

<p style="text-align: center;">AGENDA</p> <p style="text-align: center;">Sandoval Academy of Bilingual Education (SABE)</p> <p style="text-align: center;">Governing Council Regular Meeting</p>

Location:	Via Zoom Meeting Join Zoom Meeting: https://zoom.us/j/2145335070?pwd=VXpZcjFjdndmcWhiMUtXU2dudTJnQT09 Meeting ID: 214 533 5070 Passcode: sabe
Date:	Wednesday, December 15, 2021
Time:	6:30 pm
Future Meeting Date:	Wednesday, January 19, 2022

Governing Council Members:

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

Others:

Jackie Rodriguez – Executive Director/Principal; Ashley Wolfel – The Vigil Group; Alice Banks – Assistance with meeting notes; Kelly Callahan – Public Charter Schools of NM

Agenda details:

- I. Call to Order
- II. Approval of Agenda
- III. Approval of Minutes from
 - a. November 17, 2021
- IV. Financial Report: August: Ashley Wolfel, SABE Business Manager, The Vigil Group
- V. Action Items:
 - a. BAR 24154-563-000-2122-0010-I
 - b. BAR 24330-563-0002122-0011-IB
 - c. BAR 11000-563-000-2122-0012-M
 - d. BAR 11000-563-000-2122-0013-M
 - e. Updated Plan for Safe Return to In-Person Instruction and Continuity of Services
 - f. 2021-2022 Emergency Paid Sick Leave Policy per HB2 2021 (COVID)
- VI. Closed Session
 - a. Discussion of personnel concern and claims
- VII. Discussion Items
 - a. Governing Council Training - Kelly Callahan
 - b. Finance Committee Membership – Mr. Martinez
 - c. 2020-2021 Annual School Performance Report-NMPED Charter School Division
 - d. Principal's Update
 - i. Enrollment
 - ii. Instructional Update (Assessment)

iii. COVID Specific Updates

a. Test-to-Stay Testing Program

VIII. Other items

IX. Public Comment

1.

X. Announcements

XI. Adjourn

<p style="text-align: center;">MINUTES Sandoval Academy of Bilingual Education (SABE) Governing Council Regular Meeting</p>
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Location:	Via Zoom Meeting Join Zoom Meeting: https://zoom.us/j/2145335070?pwd=VXpZcjFjdndmcWhiMUtXU2dudTJnQT09 Meeting ID: 214 533 5070 Passcode: sabe
Date:	Wednesday, November 17, 2021
Time:	6:30 pm
Future Meeting Date:	Wednesday, December 15, 2021

Governing Council Members:

Becky A. Torres, President - present via Zoom
Brennan Divett - absent
Lisa Spangler - present via Zoom
Scott Heller - present via Zoom
Mario Martinez - 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
Kelly Callahan – Public Charter Schools of NM, present via Zoom

Agenda details:

- I. Call to Order
Becky called the meeting to order at 6:36 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
 - a. October 20, 2021 Regular Meeting
Lisa moved and Scott seconded the motion to approve the minutes of the October 20, 2021 Regular Meeting. The motion was passed unanimously.
 - b. October 27, 2021 Special Meeting
Scott moved and Lisa seconded the motion to approve the minutes of the October 27, 2021 Special Meeting. The motion was passed unanimously.

- IV. Financial Report: August: Ashley Wolfel, SABE Business Manager, The Vigil Group
Ashley reviewed information from the Finance Committee meeting that was held prior to the Governing Council meeting.
- V. Action Items:
- a. BAR 23000-563-000-2122-0006-I
Scott moved that the carry-over BAR for Activities as presented by Ashley be approved, and Lisa seconded. The motion was passed unanimously.
 - b. BAR 21000-563-000-2122-0007-I
Scott moved that the carry-over BAR for Food Service as presented by Ashley be approved, and Lisa seconded. The motion was passed unanimously.
 - c. BAR 1000-563-000-2122-0008-I
Scott moved that the carry-over BAR for Operational as presented by Ashley be approved, and Lisa seconded. The motion was passed unanimously.
 - d. BAR 24308-563-000-2122-0009-M
Scott moved that the maintenance BAR as presented by Ashley be approved, and Lisa seconded. The motion was passed unanimously.
- VI. Discussion Items
- a. Governing Council Training - Kelly Callahan
The Policy Committee meeting will need to be rescheduled. The committee will complete its work on the By-laws and present a report to the Governing Board during the December meeting.

