

<p>AGENDA</p> <p>Sandoval Academy of Bilingual Education (SABE)</p> <p>Governing Council Regular Meeting</p>

Location:	<p>Via Zoom Meeting</p> <p>Governing Council is inviting you to a scheduled Zoom meeting.</p> <p>Join Zoom Meeting:</p> <p>https://zoom.us/j/2145335070?pwd=VXpZcjFjdndmcWhiMUtXU2dudTJnQT09</p> <p>Meeting ID: 214 533 5070 Passcode: sabe</p>
Date:	Wednesday, August 18, 2021
Time:	6:30 pm
Future Meeting Date:	Wednesday, September 15, 2021

Governing Council Members:

Becky A. Torres, President; Brennan Divett; Lisa Spangler; Scott Heller

Others:

Jackie Rodriguez – Director/Principal
 Ashley Wolfel – The Vigil Group
 Alice Banks – Assistance with meeting notes

Agenda details:

- I. Call to Order
- II. Approval of Agenda
- III. Approval of Minutes from
 - a. June 23, 2021 (Regular Meeting)
 - b. June 30, 2021 (Special Meeting)
 - c. July 27, 2021 (Regular Meeting)
- IV. Financial Report: July: Ashley Wolfel, SABE Business Manager, The Vigil Group
- V. Action Items:
 - a. BAR 27202-563-000-2122-0001-IB
 - b. BAR 11000-563-000-2122-0002-I
 - c. Air Quality Funding Application (\$2,892)
- VI. Closed Session
 - a. Discussion on two candidates for Governing Council membership (personnel)
- VII. Discussion Items
 - a. Principal's Update
 - i. Enrollment
 - b. Policy Committee & Timeline
 - c. GC Training Plan and Timeline
 - d. Bus Transportation
 - e. Related Party Questionnaire
 - f. Resignation of Mr. Wayne Moosman

- g. GC Bylaws
- VIII. Public Comment
- IX. Announcements
- X. Adjourn

<p>MINUTES</p> <p>Sandoval Academy of Bilingual Education (SABE)</p> <p>Governing Council Regular Meeting</p>
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Location:	Via Zoom Meeting Time: Jun 23, 2021 06:30 PM Mountain Time (US and Canada) https://us04web.zoom.us/j/76566906897?pwd=STgzdFZBZ0Y3MElM5Z2F0cDJzcUJvQT09 Meeting ID: 765 6690 6897 Passcode: xet1pP
Date:	Wednesday, June 23, 2021
Time:	6:30 pm
Future Meeting Date:	July 24, 2021

Governing Council Members:

Becky A. Torres, President - present via Zoom
 Wayne Moosman, Treasurer - present via Zoom
 Brennan Divett - absent
 Lisa Spangler - present via Zoom
 Scott Heller - absent

Others:

Jackie Rodriguez – Director/Principal, present via Zoom
 Ashley Wolfel – The Vigil Group, present via Zoom
 Alice Banks – Assistance with meeting notes, present via Zoom

Agenda details:

- I. Call to Order
Becky called the meeting to order at 6:32 PM.

- II. Approval of Agenda
Wayne moved and Lisa seconded the motion to approve the agenda with the additional discussion item (g) suggested by Lisa. The motion was passed unanimously.

- III. Approval of Minutes from May 19, 2021 (Regular Meeting)
Lisa moved and seconded the motion to approve the minutes of the May 19 meeting. The motion was passed unanimously.

- IV. Financial Report: April: Ashley Wolfel, SABE Business Manager, The Vigil Group
Ashley and Jackie reviewed information from the Finance Committee meeting that was held prior to the Governing Council meeting.

- V. Action Items:
 - a. 2021-2022 Title I Application (\$49,794.64)
Jackie reviewed the application. This funding will go towards communication with families, school-wide professional development, school safety and wellness plan, support for families in financial need, and support for students in the SAT process.

Wayne moved and Lisa seconded the motion to approve the Title I application. The motion was passed unanimously.

- b. 2021-2022 Title II Application (\$7,432.44)

Jackie reviewed the application. This funding will go towards professional development for staff members that work with students who have specific needs. Some funding will be utilized for staff mentors and support for teachers in obtaining the TESOL endorsement.

Lisa moved and Wayne seconded the motion to approve the Title II application. The motion was passed unanimously.

- c. 2021-2022 Title IV Application (\$10,000.00)

Jackie reviewed the application. This funding will go towards student support programs (Kids Focus, Kids Cook, Sown to Grow), Spanish Music program, volunteer training, and parental involvement training.

Wayne moved and Lisa seconded the motion to approve the Title IV application. The motion was passed unanimously.

- d. 2021-2022 Title IDEA-B Application (\$34,381.00)

Jackie reviewed the application. Some of this funding will go towards the salary for a new Special Education teacher. Specific plans were provided on how we will use these funds to support our students. Some funds will be utilized for our Speech/Language pathologist.

Lisa moved and Wayne seconded the motion to approve the Title IDEA-B application. The motion was passed unanimously.

- e. Retain Matthews Fox, P.C. as the school's legal counsel for the purpose of representing SABE in legal matters in 2021-2022

Jackie provided written information about Matthews Fox, P.C. to the board members. She recommended that we continue to retain their services. She has found it necessary to consult with them on various matters during the past year.

Wayne moved and Becky seconded the motion to retain Matthews Fox, P.C. as legal counsel and execute the Engagement Contract. The motion was passed unanimously.

- f. Retain Public Charter Schools of New Mexico for Governing Council Training Coaching/Mentoring Program in 2021-22

Jackie would like to continue with our training program for the Governing Council members.

Lisa moved and Wayne seconded the motion to retain the training services of Public Charter Schools of New Mexico at a rate of up to 110% of last year's expense. The motion was passed unanimously.

- VI. Closed Session
None

- VII. Discussion Items

- a. All BARS will be presented to the Governing Council for approval during the July Regular Meeting.

- b. Pay for Performance Resolution from previous month

- i. This is a non-allowable function

Jackie was informed that the board cannot authorize a retroactive Pay for Performance incentive. This can be used for the upcoming school year. It would need to be an earned stipend for duties to be performed. Jackie will clarify the information and add this as an Action Item for our next meeting.

- c. Training Hours Report for Governing Council Training - PCSNM
All members completed all of the required training hours.
- d. NMPED Charter School Governing Body Observation Form
Jackie shared the written report with the members. There were some questions regarding the availability of the minutes on the website and about the Equity Council.
- e. Principal's Update
 - i. Enrollment
There are 255 students enrolled for next year. Kindergarten, 1st, 4th, and 5th grades are at full capacity.
 - ii. Assessment
Jackie will be reviewing all of the DRA/EDL data from last year. She will present this information at a future meeting.
 - iii. Biliteracy Trajectory Tool
Jackie will use this tool to determine whether or not we met our mission-specific goals for the year.
 - iv. 2021-2022 School Year
We will not offer an Online Academy program for the upcoming school year. It is difficult to provide a quality, Dual Language program if our students are not here at SABE. We will be welcoming a new PTA President.
- 1. f. American Rescue Plan Application Pending - \$359,980.52
This application is still pending. The funding will be targeted for student transportation, high-end technology, instructional materials, student supplies, and support for families. This information will be presented by Jackie at a future meeting.
- g. Policy Development and Committee
Jackie has sent all of our current policies to Kelly Callahan for review. Lisa will be part of a committee to work through the existing information and build a long-range plan for the future.

VIII. Public Comment
None

IX. Announcements
None

X. Adjourn
Wayne moved and Lisa seconded that the meeting be adjourned. The motion passed unanimously, and the meeting was adjourned at 8:20 PM.

<p>AGENDA</p> <p>Sandoval Academy of Bilingual Education (SABE)</p> <p>Governing Council Special Meeting</p>

Location:	Via Zoom Meeting https://us04web.zoom.us/j/72937613160?pwd=SVl4eHhVandzam43Wm91V3BRb3l4Zz09 Meeting ID: 729 3761 3160 Passcode: 4JTkc6
Date:	Wednesday, June 30, 2021
Time:	5:30 pm
Future Meeting Date:	July 24, 2021

Governing Council Members:

Becky A. Torres, President-Present; Wayne Moosman, Treasurer-Present; Brennan Divett-Absent; Lisa Spangler-Present; Scott Heller-Present

Others: Jackie Rodriguez – Director/Principal - Present
 Ashley Wolfel – The Vigil Group - Present

Agenda details:

- I. Meeting called to order at 5:34pm
- II. Approval of Agenda
 Lisa made the motion to approve the agenda, Wayne seconded the motion; the vote was passed unanimously
- III. Action Items:
 - a. Lease Amendment 4 to address potential increase due to classroom expansion

 Discussion was held including the increase and specifics of the change order as presented. Wayne requested further explanation of 1) the bond 2) overhead, 3) profit, 4) GRT, and 5) requested the itemization of additional costs from the architectural/engineering firm

 The motion was made by Wayne to approve Amendment 4, Scott seconded the motion; vote was passed unanimously
- IV. Public Comment
- V. Announcements
- VI. Adjourn
 Lisa made the motion to adjourn, Scott seconded the motion; the vote was passed unanimously and the meeting was adjourned at 5:50pm

<p>MINUTES</p> <p>Sandoval Academy of Bilingual Education (SABE)</p> <p>Governing Council Regular Meeting</p>
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Location:	<p>Via Zoom Meeting</p> <p>Governing Council is inviting you to a scheduled Zoom meeting.</p> <p>Join Zoom Meeting:</p> <p>https://zoom.us/j/2145335070?pwd=VXpZcjFjdndmcWhiMUtXU2dudTJnQT09</p> <p>Meeting ID: 214 533 5070 Passcode: sabe</p>
Date:	Tuesday, July 27, 2021
Time:	6:30 pm
Future Meeting Date:	TBD

Governing Council Members:

Becky A. Torres, President - present via Zoom
 Brennan Divett - absent
 Lisa Spangler - present via Zoom
 Scott Heller - present via Zoom

Others:

Jackie Rodriguez – Director/Principal, present via Zoom
 Ashley Wolfel – The Vigil Group, present via Zoom
 Alice Banks – Assistance with meeting notes, present via Zoom

Agenda details:

- I. Call to Order
Becky called the meeting to order at 6:43 PM.

- II. Approval of Agenda
Lisa moved and Scott seconded the motion to approve the agenda. The motion was passed unanimously.

