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## GOVERNING BOARD MEETING MINUTES

### Governance Board Members in Attendance

Brennan Divett, Vice President  
 Lisa Spangler, Treasurer  
 Scott Heller, Secretary  
 Mario Martinez, Member

### Governance Board Members Absent

Rebecca Torres, President

### Others in Attendance at the Meeting

Jackie Rodriguez, Executive Director/Head of School  
 Felicitas Adame-Reyes, Principal/Special Services Director  
 Ashley Wolfel, Vigil Group, Business Manager, excused front the meeting at 7:23

**Date of Meeting: July 17, 2024**

**Time: 7:00pm**

### 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/8691139742?pwd=R9aejfZuSqyS51eNpvPaKQ6jKMtAdm.1>

*The public had open access to the meeting via Zoom and at SABE.*

## Minutes

### **A. Welcome and Call to Order**

a. Mr. Divett welcomed Meeting was called to order at 7:03 p.m.

### **B. Roll Call-Board Members, Staff, and Guests**

a. Roll call of Board Members was called by Mr. Brennan Divett.  
 b. Mrs. Becky Torres is absent from the meeting.

### **C. Adoption of the Agenda**

a. Motion to approve the meeting agenda was made by Mr. Scott Heller.  
 b. The motion was seconded by Mrs. Lisa Spangler  
 c. The motion passed unanimously.

Member	Vote In Favor	Vote Against
Brennan Divett	X	
Lisa Spangler	X	
Scott Heller	X	
Mario Martinez	X	
Becky Torres	Absent	
<b>MOTION :</b>	<b>X PASSED</b>	<b>NOT PASSED</b>

### **D. Public Comment (See process below)**

a. No one present for public comment



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**E. Financial Management**

a. Finance Committee Report

- i. Mrs. Ashley Wolfel is presenting the financial information that was discussed during the Finance Committee Meeting prior to the Governing Board Meeting.
- ii. Mr. Scott Heller asked a question about the SEL grant and if it will be spent by the grant deadline.
- iii. Mrs. Rodriguez explained that the school is required to use a specific vendor and the grant monies will be spent by the grant deadline in September.
- iv. Mr. Scott Heller had a clarifying question about AP Warrant. He is asking if there is a way to be more clear, give a definition.
  - 1. Mrs. Wolfel explained that an AP Warrant is Accounts Payable Warrant - checks have a warrant number.

b. Business Manager's Report

i. Approve Voucher/Check Register Report

- 1. Motion to approve the Voucher/Check Register Report was made by Mr. Scott Heller
- 2. The motion was seconded by Mr. Mario Martinez

Member	Vote In Favor	Vote Against
Brennan Divett	X	
Lisa Spangler	X	
Scott Heller	X	
Mario Martinez	X	
Becky Torres	Absent	
<b>MOTION :</b>	<b>X PASSED</b>	<b>NOT PASSED</b>

3. The motion to approve the Voucher/Check Register Report was passed unanimously.

c. BARS

- i. 563-000-2324-0056-M : Maintenance for operational
- ii. 563-000-2324-0057-T : Transfer for operational
- iii. 563-000-2324-0058-I : Increase for food service
- iv. 563-000-2324-0059-I : Increase for food service
- v. 563-000-2324-0060-I : Increase for food service
- vi. 563-000-2324-0061-T : Transfer for Stronger Connections Grant
- vii. 563-000-2324-0062-T : Transfer for SEL Grant
- viii. 563-000-2324-0063-I : Increase for activity funds
- ix. 563-000-2324-0064-I : Increase for activity funds
- x. 563-000-2324-0065-M : Maintenance for operational
- xi. 563-000-2324-0066-T : Transfer to cover food service costs
- xii. Motion to approve the BARS as presented by Mrs. Ashley Wolfel was made by Mr. Martinez.
- xiii. Seconded by Mr. Scott Heller
- xiv. Motion was passed by unanimous consent.



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Member	Vote In Favor	Vote Against
Brennan Divett	X	
Lisa Spangler	X	
Scott Heller	X	
Mario Martinez	X	
Becky Torres	Absent	
<b>MOTION :</b>	<b>X PASSED</b>	<b>NOT PASSED</b>

F. Consent Agenda

a. Annual Meeting Resolution: Determine Meeting Dates and Time

- i. Motion to approve the Minutes from June 19th with two corrections spelling error and meeting date June 26th was made by Mr. Brennan Divett.
- ii. Motion was Seconded by Mr. Scott Heller.
- iii. Mrs. Lisa Spranger abstained from voting due to her absence in the last meeting. Mrs. Becky Torres is absent from the meeting.

