



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: August 20, 2025 **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/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 563-0000-2526-0002-I 31400-Special Capital Outlay Carryover*
 - ii. *BAR 563-0000-2526-0004-IB 24196 Stronger Connections Grant Carryover*
- 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 July 16, 2025 General Meeting Minutes*
 - b. *Approval of resignation of Lisa Spangler*
 - c. *Vote and appointment of New Board Members*
 - d. *Nomination for Finance Committee Chair*
 - e. *Approval of Notification and Request for Deposit Waiver on the 24-hour Cash Deposit Rule*
- H. Discussion
 - a. SABE Preventive Maintenance Plan/Policy
 - b. Pesticide Use Policy
 - c. Purchase Card Policy
- I. School Administrator Report
- J. Announcements/GB Member Comments
- K. Adjournment

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

Revenues				
Fund Description	Annual Budget	Actual (YTD)	Annualized Budget	Annualize vs Actual
Fund 11000 Operational	\$ 3,462,015.42	\$ 289,298.14	\$ 288,501.29	\$ 796.86
Fund 13000 Pupil Transportation	\$ 121,964.00	\$ -	\$ 10,163.67	\$ (10,163.67)
Fund 21000 USDA Food Reimbursement	\$ 100,000.00	\$ 23,046.14	\$ 8,333.33	\$ 14,712.81
Fund 21100 Universal Free Meals	\$ 125,878.00	\$ 20,692.31	\$ 10,489.83	\$ 10,202.48
Fund 23000 - Non-Instructional Support	\$ -	\$ 60.00	\$ -	\$ 60.00
Fund 24101 Title I	\$ 39,437.16	\$ 29,746.54	\$ 3,286.43	\$ 26,460.11
Fund 24106 IDEAB	\$ 50,984.00	\$ 52,498.31	\$ 4,248.67	\$ 48,249.64
Fund 24109 Preschool IDEA-B	\$ 378.00	\$ -	\$ 31.50	\$ (31.50)
Fund 24154 Title II	\$ 4,565.00	\$ 108.94	\$ 380.42	\$ (271.48)
Fund 24189 Title IV	\$ 10,000.00	\$ -	\$ 833.33	\$ (833.33)
Fund 24196 Stronger Connections Grant Program	\$ -	\$ -	\$ -	\$ -
Fund 25153 Title XIX MEDICAID 3/21 Years	\$ -	\$ -	\$ -	\$ -
Fund 27107 2012 GOB Student Library SB66	\$ 1,585.82	\$ 3,606.18	\$ 132.15	\$ 3,474.03
Fund 27109 Instructional Materials GAA of 2019	\$ -	\$ -	\$ -	\$ -
Fund 27149 PreK Initiative	\$ 242,200.00	\$ -	\$ 20,183.33	\$ (20,183.33)
Fund 27416 Out of School	\$ 41,234.00	\$ -	\$ 3,436.17	\$ (3,436.17)
Fund 27528 FY24 FY25 community school and family e	\$ 40,000.00	\$ -	\$ 3,333.33	\$ (3,333.33)
Fund 31400 Special Capital OutlayState	\$ 535,188.12	\$ -	\$ 44,599.01	\$ (44,599.01)
Fund 31701 SB9 Local	\$ 105,093.00	\$ 423.38	\$ 8,757.75	\$ (8,334.37)
Total Revenues	\$ 4,880,522.52	\$ 419,479.94	\$ 406,710.21	\$ 12,769.73

Sandoval Academy for Bilingual Education

Account Summary Report

Cycle: FY2026; Begin Date: 07/01/2025; End Date: 07/31/2025; Account Type: Revenue; Subtotal Elements: Fund,Function; Account Expression: [All]; Subtotal By Account Type: No; Include Unposted Transactions: No; Budget Category: [All]; Created On: 8/7/2025 3:24:29 PM

Description	Budget (YTD)	Actual (YTD)	Available (YTD)
Fees Activities	\$0.00	\$550.00	(\$550.00)
Fees Educational	\$0.00	\$100.00	(\$100.00)
Donations	\$0.00	\$50.00	(\$50.00)
Refund of Prior Year's Expenditures	\$0.00	\$96.85	(\$96.85)
State Equalization Guarantee	\$3,462,015.42	\$288,501.29	\$3,173,514.13
Fund 11000 Operational	\$3,462,015.42	\$289,298.14	\$3,172,717.28
Fund 13000 Pupil Transportation	\$121,964.00	\$0.00	\$121,964.00
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	\$60.00	(\$60.00)
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 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 and family engagement initiatives	\$40,000.00	\$0.00	\$40,000.00
Fund 31400 Special Capital OutlayState	\$535,188.12	\$0.00	\$535,188.12
Fund 31701 SB9 Local	\$105,093.00	\$423.38	\$104,669.62
Grand Total	\$4,880,522.52	\$419,479.94	\$4,461,042.58

Sandoval Academy for Bilingual Education

Account Summary Report

Cycle: FY2026; Begin Date: 07/01/2025; End Date: 07/31/2025; Account Type: Expenditure; Subtotal Elements: Fund,Function; Account Expression: [All]; Subtotal By Account Type: No; Include Unposted Transactions: No; Budget Category: [All]; Created On: 8/7/2025 3:24:56 PM