Kelly reminded all of the board members to complete a short survey before the December meeting.
 - b. Principal's Update
 - i. Enrollment
Our current enrollment is 221. Jackie is working to schedule a Virtual Open House to introduce SABE to new families. Public Charter Schools of NM took video of our staff and students last month. This video will be shared on social media as a recruitment tool.
 - ii. Instructional Update (Assessment)
It has been challenging to find time for staff to analyze student assessment data. The position of Assessment/Intervention Coordinator has not been filled. Jackie will be allowing time for this analysis to take place during days when students do not have classes. Teachers will be creating data presentations for the Governing Board. These will most likely be presented in June or July.

Jackie provided basic information regarding all of the assessments that are administered to students during the school year, e.g., NWEA, DRA/EDL, Istation, ACCESS for ELs, NM-MSSA, NM-ASR, Avant Stamp.
 - iii. COVID Specific Updates

We are partnering with Rio Rancho Public Schools to participate in a testing program for COVID that will allow “close contact” students to remain in school as long as they receive a negative test result.

There have been several positive cases among students and staff. We continue to follow the guidelines and protocols that were presented at the beginning of the school year.

iv. Other items

It was necessary for our part-time custodian to resign. We are trying to find a replacement for that position. One of our Educational Assistants resigned, and Jackie was able to hire and shift personnel as needed.

The new bus service is going well. There are plenty of spaces available for additional riders.

**VII. Public Comment
None**

**VIII. Announcements
None**

**IX. Adjourn
Scott moved and Lisa seconded that the meeting be adjourned. The motion passed unanimously, and the meeting was adjourned at 7:56 PM.**

Sandoval Academy of Bilingual Education
Fiscal Year 2022
Balance Sheet as of November 30, 2021

Description	11000 Operational	14000 Instructional Materials	21000 Food Service	23000 Activities	24101 Title I	24146- CSP	24154 Title II	24189 Title IV	24301 CARES Act	24308 CRRSA	24312 Teacher Retention Stipends	24330 ARP	25153 Medicaid	26107 REC/ District Agent	27109 Instructional Materials GAA	31701 SB-9 Local	31703 SB-9 Cash	Total
11011 - Bank Accounts	\$818,541.50	\$4,636.36	\$2,499.27	\$25,809.55	(\$12,609.99)	\$0.00	(\$110.00)	(\$1,750.00)	\$0.00	(\$66,633.47)	(\$4.06)	(\$4,650.00)	\$5,485.73	\$547.89	\$1,401.95	\$62,532.35	\$6,775.00	\$842,472.08
Subtotal of Account Type: Asset	\$818,541.50	\$4,636.36	\$2,499.27	\$25,809.55	(\$12,609.99)	\$0.00	(\$110.00)	(\$1,750.00)	\$0.00	(\$66,633.47)	(\$4.06)	(\$4,650.00)	\$5,485.73	\$547.89	\$1,401.95	\$62,532.35	\$6,775.00	\$842,472.08
Subtotal of Account Group: Assets	\$818,541.50	\$4,636.36	\$2,499.27	\$25,809.55	(\$12,609.99)	\$0.00	(\$110.00)	(\$1,750.00)	\$0.00	(\$66,633.47)	(\$4.06)	(\$4,650.00)	\$5,485.73	\$547.89	\$1,401.95	\$62,532.35	\$6,775.00	\$842,472.08
23124 - State Retirement System Contributions	\$10,455.46	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,455.46
23125 - Employee Insurance	\$5,891.92	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,891.92
23126 - Unemployment Insurance	(\$129.20)	\$0.00	\$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	\$0.00	(\$133.26)
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	\$0.00	\$0.00	\$8.00
23134 - Employer State Retirement System	\$15,863.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,863.00
23135 - Employer Insurance	\$9,720.87	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,720.87
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	\$0.00	\$0.00	\$9.20
23142 - State Income Tax	\$2,014.81	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,014.81
23147 - Voluntary Deductions	\$382.90	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$382.90
Subtotal of Account Type: Liability	\$44,216.96	\$0.00	\$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	\$0.00	\$44,212.90
32300 - Unreserved Fund Balance	\$513,256.06	\$4,636.36	\$2,464.27	\$22,174.97	(\$17,562.00)	(\$4,039.98)	(\$373.00)	\$0.00	(\$4,621.86)	\$0.00	(\$1,400.00)	\$0.00	\$3,504.26	(\$4,989.50)	\$1,401.95	\$60,805.18	\$6,775.00	\$582,031.71
Net Increase/Decrease	\$261,068.48	\$0.00	\$35.00	\$3,634.58	\$4,952.01	\$4,039.98	\$263.00	(\$1,750.00)	\$4,621.86	(\$66,633.47)	\$1,400.00	(\$4,650.00)	\$1,981.47	\$5,537.39	\$0.00	\$1,727.17	\$0.00	\$216,227.47
Subtotal of Account Type: Fund Balance/Retained Earnings	\$774,324.54	\$4,636.36	\$2,499.27	\$25,809.55	(\$12,609.99)	\$0.00	(\$110.00)	(\$1,750.00)	\$0.00	(\$66,633.47)	\$0.00	(\$4,650.00)	\$5,485.73	\$547.89	\$1,401.95	\$62,532.35	\$6,775.00	\$798,259.18
Subtotal of Account Group: Liabilities/Fund Balance	\$818,541.50	\$4,636.36	\$2,499.27	\$25,809.55	(\$12,609.99)	\$0.00	(\$110.00)	(\$1,750.00)	\$0.00	(\$66,633.47)	(\$4.06)	(\$4,650.00)	\$5,485.73	\$547.89	\$1,401.95	\$62,532.35	\$6,775.00	\$842,472.08