- III. Approval of Minutes from June 23, 2021 (Regular Meeting)
This item has been tabled until the next regular meeting, pending further guidance from Kelly regarding a quorum for approval.

- IV. Financial Report: April: Ashley Wolfel, SABE Business Manager, The Vigil Group
Ashley and Jackie reviewed information from the Finance Committee meeting that was held prior to the Governing Council meeting.

- V. Action Items:
 - a. BAR 563-000-2021-0029-T
Scott moved that the transfer BAR as presented by Ashley be approved, and Lisa seconded. The motion was passed unanimously.

 - b. BAR 563-000-2021-0028-D

Scott moved that the decrease BAR as presented by Ashley be approved, and Lisa seconded. The motion was passed unanimously.

c. BAR 563-000-2021-0030-T

Scott moved that the transfer BAR as presented by Ashley be approved, and Lisa seconded. The motion was passed unanimously.

d. BAR 563-000-2021-0031-I

Scott moved that the carry-over BAR as presented by Ashley be approved, and Lisa seconded. The motion was passed unanimously.

e. BAR 563-000-2021-0032-IB

Scott moved that the salary BAR as presented by Ashley be approved, and Lisa seconded. The motion was passed unanimously.

f. BAR 563-000-2021-0033-M

Scott moved that the maintenance BAR as presented by Ashley be approved, and Lisa seconded. The motion was passed unanimously.

g. BAR 563-000-2021-0034-IB

Scott moved that the CLR grant BAR as presented by Ashley be approved, and Lisa seconded. The motion was passed unanimously.

h. BAR 563-000-2021-0035-T

Scott moved that the transfer BAR as presented by Ashley be approved, and Lisa seconded. The motion was passed unanimously.

i. BAR 563-000-2021-0036-IB

Scott moved that the stipend BAR as presented by Ashley be approved, and Lisa seconded. The motion was passed unanimously.

j. 2021-2022 Bilingual Program Application (Renewal)

We are required to submit a renewal application every year. The application includes information about curriculum, staffing, instructional materials, and professional development. The entire application for 2021-22 was presented to the Governing Council by Jackie.

Lisa moved that the 2021-22 Bilingual Program Renewal Application as presented by Jackie be approved, and Scott seconded. The motion was passed unanimously.

k. Pay for Performance Resolution

i. Feedback and Program Planning to support return to school

a. Returning Staff; employed for the 2020-2021 school year

b. \$500.00 per staff member

This was not offered due to legal reasons. Jackie will continue to work with our legal counsel to apply this resolution to work that will be completed in the future.

Scott moved that the Pay for Performance Resolution as presented by Jackie be approved, and Lisa seconded. The motion was passed unanimously.

l. 2021-2022 Return to School Plan – Believe & Achieve

i. No Online Academy

The NMPED Return to School Toolkit was just released to schools on Monday, July 26. Jackie will provide more information to the Governing Council once she has had the opportunity to thoroughly review the guidelines.

We will not offer an Online Academy option for students for the 2021-22 school year. Our program has been proven to be much more effective when delivered using an In-Person format.

Jackie has recommended that all students in grades K-8 continue to wear masks while on campus.

It may be necessary to convene a Special Meeting if we need to delay our start date due to construction issues.

Lisa moved that the specific points of the 2021-22 Return to School Plan (no Online Academy and masking for all grades) as presented by Jackie be approved, and Scott seconded. The motion was passed unanimously.

- m. Annual Meeting Resolution – Determine Meeting Dates
The Governing Council will continue to meet on the 3rd Wednesday of each month.

Proposed meeting dates for the 2021-22 school year:

August 18, 2021

September 15, 2021

October 20, 2021

November 17, 2021

December 15, 2021

January 19, 2022

February 16, 2022

March 16, 2022

April 20, 2022

May 18, 2022

June 15, 2022

July 20, 2022

Scott moved that the Governing Council Meeting Dates for 2021-22 be approved, and Lisa seconded. The motion was passed unanimously.

VI. Closed Session

- a. Parent Concern
- b. Governing Council Membership

Becky requested that a motion be made to move into Closed Session pursuant to the Open Meetings Act #10-15-1, Section H2. Scott made the motion and Lisa seconded. The motion was passed unanimously, and the Closed Session began at 8:00 PM.

The Closed Session ended at 8:54 PM. Becky asserted that no actions were taken, and that no additional topics were discussed.

VII. Discussion Items

- a. Principal's Update
 - i. Enrollment
We are currently at 245 students enrolled.

ii. Assessment
We will have our students in grades 2-8 complete the NWEA assessments on August 5 and 6. We will use this information to plan for student interventions during the year.

iii. Biliteracy Trajectory Tool
Jackie will present all of the information at the August meeting.

b. American Rescue Plan Application Pending - \$359,980.52
This money can be used for any resources that are necessary due to COVID-19. Jackie is considering using these funds for student transportation.

c. Policy Committee & Timeline
Jackie will continue to work with Kelly and Lisa to address the school's policy handbook and committee.

VIII. Public Comment
None

IX. Announcements
Jackie discussed the staff retreat that will take place on August 2 in Pecos. The retreat will include many team-building activities.

Wayne's term as a Governing Council member has expired. He will no longer participate as a contributing member.

X. Adjourn
Scott moved and Lisa seconded that the meeting be adjourned. The motion passed unanimously, and the meeting was adjourned at 9:09 PM.

Sandoval Academy of Bilingual Education
Fiscal Year 2022
Balance Sheet as of July 31, 2021

Description	11000 Operational	14000 Instructional Materials	21000 Food Service	23000 Activities	24101 Title I	24146- CSP	24154 Title II	24301 CARES Act	24308 CRRSA	24312 Teacher Retention Stipends	25153 Medicaid	26107 REC/ District Agent	27109 Instructional Materials GAA	31701 SB-9 Local	31703 SB-9 Cash	Total
11011 - Bank Accounts	\$670,563.40	\$4,636.36	\$2,464.27	\$22,174.97	\$0.00	(\$949.75)	(\$373.00)	\$0.00	(\$131.00)	\$4.06	\$5,485.73	\$547.89	\$1,401.95	\$61,093.70	\$6,775.00	\$773,693.58
Subtotal of Account Type: Asset	\$670,563.40	\$4,636.36	\$2,464.27	\$22,174.97	\$0.00	(\$949.75)	(\$373.00)	\$0.00	(\$131.00)	\$4.06	\$5,485.73	\$547.89	\$1,401.95	\$61,093.70	\$6,775.00	\$773,693.58
Subtotal of Account Group: Assets	\$670,563.40	\$4,636.36	\$2,464.27	\$22,174.97	\$0.00	(\$949.75)	(\$373.00)	\$0.00	(\$131.00)	\$4.06	\$5,485.73	\$547.89	\$1,401.95	\$61,093.70	\$6,775.00	\$773,693.58
23124 - State Retirement System Contributions	\$2,200.25	\$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	\$2,200.25
23125 - Employee Insurance	\$5,257.22	\$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	\$5,257.22
23126 - Unemployment Insurance	\$640.79	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4.06	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$644.85
23127 - Workers' Compensation	\$8.00	\$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	\$8.00
23134 - Employer State Retirement System	\$3,237.83	\$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	\$3,237.83
23135 - Employer Insurance	\$8,358.76	\$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	\$8,358.76
23137 - Employer Workers' Comp	\$9.20	\$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	\$9.20
23141 - Federal Income Tax	\$2,259.69	\$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	\$2,259.69
23142 - State Income Tax	\$2,596.10	\$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	\$2,596.10
23143 - Social Security - OASDI	\$2,153.76	\$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	\$2,153.76
23144 - Medicare - Hospital Insurance	\$503.67	\$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	\$503.67
23147 - Voluntary Deductions	\$308.21	\$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	\$308.21
23153 - Employer Social Security	\$2,153.76	\$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	\$2,153.76
23154 - Employer Medicare	\$503.67	\$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	\$503.67
Subtotal of Account Type: Liability	\$30,190.91	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4.06	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,194.97
32300 - Unreserved Fund Balance	\$513,256.06	\$4,636.36	\$2,464.27	\$22,174.97	(\$17,562.00)	(\$4,039.98)	(\$373.00)	(\$4,621.86)	\$0.00	(\$1,400.00)	\$3,504.26	(\$4,989.50)	\$1,401.95	\$60,805.18	\$6,775.00	\$582,031.71
Net Increase/Decrease	\$127,116.43	\$0.00	\$0.00	\$0.00	\$17,562.00	\$3,090.23	\$0.00	\$4,621.86	(\$131.00)	\$1,400.00	\$1,981.47	\$5,537.39	\$0.00	\$288.52	\$0.00	\$161,466.90
Subtotal of Account Type: Fund Balance/Retained Earnings	\$640,372.49	\$4,636.36	\$2,464.27	\$22,174.97	\$0.00	(\$949.75)	(\$373.00)	\$0.00	(\$131.00)	\$0.00	\$5,485.73	\$547.89	\$1,401.95	\$61,093.70	\$6,775.00	\$743,498.61
Subtotal of Account Group: Liabilities/Fund Balance	\$670,563.40	\$4,636.36	\$2,464.27	\$22,174.97	\$0.00	(\$949.75)	(\$373.00)	\$0.00	(\$131.00)	\$4.06	\$5,485.73	\$547.89	\$1,401.95	\$61,093.70	\$6,775.00	\$773,693.58

Sandoval Academy of Bilingual Education
Fiscal Year 2022
Dashboard as of July 31, 2021