Description	Budget (YTD)	Actual (YTD)	Encumbrance	Available (YTD)
Salaries Expense-Long-term Sub	\$43,000.00	\$0.00	\$0.00	\$43,000.00
Salaries Expense- Teachers	\$692,728.00	\$0.00	\$0.00	\$692,728.00
Salaries Expense-Kinder Teachers	\$130,795.00	\$0.00	\$0.00	\$130,795.00
Salaries Expense- EA	\$31,202.00	\$0.00	\$0.00	\$31,202.00
Salaries Expense-Kinder EA	\$62,165.00	\$0.00	\$0.00	\$62,165.00
Salaries Expense-Fine Arts	\$167,521.00	\$0.00	\$0.00	\$167,521.00
Salaries Expense-Sped Teacher	\$129,683.00	\$2,010.56	\$50,264.00	\$77,408.44
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	\$697.72	\$17,493.76	\$455,696.52
Other Professional/Technical Services	\$4,900.00	\$0.00	\$0.00	\$4,900.00
Other Charges	\$1,935.00	\$0.00	\$513.00	\$1,422.00
Other Charges	\$422.00	\$0.00	\$0.00	\$422.00
Instructional materials	\$37,433.40	\$0.00	\$4,630.72	\$32,802.68
Software	\$37,000.00	\$5,935.00	\$32,832.39	(\$1,767.39)
General Supplies and Materials	\$15,400.00	\$2,675.77	\$859.26	\$11,864.97
Supply Assets (Under \$5K)	\$89,785.02	\$0.00	\$425.33	\$89,359.69
Function 1000 - Instruction	\$1,978,761.42	\$11,319.05	\$107,018.46	\$1,860,423.91
Salaries Expense-Coordinator	\$8,944.00	\$0.00	\$0.00	\$8,944.00
Salaries Expense-Nursing Assistant	\$15,080.00	\$580.00	\$14,500.00	\$0.00
Salaries Expense-Registrar	\$22,360.00	\$860.00	\$21,500.02	(\$0.02)
Stipend-Coordinator	\$7,000.00	\$0.00	\$0.00	\$7,000.00
Employee Benefits	\$25,790.00	\$433.44	\$10,817.96	\$14,538.60
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	\$0.00	\$22,000.00
Specialists - Contracted	\$40,600.00	\$1,652.90	\$32,702.04	\$6,245.06
Other Professional/Technical Services	\$77,250.00	\$0.00	\$67,139.12	\$10,110.88
General Supplies and Materials	\$200.00	\$0.00	\$0.00	\$200.00
Function 2100 - Support Services-Students	\$311,324.00	\$3,526.34	\$236,483.11	\$71,314.55
Professional Development	\$50.00	\$348.27	\$1,100.00	(\$1,398.27)
General Supplies and Materials	\$8,000.00	\$0.00	\$0.00	\$8,000.00
Function 2200 - Support Services-Instruction	\$8,050.00	\$348.27	\$1,100.00	\$6,601.73
Salaries Expense - Executive Director	\$133,900.00	\$10,300.00	\$123,600.00	\$0.00
Employee Benefits	\$57,455.00	\$3,913.18	\$47,619.96	\$5,921.86
Auditing	\$23,266.00	\$0.00	\$0.00	\$23,266.00
Legal	\$4,300.00	\$147.98	\$9,000.00	(\$4,847.98)
Other Professional/Technical Services	\$1,000.00	\$0.00	\$0.00	\$1,000.00
Advertising	\$21,553.00	\$1,611.56	\$0.00	\$19,941.44
Board Training	\$6,096.00	\$250.00	\$0.00	\$5,846.00
Function 2300 - Support Services-General	\$247,570.00	\$16,222.72	\$180,219.96	\$51,127.32
Salaries Expense - Principals	\$49,489.00	\$1,903.44	\$47,586.00	(\$0.44)
Salaries Expense - Secretarial	\$15,080.00	\$580.00	\$14,500.00	\$0.00
Employee Benefits	\$22,053.00	\$824.94	\$20,676.80	\$551.26
Professional Development	\$0.00	\$0.00	\$325.00	(\$325.00)
Other Professional/Technical Services	\$6,000.00	\$0.00	\$0.00	\$6,000.00
Other Charges	\$3,414.00	\$0.00	\$6,061.00	(\$2,647.00)
Rentals of Computers and Related Equipment	\$6,000.00	\$466.95	\$7,049.52	(\$1,516.47)
General Supplies and Materials	\$203.00	\$0.00	\$0.00	\$203.00
Function 2400 - Support Services-School	\$102,239.00	\$3,775.33	\$96,198.32	\$2,265.35

Sandoval Academy for Bilingual Education

Account Summary Report

Cycle: FY2026; Begin Date: 07/01/2025; End Date: 07/31/2025; Account Type: Expenditure; Subtotal Elements: Fund,Function; Account Expression: [All]; Subtotal By Account Type: No; Include Unposted Transactions: No; Budget Category: [All]; Created On: 8/7/2025 3:24:56