Sandoval Academy of Bilingual Education
Fiscal Year 2022
Budget Summary November 30, 2021
Revenues

Fund Description	Annualize vs					
	Annual Budget	Actual (YTD)	Annualized Budget	Actual	FY21	FY22-FY21
Fund 11000 - Operational	\$ 2,509,183.00	\$ 1,050,578.30	\$ 1,045,492.92	\$ 5,085.38	\$ 667,165.37	\$ 383,412.93
Fund 14000 - Instructional Materials	\$ -	\$ -	\$ -	\$ -	\$ 2,054.26	\$ (2,054.26)
Fund 21000 - USDA Food Reimbursement	\$ 60,000.00	\$ 35.00	\$ 25,000.00	\$ (24,965.00)	\$ 18,995.44	\$ (18,960.44)
Student Meals	\$ -	\$ -	\$ -	\$ -	\$ 7,583.15	\$ (7,583.15)
Fund 23000 - Non-Instructional Support	\$ -	\$ 13,363.75	\$ -	\$ 13,363.75	\$ 16,598.50	\$ (3,234.75)
Fund 24101 - Title I	\$ 49,795.00	\$ -	\$ 20,747.92	\$ (20,747.92)	\$ 2,900.00	\$ (2,900.00)
Fund 24106 - IDEA-B	\$ 42,500.00	\$ -	\$ 17,708.33	\$ (17,708.33)	\$ 13,197.00	\$ (13,197.00)
Fund 24154 - Title II	\$ 7,432.00	\$ -	\$ 3,096.67	\$ (3,096.67)		\$ -
Fund 24189 - Student Supp Academic Achievement	\$ 10,000.00	\$ -	\$ 4,166.67	\$ (4,166.67)		\$ -
Fund 24308 - CRRSA, ESSR II	\$ 125,323.00	\$ -	\$ 52,217.92	\$ (52,217.92)		\$ -
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	\$ -	\$ 2,443.33	\$ (2,443.33)		\$ -
Fund 27109 - Instructional Materials - GAA of 2019	\$ -	\$ -	\$ -	\$ -	\$ 12,613.45	\$ (12,613.45)
Fund 27201 - School Lunch Co-Pay	\$ -	\$ -	\$ -	\$ -		\$ -
Fund 27202 - Open SciEd Expansion Initiative	\$ 1,700.00	\$ -	\$ 708.33			\$ -
Fund 31200 - PSCOC Lease Reimbursement	\$ 158,546.00	\$ -	\$ 66,060.83	\$ (66,060.83)	\$ 17,578.00	\$ (17,578.00)
Fund 31700 - Capital Improvements SB-9	\$ -	\$ -	\$ -	\$ -	\$ 13,162.00	\$ (13,162.00)
Fund 31701 - SB-9 Local	\$ 58,790.00	\$ 1,483.09	\$ 24,495.83	\$ (23,012.74)	\$ 298.81	\$ 1,184.28
Fund 31703 - SB-9 Cash	\$ 10,057.00	\$ -	\$ 4,190.42	\$ (4,190.42)	\$ -	\$ -
Total Revenues	\$ 3,039,190.00	\$ 1,074,379.00	\$ 1,266,329.17	\$ (198,179.22)	\$ 772,145.98	\$ 302,233.02

Sandoval Academy of Bilingual Education
Fiscal Year 2022
Budget Summary November 30, 2021
Expenditures

