



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

Brennan Divett, President  
Mario Martinez, Treasurer & Vice President  
Scott Heller, Secretary

### Governance Board Members

Elena Foster, Member  
Patricia Jimenez-Latham, Member

Date of Meeting: **March 18, 2026**      Time: **7:00pm**

### Location of Meeting:

Physical Address of Meeting Location: 601 Quantum Road NE, Rio Rancho, NM 87124

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 563-0000-2526-0024-IB 26107 PEC Mini Grant
    - ii. BAR 563-0000-2526-0025-I 31703 SB-9 State Cash Match
    - iii. BAR 563-0000-2526-0026-I 24101 Title I Carryover
    - iv. BAR 563-0000-2526-0027-T 27149 Pre-K Transfer BAR
    - v. BAR 563-0000-2526-0028-I 11000 Increase for operational due to donations received
- F. *Consent Agenda*
  - a. *Approval of the February 18, 2026 General Meeting Minutes*
  - b. *Part Time Employment Benefits Resolution*
- G. Discussion Items
  - a. NMPED Charter School Division Annual Visit
  - b. Governing Board Training Requirements
- H. School Administrator Report
  - a. BOY-MOY Data Presentation
- I. Announcements/GB Member Comments
- J. Adjournment

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:** 563-000-2526-0024-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

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

Revenue 26107.0000.43214      \$10,000.00

| Fund                                  | Function         | Object         | Program  | Location   | Job Class            | Present Budget | Adj Amt Exp | Adj Budget  | ADD'L FTE |
|---------------------------------------|------------------|----------------|--|--|----------------------|----------------|-------------|-------------|-----------|
| 26107<br>REC/District<br>Fiscal Agent | 1000 Instruction | 56113 Software | 1010 Regular<br>Education<br>(PreK-12)<br>Programs | 563001<br>Sandoval<br>Academy Of<br>Bilingual<br>Education | 0000 No Job<br>Class |                | \$10,000.00 | \$10,000.00 |           |
| Sub Total                             |                  |                |  |  |                      |                | \$10,000.00 |             |           |
| Indirect Cost                         |                  |                |  |  |                      |                |             |             |           |
| <b>DOC. TOTAL</b>                     |                  |                |  |  |                      |                | \$10,000.00 |             |           |

**Justification:**

To budget in PEC 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: 563-000-2526-0025-1

Fund Type: Flowthrough

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: Ashley Wolfel, Business Manager

Total Approved Budget (Flowthrough):

Phone: 505-938-7731

Email: ashley@vigilgroup.net

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| <b>FLOWTHROUGH ONLY</b><br><p style="text-align: center;">Budget Period: 07/01/2025                      To:    06/30/2026</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 31703.0000.43202        \$7,115.52

| Fund                                    | Function               | Object                                 | Program            | Location   | Job Class            | Present Budget | Adj Amt Exp | Adj Budget | ADD'L FTE |
|---|------------------------|--|--------------------|--|----------------------|----------------|-------------|------------|-----------|
| 31703<br>SB-9<br>State<br>Match<br>Cash | 4000 Capital<br>Outlay | 54640 Rental -<br>Lease To<br>Purchase | 0000 No<br>Program | 563001<br>Sandoval<br>Academy Of<br>Bilingual<br>Education | 0000 No Job<br>Class |                | \$7,115.52  | \$7,115.52 |           |
| Sub Total                               |                        |  |                    |  |                      |                | \$7,115.52  |            |           |
| Indirect Cost                           |                        |  |                    |  |                      |                |             |            |           |
| <b>DOC. TOTAL</b>                       |                        |  |                    |  |                      |                | \$7,115.52  |            |           |

**Justification:**

To increase budget 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:** 563-000-2526-0028-I  
**Fund Type:** General Fund / Capital Outlay / Debt Service  
**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:** Ashley Wolfel, Business Manager

**Total Approved Budget (Flowthrough):**

**Phone:** 505-938-7731

**Email:** ashley@vigilgroup.net

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

Revenue 11000.0000.41920              \$1,010.27

| Fund                 | Function         | Object                               | Program                                   | Location                                       | Job Class         | Present Budget | Adj Amt Exp       | Adj Budget  | ADD'L FTE |
|----------------------|------------------|--------------------------------------|---|--|-------------------|----------------|-------------------|-------------|-----------|
| 11000<br>Operational | 1000 Instruction | 56118 General Supplies and Materials | 1010 Regular Education (PreK-12) Programs | 563001 Sandoval Academy Of Bilingual Education | 0000 No Job Class | \$10,816.69    | \$1,010.27        | \$11,826.96 |           |
| Sub Total            |                  |                                      |   |  |                   |                | \$1,010.27        |             |           |
| Indirect Cost        |                  |                                      |   |  |                   |                |                   |             |           |
| <b>DOC. TOTAL</b>    |                  |                                      |   |  |                   |                | <b>\$1,010.27</b> |             |           |

**Justification:**

To increase budget based on donations the school received.

