0.00	\$806.55	\$6,190.03	(\$6,996.58)
Other Professional/Technical Services	\$122,494.00	\$18,158.19	\$109,358.15	(\$5,022.34)
Software	\$22,536.00	\$17,536.05	\$0.00	\$4,999.95
General Supplies and Materials	\$104.00	\$0.00	\$0.00	\$104.00
Function 2500 - Central Services	\$145,134.00	\$39,080.79	\$135,328.16	(\$29,274.95)
Salaries Expense - Custodian	\$42,688.00	\$6,882.48	\$37,853.52	(\$2,048.00)
Employee Benefits	\$16,944.00	\$1,941.80	\$10,699.03	\$4,303.17
Other Charges	\$0.00	\$0.00	\$25.00	(\$25.00)
Electricity	\$28,700.00	\$6,427.59	\$30,667.56	(\$8,395.15)
Natural Gas (Buildings)	\$3,820.00	\$555.12	\$6,483.69	(\$3,218.81)
Water/Sewage	\$0.00	\$1,111.37	\$16,288.63	(\$17,400.00)
Communication Services	\$16,140.00	\$6,398.97	\$10,647.39	(\$906.36)
Renting Land and Buildings	\$362,343.00	\$0.00	\$0.00	\$362,343.00
Rentals of Computers and Related Equipment	\$481.00	\$0.00	\$0.00	\$481.00
Lease to Purchase	\$0.00	\$61,755.98	\$308,779.90	(\$370,535.88)
Property Liability Insurance	\$106,442.00	\$98,745.00	\$0.00	\$7,697.00
Other Contract Services	\$11,600.00	\$26,905.86	\$6,063.87	(\$21,369.73)
General Supplies and Materials	\$10,000.00	\$2,574.15	\$1,647.52	\$5,778.33
Supply Asset (Under \$5k)	\$800.00	\$0.00	\$0.00	\$800.00
Function 2600 - Operation & Maintenance of Plant	\$599,958.00	\$213,298.32	\$429,156.11	(\$42,496.43)
Emergency Reserve	\$163,293.00	\$0.00	\$0.00	\$163,293.00
Function 2900 - Other Support Services	\$163,293.00	\$0.00	\$0.00	\$163,293.00
Salaries Expense - Food Service Coordinator	\$43,405.00	\$4,108.66	\$49,303.82	(\$10,007.48)
Employee Benefits	\$12,281.00	\$1,167.30	\$14,001.81	(\$2,888.11)
Function 3100 - Food Services Operations	\$55,686.00	\$5,275.96	\$63,305.63	(\$12,895.59)
Fund 11000 - Operational	\$3,612,015.42	\$471,583.67	\$2,819,144.22	\$321,287.53
<u>Pupil Transportation - 13000</u>				
Rental of Equipment and Vehicles	\$26,245.00	\$0.00	\$0.00	\$26,245.00
Transportation Contractors	\$95,719.00	\$12,196.40	\$109,767.60	(\$26,245.00)
Fund 13000 - Pupil Transportation	\$121,964.00	\$12,196.40	\$109,767.60	\$0.00
<u>USDA Fund-21000</u>				
Food	\$100,000.00	\$0.00	\$100,000.00	\$0.00
Fund 21000 - USDA Food Reimbursement	\$100,000.00	\$0.00	\$100,000.00	\$0.00
<u>Universal Free Meals -21100</u>				
Food	\$125,878.00	\$0.00	\$100,000.00	\$25,878.00
Fund 21100 - Universal Free Meals	\$125,878.00	\$0.00	\$100,000.00	\$25,878.00
<u>Activities-23000</u>				
Other Charges	\$0.00	\$1,000.00	\$0.00	(\$1,000.00)
General Supplies and Materials	\$13,597.58	\$0.00	\$0.00	\$13,597.58
Fund 23000 - Activities	\$13,597.58	\$1,000.00	\$0.00	\$12,597.58

Sandoval Academy for Bilingual Education

Account Summary Report

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Description	Budget (YTD)	Actual (YTD)	Encumbrance (YTD)	Available (YTD)
<u>Title I-24101</u>				
Stipends-Teachers	\$7,522.16	\$0.00	\$0.00	\$7,522.16
General Supplies and Materials	\$500.00	\$0.00	\$0.00	\$500.00
Function 1000 - Instruction	\$8,022.16	\$0.00	\$0.00	\$8,022.16
Salaries Expense-Coordinator	\$20,915.00	\$1,634.66	\$28,800.00	(\$9,519.66)
Educational Retirement	\$0.00	\$296.69	\$5,227.43	(\$5,524.12)
ERA - Retiree Health	\$0.00	\$32.69	\$576.00	(\$608.69)
FICA Payments	\$0.00	\$86.39	\$1,496.41	(\$1,582.80)
Medicare Payments	\$0.00	\$20.20	\$349.92	(\$370.12)
Health and Medical Premiums	\$0.00	\$345.70	\$6,417.69	(\$6,763.39)
Life	\$0.00	\$1.44	\$24.38	(\$25.82)
Dental	\$0.00	\$14.18	\$249.09	(\$263.27)
Vision	\$0.00	\$2.19	\$37.03	(\$39.22)
Disability	\$0.00	\$5.93	\$100.05	(\$105.98)
Unemployment Compensation	\$0.00	\$0.00	\$40.33	(\$40.33)
General Supplies and Materials	\$500.00	\$0.00	\$0.00	\$500.00
Function 2100 - Support Services-Students	\$21,415.00	\$2,440.07	\$43,318.33	(\$24,343.40)
Professional Development	\$10,000.00	\$0.00	\$0.00	\$10,000.00
Function 2200 - Support Services-Instruction	\$10,000.00	\$0.00	\$0.00	\$10,000.00
Fund 24101 - Title I	\$39,437.16	\$2,440.07	\$43,318.33	(\$6,321.24)
<u>IDEA-B-24106</u>				
Salaries Expense	\$50,984.00	\$0.00	\$0.00	\$50,984.00
Fund 24106 - IDEA-B	\$50,984.00	\$0.00	\$0.00	\$50,984.00
<u>Preschool IDEA-B-24109</u>				
Speech Therapists - Contracted	\$378.00	\$0.00	\$0.00	\$378.00
Fund 24109 - Preschool IDEA-B	\$378.00	\$0.00	\$0.00	\$378.00
<u>Title II-24154</u>				
Professional Development	\$4,565.00	\$0.00	\$4,074.00	\$491.00
Fund 24154 - Title II	\$4,565.00	\$0.00	\$4,074.00	\$491.00
<u>Student Support Academic Achievement -24189</u>				
Salaries Expense-Tutor	\$10,000.00	\$0.00	\$0.00	\$10,000.00
Fund 24189 - Student Supp Academic Achievement	\$10,000.00	\$0.00	\$0.00	\$10,000.00
<u>Medicaid-25153</u>				
Specialists - Contracted	\$2,741.00	\$0.00	\$0.00	\$2,741.00
Fund 25153 - Title XIX MEDICAID 3/21 Years	\$2,741.00	\$0.00	\$0.00	\$2,741.00
<u>2012 GOB Student Library SB-66-27107</u>				
Library and Audio-Visual	\$1,585.82	\$0.00	\$0.00	\$1,585.82
Fund 27107 - 2012 GOB Student Library SB-66	\$1,585.82	\$0.00	\$0.00	\$1,585.82
<u>Pre-K Initiative-27149</u>				
Salaries Expense-Preschool Teacher	\$89,650.00	\$2,194.08	\$52,657.84	\$34,798.08
Salaries Expense-Preschool EA	\$49,650.00	\$962.08	\$23,089.84	\$25,598.08
Employee Benefits	\$72,900.00	\$1,228.89	\$29,835.29	\$41,835.82
Other Instructional Materials	\$5,000.00	\$0.00	\$0.00	\$5,000.00
General Supplies and Materials	\$25,000.00	\$0.00	\$25,184.29	(\$184.29)
Fund 27149 - PreK Initiative	\$242,200.00	\$4,385.05	\$130,767.26	\$107,047.69