Fund Description	Annualize vs					
	Annual Budget	Actual (YTD)	Annualized Budget	Actual	FY21	FY22-FY21
Function 1000 - Instruction	\$ 1,970,912.00	\$ 370,057.77	\$ 821,213.33	\$ (451,155.56)	\$ 264,593.94	\$ 105,463.83
Function 2100 - Students	\$ 337,862.00	\$ 73,132.42	\$ 140,775.83	\$ (67,643.41)	\$ 42,023.07	\$ 31,109.35
Function 2200 - Instruction	\$ 5,000.00	\$ -	\$ 2,083.33	\$ (2,083.33)	\$ 2,250.00	\$ (2,250.00)
Function 2300 - General Administration	\$ 151,368.00	\$ 67,422.97	\$ 63,070.00	\$ 4,352.97	\$ 56,858.49	\$ 10,564.48
Function 2400 - School Administration	\$ 118,240.00	\$ 34,714.56	\$ 49,266.67	\$ (14,552.11)	\$ 31,290.85	\$ 3,423.71
Function 2500 - Central Services	\$ 99,935.00	\$ 43,238.33	\$ 41,639.58	\$ 1,598.75	\$ 51,050.20	\$ (7,811.87)
Function 2600 - Operation & Maintenance of Plant	\$ 312,908.00	\$ 201,190.19	\$ 130,378.33	\$ 70,811.86	\$ 91,266.78	\$ 109,923.41
Function 3100 - Food Services Operations	\$ 26,212.00	\$ -	\$ 10,921.67	\$ (10,921.67)	\$ 336.30	\$ (336.30)
				\$ -		
Fund 11000 - Operational	\$ 3,022,437.00	\$ 789,756.24	\$ 1,259,348.75	\$ (469,592.51)	\$ 539,669.63	\$ 250,086.61
Fund 14000 - Instructional Materials	\$ 4,636.00	\$ -	\$ 1,931.67	\$ (1,931.67)	\$ 401.21	\$ (401.21)
Fund 21000- Food Services Operations	\$ 62,464.00	\$ -	\$ 26,026.67	\$ (26,026.67)	\$ 16,293.44	\$ (16,293.44)
Fund 23000- Activities	\$ 22,175.00	\$ 9,729.17	\$ 9,239.58	\$ 489.59	\$ 8,947.89	\$ 781.28
Fund 24101 - Title I	\$ 49,795.00	\$ 12,609.99	\$ 20,747.92	\$ (8,137.93)	\$ 8,971.19	\$ 3,638.80
Fund 24106 - Entitlement IDEA-B	\$ 42,500.00	\$ -	\$ 17,708.33	\$ (17,708.33)	\$ -	\$ -
Fund 24154 - Teacher/Principal Training & Recruiting	\$ 7,432.00	\$ 110.00	\$ 3,096.67	\$ (2,986.67)	\$ 3,110.00	\$ (3,000.00)
Fund 24189 - Student Supp Academic Achievement	\$ 10,000.00	\$ 1,750.00	\$ 4,166.67	\$ (2,416.67)	\$ -	\$ 1,750.00
Fund 24308- CRRSA	\$ 125,323.00	\$ 66,633.47	\$ 52,217.92	\$ 14,415.55	\$ -	\$ 66,633.47
Fund 24330 - ARP	\$ -	\$ 4,650.00	\$ -	\$ 4,650.00	\$ -	\$ 4,650.00
Fund 25153-Medicaid	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fund 26107-REC/District Fiscal Agent	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fund 27107 - 2012 GOB Student Library SB-66	\$ 5,864.00	\$ -	\$ 2,443.33	\$ (2,443.33)	\$ -	\$ -
Fund 27109 - GAA of 2019	\$ 1,402.00	\$ -	\$ 584.17	\$ (584.17)	\$ 12,613.00	\$ (12,613.00)
Fund 27130-Feminine Hygiene Products	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fund 27201 - School Lunch Co-Pay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fund 27202 - Open SciEd Expansion Initiative	\$ 1,700.00	\$ -	\$ 708.33	\$ (708.33)	\$ -	\$ -
Fund 31200-PSCOC	\$ 158,546.00	\$ -	\$ 66,060.83	\$ (66,060.83)	\$ 51,199.84	\$ (51,199.84)
Fund 31701-Capital Improvements SB-9 Ad Valorem	\$ 121,009.00	\$ 3,528.24	\$ 50,420.42	\$ (46,892.18)	\$ 10,388.98	\$ (6,860.74)
Fund 31703-Capital Improvements SB-9 Cash Match	\$ 16,832.00	\$ -	\$ 7,013.33	\$ (7,013.33)	\$ -	\$ -
Total Expenses For all Funds	\$ 3,652,115.00	\$ 888,767.11	\$ 1,514,701.25	\$ (625,934.14)	\$ 651,595.18	\$ 237,171.93