Revenues

Fund Description	Annual Budget	Actual (YTD)	Annualized Budget	Annualize vs Actual	FY21	FY22-FY21
Fund 11000 - Operational	\$ 2,370,328.00	\$ 209,173.66	\$ 197,527.33	\$ 11,646.33	\$ 170,510.00	\$ 38,663.66
Fund 14000 - Instructional Materials	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fund 21000 - USDA Food Reimbursement <i>Student Meals</i>	\$ 60,000.00	\$ -	\$ 5,000.00	\$ (5,000.00)	\$ -	\$ -
Fund 23000 - Non-Instructional Support	\$ -	\$ -	\$ -	\$ -	\$ 73.20	\$ (73.20)
Fund 24101 - Title I	\$ 49,795.00	\$ 17,562.00	\$ 4,149.58	\$ 13,412.42	\$ -	\$ 17,562.00
Fund 24106 - IDEA-B	\$ 42,500.00	\$ -	\$ 3,541.67	\$ (3,541.67)	\$ -	\$ -
Fund 24146 - Federal Charter School Grant	\$ -	\$ 3,090.23	\$ -	\$ 3,090.23	\$ -	\$ 3,090.23
Fund 24154 - Title II	\$ 7,432.00	\$ -	\$ 619.33	\$ (619.33)	\$ 3,110.00	\$ (3,110.00)
Fund 24189 - Student Supp Academic Achievement	\$ 10,000.00	\$ -	\$ 833.33	\$ (833.33)	\$ -	\$ -
Fund 24301-CARES Act	\$ -	\$ 4,621.86	\$ -	\$ 4,621.86	\$ -	\$ 4,621.86
Fund 24305 - Governor's Emergency Education Relief Fund (GEERF)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fund 24308 - CRRSA, ESSR II	\$ 125,323.00	\$ -	\$ 10,443.58	\$ (10,443.58)	\$ -	\$ -
Fund 24312 - CRRSA Retention Stipend	\$ -	\$ 1,400.00	\$ -	\$ -	\$ -	\$ 1,400.00
Fund 25153 - Title XIX MEDICAID 3/21 Years	\$ -	\$ 1,981.47	\$ -	\$ 1,981.47	\$ -	\$ 1,981.47
Fund 26107 - REC/District Fiscal Agent	\$ -	\$ 5,537.39	\$ -	\$ -	\$ -	\$ 5,537.39
Fund 27107 - 2012 GOB Student Library SB-66	\$ 5,864.00	\$ -	\$ 488.67	\$ (488.67)	\$ -	\$ -
Fund 27109 - Instructional Materials - GAA of 2019	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fund 27130- Hygiene Products	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fund 27201 - School Lunch Co-Pay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fund 31200 - PSCOC Lease Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fund 31700 - Capital Improvements SB-9	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fund 31701 - SB-9 Local	\$ 58,790.00	\$ 291.43	\$ 4,899.17	\$ (4,607.74)	\$ 307.70	\$ (16.27)
Fund 31703 - SB-9 Cash	\$ 10,057.00	\$ -	\$ 838.08	\$ (838.08)	\$ -	\$ -
					\$ -	\$ -
Total Revenues	\$ 2,740,089.00	\$ 243,658.04	\$ 228,340.75	\$ 8,379.90	\$ 174,000.90	\$ 69,657.14

Sandoval Academy of Bilingual Education
Fiscal Year 2022
Dashboard as of July 31, 2021

Expenditures

Fund Description	Annual Budget	Actual (YTD)	Annualized Budget	Annualize vs Actual	FY21	FY21-FY20
Function 1000 - Instruction	\$ 1,637,015.00	\$ 1,804.50	\$ 136,417.92	\$ (134,613.42)	\$ 996,152.46	\$ (994,347.96)
Function 2100 - Students	\$ 332,602.00	\$ 3,562.61	\$ 27,716.83	\$ (24,154.22)	\$ 131,027.01	\$ (127,464.40)
Function 2200 - Instruction	\$ 5,000.00	\$ -	\$ 416.67	\$ (416.67)	\$ -	\$ -
Function 2300 - General Administration	\$ 151,368.00	\$ 13,897.99	\$ 12,614.00	\$ 1,283.99	\$ 138,480.34	\$ (124,582.35)
Function 2400 - School Administration	\$ 90,670.00	\$ 2,355.33	\$ 7,555.83	\$ (5,200.50)	\$ 120,905.94	\$ (118,550.61)
Function 2500 - Central Services	\$ 119,713.00	\$ 64.64	\$ 9,976.08	\$ (9,911.44)	\$ 107,946.45	\$ (107,881.81)
Function 2600 - Operation & Maintenance of Plant	\$ 307,748.00	\$ 60,372.16	\$ 25,645.67	\$ 34,726.49	\$ 225,732.09	\$ (165,359.93)
Function 3100 - Food Services Operations	\$ 26,212.00	\$ -	\$ 2,184.33	\$ (2,184.33)	\$ -	\$ -
Fund 11000 - Operational	\$ 2,670,328.00	\$ 82,057.23	\$ 222,527.33	\$ (140,470.10)	\$ 1,720,244.29	\$ (1,638,187.06)
Fund 14000 - Instructional Materials	\$ 4,636.00	\$ -	\$ 386.33	\$ (386.33)	\$ 7,004.92	\$ (7,004.92)
Fund 21000- Food Services Operations	\$ 60,000.00	\$ -	\$ 5,000.00	\$ (5,000.00)	\$ 800.00	\$ (800.00)
Fund 23000- Activities	\$ 21,579.00	\$ -	\$ 1,798.25	\$ (1,798.25)	\$ 1,320.85	\$ (1,320.85)
Fund 24101 - Title I	\$ 49,795.00	\$ -	\$ 4,149.58	\$ (4,149.58)	\$ 42,551.54	\$ (42,551.54)
Fund 24106 - Entitlement IDEA-B	\$ 42,500.00	\$ -	\$ 3,541.67	\$ (3,541.67)	\$ 18,000.06	\$ (18,000.06)
Fund 24146-Charter School Program	\$ -	\$ -	\$ -	\$ -	\$ 37,438.98	\$ (37,438.98)
Fund 24154 - Teacher/Principal Training & Recruiting	\$ 7,432.00	\$ -	\$ 619.33	\$ (619.33)	\$ 373.00	\$ (373.00)
Fund 24189 - Student Supp Academic Achievement	\$ 10,000.00	\$ -	\$ 833.33	\$ (833.33)	\$ 8,000.00	\$ (8,000.00)
Fund 24301-CARES Act	\$ -	\$ -	\$ -	\$ -	\$ 29,908.23	\$ (29,908.23)
Fund 24305 - Governor's Emergency Education Relief Fund (GEERF)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fund 24308- CRRSA	\$ 125,323.00	\$ 131.00	\$ 10,443.58	\$ -	\$ -	\$ 131.00
Fund 24312 - CRRSA Retention Stipend	\$ -	\$ -	\$ -	\$ -	\$ 1,400.00	\$ (1,400.00)
Fund 25153-Medicaid	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fund 26107-REC/District Fiscal Agent	\$ -	\$ -	\$ -	\$ -	\$ 4,989.50	\$ (4,989.50)
Fund 27107 - 2012 GOB Student Library SB-66	\$ 5,864.00	\$ -	\$ 488.67	\$ (488.67)	\$ -	\$ -
Fund 27109 - GAA of 2019	\$ 1,402.00	\$ -	\$ 116.83	\$ (116.83)	\$ -	\$ -
Fund 27130-Feminine Hygiene Products	\$ -	\$ -	\$ -	\$ -	\$ 484.69	\$ (484.69)
Fund 27201 - School Lunch Co-Pay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fund 31200-PSCOC	\$ -	\$ -	\$ -	\$ -	\$ 136,380.00	\$ (136,380.00)
Fund 31701-Capital Improvements SB-9 Ad Valorem	\$ 121,009.00	\$ 2.91	\$ 10,084.08	\$ (10,081.17)	\$ 23,460.70	\$ (23,457.79)
Fund 31703-Capital Improvements SB-9 Cash Match	\$ 16,832.00	\$ -	\$ 1,402.67	\$ (1,402.67)	\$ -	\$ -
Total Expenses For all Funds	\$ 3,136,700.00	\$ 82,191.14	\$ 259,989.00	\$ (167,485.28)	\$ 2,032,356.76	\$ (1,950,165.62)

Sandoval Academy of Bilingual Education
Revenue Report
Year to date as of July 31, 2021

Description	Budget (YTD)	Actual (YTD)	Available (YTD)
Fund 11000 - Operational	\$2,370,328.00	\$209,173.66	\$2,161,154.34
Fund 21000 - USDA Food Reimbursement	\$60,000.00	\$0.00	\$60,000.00
Fund 24101 - Title I	\$49,795.00	\$17,562.00	\$32,233.00
Fund 24106 - IDEA-B	\$42,500.00	\$0.00	\$42,500.00
Fund 24146 - Federal Charter School Grant	\$0.00	\$3,090.23	(\$3,090.23)
Fund 24154 - Title II	\$7,432.00	\$0.00	\$7,432.00
Fund 24189 - Student Supp Academic Achievement	\$10,000.00	\$0.00	\$10,000.00
Fund 24301 - CARES Act	\$0.00	\$4,621.86	(\$4,621.86)
Fund 24308 - CRRSA, ESSR II	\$125,323.00	\$0.00	\$125,323.00
Fund 24312 - CRRSA Retention Stipend	\$0.00	\$1,400.00	(\$1,400.00)
Fund 25153 - Title XIX MEDICAID 3/21 Years	\$0.00	\$1,981.47	(\$1,981.47)
Fund 26107 - REC/District Fiscal Agent	\$0.00	\$5,537.39	(\$5,537.39)
Fund 27107 - 2012 GOB Student Library SB-66	\$5,864.00	\$0.00	\$5,864.00
Fund 31701 - SB-9 Local	\$58,790.00	\$291.43	\$58,498.57
Fund 31703 - SB-9 State Match Cash	\$10,057.00	\$0.00	\$10,057.00
	\$2,740,089.00	\$243,658.04	\$2,496,430.96

Sandoval Academy of Bilingual Education
Expenditure Report
Year to date as of July 31, 2021