Sandoval Academy for Bilingual Education

Account Summary Report

Cycle: FY2026; Begin Date: 07/01/2025; End Date: 08/31/2025; Account Type: Expenditure; Subtotal Elements: Fund,Function; Account Expression: [All]; Subtotal By Account Type: No; Include Unposted Transactions: No; Budget Category: [All]; Created On: 9/5/2025 10:06:46 AM

Description	Budget (YTD)	Actual (YTD)	Encumbrance (YTD)	Available (YTD)
<u>Out of School Grant-27416</u>				
Additional Compensation	\$41,234.00	\$0.00	\$0.00	\$41,234.00
Fund 27416 - Out of School	\$41,234.00	\$0.00	\$0.00	\$41,234.00
<u>Community School-27528</u>				
Salaries Expense	\$40,000.00	\$2,153.84	\$25,846.16	\$12,000.00
Employee Benefits	\$0.00	\$1,168.36	\$1,168.36	(\$2,336.72)
Fund 27528 - FY24 FY25 community school and family engagement initiatives	\$40,000.00	\$3,322.20	\$27,014.52	\$9,663.28
<u>PSCOC-Fund 31200</u>				
Renting Land and Buildings	\$0.00	\$31,264.66	\$156,323.34	(\$187,588.00)
Fund 31200 - PSCOC Lease Reimbursement	\$0.00	\$31,264.66	\$156,323.34	(\$187,588.00)
<u>Special Capital Outlay-31400</u>				
Supply Asset (Under \$5k)	\$535,188.12	\$0.00	\$0.00	\$535,188.12
Fund 31400 - Special Capital Outlay-State	\$535,188.12	\$0.00	\$0.00	\$535,188.12
<u>SB-9 Local- 31701</u>				
County Tax Collection Costs	\$1,200.00	\$5.80	\$0.00	\$1,194.20
Function 2300 - Support Services-General Administration	\$1,200.00	\$5.80	\$0.00	\$1,194.20
Maintenance & Repair - Bldgs/Grnds/Equipment (SB-9)	\$0.00	\$0.00	\$7,955.00	(\$7,955.00)
Lease to Purchase	\$110,507.60	\$18,417.94	\$92,089.66	\$0.00
Supply Assets (Under \$5K)	\$0.00	\$0.00	\$476.63	(\$476.63)
""Fixed Assets (more than \$5,000)""	\$0.00	\$40,559.25	\$0.00	(\$40,559.25)
Function 4000 - Capital Outlay	\$110,507.60	\$58,977.19	\$100,521.29	(\$48,990.88)
Fund 31701 - SB-9 Local	\$111,707.60	\$58,982.99	\$100,521.29	(\$47,796.68)
<u>SB-9 State Cash Match-31703</u>				
Maintenance & Repair - Bldgs/Grnds/Equipment (SB-9)	\$0.00	\$1,853.29	\$0.00	(\$1,853.29)
Supply Assets (Under \$5K)	\$21,295.88	\$0.00	\$0.00	\$21,295.88
Function 4000 - Capital Outlay	\$21,295.88	\$1,853.29	\$0.00	\$19,442.59
Fund 31703 - SB-9 State Match Cash	\$21,295.88	\$1,853.29	\$0.00	\$19,442.59
Grand Total	\$5,074,771.58	\$587,028.33	\$3,604,082.92	\$883,660.33

Sandoval Academy for Bilingual Education

Bank Account Register Activity Report

Bank: [All]; Bank Account: Begin Date: 08/01/2025; End Date: 08/31/2025; Status: Non-Void; Created On: 9/15/2025 1:24:45 PM