Sandoval Academy of Bilingual Education
Fiscal Year 2022
Revenue Report November 30, 2021

Description	Budget (YTD)	Actual (YTD)	Available (YTD)
Fees - Activities	\$0.00	\$5,085.00	(\$5,085.00)
State Equalization Guarantee	\$2,509,183.00	\$1,045,493.30	\$1,463,689.70
Fund 11000 - Operational	\$2,509,183.00	\$1,050,578.30	\$1,458,604.70
Fund 21000 - USDA Food Reimbursement	\$60,000.00	\$35.00	\$59,965.00
Fund 23000 - Non-Instructional Support	\$0.00	\$13,363.75	(\$13,363.75)
Fund 24101 - Title I	\$49,795.00	\$0.00	\$49,795.00
Fund 24106 - IDEA-B	\$42,500.00	\$0.00	\$42,500.00
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 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 27202 - Open SciEd Expansion Initiative	\$1,700.00	\$0.00	\$1,700.00
Fund 31200 - PSCOC Lease Reimbursement	\$158,546.00	\$0.00	\$158,546.00
Fund 31701 - SB-9 Local	\$58,790.00	\$1,483.09	\$57,306.91
Fund 31703 - SB-9 State Match Cash	\$10,057.00	\$0.00	\$10,057.00
Grand Total	\$3,039,190.00	\$1,074,379.00	\$1,964,811.00

Sandoval Academy of Bilingual Education
Fiscal Year 2022
Expenditure Report November 30, 2021