Description	Budget (YTD)	Actual (YTD)	Encumbrance	Available (YTD)
Salaries Expense - Data Processing	\$0.00	\$860.00	\$21,499.98	(\$22,359.98)
Employee Benefits	\$0.00	\$268.85	\$6,702.21	(\$6,971.06)
Other Professional/Technical Services	\$122,494.00	\$7,399.22	\$95,454.35	\$19,640.43
Software	\$22,536.00	\$0.00	\$17,536.05	\$4,999.95
General Supplies and Materials	\$104.00	\$0.00	\$0.00	\$104.00
Function 2500 - Central Services	\$145,134.00	\$8,528.07	\$141,192.59	(\$4,586.66)
Salaries Expense - Custodian	\$42,688.00	\$3,441.24	\$41,294.76	(\$2,048.00)
Employee Benefits	\$16,944.00	\$968.02	\$11,655.85	\$4,320.13
Other Charges	\$0.00	\$0.00	\$25.00	(\$25.00)
Electricity	\$28,700.00	\$0.00	\$3,639.63	\$25,060.37
Natural Gas (Buildings)	\$3,820.00	\$431.54	\$6,610.41	(\$3,221.95)
Water/Sewage	\$0.00	\$280.59	\$17,119.41	(\$17,400.00)
Communication Services	\$16,140.00	\$5,171.46	\$11,874.90	(\$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	\$30,877.99	\$339,657.89	(\$370,535.88)
Property Liability Insurance	\$106,442.00	\$98,745.00	\$0.00	\$7,697.00
Other Contract Services	\$11,600.00	\$0.00	\$1,540.20	\$10,059.80
General Supplies and Materials	\$10,000.00	\$47.50	\$769.28	\$9,183.22
Supply Asset (Under \$5k)	\$800.00	\$0.00	\$0.00	\$800.00
Function 2600 - Operation & Maintenance of Plant	\$599,958.00	\$139,963.34	\$434,187.33	\$25,807.33
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	\$0.00	\$0.00	\$43,405.00
Employee Benefits	\$12,281.00	\$0.00	\$0.00	\$12,281.00
Function 3100 - Food Services Operations	\$55,686.00	\$0.00	\$0.00	\$55,686.00
Fund 11000 - Operational	\$3,612,015.42	\$183,683.12	\$1,196,399.77	\$2,231,932.53
<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	\$0.00	\$121,964.00	(\$26,245.00)
Fund 13000 - Pupil Transportation	\$121,964.00	\$0.00	\$121,964.00	\$0.00
<u>USDA Fund-21000</u>				
Food	\$100,000.00	\$0.00	\$0.00	\$100,000.00
Fund 21000 - USDA Food Reimbursement	\$100,000.00	\$0.00	\$0.00	\$100,000.00
<u>Universal Free Meals -21100</u>				
Food	\$125,878.00	\$0.00	\$0.00	\$125,878.00
Fund 21100 - Universal Free Meals	\$125,878.00	\$0.00	\$0.00	\$125,878.00
<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

Cycle: FY2026; Begin Date: 07/01/2025; End Date: 07/31/2025; Account Type: Expenditure; Subtotal Elements: Fund,Function; Account Expression: [All]; Subtotal By Account Type: No; Include Unposted Transactions: No; Budget Category: [All]; Created On: 8/7/2025 3:24:56 PM

Description	Budget (YTD)	Actual (YTD)	Encumbrance	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	\$0.00	\$0.00	\$20,915.00
General Supplies and Materials	\$500.00	\$0.00	\$0.00	\$500.00
Function 2100 - Support Services-Students	\$21,415.00	\$0.00	\$0.00	\$21,415.00
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	\$0.00	\$0.00	\$39,437.16
<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	\$0.00	\$4,565.00
Fund 24154 - Title II	\$4,565.00	\$0.00	\$0.00	\$4,565.00
<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	\$0.00	\$0.00	\$89,650.00
Salaries Expense-Preschool EA	\$49,650.00	\$0.00	\$0.00	\$49,650.00
Employee Benefits	\$72,900.00	\$0.00	\$0.00	\$72,900.00
Other Instructional Materials	\$5,000.00	\$0.00	\$0.00	\$5,000.00
General Supplies and Materials	\$25,000.00	\$0.00	\$22,491.64	\$2,508.36
Fund 27149 - PreK Initiative	\$242,200.00	\$0.00	\$22,491.64	\$219,708.36
<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

Sandoval Academy for Bilingual Education

Account Summary Report

Cycle: FY2026; Begin Date: 07/01/2025; End Date: 07/31/2025; Account Type: Expenditure; Subtotal Elements: Fund,Function; Account Expression: [All]; Subtotal By Account Type: No; Include Unposted Transactions: No; Budget Category: [All]; Created On: 8/7/2025 3:24:56 PM