Bank	Account Number					
Date	Number	Type	Payee/From	Status	Deposit	Withdrawal
8/4/2025	08-001	Cash Receipt	After School Fee; School Supply Fee	Non-Void	\$573.50	
8/5/2025		AP Warrant	RM601 LLC	Non-Void		\$55,719.29
8/5/2025	08-002	Cash Receipt	Pupil Transportation July 2025	Non-Void	\$11,088.00	
8/5/2025	3287	AP Warrant	Centurylink	Non-Void		\$158.33
8/5/2025	3288	AP Warrant	Fulcrum Building, LLC	Non-Void		\$3,726.49
8/5/2025	3289	AP Warrant	Harris School Solutions	Non-Void		\$17,536.05
8/5/2025	3290	AP Warrant	Public Charter Schools of New Mexico	Non-Void		\$3,441.00
8/5/2025	3291	AP Warrant	Staples	Non-Void		\$197.95
8/5/2025	3292	AP Warrant	Vector Solutions	Non-Void		\$695.57
8/5/2025	3293	AP Warrant	Verizon Wireless/Straight Talk	Non-Void		\$154.64
8/5/2025	3294	Payroll Liability Check	First Financial Group of America	Non-Void		\$703.32
8/8/2025		Payroll Liability Check	NMPSIA	Non-Void		\$17,964.40
8/8/2025		Payroll Liability Check	NMRHCA	Non-Void		\$616.06
8/8/2025		Payroll Liability Check	Wells Fargo	Non-Void		\$43,586.79
8/11/2025	08-003	Cash Receipt	SEG August 2025	Non-Void	\$288,501.28	
8/12/2025		AP Warrant	BMO Financial Group	Non-Void		\$229.12
8/12/2025	3295	AP Warrant	ACES	Non-Void		\$8,980.92
8/12/2025	3296	AP Warrant	Cooperative Educational Services	Non-Void		\$901.56
8/12/2025	3297	AP Warrant	Charter Law Office, P.C.	Non-Void		\$226.01
8/12/2025	3298	AP Warrant	Charter School Nursing Services	Non-Void		\$805.78
8/12/2025	3300	AP Warrant	Harris School Solutions	Non-Void		\$681.00
8/12/2025	3301	AP Warrant	HDSupply	Non-Void		\$720.32
8/12/2025	3302	AP Warrant	Herrera Coaches	Non-Void		\$12,196.40
8/12/2025	3303	AP Warrant	Home Depot	Non-Void		\$67.50
8/12/2025	3304	AP Warrant	Power-On Technology Services	Non-Void		\$3,137.77
8/12/2025	3305	AP Warrant	Segra	Non-Void		\$759.90
8/12/2025	3306	AP Warrant	SchoolStatus, LLC	Non-Void		\$2,620.00
8/12/2025	3307	AP Warrant	Southwest Copy Systems- Equipment	Non-Void		\$1,236.17
8/12/2025	3308	AP Warrant	Staples	Non-Void		\$227.38
8/12/2025	3309	AP Warrant	Waste Management	Non-Void		\$514.42
8/13/2025		Payroll Liability Check	Internal Revenue Service	Non-Void		\$13,598.05
8/15/2025		Payroll Liability Check	NMERB	Non-Void		\$5,924.43
8/15/2025	00016692	Journal Entry	To void lost check in the mail. Check will be reissued. Vendor-World's	Non-Void	\$4,745.00	
8/18/2025	08-004	Cash Receipt	SB-9 Local	Non-Void	\$156.01	
8/20/2025	08-005	Cash Receipt	Pupil Transportation August 2025	Non-Void	\$11,088.00	
8/21/2025	08-006	Cash Receipt	FFGA Refund; Muscia Grant	Non-Void	\$1,919.96	
8/22/2025		Payroll Liability Check	Wells Fargo	Non-Void		\$43,567.09
8/25/2025		Payroll Liability Check	New Mexico Taxation & Revenue	Non-Void		\$2,861.91
8/25/2025	08-007	Cash Receipt	FFGA Refund	Non-Void	\$69.96	
8/26/2025	3310	AP Warrant	American Orff Schulwerk Association	Non-Void		\$416.00
8/26/2025	3311	AP Warrant	City of Rio Rancho	Non-Void		\$316.36
8/26/2025	3312	AP Warrant	Cross Cuts NM	Non-Void		\$242.15
8/26/2025	3313	AP Warrant	HDSupply	Non-Void		\$476.76
8/26/2025	3314	AP Warrant	Innovative Moving Systems	Non-Void		\$26,032.11
8/26/2025	3315	AP Warrant	IXL Learning	Non-Void		\$1,912.50
8/26/2025	3316	AP Warrant	LD Supply LLC	Non-Void		\$633.78
8/26/2025	3317	AP Warrant	Next Level Home Audio & Video, Inc.	Non-Void		\$631.60

Sandoval Academy for Bilingual Education

Bank Account Register Activity Report

Bank: [All]; Bank Account: Begin Date: 08/01/2025; End Date: 08/31/2025; Status: Non-Void; Created On: 9/15/2025 1:24:45 PM

Bank	Account Number					
Wells Fargo						
Date	Number	Type	Payee/From	Status	Deposit	Withdrawal
8/26/2025	3318	AP Warrant	NM Gas Company	Non-Void		\$36.72
8/26/2025	3319	AP Warrant	Specialty Electric, Inc.	Non-Void		\$1,853.29
8/26/2025	3320	AP Warrant	Verizon Wireless/Straight Talk	Non-Void		\$154.64
8/26/2025	3321	AP Warrant	West Mesa Lock and Safe LLC	Non-Void		\$628.29
8/26/2025	3322	AP Warrant	World's Finest Chocolate, Inc.	Non-Void		\$4,745.00
8/26/2025	3323	AP Warrant	PNM	Non-Void		\$2,787.96
8/27/2025		Payroll Liability Check	Internal Revenue Service	Non-Void		\$13,598.05
8/28/2025	00016693	Journal Entry	To void check that was lost in the mail. Check#3196 Vendor=Rio Metro	Non-Void	\$127.00	
8/31/2025		AP Warrant	BMO Financial Group	Non-Void		\$174.45
Sub Total					\$318,268.71	\$298,395.28
Grand Total					\$318,268.71	\$298,395.28

Bank Reconciliation

School: **Sandoval Academy of Bilingual Education**
Bank: **Wells Fargo**
Account Description: **Main Checking Account**
Statement Date: **August 31, 2025**