Description	Budget (YTD)	Actual (YTD)	Encumbrance (YTD)	Available (YTD)
Salaries Expense-Long-term Sub	\$21,000.00	\$9,971.40	\$28,243.08	(\$17,214.48)
Salaries Expense-Teacher	\$544,883.00	\$182,903.84	\$449,036.36	(\$87,057.20)
Salaries Expense-Kinder Teachers	\$103,473.00	\$15,251.28	\$36,221.72	\$52,000.00
Salaries Expense-After School Coordinator	\$0.00	\$2,280.00	\$5,739.23	(\$8,019.23)
Salaries Expense-EA	\$41,774.00	\$7,753.27	\$12,493.31	\$21,527.42
Salaries Expense-Kinder EA	\$37,734.00	\$8,187.04	\$27,097.48	\$2,449.48
Salaries Expense-Fine Arts	\$62,500.00	\$4,555.56	\$28,851.84	\$29,092.60
Salaries Expense-Sped Teacher	\$91,040.00	\$17,568.84	\$54,878.56	\$18,592.60
Salaries Expense-TESOL Teacher	\$5,252.00	\$0.00	\$0.00	\$5,252.00
Stipend-1621	\$60,000.00	\$1,873.71	\$11,866.72	\$46,259.57
Stipend - 1411	\$57,156.00	\$1,762.18	\$1,942.82	\$53,451.00
Stipend - 1413	\$2,000.00	\$0.00	\$0.00	\$2,000.00
Stipend - 1416	\$38,500.00	\$0.00	\$7,772.00	\$30,728.00
Stipend - 1411	\$50,000.00	\$0.00	\$28,556.00	\$21,444.00
Stipend - ELT 1416	\$0.00	\$0.00	\$2,761.00	(\$2,761.00)
Stipend - ELT 1713	\$0.00	\$279.09	\$673.91	(\$953.00)
Employee Benefits	\$355,571.00	\$88,131.02	\$205,855.84	\$51,344.49
Professional Development	\$3,021.00	\$299.00	\$1,500.00	\$1,222.00
Professional Development-SPED	\$200.00	\$0.00	\$450.00	(\$250.00)
Professional Development-ELT	\$1,680.00	\$0.00	\$0.00	\$1,680.00
Other Professional/Technical Services	\$20,000.00	\$1,678.43	\$9,194.85	\$9,126.72
Other Charges	\$9,265.00	\$182.50	\$0.00	\$9,082.50
Other Charges	\$0.00	\$0.00	\$185.00	(\$185.00)
Other Instructional Materials	\$23,995.00	\$0.00	\$46,443.58	(\$22,448.58)
Software	\$22,449.00	\$11,230.17	\$0.00	\$11,218.83
General Supplies and Materials	\$102,086.00	\$13,216.47	\$2,124.53	\$86,745.00
General Supplies and Materials-Fine Arts	\$1,362.00	\$1,361.59	\$0.00	\$0.41
General Supplies and Materials-SPED	\$1,573.00	\$1,572.38	\$0.00	\$0.62
""Supply Assets (\$5,000 or less)""	\$314,398.00	\$0.00	\$0.00	\$314,398.00
Function 1000 - Instruction	\$1,970,912.00	\$370,057.77	\$961,887.83	\$638,966.40
Salaries Expense-Coordinator	\$37,316.00	\$1,382.07	\$26,259.44	\$9,674.49
Salaries Expense-Nursing Assistant	\$16,844.00	\$6,238.20	\$10,604.80	\$1.00
Salaries Expense-Registrar	\$16,844.00	\$6,238.50	\$10,605.50	\$0.00
Salaries Expense-Student Support	\$57,123.00	\$0.00	\$0.00	\$57,123.00
Salaries Expense - Psychologist	\$0.00	\$16,302.24	\$38,717.76	(\$55,020.00)
Salaries Expense AT-Risk Coordinator	\$15,992.00	\$592.30	\$11,253.60	\$4,146.10
Salaries Expense-At-Risk Clerk	\$15,159.00	\$4,346.30	\$14,890.72	(\$4,078.02)
Salaries Expense- At-Risk Student Support	\$7,720.00	\$0.00	\$0.00	\$7,720.00
Stipend-Student Support	\$0.00	\$185.19	\$0.00	(\$185.19)
Employee Benefits	\$49,954.00	\$18,013.61	\$35,359.08	(\$3,418.69)
Diagnosticians - Contracted	\$20,000.00	\$1,691.21	\$9,051.68	\$9,257.11
Occupational Therapists - Contracted	\$0.00	\$4,229.05	\$5,391.59	(\$9,620.64)
Psychologists - Contracted	\$18,000.00	\$671.76	\$698.64	\$16,629.60
Specialists - Contracted	\$53,000.00	\$0.00	\$0.00	\$53,000.00
Professional Development	\$100.00	\$0.00	\$99.00	\$1.00
Other Professional/Technical Services	\$29,760.00	\$13,192.34	\$16,329.88	\$237.78
General Supplies and Materials	\$50.00	\$49.65	\$0.00	\$0.35
Function 2100 - Support Services-Students	\$337,862.00	\$73,132.42	\$179,261.69	\$85,467.89
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	\$40,740.70	\$59,259.30	(\$2,500.00)
Employee Benefits	\$24,790.00	\$10,262.71	\$15,095.13	(\$567.84)
Auditing	\$16,500.00	\$10,787.51	\$4,212.49	\$1,500.00
Legal	\$5,086.00	\$1,032.05	\$4,162.39	(\$108.44)
Advertising	\$2,492.00	\$0.00	\$250.00	\$2,242.00
Board Training	\$5,000.00	\$4,600.00	\$0.00	\$400.00
Function 2300 - Support Services-General Administration	\$151,368.00	\$67,422.97	\$82,979.31	\$965.72