Description	Budget (YTD)	Actual (YTD)	Encumbrance	Available (YTD)
<u>Community School-27528</u>				
Salaries Expense	\$40,000.00	\$0.00	\$0.00	\$40,000.00
Fund 27528 - FY24 FY25 community school and family engagement initiatives	\$40,000.00	\$0.00	\$0.00	\$40,000.00
<u>PSCOC-Fund 31200</u>				
Renting Land and Buildings	\$0.00	\$15,632.33	\$171,955.67	(\$187,588.00)
Fund 31200 - PSCOC Lease Reimbursement	\$0.00	\$15,632.33	\$171,955.67	(\$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	\$4.23	\$0.00	\$1,195.77
Function 2300 - Support Services-General	\$1,200.00	\$4.23	\$0.00	\$1,195.77
Maintenance & Repair - Bldgs/Grnds/Equipment (SB-9)	\$0.00	\$0.00	\$7,955.00	(\$7,955.00)
Lease to Purchase	\$110,507.60	\$9,208.97	\$101,298.63	\$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	\$49,768.22	\$109,730.26	(\$48,990.88)
Fund 31701 - SB-9 Local	\$111,707.60	\$49,772.45	\$109,730.26	(\$47,795.11)
<u>SB-9 State Cash Match-31703</u>				
Supply Assets (Under \$5K)	\$21,295.88	\$0.00	\$0.00	\$21,295.88
Fund 31703 - SB-9 State Match Cash	\$21,295.88	\$0.00	\$0.00	\$21,295.88
Grand Total	\$5,074,771.58	\$250,087.90	\$1,622,541.34	\$3,202,142.34

Sandoval Academy for Bilingual Education

Bank Account Register Activity Report

Bank: [All]; Bank Account: ; Begin Date: 07/01/2025; End Date: 07/31/2025; Status: Non-Void; Created On: 8/7/2025 3:25:29 PM

Bank	Account Number					
Date	Number	Type	Payee/From	Status	Deposit	Withdrawal
7/1/2025		AP Warrant	RM601 LLC	Non-Void		\$55,719.29
7/1/2025	07-001	Cash Receipt	USDA April 2025	Non-Void	\$11,995.56	
7/1/2025	07-002	Cash Receipt	Title I Part A - ESEA	Non-Void	\$16,300.67	
7/2/2025		Payroll Liability Check	Internal Revenue Service	Non-Void		\$12,485.75
7/2/2025	07-003	Cash Receipt	Chocolate Fundraiser; Donation;	Non-Void	\$510.00	
7/7/2025	07-004	Cash Receipt	USDA April 2025 - State	Non-Void	\$10,738.43	
7/8/2025		Payroll Liability Check	NMPSIA	Non-Void		\$17,964.40
7/8/2025		Payroll Liability Check	NMRHCA	Non-Void		\$8,302.18
7/9/2025	07-005	Cash Receipt	School Supply Fee	Non-Void	\$50.00	
7/10/2025	3266	Payroll Liability Check	First Financial Group of America	Non-Void		\$703.32
7/11/2025		Paycheck	Rivas, Crystal	Non-Void		\$0.00
7/11/2025		Payroll Liability Check	Wells Fargo	Non-Void		\$3,694.81
7/11/2025		Payroll Liability Check	Wells Fargo	Non-Void		\$33,140.02
7/14/2025		Payroll Liability Check	NMERB	Non-Void		\$79,803.53
7/14/2025	07-006	Cash Receipt	GOB Library Fund 27107	Non-Void	\$3,606.18	
7/16/2025		Payroll Liability Check	Internal Revenue Service	Non-Void		\$9,725.76
7/16/2025		Payroll Liability Check	Internal Revenue Service	Non-Void		\$2,069.64
7/16/2025	07-007	Cash Receipt	School Supply Fee	Non-Void	\$100.00	
7/16/2025	3267	AP Warrant	ACES	Non-Void		\$7,399.22
7/16/2025	3268	AP Warrant	Bright Designs LLC	Non-Void		\$1,000.00
7/16/2025	3269	AP Warrant	Centurylink	Non-Void		\$88.60
7/16/2025	3270	AP Warrant	Cooperative Educational Services	Non-Void		\$1,652.90
7/16/2025	3271	AP Warrant	Lucky Tamm Digital Marketing	Non-Void		\$1,611.56
7/16/2025	3272	AP Warrant	Northwest Regional Education	Non-Void		\$2,675.77
7/16/2025	3273	AP Warrant	Public Charter Schools of New Mexico	Non-Void		\$250.00
7/16/2025	3274	AP Warrant	Southwest Copy Systems- Equipment	Non-Void		\$466.95
7/16/2025	3275	AP Warrant	Verizon Wireless/Straight Talk	Non-Void		\$207.96
7/17/2025	07-008	Cash Receipt	Title II RfR #004	Non-Void	\$108.94	
7/17/2025	07-014	Cash Receipt	SB-9 Local	Non-Void	\$419.15	
7/18/2025	07-010	Cash Receipt	After School Fee& P-card rebate	Non-Void	\$196.85	
7/22/2025	07-011	Cash Receipt	USDA May 2025	Non-Void	\$11,050.58	
7/22/2025	07-012	Cash Receipt	IDEA-B RfR #0005	Non-Void	\$52,498.31	
7/22/2025	07-013	Cash Receipt	SEG June 2025	Non-Void	\$288,501.29	
7/24/2025	07-009	Cash Receipt	FFGA Refund	Non-Void	\$386.64	
7/24/2025	3276	AP Warrant	Bulls Eye, LLC	Non-Void		\$5,000.00
7/24/2025	3277	AP Warrant	Charter Law Office, P.C.	Non-Void		\$147.98
7/24/2025	3278	AP Warrant	Diane Vaughn	Non-Void		\$320.80
7/24/2025	3280	AP Warrant	Home Depot	Non-Void		\$47.50
7/24/2025	3281	AP Warrant	Mia Duran	Non-Void		\$27.47
7/24/2025	3282	AP Warrant	NM Gas Company	Non-Void		\$79.59
7/24/2025	3283	AP Warrant	Power-On Technology Services	Non-Void		\$40,559.25
7/24/2025	3284	AP Warrant	Schoolhouse Driveline	Non-Void		\$935.00
7/24/2025	3285	AP Warrant	Segra	Non-Void		\$759.90
7/24/2025	3286	AP Warrant	Waste Management	Non-Void		\$280.59
7/25/2025		Payroll Liability Check	New Mexico Taxation & Revenue	Non-Void		\$5,514.64
7/25/2025		Payroll Liability Check	Wells Fargo	Non-Void		\$28,139.38
7/25/2025		Payroll Liability Check	Wells Fargo	Non-Void		\$8,099.53
7/28/2025		AP Warrant	BMO Financial Group	Non-Void		\$351.95
7/28/2025		AP Warrant	PNM	Non-Void		\$4,115.00
7/29/2025	07-015	Cash Receipt	USDA May 2025 - State	Non-Void	\$9,953.88	
7/29/2025	07-016	Cash Receipt	Title I Part A - ESEA	Non-Void	\$13,445.87	
7/30/2025		Payroll Liability Check	Internal Revenue Service	Non-Void		\$3,621.03
7/30/2025		Payroll Liability Check	Internal Revenue Service	Non-Void		\$8,101.60
7/30/2025		AP Warrant	NMPSIA-Risk Premium	Non-Void		\$98,745.00
7/31/2025		Payroll Liability Check	New Mexico Taxation & Revenue	Non-Void		\$103.20
7/31/2025		Payroll Liability Check	NM Dept. of Workforce Solutions	Non-Void		\$1,128.59
Sub Total					\$419,862.35	\$445,039.66
Grand Total					\$419,862.35	\$445,039.66