Beginning Balance per bank:	\$	543,844.11
Cleared transactions:	\$	(274,434.45)
Deposits and Credits:	\$	318,268.71
Other bank adjustments	\$	-
		<hr/>
	\$	587,678.37
Ending balance per bank		
Plus: Outstanding Deposits	\$	-
Plus: Cleared items prior to entry	\$	-
Less: Outstanding Checks	\$	(37,907.62)
Balance per GL	\$	<hr/> <hr/> 549,770.75

Sandoval Academy for Bilingual Education

Bank Account Reconciliation Report (Outstanding)

Accounting Cycle: FY2026; Bank: Wells Fargo - ; Bank Account: 2504184363 - Main Checking;
Statement Date: 08/31/2025; Include Unposted Transactions: No; Created On: 9/15/2025 1:25:41

PM

Last Reconciled	Statement Date		
7/31/2025	08/31/2025		
Date	Item Number	Description	Withdrawal
7/24/2025	3278	Diane Vaughn	\$320.80
7/24/2025	3281	Mia Duran	\$27.47
7/24/2025	3284	Schoolhouse Driveline	\$935.00
7/24/2025	3286	Waste Management	\$280.59
8/12/2025	3309	Waste Management	\$514.42
8/26/2025	3310	American Orff Schulwerk Association	\$416.00
8/26/2025	3312	Cross Cuts NM	\$242.15
8/26/2025	3314	Innovative Moving Systems	\$26,032.11
8/26/2025	3315	IXL Learning	\$1,912.50
8/26/2025	3319	Specialty Electric, Inc.	\$1,853.29
8/26/2025	3321	West Mesa Lock and Safe LLC	\$628.29
8/26/2025	3322	World's Finest Chocolate, Inc.	\$4,745.00
Sub Total			\$37,907.62

Sandoval Academy of Bilingual Education
Fiscal Year 2026
Balance Sheet as of August 31, 2025

Description	11000 Operational	13000 Transportation	14000 Instructional material	21000 Food Service	21100 Universal Meals	23000 Activities
11011 - Bank Accounts	\$460,958.04	\$53,824.55	\$0.36	\$21,774.80	\$9,522.15	\$8,307.94
Subtotal of Account Type: Asset	\$460,958.04	\$53,824.55	\$0.36	\$21,774.80	\$9,522.15	\$8,307.94
Subtotal of Account Group: Assets	\$460,958.04	\$53,824.55	\$0.36	\$21,774.80	\$9,522.15	\$8,307.94
21011 - Accounts Payable	\$526.56	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
23124 - State Retirement System Contributions	\$14,554.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
23125 - Employee Insurance	\$8,906.78	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
23126 - Unemployment Insurance	(\$393.53)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
23127 - Workers' Compensation	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
23134 - Employer State Retirement System	\$25,832.68	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
23135 - Employer Insurance	\$15,030.99	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
23137 - Employer Workers' Comp	\$11.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
23142 - State Income Tax	\$3,997.66	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
23147 - Voluntary Deductions	\$980.97	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal of Account Type: Liability	\$69,458.41	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
32300 - Unreserved Fund Balance	\$284,757.83	\$43,844.95	\$0.36	(\$1,271.34)	(\$11,170.16)	\$7,397.94
Net Increase/Decrease	\$106,741.80	\$9,979.60	\$0.00	\$23,046.14	\$20,692.31	\$910.00
Subtotal of Account Type: Fund Balance/Retained Earnings	\$391,499.63	\$53,824.55	\$0.36	\$21,774.80	\$9,522.15	\$8,307.94
Subtotal of Account Group: Liabilities/Fund Balance	\$460,958.04	\$53,824.55	\$0.36	\$21,774.80	\$9,522.15	\$8,307.94

**Sandoval Academy of Bilingual Education
Fiscal Year 2026
Balance Sheet as of August 31, 2025**

24101 Title I	24106 IDEA-B	24154 Title II	25153 Medicaid	26107 REC/ District Agent	27107 GOB Library Fund	27149 Pre-K	27528 Community School and
(\$1,099.13)	\$0.00	\$0.00	\$27,526.23	(\$10,000.00)	\$0.00	(\$2,870.53)	(\$1,592.02)
(\$1,099.13)	\$0.00	\$0.00	\$27,526.23	(\$10,000.00)	\$0.00	(\$2,870.53)	(\$1,592.02)
(\$1,099.13)	\$0.00	\$0.00	\$27,526.23	(\$10,000.00)	\$0.00	(\$2,870.53)	(\$1,592.02)
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$191.26	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$134.50	\$252.00
\$302.38	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$85.51	\$394.38
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10.13	(\$17.60)
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$329.38	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$870.74	\$434.00
\$462.04	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$347.89	\$593.96
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$42.57	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$65.75	\$73.44
\$13.31	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$1,340.94	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,514.52	\$1,730.18
(\$29,746.54)	(\$52,498.31)	(\$108.94)	\$27,526.23	(\$10,000.00)	(\$3,606.18)	\$0.00	\$0.00
\$27,306.47	\$52,498.31	\$108.94	\$0.00	\$0.00	\$3,606.18	(\$4,385.05)	(\$3,322.20)
(\$2,440.07)	\$0.00	\$0.00	\$27,526.23	(\$10,000.00)	\$0.00	(\$4,385.05)	(\$3,322.20)
(\$1,099.13)	\$0.00	\$0.00	\$27,526.23	(\$10,000.00)	\$0.00	(\$2,870.53)	(\$1,592.02)

