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GOVERNING BOARD MEETING

<p><u>Governance Board Members in Attendance</u> Mario Martinez, Member Brennan Divett, Vice President Lisa Spangler, Treasurer (via telephone due to no internet) Scott Heller, Secretary</p>	<p><u>Governance Board Members Absent</u> Rebecca Torres, President</p>
<p><u>Others in Attendance at the Meeting</u> Jackie Rodriguez, Executive Director/Head of School Ashley Wolfel, Business Manager (The Vigil Group)</p>	

Date of Meeting: November 20, 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/86911139742?pwd=R9aejfZuSqyS51eNpvPaKQ6jKMtAdm.1>

MINUTES

- A. Welcome and Call to Order 7:05pm
 - a. Welcome and meeting was called to order by Mr. Divett at 7:05pm
- B. Roll Call-Board Members, Staff, and Guests
 - a. Mr. Divett did roll call of Board Members.
- C. *Adoption of the Agenda*
 - a. *Motion to approve the meeting agenda was made by Mr. Martinez*
 - b. *The motion was seconded by Mr. Divett.*
 - c. *Lisa abstained from the vote.*
 - d. *The motion was passed.*

Member	Vote In Favor	Vote Against
Brennan Divett	X	
Lisa Spangler	Abstained due to not having access to details	
Scott Heller	X	
Mario Martinez	X	
Becky Torres	Absent	
MOTION : PASSED		



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D. Public Comment

- a. No one present

E. Financial Management

- a. Finance Committee Report

- i. Mrs. Wolfel shared that the Finance Committee met prior to tonight’s GB meeting.

- b. Business Manager’s Report

- 1. Mrs. Wolfel presented the financial reports to the Board and discussed questions and discussion held during the Finance Committee, this included discussion that she submitted the RTOF and RfR for the Rachel Matthew disbursement for the construction project for the \$157,000+ from the Special Capital Outlay, waiting on the revenue for the Food Service Claims and Universal Food Program. Continued by sharing details of each report; lease assistance awarded, decrease in SEG based on 40th day will be approximately \$394,000 dependent on unit value, moved some expenses into fed programs; increase in community school grant for \$10,000, reviewed bank register report including clarifying p-card expenses for supplies and reviewed all the BARS.

- ii. *Approve Voucher/Check Register Report**

- 1. *Motion to approve the Voucher/Check Register Report was made by Mr. Martinez*
 - 2. *The motion was seconded by Mr. Divett*
 - 3. *Mrs. Spangler abstained from the vote.*

Member	Vote In Favor	Vote Against
Brennan Divett	X	
Lisa Spangler	Abstained due to not having access to details	
Scott Heller	X	
Mario Martinez	X	
Becky Torres	Absent	
MOTION : PASSED		

c. BARS

- i. *BAR 563-000-2425-0009-T Fund 24189 Transfer budget to cover negative function salary to salary to make function positive*
 - ii. *BAR 563-0000-2425-0010-D Fund 24101 To decrease budget based on prior year carryover decrease bar (carryover FY23)*
 - iii. *BAR 563-0000-2425-0011-I Fund 27528 To increase budget per PED letter increase for community school grant for \$10,000*
 - iv. *BAR 563-0000-2425-0012-IB Fund 31200 To budget in Lease Assistance Award initial budget for lease reimbursement for \$187,588.*
 - v. *BAR 563-0000-2425-0013-IB Fund 23000 To increase budget for Activities based on revenues received. – activities fund revenue*
 - 1. *The motion to approve the BARS was made by Mr. Divett*
 - 2. *The motion was seconded by Mr. Martinez*



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3. *Mrs. Spangler abstained from the vote.*

Member	Vote In Favor	Vote Against
Brennan Divett	X	
Lisa Spangler	Abstained due to not having access to details	
Scott Heller	X	
Mario Martinez	X	
Becky Torres	Absent	
MOTION : PASSED		

F. Consent Agenda

a. *Approval of the October 16, 2024 General Meeting Minutes*

- i. *Motion to approve the minutes from the October 16, 2024 meeting was made by Mr. Divett.*
- ii. *The motion was seconded by Mr. Martinez*
- iii. *Mrs. Spangler abstained from the vote.*