Bank Reconciliation

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

Beginning Balance per bank:	\$	562,637.26
Cleared transactions:	\$	(438,655.50)
Deposits and Credits:	\$	419,862.35
Other bank adjustments	\$	-
		<hr/>
	\$	543,844.11
Ending balance per bank		
Plus: Outstanding Deposits	\$	-
Plus: Cleared items prior to entry	\$	-
Less: Outstanding Checks	\$	(13,946.79)
Balance per GL	\$	<hr/> <hr/> 529,897.32

Sandoval Academy for Bilingual Education

Bank Account Reconciliation Report (Outstanding)

Accounting Cycle: FY2026; Bank: Wells Fargo - 3 - Main Checking; Statement Date: 07/31/2025;

Include Unposted Transactions: No; Created On: 8/7/2025 3:27:44 PM

Last Reconciled	Statement Date		
6/30/2025	07/31/2025		
Date	Item Number	Description	Withdrawal
4/8/2025	3196	Rio Metro Regional Transit District-	\$127.00
6/4/2025	3251	World's Finest Chocolate, Inc.	\$4,745.00
7/16/2025	3268	Bright Designs LLC	\$1,000.00
7/16/2025	3269	Centurylink	\$88.60
7/16/2025	3274	Southwest Copy Systems- Equipment	\$466.95
7/24/2025	3276	Bulls Eye, LLC	\$5,000.00
7/24/2025	3277	Charter Law Office, P.C.	\$147.98
7/24/2025	3278	Diane Vaughn	\$320.80
7/24/2025	3280	Home Depot	\$47.50
7/24/2025	3281	Mia Duran	\$27.47
7/24/2025	3284	Schoolhouse Driveline	\$935.00
7/24/2025	3285	Segra	\$759.90
7/24/2025	3286	Waste Management	\$280.59
Sub Total			\$13,946.79

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

Description	11000 Operational	13000 Transportation	14000 Instructional material	21000 Food Service	21100 Universal Meals	23000 Activities
11011 - Bank Accounts	\$420,330.28	\$43,844.95	\$0.36	\$21,774.80	\$9,522.15	\$6,457.94
Subtotal of Account Type: Asset	\$420,330.28	\$43,844.95	\$0.36	\$21,774.80	\$9,522.15	\$6,457.94
Subtotal of Account Group: Assets	\$420,330.28	\$43,844.95	\$0.36	\$21,774.80	\$9,522.15	\$6,457.94
21011 - Accounts Payable	\$386.64	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
23124 - State Retirement System Contributions	\$2,396.78	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
23125 - Employee Insurance	\$6,935.77	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
23126 - Unemployment Insurance	(\$512.69)	\$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	\$4,166.55	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
23135 - Employer Insurance	\$11,815.26	\$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	\$3,636.59	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
23147 - Voluntary Deductions	\$1,111.03	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal of Account Type: Liability	\$29,957.43	\$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	\$105,615.02	\$0.00	\$0.00	\$23,046.14	\$20,692.31	(\$940.00)
Subtotal of Account Type: Fund Balance/Retained Earnings	\$390,372.85	\$43,844.95	\$0.36	\$21,774.80	\$9,522.15	\$6,457.94
Subtotal of Account Group: Liabilities/Fund Balance	\$420,330.28	\$43,844.95	\$0.36	\$21,774.80	\$9,522.15	\$6,457.94