**Sandoval Academy of Bilingual Education
Fiscal Year 2026
Balance Sheet as of August 31, 2025**

31200 PSCOC	31701 SB-9 Local	31703 SB-9 Cash	Total
(\$31,264.66)	(\$4,759.28)	\$19,442.30	\$549,770.75
(\$31,264.66)	(\$4,759.28)	\$19,442.30	\$549,770.75
(\$31,264.66)	(\$4,759.28)	\$19,442.30	\$549,770.75
\$0.00	\$0.00	\$0.00	\$526.56
\$0.00	\$0.00	\$0.00	\$15,132.56
\$0.00	\$0.00	\$0.00	\$9,689.05
\$0.00	\$0.00	\$0.00	(\$401.00)
\$0.00	\$0.00	\$0.00	\$10.00
\$0.00	\$0.00	\$0.00	\$27,466.80
\$0.00	\$0.00	\$0.00	\$16,434.88
\$0.00	\$0.00	\$0.00	\$11.50
\$0.00	\$0.00	\$0.00	\$4,179.42
\$0.00	\$0.00	\$0.00	\$994.28
\$0.00	\$0.00	\$0.00	\$74,044.05
\$0.00	\$53,642.75	\$21,295.59	\$330,064.18
(\$31,264.66)	(\$58,402.03)	(\$1,853.29)	\$145,662.52
(\$31,264.66)	(\$4,759.28)	\$19,442.30	\$475,726.70
(\$31,264.66)	(\$4,759.28)	\$19,442.30	\$549,770.75

Must submit backup for all BARs, except transfers of funds for SEG or direct grants

STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
300 Don Gaspar Santa Fe, NM 87501-2786
Budget Adjustment Request

Doc. ID: 563-000-2526-0005-IB

Fund Type: Flowthrough

Adjustment Type: Initial Budget

Fiscal Year: 2025-2026

Entity Name: Sandoval Academy of Bilingual Education

Adjustment Changes Intent/Scope of Program Yes or No?: No

Contact: Ashley Wolfel, Business Manager

Total Approved Budget (Flowthrough):

Phone: 505-938-7731

Email: ashley@vigilgroup.net

FLOWTHROUGH ONLY	
Budget Period: 07/01/2025	To: 06/30/2026
A. Approved Carryover:	
B. Total Current Year Allocation:	
D. Total Funding Available:	

Revenue 27527.0000.43202 \$107,456.00

Fund	Function	Object	Program	Location	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
27527 FY26 Training Educators in Math Instruction, Laws of 2025, 1st Session, Ch 160, Sec 9A, p264-266	2200 Support Services-Instruction	51300 Additional Compensation	1010 Regular Education (PreK-12) Programs	563001 Sandoval Academy Of Bilingual Education	1411 Teachers-Grades 1-12		\$76,896.00	\$76,896.00	
27527 FY26 Training Educators in Math Instruction, Laws of 2025, 1st Session, Ch 160, Sec 9A, p264-266	2200 Support Services-Instruction	53330 Professional Development	1010 Regular Education (PreK-12) Programs	563001 Sandoval Academy Of Bilingual Education	0000 No Job Class		\$30,560.00	\$30,560.00	
Sub Total							\$107,456.00		
Indirect Cost									
DOC. TOTAL							\$107,456.00		

Justification:

To budget in funds per PED Award Letter.

Compliance with Sections 10-15-1 and 22-8-12, NMSA, 1978 Compilation:

A. The requested budget/changes were authorized at a scheduled Board of Education or Governance Council meeting open to the public on:

B. Justification for the transfer: Explanation such as "underbudgeted", "insufficient budget", or "needed to close out Project" ARE NOT ACCEPTABLE. Attach additional sheets if necessary.

ALL TRANSFER BARS MUST NET OUT TO ZERO ON THE DOC. TOTAL LINE.

Must submit backup for all BARs, except transfers of funds for SEG or direct grants

STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
 300 Don Gaspar Santa Fe, NM 87501-2786
Budget Adjustment Request

Doc. ID: 563-000-2526-0006-IB
 Fund Type: Direct Grant
 Adjustment Type: Initial Budget

Fiscal Year: 2025-2026

Entity Name: Sandoval Academy of Bilingual Education

Adjustment Changes Intent/Scope of Program Yes or No?: No

Contact: Ashley Wolfel, Business Manager

Total Approved Budget (Flowthrough):

Phone: 505-938-7731

Email: ashley@vigilgroup.net

FLOWTHROUGH ONLY <p style="text-align: center;">Budget Period: 2025-07-01 To: 2026-06-30</p> <p style="text-align: center;">A. Approved Carryover:</p> <p style="text-align: center;">B. Total Current Year Allocation:</p> <p style="text-align: center;">D. Total Funding Available:</p>
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Revenue 28221.0000.43203 \$135,000.00

Fund	Function	Object	Program	Location	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
28221	3100 Food Services Operations	57331 Fixed Assets (more than \$5,000)	0000 No Program	563001 Sandoval Academy Of Bilingual Education	0000 No Job Class		\$135,000.00	\$135,000.00	
						Sub Total	\$135,000.00		
						Indirect Cost			
						DOC. TOTAL	\$135,000.00		

Justification:

To budget in award per PED.

Compliance with Sections 10-15-1 and 22-8-12, NMSA, 1978 Compilation:

A. The requested budget/changes were authorized at a scheduled Board of Education or Governance Council meeting open to the public on:

B. Justification for the transfer: Explanation such as "underbudgeted", "insufficient budget", or "needed to close out Project" ARE NOT ACCEPTABLE. Attach additional sheets if necessary.

ALL TRANSFER BARS MUST NET OUT TO ZERO ON THE DOC. TOTAL LINE.

Must submit backup for all BARs, except transfers of funds for SEG or direct grants

STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
300 Don Gaspar Santa Fe, NM 87501-2786
Budget Adjustment Request

Doc. ID: 563-000-2526-0007-T
Fund Type: General Fund / Capital Outlay / Debt Service

Adjustment Type: Transfer

Fiscal Year: 2025-2026

Entity Name: Sandoval Academy of Bilingual Education

Adjustment Changes Intent/Scope of Program Yes or No?: No

Contact: Ashley Wolfel, Business Manager

Total Approved Budget (Flowthrough):

Phone: 505-938-7731

Email: ashley@vigilgroup.net

FLOWTHROUGH ONLY	Budget Period: 2025-07-01	To: 2026-06-30
A. Approved Carryover:		
B. Total Current Year Allocation:		
D. Total Funding Available:		