Description	Budget (YTD)	Actual (YTD)	Encumbrance (YTD)	Available (YTD)
Operational				
Salaries Expense-Long-term Sub	\$21,000.00	\$0.00	\$0.00	\$21,000.00
Salaries Expense-Teacher	\$544,883.00	\$0.00	\$0.00	\$544,883.00
Salaries Expense-Kinder Teachers	\$103,473.00	\$0.00	\$0.00	\$103,473.00
Salaries Expense-After School Coordinator	\$41,774.00	\$0.00	\$0.00	\$41,774.00
Salaries Expense-EA	\$37,734.00	\$0.00	\$0.00	\$37,734.00
Salaries Expense-Kinder EA	\$62,500.00	\$0.00	\$0.00	\$62,500.00
Salaries Expense-Fine Arts	\$91,040.00	\$1,445.92	\$37,594.08	\$52,000.00
Salaries Expense-Sped Teacher	\$5,252.00	\$0.00	\$0.00	\$5,252.00
Stipend - 1422	\$60,000.00	\$0.00	\$0.00	\$60,000.00
Stipend - 1411	\$57,156.00	\$0.00	\$0.00	\$57,156.00
Stipend - 1413	\$2,000.00	\$0.00	\$0.00	\$2,000.00
Stipend - 1416	\$38,500.00	\$0.00	\$0.00	\$38,500.00
Employee Benefits	\$335,571.00	\$358.58	\$11,950.42	\$323,262.00
Professional Development	\$3,021.00	\$0.00	\$1,500.00	\$1,521.00
Professional Development	\$200.00	\$0.00	\$0.00	\$200.00
Professional Development	\$1,680.00	\$0.00	\$0.00	\$1,680.00
Other Professional/Technical Services	\$20,000.00	\$0.00	\$10,946.25	\$9,053.75
Other Charges	\$9,265.00	\$0.00	\$0.00	\$9,265.00
Other Instructional Materials	\$23,995.00	\$0.00	\$324.00	\$23,671.00
Software	\$0.00	\$0.00	\$11,230.17	(\$11,230.17)
General Supplies and Materials	\$22,000.00	\$0.00	\$14,777.99	\$7,222.01
""Supply Assets (\$5,000 or less)""	\$155,971.00	\$0.00	\$0.00	\$155,971.00
Function 1000 - Instruction	\$1,637,015.00	\$1,804.50	\$88,322.91	\$1,546,887.59
Salaries Expense-Coordinator	\$37,316.00	\$0.00	\$0.00	\$37,316.00
Salaries Expense-Nursing Assistant	\$16,844.00	\$1,247.64	\$15,595.36	\$1.00
Salaries Expense-Registrar	\$16,844.00	\$1,247.70	\$15,596.30	\$0.00
Salaries Expense-Student Support	\$70,013.00	\$0.00	\$0.00	\$70,013.00
Salaries Expense AT-Risk Coordinator	\$15,992.00	\$0.00	\$0.00	\$15,992.00
Salaries Expense-At-Risk Clerk	\$15,159.00	\$0.00	\$0.00	\$15,159.00
Salaries Expense- At-Risk Student Support	\$7,720.00	\$0.00	\$0.00	\$7,720.00
Employee Benefits	\$49,954.00	\$1,067.27	\$18,740.18	\$30,146.55
Diagnosticians - Contracted	\$20,000.00	\$0.00	\$7,181.00	\$12,819.00
Occupational Therapists - Contracted	\$0.00	\$0.00	\$601.29	(\$601.29)
Psychologists - Contracted	\$18,000.00	\$0.00	\$1,370.40	\$16,629.60
Specialists - Contracted	\$53,000.00	\$0.00	\$0.00	\$53,000.00
Other Professional/Technical Services	\$11,760.00	\$0.00	\$16,836.12	(\$5,076.12)
Function 2100 - Support Services-Students	\$332,602.00	\$3,562.61	\$75,920.65	\$253,118.74
General Supplies and Materials	\$5,000.00	\$0.00	\$1,000.00	\$4,000.00
Function 2200 - Support Services-Instruction	\$5,000.00	\$0.00	\$1,000.00	\$4,000.00
Salaries Expense-Executive Director	\$97,500.00	\$11,111.10	\$88,888.90	(\$2,500.00)
Employee Benefits	\$24,790.00	\$2,786.89	\$22,577.47	(\$574.36)
Auditing	\$16,500.00	\$0.00	\$0.00	\$16,500.00
Legal	\$5,086.00	\$0.00	\$5,086.00	\$0.00
Advertising	\$2,492.00	\$0.00	\$0.00	\$2,492.00
Board Training	\$5,000.00	\$0.00	\$0.00	\$5,000.00
Function 2300 - Support Services-General Administration	\$151,368.00	\$13,897.99	\$116,552.37	\$20,917.64
Salaries Expense-Assistant Principal	\$36,540.00	\$1,368.89	\$35,591.11	(\$420.00)
Salaries Expense-Office Manager/Clerks	\$15,159.00	\$516.00	\$27,003.24	(\$12,360.24)
Employee Benefits	\$27,521.00	\$470.44	\$18,223.92	\$8,826.64
Professional Development	\$15.00	\$0.00	\$0.00	\$15.00
Other Charges	\$5,500.00	\$0.00	\$3,715.00	\$1,785.00
General Supplies and Materials	\$2,415.00	\$0.00	\$1,797.30	\$617.70
""Supply Assets (\$5,000 or less)""	\$3,520.00	\$0.00	\$0.00	\$3,520.00
Function 2400 - Support Services-School Administration	\$90,670.00	\$2,355.33	\$86,330.57	\$1,984.10
Other Professional/Technical Services	\$87,290.00	\$64.64	\$63,046.00	\$24,179.36
Advertising	\$400.00	\$0.00	\$0.00	\$400.00
Software	\$31,999.00	\$0.00	\$12,078.14	\$19,920.86
General Supplies and Materials	\$24.00	\$0.00	\$0.00	\$24.00
Function 2500 - Central Services	\$119,713.00	\$64.64	\$75,124.14	\$44,524.22

Sandoval Academy of Bilingual Education
Expenditure Report
Year to date as of July 31, 2021

Salaries Expense-Custodian	\$37,053.00	\$1,941.34	\$24,266.66	\$10,845.00
Employee Benefits	\$10,886.00	\$497.80	\$10,417.78	(\$29.58)
Other Charges	\$40,000.00	\$2,083.33	\$32,916.63	\$5,000.04
Electricity	\$18,000.00	\$1,766.34	\$18,233.66	(\$2,000.00)
Natural Gas (Buildings)	\$15,000.00	\$129.36	\$1,470.64	\$13,400.00
Communication Services	\$14,000.00	\$0.00	\$7,230.00	\$6,770.00
Renting Land and Buildings	\$105,120.00	\$21,241.99	\$233,661.89	(\$149,783.88)
Rentals of Computers and Related Equipment	\$30,000.00	\$0.00	\$24,000.00	\$6,000.00
Property Liability Insurance	\$32,689.00	\$0.00	\$0.00	\$32,689.00
Advertising	\$0.00	\$32,712.00	\$0.00	(\$32,712.00)
General Supplies and Materials	\$5,000.00	\$0.00	\$1,109.24	\$3,890.76
""Supply Assets (\$5,000 or less)""	\$0.00	\$0.00	\$295.30	(\$295.30)
Function 2600 - Operation & Maintenance of Plant	\$307,748.00	\$60,372.16	\$353,601.80	(\$106,225.96)
Salaries Expense-Food Service Coordinator	\$21,000.00	\$0.00	\$0.00	\$21,000.00
Employee Benefits	\$5,212.00	\$0.00	\$0.00	\$5,212.00
Function 3100 - Food Services Operations	\$26,212.00	\$0.00	\$0.00	\$26,212.00
Fund 11000 - Operational	\$2,670,328.00	\$82,057.23	\$796,852.44	\$1,791,418.33
<u>Instructional Materials-14000</u>				
Instructional Materials Cash - 50% Textbooks	\$4,636.00	\$0.00	\$0.00	\$4,636.00
Fund 14000 - Instructional Materials	\$4,636.00	\$0.00	\$0.00	\$4,636.00
<u>USDA Fund-21000</u>				
Food	\$60,000.00	\$0.00	\$0.00	\$60,000.00
Fund 21000 - USDA Food Reimbursement	\$60,000.00	\$0.00	\$0.00	\$60,000.00
<u>Activities-23000</u>				
Other Charges	\$5,000.00	\$0.00	\$500.00	\$4,500.00
Student Travel	\$5,000.00	\$0.00	\$0.00	\$5,000.00
General Supplies and Materials	\$11,579.00	\$0.00	\$9,170.00	\$2,409.00
Fund 23000 - Non-Instructional Support	\$21,579.00	\$0.00	\$9,670.00	\$11,909.00
<u>Title I-24101</u>				
Professional Development	\$9,000.00	\$0.00	\$539.38	\$8,460.62
General Supplies and Materials	\$500.00	\$0.00	\$0.00	\$500.00
Function 1000 - Instruction	\$9,500.00	\$0.00	\$539.38	\$8,960.62
Salaries Expense-Coordinator	\$39,795.00	\$0.00	\$0.00	\$39,795.00
General Supplies and Materials	\$500.00	\$0.00	\$0.00	\$500.00
Function 2100 - Support Services-Students	\$40,295.00	\$0.00	\$0.00	\$40,295.00
Fund 24101 - Title I	\$49,795.00	\$0.00	\$539.38	\$49,255.62
<u>IDEA-B-24106</u>				
Salaries Expense	\$30,000.00	\$0.00	\$0.00	\$30,000.00
Function 1000 - Instruction	\$30,000.00	\$0.00	\$0.00	\$30,000.00
Speech Therapists - Contracted	\$12,500.00	\$0.00	\$0.00	\$12,500.00
Function 2100 - Support Services-Students	\$12,500.00	\$0.00	\$0.00	\$12,500.00
Fund 24106 - IDEA-B	\$42,500.00	\$0.00	\$0.00	\$42,500.00
<u>Title II-24154</u>				
Professional Development	\$7,432.00	\$0.00	\$1,000.00	\$6,432.00
Fund 24154 - Title II	\$7,432.00	\$0.00	\$1,000.00	\$6,432.00
<u>Student Support Academic Achievement-24189</u>				
Professional Development	\$2,000.00	\$0.00	\$0.00	\$2,000.00
Other Contract Services	\$3,000.00	\$0.00	\$0.00	\$3,000.00
Software	\$1,000.00	\$0.00	\$0.00	\$1,000.00
General Supplies and Materials	\$2,250.00	\$0.00	\$0.00	\$2,250.00
Function 1000 - Instruction	\$8,250.00	\$0.00	\$0.00	\$8,250.00
Salaries Expense	\$1,750.00	\$0.00	\$0.00	\$1,750.00
Function 2100 - Support Services-Students	\$1,750.00	\$0.00	\$0.00	\$1,750.00
Fund 24189 - Student Supp Academic Achievement	\$10,000.00	\$0.00	\$0.00	\$10,000.00

Sandoval Academy of Bilingual Education
Expenditure Report
Year to date as of July 31, 2021