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

24101 Title I	24106 IDEA-B	24154 Title II	25153 Medicaid	26107 REC/ District Agent	27107 GOB Library Fund	27528 Community School and Family engagement	31200 PSCOC
\$507.07	\$0.00	\$0.00	\$27,526.23	(\$10,000.00)	\$0.00	(\$23.40)	(\$15,632.33)
\$507.07	\$0.00	\$0.00	\$27,526.23	(\$10,000.00)	\$0.00	(\$23.40)	(\$15,632.33)
\$507.07	\$0.00	\$0.00	\$27,526.23	(\$10,000.00)	\$0.00	(\$23.40)	(\$15,632.33)
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$189.36	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$23.40)	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$289.09	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$21.24	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$7.38	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$507.07	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$23.40)	\$0.00
(\$29,746.54)	(\$52,498.31)	(\$108.94)	\$27,526.23	(\$10,000.00)	(\$3,606.18)	\$0.00	\$0.00
\$29,746.54	\$52,498.31	\$108.94	\$0.00	\$0.00	\$3,606.18	\$0.00	(\$15,632.33)
\$0.00	\$0.00	\$0.00	\$27,526.23	(\$10,000.00)	\$0.00	\$0.00	(\$15,632.33)
\$507.07	\$0.00	\$0.00	\$27,526.23	(\$10,000.00)	\$0.00	(\$23.40)	(\$15,632.33)

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

31701 SB-9 Local	31703 SB-9 Cash	Total
\$4,293.68	\$21,295.59	\$529,897.32
\$4,293.68	\$21,295.59	\$529,897.32
\$4,293.68	\$21,295.59	\$529,897.32
\$0.00	\$0.00	\$386.64
\$0.00	\$0.00	\$2,396.78
\$0.00	\$0.00	\$7,125.13
\$0.00	\$0.00	(\$536.09)
\$0.00	\$0.00	\$10.00
\$0.00	\$0.00	\$4,166.55
\$0.00	\$0.00	\$12,104.35
\$0.00	\$0.00	\$11.50
\$0.00	\$0.00	\$3,657.83
\$0.00	\$0.00	\$1,118.41
\$0.00	\$0.00	\$30,441.10
\$53,642.75	\$21,295.59	\$330,064.18
(\$49,349.07)	\$0.00	\$169,392.04
\$4,293.68	\$21,295.59	\$499,456.22
\$4,293.68	\$21,295.59	\$529,897.32

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: 563-000-2526-0002-1

Fund Type: Capital Outlay

Adjustment Type: Increase

Fiscal Year: 2025-2026

Entity Name: Sandoval Academy of Bilingual Education

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

Contact: Jackie Rodriguez, Principal

Total Approved Budget (Flowthrough):

Phone: 505-771-0555

Email: jrodriguez@nmsabe.org

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

Revenue 31400.0000.43204 \$162,567.88

Fund	Function	Object	Program	Location	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
31400 Special Capital Outlay- State	4000 Capital Outlay	56119 Supply Assets (\$5,000 or less).	0000 No Program	563001 Sandoval Academy Of Bilingual Education	0000 No Job Class	\$535,188.12	\$162,567.88	\$697,756.00	
						Sub Total	\$162,567.88		
						Indirect Cost			
						DOC. TOTAL	\$162,567.88		

Justification:

To budget carryover 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: 563-000-2526-0004-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 24196.0000.44500 \$4,500.00

Fund	Function	Object	Program	Location	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
24196 Stronger Connections Grant (SCG) Program - CFDA 84.424F	1000 Instruction	56113 Software	1010 Regular Education (PreK-12) Programs	563001 Sandoval Academy Of Bilingual Education	0000 No Job Class		\$4,500.00	\$4,500.00	
Sub Total							\$4,500.00		
Indirect Cost									
DOC. TOTAL							\$4,500.00		

Justification:

To budget in carryover per PED email.

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.



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GOVERNING BOARD MEETING

Governance Board Members in Attendance

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

Governance Board Members not in Attendance

Rebecca Torres, President
Lisa Spangler, Treasurer

Others in Attendance at the Meeting

Jackie Rodriguez, Executive Director/Head of School
Felicitas Reyes, Principal/Special Services Director
Ashley Wolfel, Business Manager,
Elena Foster, guest

Date of Meeting: July 16, 2025

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/86911139742?pwd=R9aejfZuSqyS51eNpvPaKQ6jKMtAdm.1>

MINUTES

- A. Welcome and Call to Order
 - a. Meeting was called to order at 7:04 p.m. by Mr. Brennan-
- B. Roll Call-Board Members, Staff, and Guests
 - a. Mr. Brennan called roll and announced what members are present and absent.
 - b. Mrs. Rodriguez introduced the staff and guests present.