Fund	Function	Object	Program	Location	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000 Operational	1000 Instruction	56118 General Supplies and Materials	1010 Regular Education (PreK-12) Programs	563001 Sandoval Academy Of Bilingual Education	0000 No Job Class	\$15,400.00	(\$4,583.31)	\$10,816.69	
11000 Operational	1000 Instruction	56119 Supply Assets (\$5,000 or less).	1010 Regular Education (PreK-12) Programs	563001 Sandoval Academy Of Bilingual Education	0000 No Job Class	\$89,785.02	(\$89,359.69)	\$425.33	
11000 Operational	2400 Support Services-School Administration	53414 Other Services	0000 No Program	563001 Sandoval Academy Of Bilingual Education	0000 No Job Class	\$6,000.00	\$2,647.00	\$8,647.00	
11000 Operational	2500 Central Services	51100 Salaries Expense	0000 No Program	563001 Sandoval Academy Of Bilingual Education	1511 Data Processing		\$30,000.00	\$30,000.00	0.50
11000 Operational	2600 Operation & Maintenance of Plant	54411 Electricity	0000 No Program	563001 Sandoval Academy Of Bilingual Education	0000 No Job Class	\$28,700.00	\$8,400.00	\$37,100.00	
11000 Operational	2600 Operation & Maintenance of Plant	54415 Water/Sewage	0000 No Program	563001 Sandoval Academy Of Bilingual Education	0000 No Job Class		\$18,000.00	\$18,000.00	
11000 Operational	2600 Operation & Maintenance of Plant	55915 Other Contract Services	0000 No Program	563001 Sandoval Academy Of Bilingual Education	0000 No Job Class	\$11,600.00	\$22,000.00	\$33,600.00	
11000 Operational	3100 Food Services Operations	51100 Salaries Expense	0000 No Program	563001 Sandoval Academy Of Bilingual Education	1617 Food Service	\$43,405.00	\$12,896.00	\$56,301.00	0.20
Sub Total							\$0.00		0.70
Indirect Cost									
DOC. TOTAL							\$0.00		

Justification:

To adjust budget to match anticipated expenditures.

Compliance with Sections 10-15-1 and 22-8-12, NMSA, 1978 Compilation:

A. The requested budget/changes were authorized at a scheduled Board of Education or Governance Council meeting open to the public on:

B. Justification for the transfer: Explanation such as "underbudgeted", "insufficient budget", or "needed to close out Project" ARE NOT ACCEPTABLE. Attach additional sheets if necessary.

ALL TRANSFER BARS MUST NET OUT TO ZERO ON THE DOC. TOTAL LINE.



Our mission at SABE is to enable students to maintain their native language, reconnect with their heritage language, or discover a new enriching language. Students will attain Spanish and English fluency and literacy through two-way immersion, which will expand their worldview and educational and career opportunities.

GOVERNING BOARD MEETING

Governance Board Members in Attendance

Brennan Divett, Vice President
 Scott Heller, Secretary
 Mario Martinez, Member

Governance Board Members not in Attendance

Elena Foster, Member

Others in Attendance at the Meeting

Jackie Rodriguez, Executive Director/Head of School
 Felicitas Reyes, Principal/Special Services Director
 Ashley Wolfel, Business Manager - excused from the meeting at 7:23 p.m.

Date of Meeting: August 26, 2025 Time: 7:00pm

(Meeting was rescheduled due to not having quorum on regularly scheduled date and time)

Location of Meeting:

Physical Address of Meeting Location: 4321 Fulcrum Way NE, Suite A, Rio Rancho, NM 87144

Virtual Meeting: Zoom ID: 6911139742 PW: kZH7KC

<https://us06web.zoom.us/j/86911139742?pwd=R9aejfZuSqyS51eNpvPaKQ6jKMtAdm.1>

MINUTES

- A. Welcome and Call to Order
 - a. Meeting was called to order at 7:06 p.m.
- B. Roll Call-Board Members, Staff, and Guests
 - a. Roll call was done by Mr. Divett

Member	Present	Absent
Brennan Divett	X	
Mario Martinez	X	
Scott Heller	X	
Elena Foster		X

- C. Adoption of the Agenda
 - a. Motion to adopt the agenda as presented was made by Mr. Martinez.
 - b. Motion was seconded Mr. Heller.
 - c. Motion to adopt the August 26, 2025 Agenda passed by unanimous consent

Member	Vote In Favor	Vote Against
Brennan Divett	X	
Mario Martinez	X	
Scott Heller	X	
Elena Foster		absent
MOTION :	X	PASSED
		NOT PASSED



Our mission at SABE is to enable students to maintain their native language, reconnect with their heritage language, or discover a new enriching language. Students will attain Spanish and English fluency and literacy through two-way immersion, which will expand their worldview and educational and career opportunities.

D. Public Comment

- a. No notification of public comment

E. Financial Management

- a. Finance Committee Report

- i. Mrs. Wolfel shared the Finance Committee Report for July 2025.

- b. Business Manager's Report

- i. *Approve Voucher/Check Register Report*

- 1. *Motion to approve the Check Register Report was made by Mr. Heller.*
 - 2. *Motion was seconded by Mr. Martinez.*
 - 3. *Motion to approve the Check Register Report passed unanimously.*

Member	Vote In Favor	Vote Against
Brennan Divett	X	
Mario Martinez	X	
Scott Heller	X	
Elena Foster		absent
MOTION :	X PASSED	NOT PASSED

c. BARS

- i. BAR 563-0000-2526-0002-I 31400-Special Capital Outlay Carryover

- ii. BAR 563-0000-2526-0004-IB 24196 Stronger Connections Grant Carryover

- 1. A motion to approve the BARS as presented by Mrs. Wolfel was made by Mr. Heller.
 - 1. Motion was seconded by Mr. Martinez.
 - 2. Motion to approve the BARS as presented by Mrs. Wolfel passed unanimously.

Member	Vote In Favor	Vote Against
Brennan Divett	X	
Mario Martinez	X	
Scott Heller	X	
Elena Foster		absent
MOTION :	X PASSED	NOT PASSED

F. Pursuant to NMSA 1978, Section 10-15-1(H)(2), the Governing Board will enter into closed session to discuss limited personnel matters, specifically to discuss new board membership.