Member	Vote In Favor	Vote Against
Brennan Divett	X	
Lisa Spangler	Abstained due to not having access to details	
Scott Heller	X	
Mario Martinez	X	
Becky Torres	Absent	
MOTION : PASSED		

b. *Approval to change the Student Admissions/Lottery Policy for Applications Available (p. 22) to November 1st rather than the Second Monday of March*

- i. *Mrs. Rodriguez presented and requested the Board to change the verbiage and date on the Student Admissions/Lottery Policy housed in the Parent Handbook, p. 22, Section IV. Procedures.*

It currently reads:

IV. Procedures:

Applications Available: 8:30a.m on the Second Monday of March



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Application Deadline: 4:00p.m on the Last Friday of April
Lottery Drawing: 4:00p.m on the Second Thursday of May

Recommended Changes:

IV. Procedures:

Enrollment in Lottery: Opens November 1st of each year
Enrollment Deadline: 4:00p.m on the Last Friday of April
Lottery Drawing: 4:00p.m on the Second Thursday of May

1. *Motion to approve the change as presented and noted above was made by Mr. Heller.*
2. *The motion was seconded by Mr. Martinez*
3. *Mrs. Spangler abstained from the vote.*

Member	Vote In Favor	Vote Against
Brennan Divett	X	
Lisa Spangler	Abstained due to not having access to details	
Scott Heller	X	
Mario Martinez	X	
Becky Torres	Absent	
MOTION : PASSED		

b. Governing Board Annual Approvals

- i. Discussion was held that this was the third month that it has been on the agenda and that it should be covered/voted upon at this meeting. Discussion was also had that during the work with PCSNM, in addition to the training hours requirements, that the Governing Board By-Laws will be reviewed and reconsidered for changes on membership, terms and officers. After much discussion, all members present agreed to extend their terms through the end of the academic school year and assist with the By-Laws review and determine next steps at that point.
- ii. *Membership Renewal & Term Overage*
 1. *Brennan, Scott, Mario and Lisa will remain/renew/continue with the board through the end of the 2024-2025 school year and reevaluate at that juncture and after by-laws are reevaluated and clarity is added for term limits.*
 2. *The motion was made by Mr. Divett*
 3. *The motion was seconded by Mr. Martinez*
 4. *The motion was passed unanimously.*



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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	
MOTION : PASSED		

iii. Officers Update

1. Rebecca Torres, President

- a. Motion was made by Mr. Keller to retain Mrs. Torres as GB President by Mr. Keller
- b. Motion was seconded by Mrs. Spangler
- c. The motion was passed unanimously.

Member	Vote In Favor	Vote Against
Brennan Divett	X	
Lisa Spangler	X	
Scott Heller	X	
Mario Martinez	X	
Becky Torres	Absent	
MOTION : PASSED		

2. Mario Martinez, Member

- a. Motion was made by Mr. Divett to retain Mr. Martinez as GB member
- b. Motion was seconded by Mr. Heller
- c. Mr. Martinez abstained from the vote.

Member	Vote In Favor	Vote Against
Brennan Divett	X	
Lisa Spangler	X	
Scott Heller	X	
Mario Martinez	Abstained	
Becky Torres	Absent	
MOTION : PASSED		



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- 3. Brennan Divett, Vice President;
 - a. Motion was made by Mrs. Spangler to retain Mr. Divett as GB vice-President
 - b. Motion was seconded by Mr. Heller
 - c. Mr. Divett abstained from the vote.

Member	Vote In Favor	Vote Against
Brennan Divett	Abstained	
Lisa Spangler	X	
Scott Heller	X	
Mario Martinez	X	
Becky Torres	Absent	
MOTION : PASSED		

- 4. Lisa Spangler, Treasurer;
 - a. Motion was made by Mr. Divett to retain Mrs. Spangler as GB treasurer
 - b. Motion was seconded by Mr. Heller
 - c. Mrs. Spangler abstained from the vote.