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Salaries Expense-Assistant Principal	\$36,960.00	\$12,320.01	\$24,639.99	\$0.00
Salaries Expense-Office Manager/Clerks	\$36,967.00	\$9,776.00	\$13,139.60	\$14,051.40
Employee Benefits	\$32,863.00	\$6,398.40	\$11,309.47	\$15,155.13
Professional Development	\$15.00	\$0.00	\$0.00	\$15.00
Other Charges	\$5,500.00	\$3,715.50	\$0.00	\$1,784.50
General Supplies and Materials	\$2,415.00	\$2,504.65	\$872.40	(\$962.05)
""Supply Assets (\$5,000 or less)""	\$3,520.00	\$0.00	\$0.00	\$3,520.00
Function 2400 - Support Services-School Administration	\$118,240.00	\$34,714.56	\$49,961.46	\$33,563.98
Other Professional/Technical Services	\$87,412.00	\$31,160.19	\$51,453.13	\$4,798.68
Advertising	\$400.00	\$0.00	\$0.00	\$400.00
Software	\$12,099.00	\$12,078.14	\$0.00	\$20.86
General Supplies and Materials	\$24.00	\$0.00	\$0.00	\$24.00
Function 2500 - Central Services	\$99,935.00	\$43,238.33	\$51,453.13	\$5,243.54
Salaries Expense-Custodian	\$37,053.00	\$12,995.70	\$24,135.55	(\$78.25)
Employee Benefits	\$13,593.00	\$4,705.93	\$9,062.90	(\$175.83)
Other Charges	\$40,000.00	\$12,907.79	\$23,689.17	\$3,403.04
Electricity	\$20,000.00	\$13,287.88	\$6,712.12	\$0.00
Natural Gas (Buildings)	\$15,000.00	\$243.65	\$1,356.35	\$13,400.00
Communication Services	\$14,000.00	\$2,286.49	\$4,943.51	\$6,770.00
Renting Land and Buildings	\$105,120.00	\$106,209.95	\$0.00	(\$1,089.95)
Rentals of Computers and Related Equipment	\$30,000.00	\$677.24	\$23,322.76	\$6,000.00
Property Liability Insurance	\$32,689.00	\$32,712.00	\$0.00	(\$23.00)
General Supplies and Materials	\$5,000.00	\$1,266.67	\$1,401.86	\$2,331.47
""Supply Assets (\$5,000 or less)""	\$453.00	\$13,896.89	\$0.00	(\$13,443.89)
Function 2600 - Operation & Maintenance of Plant	\$312,908.00	\$201,190.19	\$94,624.22	\$17,093.59
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	\$3,022,437.00	\$789,756.24	\$1,421,167.64	\$811,513.12
<u>Instructional Materials-14000</u>				
Instructional Materials Cash - 50% Textbooks	\$4,636.00	\$0.00	\$4,636.00	\$0.00
Fund 14000 - Instructional Materials	\$4,636.00	\$0.00	\$4,636.00	\$0.00
<u>USDA Fund-21000</u>				
Food	\$62,464.00	\$0.00	\$0.00	\$62,464.00
Fund 21000 - USDA Food Reimbursement	\$62,464.00	\$0.00	\$0.00	\$62,464.00
<u>Activities-23000</u>				
Other Charges	\$5,000.00	\$559.17	\$0.00	\$4,440.83
Student Travel	\$5,000.00	\$0.00	\$0.00	\$5,000.00
General Supplies and Materials	\$12,175.00	\$9,170.00	\$0.00	\$3,005.00
Fund 23000 - Non-Instructional Support	\$22,175.00	\$9,729.17	\$0.00	\$12,445.83
<u>Title I-24101</u>				
Professional Development	\$9,000.00	\$539.40	\$0.00	\$8,460.60
General Supplies and Materials	\$500.00	\$0.00	\$0.00	\$500.00
Function 1000 - Instruction	\$9,500.00	\$539.40	\$0.00	\$8,960.60
Salaries Expense-Coordinator	\$39,795.00	\$12,070.59	\$0.00	\$27,724.41
General Supplies and Materials	\$500.00	\$0.00	\$0.00	\$500.00
Function 2100 - Support Services-Students	\$40,295.00	\$12,070.59	\$0.00	\$28,224.41
Fund 24101 - Title I	\$49,795.00	\$12,609.99	\$0.00	\$37,185.01
<u>IDEA-B-24106</u>				
Salaries Expense	\$30,000.00	\$0.00	\$0.00	\$30,000.00
General Supplies and Materials	\$0.00	\$0.00	\$700.35	(\$700.35)
Function 1000 - Instruction	\$30,000.00	\$0.00	\$700.35	\$29,299.65
Speech Therapists - Contracted	\$12,500.00	\$0.00	\$0.00	\$12,500.00
Specialists - Contracted	\$0.00	\$0.00	\$5,000.00	(\$5,000.00)
Function 2100 - Support Services-Students	\$12,500.00	\$0.00	\$5,000.00	\$7,500.00
Fund 24106 - IDEA-B	\$42,500.00	\$0.00	\$5,700.35	\$36,799.65

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Title II-24154

Professional Development	\$7,432.00	\$110.00	\$1,300.00	\$6,022.00
Function 1000 - Instruction	\$7,432.00	\$110.00	\$1,300.00	\$6,022.00
Professional Development	\$0.00	\$0.00	\$478.00	(\$478.00)
Function 2400 - Support Services-School Administration	\$0.00	\$0.00	\$478.00	(\$478.00)
Fund 24154 - Title II	\$7,432.00	\$110.00	\$1,778.00	\$5,544.00

Student Support Academic Achievement-24189

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-Coordinator	\$1,750.00	\$1,750.00	\$0.00	\$0.00
Function 2100 - Support Services-Students	\$1,750.00	\$1,750.00	\$0.00	\$0.00
Fund 24189 - Student Supp Academic Achievement	\$10,000.00	\$1,750.00	\$0.00	\$8,250.00