CRRSA-24308

Professional Development	\$10,000.00	\$0.00	\$618.00	\$9,382.00
Other Professional/Technical Services	\$1,000.00	\$0.00	\$0.00	\$1,000.00
Other Instructional Materials	\$3,000.00	\$0.00	\$0.00	\$3,000.00
Software	\$0.00	\$0.00	\$4,444.00	(\$4,444.00)
General Supplies and Materials	\$8,923.00	\$0.00	\$3,100.00	\$5,823.00
""Supply Assets (\$5,000 or less)""	\$0.00	\$0.00	\$2,443.40	(\$2,443.40)
Function 1000 - Instruction	\$22,923.00	\$0.00	\$10,605.40	\$12,317.60
Salaries Expense-Student Support	\$80,000.00	\$0.00	\$0.00	\$80,000.00
Other Professional/Technical Services	\$15,000.00	\$0.00	\$54,779.40	(\$39,779.40)
General Supplies and Materials	\$0.00	\$0.00	\$1,839.27	(\$1,839.27)
Function 2100 - Support Services-Students	\$95,000.00	\$0.00	\$56,618.67	\$38,381.33
General Supplies and Materials	\$0.00	\$0.00	\$5,000.00	(\$5,000.00)
Function 2200 - Support Services-Instruction	\$0.00	\$0.00	\$5,000.00	(\$5,000.00)
Other Charges	\$0.00	\$131.00	\$1,441.00	(\$1,572.00)
General Supplies and Materials	\$4,000.00	\$0.00	\$1,000.00	\$3,000.00
""Supply Assets (\$5,000 or less)""	\$3,400.00	\$0.00	\$0.00	\$3,400.00
Function 2600 - Operation & Maintenance of Plant	\$7,400.00	\$131.00	\$2,441.00	\$4,828.00
Fund 24308 - CRRSA, ESSR II	\$125,323.00	\$131.00	\$74,665.07	\$50,526.93

2012 GOB Student Library SB-66-27107

Library and Audio-Visual	\$5,864.00	\$0.00	\$0.00	\$5,864.00
Fund 27107 - 2012 GOB Student Library SB-66	\$5,864.00	\$0.00	\$0.00	\$5,864.00

Instructional Materials-GAA- 27109

Instructional Materials Cash - 50% Textbooks	\$1,402.00	\$0.00	\$0.00	\$1,402.00
Fund 27109 - Instructional Materials - GAA of 2019	\$1,402.00	\$0.00	\$0.00	\$1,402.00

SB-9 Local- 31701

County Tax Collection Costs	\$700.00	\$2.91	\$0.00	\$697.09
Function 2300 - Support Services-General Administration	\$700.00	\$2.91	\$0.00	\$697.09
""Supply Assets (\$5,000 or less)""	\$120,309.00	\$0.00	\$3,637.17	\$116,671.83
Function 4000 - Capital Outlay	\$120,309.00	\$0.00	\$3,637.17	\$116,671.83
Fund 31701 - SB-9 Local	\$121,009.00	\$2.91	\$3,637.17	\$117,368.92

SB-9 State Match Cash-31703

""Supply Assets (\$5,000 or less)""	\$16,832.00	\$0.00	\$0.00	\$16,832.00
Fund 31703 - SB-9 State Match Cash	\$16,832.00	\$0.00	\$0.00	\$16,832.00
Grand Total	\$3,136,700.00	\$82,191.14	\$886,364.06	\$2,168,144.80

Sandoval Academy of Bilingual Education
Reconciled Items
For the Month Ending July 31, 2021

Last Reconciled	Beginning Balance	Statement Date	Ending Balance		
6/30/2021	\$745,015.82	07/31/2021	\$773,769.74		
Date	Source Document	Item Number	Description	Deposit	Withdrawal
6/3/2021	PVM21-130	1827	First Financial Group of America		\$76.16
6/30/2021	APV2100035	1844	Barnes & Noble Booksellers, Inc.		\$1,511.75
6/30/2021	APV2100035	1845	Bernalillo Public School Student Nutrition		\$800.00
6/30/2021	APV2100035	1846	Centurylink		\$221.51
6/30/2021	APV2100035	1847	Cooperative Educational Services		\$4,552.25
6/30/2021	APV2100035	1848	Colorado Association for Bilingual Education- National Spelling Bee		\$250.00
6/30/2021	APV2100035	1849	JMP Academy of Professional Development		\$244.34
6/30/2021	APV2100035	1850	Learning A-Z		\$7,462.00
6/30/2021	APV2100035	1851	Southwest Copy Systems- Equipment		\$169.42
6/30/2021	APV2100035	1852	The Vigil Group, LLC		\$5,339.64
6/30/2021	APV2100035	1853	Verizon Wireless/Straight Talk		\$268.52
6/30/2021	APV2100035	1854	West Music Company		\$8,223.11
7/2/2021	PVM22-009		Wells Fargo		\$1,288.09
7/6/2021	07-001	07-001	CLR Grant	\$5,537.39	
7/7/2021	PVM22-002		Internal Revenue Service		\$966.93
7/7/2021	PVM22-003		NMPSIA		\$12,452.00
7/7/2021	PVM22-016		Internal Revenue Service		\$6,036.30
7/7/2021	PVM22-023		Internal Revenue Service		\$219.01
7/8/2021	APV22-002	1856	Fulcrum Building, LLC		\$25,221.02
7/9/2021	07-002	07-002	CSP RfR	\$3,090.23	
7/9/2021	PVM22-004		AFLAC		\$24.96
7/9/2021	PVM22-012		NMRHCA		\$5,008.53
7/12/2021	00007073	00007073	CASC JULY 2021; Temp Transaction Number T0007067		\$64.64
7/13/2021	PVM22-008		NMERB		\$40,887.44
7/14/2021	07-003	07-003	SEG JULY 2021	\$209,098.66	
7/14/2021	07-004	07-004	CARES ACT 2021	\$4,621.86	
7/16/2021	07-005	07-005	SB-9	\$288.52	
7/16/2021	PVM22-006		Wells Fargo		\$21,031.45
7/16/2021	PVM22-010		Wells Fargo		\$3,322.93
7/19/2021	PVM22-015		Wells Fargo		\$672.87
7/20/2021	07-006	07-006	CRRSA RfR	\$1,400.00	
7/20/2021	07-007	07-007	Supply Fee	\$75.00	
7/21/2021	PVM22-011		New Mexico Taxation & Revenue Department		\$1,675.82
7/21/2021	PVM22-013		Internal Revenue Service		\$1,183.87
7/21/2021	PVM22-014		Internal Revenue Service		\$5,620.41
7/22/2021	APV22-004		NMPSIA-Risk Premium		\$32,712.00
7/23/2021	APV22-003	1858	Extra Space Management		\$131.00
7/23/2021	PVM22-017		Internal Revenue Service		\$178.41
7/26/2021	PMV22-018		New Mexico Taxation & Revenue Department		\$90.30
7/27/2021	07-008	07-008	TITLE 1; Medicaid Q	\$19,543.47	
7/30/2021	PVM22-019		Wells Fargo		\$4,379.86
7/30/2021	PVM22-020		Wells Fargo		\$20,784.40
7/30/2021	PVM22-022		Wells Fargo		\$1,830.27
Sub Total				\$243,655.13	\$214,901.21

**Sandoval Academy of Bilingual Education
Payroll Liabilities and Accounts Payable
For the Month Ending July 31, 2021**

Bank		Account Number				
Wells Fargo						
Date	Number	Type	Payee/From	Status	Deposit	Withdrawal
7/2/2021		Payroll Liability Check	Wells Fargo	Non-Void		\$2,449.04
7/2/2021		Payroll Liability Check	Wells Fargo	Non-Void		\$1,288.09
7/6/2021	07-001	Cash Receipt	CLR Grant	Non-Void	\$5,537.39	
7/7/2021		Payroll Liability Check	Internal Revenue Service	Non-Void		\$966.93
7/7/2021		Payroll Liability Check	Internal Revenue Service	Non-Void		\$6,036.30
7/7/2021		Payroll Liability Check	Internal Revenue Service	Non-Void		\$219.01
7/7/2021		Payroll Liability Check	NMPSIA	Non-Void		\$12,452.00
7/7/2021	1855	AP Warrant	Fulcrum Building, LLC	Void		\$25,221.02
7/8/2021	00006979	Journal Entry	Void Warrant: 1855; Reversing Disbur	Void	\$25,221.02	
7/8/2021	1856	AP Warrant	Fulcrum Building, LLC	Non-Void		\$25,221.02
7/9/2021		Payroll Liability Check	AFLAC	Non-Void		\$24.96
7/9/2021		Payroll Liability Check	NMRHCA	Non-Void		\$5,008.53
7/9/2021	07-002	Cash Receipt	CSP RfR	Non-Void	\$3,090.23	
7/9/2021	1857	Payroll Liability Check	First Financial Group of America	Non-Void		\$76.16
7/12/2021	00007073	Journal Entry	CASC JULY 2021; Temp Transaction	Non-Void		\$64.64
7/13/2021		Payroll Liability Check	NMERB	Non-Void		\$40,887.44
7/14/2021	07-003	Cash Receipt	SEG JULY 2021	Non-Void	\$209,098.66	
7/14/2021	07-004	Cash Receipt	CARES ACT 2021	Non-Void	\$4,621.86	
7/16/2021		Payroll Liability Check	Wells Fargo	Non-Void		\$21,031.45
7/16/2021		Payroll Liability Check	Wells Fargo	Non-Void		\$3,322.93
7/16/2021	07-005	Cash Receipt	SB-9	Non-Void	\$288.52	
7/19/2021		Payroll Liability Check	Wells Fargo	Non-Void		\$672.87
7/20/2021	07-006	Cash Receipt	CRRSA RfR	Non-Void	\$1,400.00	
7/20/2021	07-007	Cash Receipt	Supply Fee	Non-Void	\$75.00	
7/21/2021		Payroll Liability Check	Internal Revenue Service	Non-Void		\$1,183.87
7/21/2021		Payroll Liability Check	Internal Revenue Service	Non-Void		\$5,620.41
7/21/2021		Payroll Liability Check	New Mexico Taxation & Revenue Dep	Non-Void		\$1,675.82
7/22/2021		AP Warrant	NMPSIA-Risk Premium	Non-Void		\$32,712.00
7/23/2021		Payroll Liability Check	Internal Revenue Service	Non-Void		\$178.41
7/23/2021	1858	AP Warrant	Extra Space Management	Non-Void		\$131.00
7/26/2021		Payroll Liability Check	New Mexico Taxation & Revenue Dep	Non-Void		\$90.30
7/27/2021	07-008	Cash Receipt	TITLE 1; Medicaid Q	Non-Void	\$19,543.47	
7/30/2021		Payroll Liability Check	Wells Fargo	Non-Void		\$20,784.40
7/30/2021		Payroll Liability Check	Wells Fargo	Non-Void		\$4,379.86
7/30/2021		Payroll Liability Check	Wells Fargo	Non-Void		\$1,830.27
Sub Total					\$268,876.15	\$213,528.73
Grand Total					\$268,876.15	\$213,528.73