Member	Vote In Favor	Vote Against
Brennan Divett	X	
Lisa Spangler	Abstained	
Scott Heller	X	
Mario Martinez	X	
Becky Torres	Absent	
MOTION : PASSED		

- 5. Scott Heller, Secretary
 - a. Motion was made by Mr. Divett to retain Mr. Heller as GB Secretars
 - b. Motion was seconded by Mrs. Spangler
 - c. Mr. Heller abstained from the vote.



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Member	Vote In Favor	Vote Against
Brennan Divett	X	
Lisa Spangler	X	
Scott Heller	Abstained	
Mario Martinez	X	
Becky Torres	Absent	
MOTION : PASSED		

iv. *Committee Updates*

1. *Finance Committee: Mrs. Spangler and Mr. Martinez expressed their interest in remaining on the Finance Committee.*
 - a. Motion was made by Mr. Divett to retain Mr. Martinez and Mrs. Spangler as Finance Committee Members.
 - b. Motion was seconded by Mr. Heller
 - c. Mrs. Spangler abstained from the vote.

Member	Vote In Favor	Vote Against
Brennan Divett	X	
Lisa Spangler	Abstained	
Scott Heller	X	
Mario Martinez	X	
Becky Torres	Absent	
MOTION : PASSED		

2. *Policy Committee: Mrs. Spangler expressed her interest in remaining on the Policy Committee.*
 - a. Motion was made by Mr. Divett to retain Mrs. Spangler as GB Policy Committee member
 - b. Motion was seconded by Mr. Heller
 - c. Mrs. Spangler abstained from the vote.



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Member	Vote In Favor	Vote Against
Brennan Divett	X	
Lisa Spangler	Abstained	
Scott Heller	X	
Mario Martinez	X	
Becky Torres	Absent	
MOTION : PASSED		

- c. *Approval of Amendments & Notifications to the Public Education Commission for the purpose of the Charter Renewal*
 - i. *Mrs. Rodriguez shared that this requirement was made from the NMPED Charter School Division only recently and that these are not Amendments to the current charter but would be considered for the new charter, if renewed, for the next term of the charter. Mrs. Rodriguez reviewed each form and shared the required components of each form.*
 1. *Charter School Enrollment Cap Amendment – Increase from 280 to 360*
 2. *School Relocation Amendment – Moving to the new facility at 601 Quantum in Rio Rancho*
 3. *Additional Square Footage Amendment – Moving to larger facility*
 4. *Lease Terms or Facility Ownership Notification – Moving in the Lease Purchase Agreement on new facility*
 - a. *Motion was made by Mr. Heller to approve the three amendments and the notification as presented and discussed by Mrs. Rodriguez.*
 - b. *Motion was seconded by Mr. Martinez*
 - c. *Motion was approved unanimously.*

Member	Vote In Favor	Vote Against
Brennan Divett	X	
Lisa Spangler	X	
Scott Heller	X	
Mario Martinez	X	
Becky Torres	Absent	
MOTION : PASSED		

- B. Administrative Report
 - a. Academic Performance Framework
 - b. Organizational Matters
 - i. Mrs. Rodriguez gave an update and shared the administrative report.
 - c. Other matters for discussion
 - i. Policy: DRAFT FFE Asset (Small Asset) Capitalization
 1. Mrs. Spangler and Mrs. Rodriguez shared the draft Small Asset policy as recommended by Clifton Larson for the purpose of tracking other capital assets. The draft policy will be



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shared with Victor with Clifton Larson for feedback and brought before the board next month for approval.

C. Focused Priorities for the GB

- a. To be determined
 - i. Mrs. Rodriguez will be meeting with Mr. Gallegos and Mrs. Torres to develop the plan for both the training requirements but also other training to support the continued development of the board.

D. Announcements/GB Member Comments

- a. Mrs. Rodriguez shared the email from the Public Charter Schools of NM where the SABE Governing Board was selected as the **2024 Public Charter Schools of NM Excellence in Governance Award Winner**.

E. Adjournment

- a. Motion was made by Mr. Heller to adjourn the meeting
- b. Motion was seconded by Mr. Martinez
- c. Motion was approved unanimously.

Member	Vote In Favor	Vote Against
Brennan Divett	X	
Lisa Spangler	X	
Scott Heller	X	
Mario Martinez	X	
Becky Torres	Absent	
MOTION : PASSED		