- a. Ms. Patricia Jimenez-Latham introduced herself as an interested person for the board.
- b. A motion to table Item F due to not needing to discuss new membership was made by Mr. Martinez.
- c. Motion was seconded by Mr. Heller.
- d. Motion to table Item F due to not needing to discuss new membership passed unanimously.



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Member	Vote In Favor	Vote Against
Brennan Divett	X	
Mario Martinez	X	
Scott Heller	X	
Elena Foster		absent
MOTION :	X PASSED	NOT PASSED

G. Consent Agenda

a. Approval of the July 16, 2025 General Meeting Minutes

- i. Motion to approve the July 16, 2025 General Meeting Minutes was made by Mr. Heller.
- ii. Motion seconded by Mr. Martinez.
- iii. Motion to approve the July 16, 2025 General Meeting Minutes passed unanimously.

Member	Vote In Favor	Vote Against
Brennan Divett	X	
Mario Martinez	X	
Scott Heller	X	
Elena Foster		absent
MOTION :	X PASSED	NOT PASSED

b. Approval of resignation of Lisa Spangler

- i. Motion to approve the resignation of Lisa Spangler was made by Mr. Heller.
- ii. Motion seconded by Mr. Martinez.
- iii. Motion to approve the resignation of Lisa Spangler passed unanimously.

Member	Vote In Favor	Vote Against
Brennan Divett	X	
Mario Martinez	X	
Scott Heller	X	
Elena Foster		absent
MOTION :	X PASSED	NOT PASSED

c. Vote and appointment of New Board Members

- i. A motion to table vote and appointment of new board members was made by Mr. Divett.
- ii. Motion was seconded by Mr. Martinez
- iii. Motion to table vote and appointment of new board members passed unanimously.

Member	Vote In Favor	Vote Against
Brennan Divett	X	
Mario Martinez	X	
Scott Heller	X	
Elena Foster		absent
MOTION :	X PASSED	NOT PASSED

d. Nomination for Finance Committee Chair



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- i. *Mr. Divett made the motion to nominate Mr. Martinez as the Finance Committee Chair.*
- ii. *Motion was seconded by Mr. Heller.*

Member	Vote In Favor	Vote Against
Brennan Divett	X	
Mario Martinez	X	
Scott Heller	X	
Elena Foster		absent
MOTION :	X PASSED	NOT PASSED

- e. *Motion to nominate Mr. Martinez*
- f. *as the Finance Committee Chair passed unanimously.*

Member	Vote In Favor	Vote Against
Brennan Divett	X	
Mario Martinez	X	
Scott Heller	X	
Elena Foster		absent
MOTION :	X PASSED	NOT PASSED

- g. *Approval of Notification and Request for Deposit Waiver on the 24-hour Cash Deposit Rule*
 - i. *Mrs. Rodriguez and Mrs. Wolfel explained the Notification and Request for Deposit Waiver on the 24-Hour Cash Deposit Rule to the board members.*
 - ii. *A motion to approve the Notification and Request for Deposit Waiver on the 24-hour Cash Deposit Rule presented by Mrs. Wolfel was made by Mr. Heller.*
 - iii. *Motion was seconded by Mr. Martinez.*
 - iv. *Motion to approve the Notification and Request for Deposit Waiver on the 24-hour Cash Deposit Rule as presented by Mrs. Wolfel & Mrs. Rodriguez passed unanimously.*

Member	Vote In Favor	Vote Against
Brennan Divett	X	
Mario Martinez	X	
Scott Heller	X	
Elena Foster		absent
MOTION :	X PASSED	NOT PASSED

- H. Discussion
 - a. SABE Preventive Maintenance Plan/Policy
 - i. Mrs. Rodriguez explained the preventative maintenance plan and policy.
 - ii. Mrs. Rodriguez asked the board members to review the plan and policy and give feedback.
 - b. Pesticide Use Policy
- I. School Administrator Report
- J. Announcements/GB Member Comments
- K. Adjournment



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- a. Motion to adjourn the meeting was made by Mr. Heller.
- b. Motion was seconded by Mr. Martinez.
- c. Motion to adjourn the meeting passed unanimously.
- d. Meeting was adjourned at 8:09 p.m.

Member	Vote In Favor	Vote Against
Brennan Divett	X	
Mario Martinez	X	
Scott Heller	X	
Elena Foster		absent
MOTION :	X	PASSED NOT PASSED

SABE Preventive Maintenance (PM) Plan – 2024–2025

I. District Maintenance Mission Statement and Maintenance Goals

Mission Statement:

To ensure all SABE facilities are safe, functional, clean, and conducive to high-quality bilingual education through proactive maintenance, timely repairs, and sustainable facility management practices.

2024–2025 Goals:

1. **Safety First** – Complete all scheduled safety inspections (fire suppression, playground equipment, electrical systems) by their required due dates.
2. **Energy Efficiency** – Implement quarterly HVAC filter changes and conduct an annual energy usage audit to identify cost-saving opportunities.
3. **Learning Environment** – Ensure classrooms, playgrounds, and common areas meet or exceed cleanliness and safety standards at all times.
4. **Preventive First** – Reduce emergency maintenance work orders by 15% through increased preventive measures.

Accomplishments from 2023–2024:

- Completed annual fire safety inspection with zero deficiencies.
- Replaced outdated exterior lighting with LED fixtures.
- Initiated quarterly HVAC servicing program.

II. Maintenance Organization and Staffing Responsibilities

Organizational Chart:

- **School Director** – Oversees all facility decisions, budget allocations, and PM plan compliance.
- **Facilities Manager** – Directs day-to-day maintenance operations, supervises custodial staff, schedules inspections, oversees contracts.
- **Custodians** – Perform daily cleaning, minor repairs, and assigned preventive maintenance tasks.
- **Administrative Assistant** – Manages work order requests, maintains maintenance records, tracks PM schedules.