Sandoval Academy of Bilingual Education
Outstanding Purchase Orders
For the Month Ending July 31, 2021

PO Number	Type	Vendor Name	Date Issued	Status	Days Outstanding	PO Amount	Invoiced Amount	Remaining Encumbrance
SABE220001	Regular	NWEA	7/1/2021	Issued	32	\$5,000.00	\$0.00	\$5,000.00
SABE220002	Regular	Discovery Education	7/1/2021	Issued	32	\$2,300.00	\$0.00	\$2,300.00
SABE220003	Regular	Charter Apps	7/1/2021	Issued	32	\$895.00	\$0.00	\$895.00
SABE220004	Regular	Home Depot	7/1/2021	Issued	32	\$1,000.00	\$0.00	\$1,000.00
SABE220005-1	Dollar	Cooperative Educational Services	7/1/2021	Issued	32	\$42,093.30	\$0.00	\$42,093.30
SABE220006-1	Dollar	Extra Space Management	7/1/2021	Issued	32	\$1,572.00	\$131.00	\$1,441.00
SABE220007	Regular	Vector Solutions-safeschools	7/1/2021	Issued	32	\$618.00	\$0.00	\$618.00
SABE220008	Regular	Sown to Grow	7/1/2021	Issued	32	\$3,000.00	\$0.00	\$3,000.00
SABE220009	Regular	Meatime/The CLM Group,Inc	7/1/2021	Issued	32	\$549.00	\$0.00	\$549.00
SABE220010	Dollar	Charter School Nursing Services	7/1/2021	Issued	32	\$12,686.10	\$0.00	\$12,686.10
SABE220011	Regular	JMP Academy of Professional Development	7/1/2021	Issued	32	\$1,000.00	\$0.00	\$1,000.00
SABE220012	Regular	World's Finest Chocolate, Inc.	7/1/2021	Issued	32	\$9,170.00	\$0.00	\$9,170.00
SABE220013	Regular	Kids Focus	7/1/2021	Issued	32	\$1,839.27	\$0.00	\$1,839.27
SABE220014	Regular	Matthews Fox, P.C.	7/1/2021	Issued	32	\$5,086.00	\$0.00	\$5,086.00
SABE220015	Regular	Public Charter Schools of New Mexico	7/1/2021	Issued	32	\$2,480.00	\$0.00	\$2,480.00
SABE220016-1	Dollar	Cooperative Educational Services	7/1/2021	Issued	32	\$665.00	\$0.00	\$665.00
SABE220017	Regular	Accountability and Compliance Resources LLC	7/1/2021	Issued	32	\$3,406.00	\$0.00	\$3,406.00
SABE220018	Regular	Cooperative Educational Services	7/1/2021	Issued	32	\$7,181.00	\$0.00	\$7,181.00
SABE220019-1	Dollar	Cooperative Educational Services	7/1/2021	Issued	32	\$601.29	\$0.00	\$601.29
SABE220020-1	Dollar	Cooperative Educational Services	7/1/2021	Issued	32	\$16,836.12	\$0.00	\$16,836.12
SABE220021-1	Dollar	Cooperative Educational Services	7/1/2021	Issued	32	\$1,370.40	\$0.00	\$1,370.40
SABE220022	Regular	Power School	7/1/2021	Issued	32	\$1,500.00	\$0.00	\$1,500.00
SABE220023	Regular	Power School	7/1/2021	Issued	32	\$11,230.17	\$0.00	\$11,230.17
SABE220024	Regular	Harris School Solutions	7/1/2021	Issued	32	\$12,078.14	\$12,078.14	\$0.00
SABE220025	Regular	Raptor Technologies	7/1/2021	Issued	32	\$570.00	\$0.00	\$570.00
SABE220026	Regular	ACES	7/1/2021	Issued	32	\$10,946.25	\$0.00	\$10,946.25
SABE220027-3	Dollar	Fulcrum Building, LLC	7/26/2021	Issued	7	\$276,282.82	\$25,941.87	\$250,340.95
SABE220029	Regular	Southwest Copy Systems-Service	7/1/2021	Issued	32	\$10,000.00	\$0.00	\$10,000.00
SABE220030	Regular	Southwest Copy Systems- Equipment	7/1/2021	Issued	32	\$24,000.00	\$0.00	\$24,000.00
SABE220031	Dollar	Centurylink	7/1/2021	Issued	32	\$2,400.00	\$0.00	\$2,400.00
SABE220032	Regular	United Postal Service	7/1/2021	Issued	32	\$220.00	\$0.00	\$220.00
SABE220034	Dollar	Fiber Platform LLC	7/1/2021	Issued	32	\$1,440.00	\$0.00	\$1,440.00
SABE220035	Dollar	Verizon Wireless/Straight Talk	7/1/2021	Issued	32	\$3,390.00	\$0.00	\$3,390.00
SABE220036-1	Regular	WIDA	7/1/2021	Issued	32	\$1,000.00	\$0.00	\$1,000.00
SABE220037-1	Dollar	The Vigil Group, LLC	7/1/2021	Issued	32	\$59,640.00	\$0.00	\$59,640.00
SABE220038	Regular	Business Printing Service	7/1/2021	Issued	32	\$963.00	\$0.00	\$963.00
SABE220039	Dollar	Staples	7/8/2021	Issued	25	\$582.36	\$0.00	\$582.36
SABE220040	Regular	Staples	7/20/2021	Issued	13	\$1,453.31	\$0.00	\$1,453.31
SABE220041-1	Regular	HDSupply	7/21/2021	Issued	12	\$918.11	\$0.00	\$918.11
SABE220042	Regular	Veritiv	7/20/2021	Issued	13	\$1,109.24	\$0.00	\$1,109.24
SABE220043	Regular	Staples	7/21/2021	Issued	12	\$452.30	\$0.00	\$452.30
SABE220044	Regular	Discount School Supply	7/20/2021	Issued	13	\$11,549.38	\$0.00	\$11,549.38
SABE220045	Regular	School Fix	7/20/2021	Issued	13	\$295.30	\$0.00	\$295.30
SABE220046	Dollar	Center for Responsive Schools, Inc.	7/20/2021	Issued	13	\$324.00	\$0.00	\$324.00
SABE220047	Regular	Crista Benavidez- Chispas Performance Solutions, LLC	7/27/2021	Issued	6	\$539.38	\$0.00	\$539.38
SABE220048	Regular	Frankies at the Casa Nova	7/27/2021	Issued	6	\$360.00	\$0.00	\$360.00
SABE220049	Regular	Brush Ranch River Lodge	7/27/2021	Issued	6	\$500.00	\$0.00	\$500.00
SABE220050	Regular	Graphic Connection	7/29/2021	Issued	4	\$800.00	\$0.00	\$800.00
SABE220051-1	Regular	Cooperative Educational Services	7/29/2021	Issued	4	\$1,266.70	\$0.00	\$1,266.70
SABE220052	Regular	School Outfitters, LLC	7/29/2021	Issued	4	\$2,962.17	\$0.00	\$2,962.17
SABE220054	Regular	Albuquerque Office Systems, LLC	7/29/2021	Issued	4	\$675.00	\$0.00	\$675.00
SABE220055	Regular	Staples	7/31/2021	Issued	2	\$76.83	\$0.00	\$76.83
Sub Total						\$558,872.94	\$38,151.01	\$520,721.93

**Sandoval Academy of Bilingual Education
Bank Reconciliation**

Bank Reconciliation

School:	Sandoval Academy of Bilingual Education
Bank:	Wells Fargo
Account Description:	Main Checking Account
Statement Date:	July 31, 2021

Beginning Balance per bank:	\$	745,015.82
Cleared transactions:	\$	(214,901.21)
Deposits and Credits:	\$	243,655.13
Other bank adjustments	\$	-
	\$	<u>773,769.74</u>
Ending balance per bank		
Plus: Outstanding Deposits	\$	-
Plus: Cleared items prior to entry	\$	-
Less: Outstanding Checks	\$	(76.16)
Balance per GL	\$	<u>773,693.58</u>

Sandoval Academy of Bilingual Education
 Outstanding Checks and Invoices
 For Month Ending July 31, 2021

Last Reconciled	Statement Date		
6/30/2021	07/31/2021		
Date	Item Number	Description	Withdrawal
7/9/2021	1857	First Financial Group of America	\$76.16
Sub Total			\$76.16

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: 563-000-2122-0001-IB
Fund Type: Flowthrough
Adjustment Type: Initial Budget

Fiscal Year: 2021-2022

Entity Name: Sandoval Academy (SABE)

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: 07/01/2021 To: 06/30/2022</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>
--

Revenue 27202.0000.43202 \$1,700

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
27202 OpenSciE d Expansio n Initiative	1000 Instruction	56118 General Supplies and Materials	1010 Regular Education (K- 12) Programs	0000 No Job Class		\$1,700	\$1,700	
Sub Total						\$1,700		
Indirect Cost								
DOC. TOTAL						\$1,700		

Justification:

Per PED award memo.

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: 563-000-2122-0002-I
Fund Type: General Fund / Capital Outlay / Debt Service

Adjustment Type: Increase

Fiscal Year: 2021-2022

Entity Name: Sandoval Academy (SABE)

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: Jul 1 2021 12:00AM	To: Jun 30 2022 12:00AM
A. Approved Carryover:	
B. Total Current Year Allocation:	
D. Total Funding Available:	

Revenue 11000.0000.43101 \$138,855

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000 Operational	1000 Instruction	51300 Additional Compensation	4040 Extended Learning Time Programs	1411 Teachers-Grades 1-12		\$50,000	\$50,000	
11000 Operational	1000 Instruction	52111 Educational Retirement	0000 No Program	0000 No Job Class	\$161,395	\$20,000	\$181,395	
11000 Operational	1000 Instruction	56118 General Supplies and Materials	1010 Regular Education (K-12) Programs	0000 No Job Class	\$22,000	\$68,855	\$90,855	
Sub Total						\$138,855		
Indirect Cost								
DOC. TOTAL						\$138,855		

Justification:

Increase due to SEG adjustment for ELTP

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.