Member	Present	Absent
Brennan Divett	X	
Lisa Spangler		X
Scott Heller	X	
Mario Martinez	X	
Becky Torres		X



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C. Adoption of the Agenda

- a. *Motion to approve the agenda for July 16, 2025 was made by Mr. Martinez.*
- b. *Motion was seconded by Mr. Heller.*
- c. *Motion to approve the May 21, 2025 passed unanimously.*

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

D. Public Comment

- a. Mr. Brennan asked Mrs. Elena Foster to introduce herself and share information about herself.
- b. Mrs. Foster shared her background and her interest in being a member of the Governing Board.
- c. Members of the Governing Board asked Mrs. Foster questions about her experience and interest in the Governing Board.
- d. Another member of the public joined the meeting at 7:12 p.m. Mr. Brennan asked the guest to introduce themselves. Mrs. Jovie introduced herself as a parent whose student has been at SABE since Kindergarten.

E. Financial Management

- a. Finance Committee Report for May and June 2025
 - i. Mrs. Wolfel shared the Finance Committee Report for May and June 2025.
- b. Business Manager's Report
 - i. *Approve Voucher/Check Register Report for May 2025**
 - 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.*



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

- ii. *Approve Voucher/Check Register Report for June 2025**
 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	
Lisa Spangler		Absent
Scott Heller	X	
Mario Martinez	X	
Becky Torres		Absent
MOTION :	X	PASSED
		NOT PASSED

c. **BARS**

- i. *BAR 563-0000-2425-0035-I 24154-Title II Carryover*
- ii. *BAR 563-0000-2425-0036-IB 26107-PEC Mini Grant*
- iii. *BAR 563-0000-2425-0038-I 25153-Medicaid*
- iv. *BAR 563-0000-2425-0039-I 23000-Activities revenue*
- v. *BAR 563-0000-2425-0040-I 11000 Operational Revenue*
- vi. *BAR 563-0000-2425-0041-I 21000 Food Service revenue*
- vii. *BAR 563-0000-2425-0042-D 21100 Decrease for Universal Free Meals*
- viii. *BAR 563-0000-2425-0043-T 11000 Adjust budget*
- ix. *BAR 563-0000-2425-0044-T 11000 Adjust Budget*
- x. *BAR 563-0000-2425-0045-I 24101 Title I Carryover*
- xi. *BAR 563-0000-2425-0046-T 11000 adjust budget*
- xii. *BAR 563-0000-2425-0047-I 24109 Preschool IDEA-B Carryover*
- xiii. *BAR 563-0000-2425-0048-I 24106 IDEA-B Carryover*
 1. A motion to approve the BARS as presented by Mrs. Wolfel was made by Mr. Brennan.
 2. Motion was seconded by Mr. Martinez



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3. Motion to approve the BARS as presented by Mrs. Wolfel passed unanimously.

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

F. Consent Agenda

- a. Approval of the May 21, 2025 General Meeting Minutes and May 30, 2025 Special Meeting Minutes

- i. No meeting was held in June due to Executive Director illness

1. Motion to approve the May 21, 2025 General Meeting Minutes with revisions was made by Mr. Heller.
2. Motion was seconded by Mr. Martinez.
3. Motion to approve the May 21, 2025 General Meeting Minutes passed unanimously.

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

4. Motion to approve the May 30, 2025 Special Meeting Minutes was made by Mr. Heller.
5. Motion was seconded by Mr. Martinez.
6. Motion to approve the May 30, 2025 Special Meeting Minutes passed unanimously.



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

b. *Approval of the IDEA-B Application*

- i. *Motion to approve the IDEA-B Application was made by Mr. Heller.*
- ii. *Motion was seconded by Mr. Martinez.*
- iii. *Motion to approve the IDEA-B Application approved by unanimous consent.*

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

c. *Approval of the Public Charter Schools of New Mexico Expansion Grant*

- i. *A motion to approve the Public Charter School of New Mexico Expansion Grant was made by Mr. Martinez.*
- ii. *Motion was seconded by Mr. Heller.*
- iii. *Motion to approve the Public Charter School of New Mexico Expansion Grant passed by unanimous consent.*



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

d. *Nomination and vote for President/Chair Role*

- i. *Mr. Brennan is temporarily serving as President/Chair Role.*
- ii. *The Board had a discussion about what board members are check signers. Currently Mr. Martinez is the second check signer. Any board member can be a check signer.*
- iii. *The Board members had a discussion about interest in the position and who to nominate as President.*
- iv. *Mr. Heller nominates Mr. Brennan as President/Chair Role.*
- v. *Motion seconded by Mr. Martinez-*
- vi. *Motion to approve the vote of President/Chare Role passed by unanimously-*

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

e. *Nomination for Finance Committee Chair*

- i. *Mr. Brenan proposed to table the Nomination for Finance Committee Chair for the next Governing Board Meeting.*
- ii. *Motion was seconded by Mr. Martinez*
- iii. *Motion to table the Nomination for Finance Committee Chair for the next Governing Board Meeting was passed unanimously.*