Member	Vote In Favor	Vote Against
Brennan Divett	X	
Lisa Spangler	abstained	
Scott Heller	X	
Mario Martinez	X	
Becky Torres	absent	
<b>MOTION :</b>	<b>X PASSED</b>	<b>NOT PASSED</b>

iv. The motion was approved unanimously for those board members that are present.

v. Mrs. Jackie Rodriguez, proposed to meet on the 3rd

Wednesday of every month and change the start of the meeting to 7:00 p.m., the Finance Committee will meet at 5:15 p.m. The Governing Board will have individual time to review any meeting documents from 6:30 to 7:00 p.m..

- 1. Motion to approve the meeting Mr. Brennan Divett
- 2. Motion was seconded by Mr. Scott Heller.
- 3. Motion was approved with unanimous consent by all those in attendance

4.

Member	Vote In Favor	Vote Against
Brennan Divett	X	
Lisa Spangler	X	
Scott Heller	X	
Mario Martinez	X	
Becky Torres	absent	
<b>MOTION :</b>	<b>X PASSED</b>	<b>NOT PASSED</b>

G. Director & Principals' Report

- a. Academic Performance Framework
- b. Organizational Matters

i. Mrs. Reyes and Mrs. Rodriguez shared the Monthly Governing Board Presentation with the Governing Board.

H. Focused Priorities for the GB

- a. Facility processes

i. Mr. Mario Martinez shared updates about the new school site.



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- b. Policy review
  - i. Mrs. Rodriguez shared with the team the three policies that are being worked on
    1. Special Education Policy
    2. Family Engagement/Volunteer Policy
    3. Positive Behavior Support
- c. Succession and recruitment of new governing board members
- d. Evaluation for the Head Administrator/Executive Director
- e. Governing Board master calendar
  - i. Mrs. Rodriguez has not had the opportunity to speak to Mr. Gallegos about the GB priorities. An update will be given in the next meeting.
- I. Announcements/GB Member Comments
- J. Adjournment
  - a. Motion to adjourn the meeting was made by Mrs. Lisa Spangler.
  - b. Motion seconded by Mr. Mario Martinez.
  - c. Motion was approved with unanimous consent by all those in attendance.
  - d. Meeting was adjourned at 7:51 p.m.

Member	Vote In Favor	Vote Against
Brennan Divett	X	
Lisa Spangler	X	
Scott Heller	X	
Mario Martinez	X	
Becky Torres	absent	
<b>MOTION :</b>	<b>X PASSED</b>	<b>NOT PASSED</b>



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1. Action Items \*

- a. Brief description of the action that requires a vote (This should be a concise, accurate statement of the subject discussed. It doesn't have to be "verbatim".)
- b. Record who made the motion/2<sup>nd</sup> and the voting results
  - i. For example: *Jose Chavez motioned for approval and Kathy Winter seconded.*

*The vote was unanimous in favor. Motion passed.*

**OR**

*The vote was 4 in favor and Julie Wong against. Motion passed.*

**OR**

*The vote was unanimous in favor. Michael Rivera abstained/recused.*

**OR**

Member	Vote In Favor	Vote Against
<b>MOTION :</b>	<b>PASSED</b>	<b>NOT PASSED</b>

*When a roll call vote is required, this chart may be utilized to record the individual votes. (E.g., going into closed session) A roll call vote must list each member's vote. Or you may use this chart for all votes. Over specificity is not prohibited by OMA.*

2. Other Information that **may** be included in the minutes *(not required by OMA)*

- a. Brief notes of non-actionable items
  - i. For example:
    1. Head Administrator report (either re-cap the information or reference to a document)
    2. Financial report overviews, again, a brief overview or reference to reports that are public record (BARs are actionable and need to be recorded with specificity as outlined in section 1)
    3. Brief accounting of public comment or Board member comments
    4. Academic performance, if not included in the Head Administrator's report

Member	Vote In Favor	Vote Against
Brennan Divett	X	
Lisa Spangler	X	
Scott Heller	X	
Mario Martinez	X	
Becky Torres	absent	
<b>MOTION :</b>	<b>X PASSED</b>	<b>NOT PASSED</b>

- 5. Organizational matters such as results of authorizer site visits
- 6. Overview of Board training/development
- 7. Other substantive issues that reflect Board

business that would be in the public interest

3. Adjournment Time



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