Sandoval Academy of Bilingual Education Board of Directors/Governing Council Bylaws

Article I - The Board of Directors

Section 1: Purpose

Oversight of Sandoval Academy of Bilingual Education (SABE) is entrusted to the Board of Directors. It is the responsibility of the Board of Directors to direct the school according to the dictates of the charter, thus fulfilling the requirements of the New Mexico Charter Schools Act, NMSA 1978 22-8B-2.

Section 2: Power

The Board of Directors will have the following powers and responsibilities in addition to those already conferred by New Mexico Law:

- A. Establish policies regarding educational goals and school operations that fulfill SABE's mission;
- B. Implement administrative policies for the Board of Directors and the school;
- C. Approve amendments to the charter before submission to the authorizer for final approval;
- D. Amend bylaws as needed with unanimous vote;
- E. Conduct meetings in accordance with the Open Meetings Act by providing adequate notice of time and place and public access to all meetings;
- F. Hire and routinely assess the efficiency of the Principal of the school. The Board will evaluate the Principal once a year and renew his/her contract and verify salary and make adjustments as needed;
 1. The Board of Directors authorizes the Principal to administrate the quotidian operations of the school. The Board will not deal with day-to-day school procedures and activity.
 2. The Board authorizes the Principal to enforce policies and procedures as outlined by the Board. The Principal is to have in his/her possession all official Board documents: the charter, bylaws, policies, etc.
 3. The Principal will employ the staff serving under his/her supervision including FTE teachers, support staff, ancillary services contracts, etc.
 4. The Board authorizes the Principal to approve payment for all school expenditures under \$10,000. Expenditures above this amount must be brought before the Board for authorization.
- G. Mediate problems and disagreements that are brought to the Board in accordance with SABE policy;
- H. Evaluate the execution of the annual budget including income and expenditures; vote on budget adjustments and approve expenditures exceeding \$10,000; monitor budget in preparation for financial audits;
- I. Organize the acquirement of resources for the school: grant writing, fundraising, recruiting and mobilizing volunteers, and public relations activity;
- J. Develop a plan of action to ensure that the school meets its educational goals and complies with terms of the charter;

- K. Protect school interests and originate or defend litigation as necessary;
- L. Procure, lease, and transfer property according to applicable laws;
- M. Approve maintenance of property belonging to SABE;
- N. Accept or rejects grants and donations on behalf of SABE;
- O. Apply for capital outlay funds;
- P. Claim other powers that are included in the charter consistent with New Mexico Statutes.

Section 3: Members of the Board of Directors

Based on the availability of qualified individuals and the cohesiveness of the Board, the Board will determine a number of members, which will be no less than five and no more than nine. Members will be selected from the community according to their professional competences. These members will be appointed and ratified by the Board. Members will serve for a three-year term. When the term is completed, a member may request a second term, and that request may be granted according to the discretion of the Board. Members may not serve more than two terms, unless a successor can not be found. Additional policies are as follows:

- A. At any time a Board member may be dismissed from the Board by majority vote if the Board determines that such a removal is in the best interest of SABE and its students.
- B. Meeting attendance is required. A Board member may be removed for absenteeism, defined as two missed meetings without prior notice. Physical attendance is preferable, but phone or videoconference presence is acceptable provided that it complies with the stipulations of the Open Meetings Act.
- C. A member may resign at will by providing written notice to the President of the Board. This resignation is effective immediately and does not need a vote for approval. As a courtesy, it is expected that a member give thirty days' notice, if possible, to allow for the selection of a new Board member.
- D. Vacancies created by term expiration and other situations will be filled by selection and approval from the rest of the Board.

Section 4: Quorum

A quorum shall be defined as three members. If a quorum is not reached, members will defer the vote until the next meeting.

Section 5: Compensation and Reimbursements

Members of the Board of Directors may not receive a salary for their service on the Board. However, a member may be reimbursed for travel or other expenses from performing school business as stated in the New Mexico Mileage and Per Diem Act.

Section 6: Conflict of Interest

Members of the Board of Directors must disclose in writing any possible conflicts of interest before voting on issues pertaining to the potential conflict. A member with a conflict of interest must not vote on such matters and must not influence the vote of other members of the Board. Written disclosures will be attached to the accompanying Board meeting minutes for reference. Board members may not contract with the school or be compensated in any way, except for reimbursement as defined in Section 5. Failure to disclose potential conflicts of interest is grounds for removal from the Board.

Section 7: Limitations of Power

Board members may only exercise authority when acting as group at official Board meetings. A Board member has no power to act alone. The Board is not bound by any actions or statements made by a member acting independently, except when on special assignments authorized and recorded in the meeting minutes.

Article II - Officers

Section 1: Titles

Officers shall include President of the Board of Directors, Vice-President, Secretary, and Treasurer, and each will serve for a term of one year. Officers may be re-elected provided that their service does not exceed three terms.

Section 2: Eligibility

Any member of the Board may be elected to office by the majority vote of Board members.

Section 3: Election

Officer election will take place at the first Board meeting of each school year.

Section 4: Duties

The duties of Board member officers are as follows:

A. Duties of the President of the Board

- Preside at meetings
- Act on behalf of the Board when authorized by majority vote
- Have signing power on legal documents
- Consult with the Principal of SABE to create agenda topics for each meeting
- Holds the same voting rights as other members

B. Duties of the Vice-President

- Assumes the duties of the President in his/her absence
- Serves as interim President if the President must vacate office for any reason until a new President is elected
- Performs duties delegated by the President

C. Duties of the Secretary

- Issues notices of all meetings and keep minutes
- Circulates minutes to the Board and to the community
- Serves as custodian of school records and creates general reports as necessary

D. Duties of the Treasurer

- Supervises school funds and monitors budget
- Attends regulatory training and creates financial reports as necessary

Section 5: Consultants

The Board may hire consultants to assist in the fulfillment of Board duties.

Section 6: Vacancies

Should a vacancy arise before a term expires, the Board will hold an election to fill the vacancy at the next Board meeting.

Article III - Meetings

Section 1: Meeting frequency

Board meetings shall occur once a month throughout the entire calendar year. All meetings will comply with the New Mexico Open Meetings Act.

Section 2: Parliamentary Authority

The board shall be governed by the Bylaws. Robert's Rules of Order shall govern any situation not covered by the bylaws. Failure to strictly comply with parliamentary rules shall not invalidate actions taken.

Section 3: Training

Board member training will be held in accordance with New Mexico State Statute 22-8B-5.1 and 6.80.4.20 NMAC. Members will complete eight hours of training annually through a PED sanctioned entity. First year members will complete ten hours of training.

Article IV - Committees

Section 1: Organization

The Board can establish committees as needed, be they standing or ad-hoc. Members of the Board appoint committee members and determine the terms of the committees. Members of the community and parents may serve on committees and may be elected as committee chairs.

Section 2: Standing Committees

As required by NM 22-8-12.3, the following standing committees are required and the members will be appointed at the beginning of each school year:

- A. Audit Committee - The Audit Committee consists of the Treasurer, one other Board member, one parent with a student currently attending the school, and one non-parent community member with a background in finance or business. The school's Principal and business manager are *ex officio* members who advise and suggest but have no voting rights, and their attendance is not mandatory. The purpose of this committee to oversee the use of public funds and prepare for and ensure compliance with annual audits. The committee is to meet with external auditors and be accessible to them throughout the course of the audit. The audit committee reviews and reports audit findings to the Board of Directors and then issues a corrective plan. The audit committee meets quarterly to ensure that the plan is carried out.
- B. Finance Committee - The Finance Committee consists of the Treasurer and at least one other Board member. The purpose of this committee is to review the operational budget (including compensation) and present it to be approved by the Board in its entirety. The Finance committee meets monthly to monitor income and expenditures and bank reconciliations and makes recommendations to the Board regarding financial planning.

Section 3: Ad hoc Committees

The Board can create ad hoc committees to address specific needs. Upon creation, each ad-hoc committee will have a date set to report to the Board and determine if its purpose was met and whether or not the committee should then be dissolved or sustained.

Section 4: Chairpersons

Chairpersons will be appointed at the beginning of the school year for standing committees and upon creation of ad hoc committees. They will report committee activity and decisions to the Board.

Section 5: Removal and resignation

Committee members may be removed by action of the Board if such removal is in the best interest of SABE. Committee members may also resign by submitting written notice to committee chair.

Section 6: Reimbursements

Like members of the Board of Directors, no committee member may receive a salary for their service, but they may have justifiable expenses reimbursed per the New Mexico Mileage and Per Diem Act.

Article V - Employees

Section 1: Recruitment and Retention

The school Principal is responsible for recruiting, hiring, supervising, and terminating staff. Contracts will be renewed each year, and salary will be determined by the salary schedule set forth in the charter and approved by the Board. Faculty will be supervised and evaluated by the school Principal. Faculty and staff may be terminated before the annual contract renewal decision in cases of gross misconduct.

Section 2: Non-discrimination

The Principal shall not discriminate on the basis of race, religion, national origin, gender, or age during the hiring process or in any other supervisory procedure.

Article VI: Fiscal Year

Fiscal year begins on July 1st and ends on June 30th. Audits will be conducted in accordance with state law.

Article VII - Records

The Board of Directors and the school Principal shall maintain the following records:

- Meeting minutes to include time, place, and attendance list
- Account records of all transactions
- SABE's Charter and Bylaws

Article VIII - Indemnification

Section 1: Liability

The Board will authorize the purchase of liability insurance to protect employees and Board members from legal claims against SABE and its employees and Board members.

Section 2: Indemnification

Neither a Board officer, nor Board member, nor Principal, nor employee of SABE shall be held personally liable for damages, except in the case of willful violations of law.

Amendment to SABE Governing Council By-Laws

Article IX - Disqualifications/Nepotism Rule

In no event shall a Council member be a SABE employee, spouse of another Council member, or have a contract for provision of services or property with SABE. The Council will not initially employ as Principal/Director a person who is a Council member (unless the offer of employment is contingent upon such member's resignation from the Council), the spouse, father, father-in-law, mother, mother-in-law, son, son-in-law, daughter, daughter-in-law, sister, sister-in-law, brother, brother-in-law, or sibling (collectively "family members") of any Council member. Upon petition by the Principal/Director, the Council may approve the Principal's/Director's hiring of the Principal's/Director's family members by majority vote at a public meeting. Prior to approving the Principal's/Director's request to hire said individual, the Council shall carefully consider the potential impact on the integrity, efficiency, discipline and public perception of SABE in the employment of any person who is a family member of the Principal/Director or the parent of a currently enrolled SABE student. Nothing in this section shall prohibit the continued employment of a person employed on or before the adoption date of these Bylaws.