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

- f. *Approval of resignations of Becky Torres and Lisa Spangler*
 - i. *The Board Members had a discussion to the order in which to accept the resignations of Mrs. Torres and extended Mrs. Spangler's resignation. There are additional candidates that may be voted on in next month's Governing Board meeting.*
 - ii. *Mr. Brennan proposes a motion to approve resignation of Becky Torres and table Lisa Spangler's resignation until her replacement is found.*
 - iii. *Motion seconded by Mr. Heller.*
 - iv. *Motion to approve the resignation of Becky Torres and table Lisa Spangler's resignation until her replacement is found, passed by unanimous consent.*

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

- g. *Discussion and approval of new Board Members*
 - i. *Governing Board did not have any discussion in addition to what Mrs. Foster already shared.*
 - ii. *Motion to approve new Board Members was made by Mr. Brennan-*
 - iii. *Motion was seconded by Mr. Heller.*
 - iv. *Motion to approve Mrs. Foster as a new Board member was passed unanimously.*



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

- h. *Annual Meeting Resolution: Determine General Meeting Dates and Time*
 - i. *Board members had a discussion about the meeting day.*
 - ii. *Mr. Brennan made a motion to keep the Governing Board Meetings on the 3rd Wednesday of month at 7:00 p.m.*
 - iii. *Mr. Heller seconded the motion.*
 - iv. *The motion to keep the Governing Board Meetings on the 3rd Wednesday of month at 7:00 p.m.*

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

- i. *Approve SABE's USDA Food Procurement Policy*
 - i. *Mr. Brennan asked Mrs. Rodriguez to explain SABE's USDA Food Procurement Policy.*
 - ii. *Motion to approve SABE's USDA Food Procurement Policy was made by Mr. Brennan as presented by Mrs. Rodriguez.*
 - iii. *Motion was seconded by Mr. Heller*
 - iv. *Motion to approve SABE's USDA Food Procurement Policy was approved unanimously.*



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

- j. *Approve Herrera Bus Contract*
 - i. *Mrs. Rodriguez reviewed the details of the contract.*
 - ii. *Motion to approve the Herrera Bus contract was made by Mr. Heller-*
 - iii. *Motion was seconded by Mr. Martinez.*
 - iv. *Motion to approve the Herrera Bus contract was passed by unanimous consent.*

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

- k. *Approve Professional Services Contract Charter Law Office PC (Sue Fox)*
 - i. *Mrs. Rodriguez*
 - ii. *A motion to approve the Professional Services Contract Charter Law Office (Sue Fox) was made by Mr. Martinez.*
 - iii. *Motion was seconded by Mr. Heller.*
 - iv. *Motion to approve the Professional Services Contract Charter Law Office (Sue Fox) as presented by Mrs. Rodriguez passed by unanimous consent.*



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

G. Announcements/GB Member Comments

- a. No announcements were made by the Board Members.
- b. Mr. Martinez asked when the school year was starting. Mrs. Rodriguez shared when the first day of school is and recruitment efforts. Currently SABE is in open enrollment.
- c. SABE Niños, pre-K program will be housed at SABE.
- d. Mrs. Rodriguez updated the Board about the playground and its construction.

H. Adjournment

- a. Motion to adjourn the meeting was made by Mr. Heller.
- b. Motion was seconded by Mr. Martinez.
- c. A motion to adjourn the meeting was unanimously approved.
- d. The meeting adjourned at 9:31 p.m.



A New Mexico Public Charter School
Sandoval Academy of Bilingual Education

August 11, 2025

Eileen Marrujo, Director of School Budget
Lukas Lowery-Ross, Budget Analyst
New Mexico Public Education Department
Eileen.Marrujo@state.nm.us
300 Don Gaspar Avenue
Santa Fe, New Mexico 87501

Sent Via Email to Eileen.Marrujo@state.nm.us and Lukas.Lowery-Ross@state.nm.us

This letter is to request a waiver on the 24-hour cash deposit rule. This request is in reference to NMAC 6.20.2.14(c) Cash Controls Standards.

I would like to respectfully ask for a waiver for the 2021-2022 school year. In the past, we have received financial audit findings for deposits that were outside of the 24-hour rule due to reasons beyond our control. While we make it a priority to make the deposit within the allotted 24-hour period, we are a small school with limited persons to assist with the task of making the deposits and there are, in some instances, where the deposit cannot be made. We have added an Online Payment system that helps to eliminate the volume of money coming directly to the school. Also, the distance to our school bank, Wells Fargo, and accessing the bank during their open hours has proven to be an issue at times. Additionally, due to the low volume of deposits and inconsistencies of money received on any given day, we would appreciate the consideration for the waiver. On average we have less than \$100 per day received and receipted.

I appreciate the consideration.

Respectfully,

Jackie Rodriguez
Executive Director/Head of School
jrodriguez@nmsabe.org

cc. Ashley Wolfel, Business Manager, The Vigil Group; Felicitas Reyes, Assistant Principal/Special Services Director

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]