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

**Date of Meeting:** February 18, 2026    **Time:** 7:00pm

### **Governance Board Members in Attendance**

Brennan Divett, President  
Mario Martinez, Treasurer & Vice President  
Scott Heller, Secretary  
Elena Foster, Member  
Patricia Jimenez-Latham, Member

### **Governance Board Members not in Attendance**

### **Others in Attendance**

Jackie Rodriguez, Executive Director/Head of School  
Felicitas Adame-Reyes, Principal/Special Services Director  
Ashley Wolfel, Business Manager, excused from the meeting at 7:33 p.m.

### **Location of Meeting:**

☒Physical Address of Meeting Location: 601 Quantum Road NE, Rio Rancho, NM 87124

☒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 7:09 by Mr. Divett.
- B. Roll Call-Board Members, Staff, and Guests
  - a. Mr. Divett called roll.
    - i. All members are present.
- C. Adoption of the Agenda (7:12 p.m.)
  - a. Motion to adopt the agenda with the change that item F. b. Is scratched out. was made by Mr. Divett.
  - b. Motion was seconded by Mr. Heller.
  - c. Motion passed by unanimous consent.
- D. Public Comment
  - a. No one present for public comment.
- E. Financial Management
  - a. Finance Committee Report
    - i. Finance Committee Report was presented by Mrs. Wolfel.
  - b. Business Manager's Report
    - i. Approve Voucher/Check Register Report
      - 1. Motion to approve voucher/check register report was made by Mr. Heller.
      - 2. Motion was seconded by Ms. Foster.
      - 3. Motion to approve the voucher/check register report was approved by unanimous consent.
    - ii. 2025 Financial Audit
      - 1. Mrs. Wolfel reviewed the results of the 2025 Financial Audit.
      - 2. Governing Board members



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- c. BARS
  - i. BAR 563-0000-2526-0022-I 11000 Carryover
  - ii. BAR 563-0000-2526-28152 Tourism Grant
    - 1. Motion to approve the BARS as presented by Mrs. Wolfel was made by Ms. -
    - 2. Motion was seconded by Mr. Heller.
    - 3. Motion to approve the BARs as presented by Mrs. Wolfel passed by unanimous consent.
- F. Consent Agenda
  - a. Motion to approve of the January 21, 2026 General Meeting Minutes was made by Mr. Martinez.
  - b. Motion was seconded by Ms. Jimenez-Latham.
  - c. Motion to approve the January 21, 2026 General Meeting Minutes passed by unanimous consent.
  - d. ~~SABE Niños Parent Handbook~~
- G. Discussion Items
  - a. Executive Director - Professional Development Plan
    - i. Mrs. Rodriguez will email her Professional Development Plan to the Governing Board
  - b. Policy Committee
    - i. Members: Ms. Foster, Mr. Heller, Ms. Wilder (admin intern), Mrs. Reyes, Mrs. Rodriguez and the invitation will be extended to SABE's Instructional Leadership Team.
      - 1. The Policy Committee agrees to meet on the first Tuesday of the month at 9:00 a.m.
      - 2. Tuesday, March 3, 2026 at 9:00 a.m.
    - ii. Pre-K Parent Handbook
    - iii. Volunteer Handbook
    - iv. Family Handbook
  - c. NMPED Charter School Division Annual Visit
    - i. Annual visit will take place on March 18, 2026
    - ii. Mr. Martinez and Mr. Heller will be available to meet with the visiting committee.
    - iii. Mrs. Rodriguez explained what occurs during the visit.
- H. School Administrator Report
- I. Announcements/GB Member Comments
- J. Adjournment
  - a. Motion to adjourn the meeting was made by Mr. Heller.
  - b. Motion was seconded by Ms. Jimenez-Latham
  - c. Motion to adjourn the meeting passed by unanimous consent.
  - d. Meeting adjourned at 8:29 p.m.