Sandoval Academy of Bilingual Education Board of Directors/Governing Council Bylaws

Article I - The Board of Directors

Section 1: Purpose

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- D. Amend bylaws as needed with unanimous vote;
- E. Conduct meetings in accordance with the Open Meetings Act by providing adequate notice of time and place and public access to all meetings;
- F. Hire and routinely assess the efficiency of the Principal of the school. The Board will evaluate the Principal once a year and renew his/her contract and verify salary and make adjustments as needed;
 1. The Board of Directors authorizes the Principal to administrate the quotidian operations of the school. The Board will not deal with day-to-day school procedures and activity.
 2. The Board authorizes the Principal to enforce policies and procedures as outlined by the Board. The Principal is to have in his/her possession all official Board documents: the charter, bylaws, policies, etc.
 3. The Principal will employ the staff serving under his/her supervision including FTE teachers, support staff, ancillary services contracts, etc.
 4. The Board authorizes the Principal to approve payment for all school expenditures under \$10,000. Expenditures above this amount must be brought before the Board for authorization.
- G. Mediate problems and disagreements that are brought to the Board in accordance with SABE policy;
- H. Evaluate the execution of the annual budget including income and expenditures; vote on budget adjustments and approve expenditures exceeding \$10,000; monitor budget in preparation for financial audits;
- I. Organize the acquirement of resources for the school: grant writing, fundraising, recruiting and mobilizing volunteers, and public relations activity;
- J. Develop a plan of action to ensure that the school meets its educational goals and complies with terms of the charter;

- K. Protect school interests and originate or defend litigation as necessary;
- L. Procure, lease, and transfer property according to applicable laws;
- M. Approve maintenance of property belonging to SABE;
- N. Accept or rejects grants and donations on behalf of SABE;
- O. Apply for capital outlay funds;
- P. Claim other powers that are included in the charter consistent with New Mexico Statutes.

Section 3: Members of the Board of Directors

Based on the availability of qualified individuals and the cohesiveness of the Board, the Board will determine a number of members, which will be no less than five and no more than nine. Members will be selected from the community according to their professional competences. These members will be appointed and ratified by the Board. Members will serve for a three-year term. When the term is completed, a member may request a second term, and that request may be granted according to the discretion of the Board. Members may not serve more than two terms, unless a successor can not be found. Additional policies are as follows:

- A. At any time a Board member may be dismissed from the Board by majority vote if the Board determines that such a removal is in the best interest of SABE and its students.
- B. Meeting attendance is required. A Board member may be removed for absenteeism, defined as two missed meetings without prior notice. Physical attendance is preferable, but phone or videoconference presence is acceptable provided that it complies with the stipulations of the Open Meetings Act.
- C. A member may resign at will by providing written notice to the President of the Board. This resignation is effective immediately and does not need a vote for approval. As a courtesy, it is expected that a member give thirty days' notice, if possible, to allow for the selection of a new Board member.
- D. Vacancies created by term expiration and other situations will be filled by selection and approval from the rest of the Board.

Section 4: Quorum

A quorum shall be defined as three members. If a quorum is not reached, members will defer the vote until the next meeting.

Section 5: Compensation and Reimbursements

Members of the Board of Directors may not receive a salary for their service on the Board. However, a member may be reimbursed for travel or other expenses from performing school business as stated in the New Mexico Mileage and Per Diem Act.

Section 6: Conflict of Interest

Members of the Board of Directors must disclose in writing any possible conflicts of interest before voting on issues pertaining to the potential conflict. A member with a conflict of interest must not vote on such matters and must not influence the vote of other members of the Board. Written disclosures will be attached to the accompanying Board meeting minutes for reference. Board members may not contract with the school or be compensated in any way, except for reimbursement as defined in Section 5. Failure to disclose potential conflicts of interest is grounds for removal from the Board.

Section 7: Limitations of Power

Board members may only exercise authority when acting as group at official Board meetings. A Board member has no power to act alone. The Board is not bound by any actions or statements made by a member acting independently, except when on special assignments authorized and recorded in the meeting minutes.

Article II - Officers

Section 1: Titles

Officers shall include President of the Board of Directors, Vice-President, Secretary, and Treasurer, and each will serve for a term of one year. Officers may be re-elected provided that their service does not exceed three terms.

Section 2: Eligibility

Any member of the Board may be elected to office by the majority vote of Board members.

Section 3: Election

Officer election will take place at the first Board meeting of each school year.

Section 4: Duties

The duties of Board member officers are as follows:

A. Duties of the President of the Board

- Preside at meetings
- Act on behalf of the Board when authorized by majority vote
- Have signing power on legal documents
- Consult with the Principal of SABE to create agenda topics for each meeting
- Holds the same voting rights as other members

B. Duties of the Vice-President

- Assumes the duties of the President in his/her absence
- Serves as interim President if the President must vacate office for any reason until a new President is elected
- Performs duties delegated by the President

C. Duties of the Secretary

- Issues notices of all meetings and keep minutes
- Circulates minutes to the Board and to the community
- Serves as custodian of school records and creates general reports as necessary

D. Duties of the Treasurer

- Supervises school funds and monitors budget
- Attends regulatory training and creates financial reports as necessary

Section 5: Consultants

The Board may hire consultants to assist in the fulfillment of Board duties.

Section 6: Vacancies

Should a vacancy arise before a term expires, the Board will hold an election to fill the vacancy at the next Board meeting.

Article III - Meetings

Section 1: Meeting frequency

Board meetings shall occur once a month throughout the entire calendar year. All meetings will comply with the New Mexico Open Meetings Act.

Section 2: Parliamentary Authority

The board shall be governed by the Bylaws. Robert's Rules of Order shall govern any situation not covered by the bylaws. Failure to strictly comply with parliamentary rules shall not invalidate actions taken.

Section 3: Training

Board member training will be held in accordance with New Mexico State Statute 22-8B-5.1 and 6.80.4.20 NMAC. Members will complete eight hours of training annually through a PED sanctioned entity. First year members will complete ten hours of training.

Article IV - Committees

Section 1: Organization

The Board can establish committees as needed, be they standing or ad-hoc. Members of the Board appoint committee members and determine the terms of the committees. Members of the community and parents may serve on committees and may be elected as committee chairs.

Section 2: Standing Committees

As required by NM 22-8-12.3, the following standing committees are required and the members will be appointed at the beginning of each school year:

- A. Audit Committee - The Audit Committee consists of the Treasurer, one other Board member, one parent with a student currently attending the school, and one non-parent community member with a background in finance or business. The school's Principal and business manager are *ex officio* members who advise and suggest but have no voting rights, and their attendance is not mandatory. The purpose of this committee to oversee the use of public funds and prepare for and ensure compliance with annual audits. The committee is to meet with external auditors and be accessible to them throughout the course of the audit. The audit committee reviews and reports audit findings to the Board of Directors and then issues a corrective plan. The audit committee meets quarterly to ensure that the plan is carried out.
- B. Finance Committee - The Finance Committee consists of the Treasurer and at least one other Board member. The purpose of this committee is to review the operational budget (including compensation) and present it to be approved by the Board in its entirety. The Finance committee meets monthly to monitor income and expenditures and bank reconciliations and makes recommendations to the Board regarding financial planning.

Section 3: Ad hoc Committees

The Board can create ad hoc committees to address specific needs. Upon creation, each ad-hoc committee will have a date set to report to the Board and determine if its purpose was met and whether or not the committee should then be dissolved or sustained.

Section 4: Chairpersons

Chairpersons will be appointed at the beginning of the school year for standing committees and upon creation of ad hoc committees. They will report committee activity and decisions to the Board.

Section 5: Removal and resignation

Committee members may be removed by action of the Board if such removal is in the best interest of SABE. Committee members may also resign by submitting written notice to committee chair.

Section 6: Reimbursements

Like members of the Board of Directors, no committee member may receive a salary for their service, but they may have justifiable expenses reimbursed per the New Mexico Mileage and Per Diem Act.

Article V - Employees

Section 1: Recruitment and Retention

The school Principal is responsible for recruiting, hiring, supervising, and terminating staff. Contracts will be renewed each year, and salary will be determined by the salary schedule set forth in the charter and approved by the Board. Faculty will be supervised and evaluated by the school Principal. Faculty and staff may be terminated before the annual contract renewal decision in cases of gross misconduct.

Section 2: Non-discrimination

The Principal shall not discriminate on the basis of race, religion, national origin, gender, or age during the hiring process or in any other supervisory procedure.

Article VI: Fiscal Year

Fiscal year begins on July 1st and ends on June 30th. Audits will be conducted in accordance with state law.

Article VII - Records

The Board of Directors and the school Principal shall maintain the following records:

- Meeting minutes to include time, place, and attendance list
- Account records of all transactions
- SABE's Charter and Bylaws

Article VIII - Indemnification

Section 1: Liability

The Board will authorize the purchase of liability insurance to protect employees and Board members from legal claims against SABE and its employees and Board members.

Section 2: Indemnification

Neither a Board officer, nor Board member, nor Principal, nor employee of SABE shall be held personally liable for damages, except in the case of willful violations of law.

Amendment to SABE Governing Council By-Laws

Article IX - Disqualifications/Nepotism Rule

In no event shall a Council member be a SABE employee, spouse of another Council member, or have a contract for provision of services or property with SABE. The Council will not initially employ as Principal/Director a person who is a Council member (unless the offer of employment is contingent upon such member's resignation from the Council), the spouse, father, father-in-law, mother, mother-in-law, son, son-in-law, daughter, daughter-in-law, sister, sister-in-law, brother, brother-in-law, or sibling (collectively "family members") of any Council member. Upon petition by the Principal/Director, the Council may approve the Principal's/Director's hiring of the Principal's/Director's family members by majority vote at a public meeting. Prior to approving the Principal's/Director's request to hire said individual, the Council shall carefully consider the potential impact on the integrity, efficiency, discipline and public perception of SABE in the employment of any person who is a family member of the Principal/Director or the parent of a currently enrolled SABE student. Nothing in this section shall prohibit the continued employment of a person employed on or before the adoption date of these Bylaws.