Contract Services:

- HVAC maintenance – Contracted vendor
- Fire safety inspections – Contracted vendor
- Pest management – Licensed provider

III. Maintenance Priorities & Procedures

Priorities:

1. **Emergencies** – Safety and health hazards addressed immediately (e.g., gas leaks, electrical hazards, major plumbing leaks).
2. **Safety & Health** – Compliance inspections, hazard removal, equipment servicing.
3. **Preventive Maintenance** – Scheduled inspections and servicing to prevent failures.
4. **Routine Maintenance** – Minor repairs, upkeep of grounds, touch-up painting, etc.

Procedures:

- **Work Orders:** Submitted via online system or through front office, prioritized by Facilities Manager.
- **Purchasing:** All purchases require Director approval; inventory tracked quarterly.
- **Staff Training:** Custodial staff complete annual training in safety, equipment handling, and IPM practices.
- **Energy Management:** Lights and HVAC systems shut down in unused spaces; monthly monitoring of utility use.

IV. Inspection & Maintenance Schedules

- **Daily:** Custodial cleaning, safety hazard checks.
- **Weekly:** Grounds maintenance, playground inspection, restroom deep cleaning.
- **Monthly:** HVAC filter checks, fire extinguisher checks, pest control inspection.
- **Quarterly:** Roof inspection, HVAC servicing, plumbing fixture checks.
- **Annual:** Fire suppression system inspection, electrical panel check, irrigation system servicing, playground safety certification.

Equipment inventory updated annually after summer break.

V. Scheduled Preventive Maintenance Tasks

System / Equipment	Task	Frequency	Staff / Contractor
HVAC Units	Filter change, coil cleaning	Quarterly	Contractor
Roof	Inspect for leaks, debris removal	Quarterly	Facilities
Fire Extinguishers	Pressure check	Monthly	Custodian
Playground Equipment	Safety inspection, repair	Monthly	Facilities
Irrigation System	Check heads, leaks	Annually (Spring)	Contractor

System / Equipment	Task	Frequency	Staff / Contractor
Pest Control	Inspection, treatment	Monthly	Contractor
Lighting	Replace bulbs, inspect fixtures	Monthly	Custodian

VI. Custodial Duties & Responsibilities

Daily:

- Sweep/mop floors, empty trash, sanitize restrooms, restock supplies.

Weekly:

- Dust high surfaces, wash windows, clean vents, sweep exterior walkways.

Monthly:

- Deep clean classrooms, scrub tile grout, detail clean cafeteria area.

PM Tasks:

- Fire extinguisher visual checks, playground cleaning, light bulb replacement.
-

VII. Planned Major Maintenance & Repair Projects (2024–2027)

- Replace playground mulch and worn equipment (Summer 2025).
 - Recoat roof to extend life expectancy (Summer 2026).
 - Upgrade security camera system (2026).
 - Parking lot resurfacing (2027).
-

VIII. Record of PM Plan Review

- **Last Review Date:** August 2024
 - **Reviewed By:** [Director Name], School Director; [Facilities Manager Name]
 - **Next Review Due:** August 2025
 - **Changes Made:** Updated maintenance goals, adjusted HVAC servicing schedule, added playground inspection procedure.
-

Sandoval Academy of Bilingual Education

Pesticide Use Policy

Purpose

SABE is committed to maintaining a healthy and safe learning environment for students, staff, and visitors, while preserving the integrity of our buildings and grounds. Pest control will be managed through Integrated Pest Management (IPM) practices that minimize potential risks to human health and the environment, particularly for individuals with sensitivities to pesticides.

A. Definitions

1. Pesticide – Any substance or mixture of substances intended for preventing, destroying, repelling, or mitigating any pest.
2. Pest – Any living organism injurious to other living organisms (except humans, viruses, bacteria, or other microorganisms in or on other living organisms other than plants) as defined under the New Mexico Pesticide Control Act, NMSA 1978, §§ 76-4-1 through 76-4-39.

B. General Policy

1. No pesticide may be applied to SABE property, nor any pest control device used, unless it is registered for legal use in New Mexico by the New Mexico Department of Agriculture.
2. Pesticides may only be applied by persons certified in the applicable category and licensed by the New Mexico Department of Agriculture, or by employees under their direct supervision.
3. Pesticides will only be applied when a pest is present, not on a routine calendar schedule, unless treating an infestation as part of a targeted pest management plan.
4. The least amount of chemical necessary will be used, applied in the least conspicuous and safest manner possible.

C. Safety and Application Restrictions

1. Pesticides applied in liquid, aerosolized, or gaseous form (sprays, aerosol cans, bombs, fumigation, ground injections) will not be applied when students, staff, or visitors are present, or within six (6) hours before their expected presence.
2. In emergencies where immediate treatment is necessary to protect health or safety, students and staff will be removed from the treatment area prior to application.

3. Small amounts of gel or liquid pesticides in cracks, crevices, or bait stations are exempt from the 6-hour restriction.

D. Notification

1. At the start of each school year, and upon new student registration, SABE will maintain a pre-notification list of parents/guardians who wish to be informed before pesticide applications.

2. Those on the list will receive written notice prior to application. General notice will also be provided via postings, newsletters, or other school communications.

3. Emergency Applications: Pre-notification is not required. Post-application signs will be posted immediately.

E. Record Keeping

SABE will keep written records of all pesticide applications for three (3) years, available upon request to parents, guardians, staff, and students.

F. Parent Notification Letter Template

At the beginning of each school year, SABE will notify families about the option to receive advance notice of pesticide applications. The letter will read:

Dear Parent/Guardian,
Sandoval Academy of Bilingual Education has implemented Integrated Pest Management procedures to minimize pesticide exposure to students and staff. If you wish to receive advance notification prior to pesticide applications during the school year, please sign and return this form within five (5) school days. If no form is returned, we will assume you do not wish to receive pre-notification.

Student Name: _____ Grade: _____
Parent/Guardian Name: _____ Phone: _____
Address: _____ Email: _____

I wish to receive pre-notification of pesticide use at SABE.

Parent/Guardian Signature: _____ Date: _____

Legal References:

- New Mexico Pesticide Control Act, NMSA 1978, §§ 76-4-1 through 76-4-39

- PED Regulation 6.29.1.9(O)(6) NMAC

Adopted by the SABE Governing Council: [Date]