CRRSA-24308

Professional Development	\$10,000.00	\$743.00	\$90.00	\$9,167.00
Other Professional/Technical Services	\$1,000.00	\$612.00	\$69.00	\$319.00
Other Charges	\$0.00	\$4,900.00	\$0.00	(\$4,900.00)
Other Instructional Materials	\$3,000.00	\$0.00	\$0.00	\$3,000.00
Software	\$0.00	\$9,083.78	\$1,160.64	(\$10,244.42)
General Supplies and Materials	\$8,923.00	\$4,081.71	\$9,238.61	(\$4,397.32)
""Supply Assets (\$5,000 or less)""	\$0.00	\$28,356.70	\$66,187.50	(\$94,544.20)
Function 1000 - Instruction	\$22,923.00	\$47,777.19	\$76,745.75	(\$101,599.94)
Salaries Expense-Student Support	\$33,952.00	\$0.00	\$0.00	\$33,952.00
Other Professional/Technical Services	\$42,094.00	\$7,349.14	\$34,744.16	\$0.70
General Supplies and Materials	\$0.00	\$1,440.00	\$2,211.57	(\$3,651.57)
Function 2100 - Support Services-Students	\$76,046.00	\$8,789.14	\$36,955.73	\$30,301.13
General Supplies and Materials	\$5,000.00	\$5,000.00	\$0.00	\$0.00
Function 2200 - Support Services-Instruction	\$5,000.00	\$5,000.00	\$0.00	\$0.00
Other Charges	\$1,710.00	\$1,709.05	\$0.00	\$0.95
Function 2400 - Support Services-School Administration	\$1,710.00	\$1,709.05	\$0.00	\$0.95
Other Charges	\$1,572.00	\$0.00	\$0.00	\$1,572.00
General Supplies and Materials	\$4,672.00	\$3,358.09	\$1,339.92	(\$26.01)
""Supply Assets (\$5,000 or less)""	\$13,400.00	\$0.00	\$0.00	\$13,400.00
Function 2600 - Operation & Maintenance of Plant	\$19,644.00	\$3,358.09	\$1,339.92	\$14,945.99
Transportation	\$0.00	\$0.00	\$32,550.00	(\$32,550.00)
Function 2700 - Student Transportation	\$0.00	\$0.00	\$32,550.00	(\$32,550.00)
Fund 24308 - CRRSA, ESSR II	\$125,323.00	\$66,633.47	\$147,591.40	(\$88,901.87)

ARP-24330

Professional Development	\$0.00	\$0.00	\$3,500.00	(\$3,500.00)
Other Charges	\$0.00	\$0.00	\$69.00	(\$69.00)
General Supplies and Materials	\$0.00	\$0.00	\$5,640.00	(\$5,640.00)
""Supply Assets (\$5,000 or less)""	\$0.00	\$0.00	\$2,640.00	(\$2,640.00)
Function 1000 - Instruction	\$0.00	\$0.00	\$11,849.00	(\$11,849.00)
Transportation Contractors	\$0.00	\$4,650.00	\$0.00	(\$4,650.00)
Function 2700 - Student Transportation	\$0.00	\$4,650.00	\$0.00	(\$4,650.00)
Fund 24330 - ESSR III ARP	\$0.00	\$4,650.00	\$11,849.00	(\$16,499.00)

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	\$1,402.00	\$0.00
Fund 27109 - Instructional Materials - GAA of 2019	\$1,402.00	\$0.00	\$1,402.00	\$0.00

Open SciEd Expansion Initiative- 27202

General Supplies and Materials	\$1,700.00	\$0.00	\$0.00	\$1,700.00
Fund 27202 - Open SciEd Expansion Initiative	\$1,700.00	\$0.00	\$0.00	\$1,700.00

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PSCOC-31200

Renting Land and Buildings	\$158,546.00	\$0.00	\$148,693.93	\$9,852.07
[Fund 31200 - PSCOC Lease Reimbursement]	\$158,546.00	\$0.00	\$148,693.93	\$9,852.07

SB-9 Local- 31701

County Tax Collection Costs	\$700.00	\$14.79	\$0.00	\$685.21
Function 2300 - Support Services-General Administration	\$700.00	\$14.79	\$0.00	\$685.21
""Supply Assets (\$5,000 or less)""	\$120,309.00	\$3,513.45	\$2,549.89	\$114,245.66
Function 4000 - Capital Outlay	\$120,309.00	\$3,513.45	\$2,549.89	\$114,245.66
Fund 31701 - SB-9 Local	\$121,009.00	\$3,528.24	\$2,549.89	\$114,930.87

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	\$3,652,115.00	\$888,767.11	\$1,745,368.21	\$1,017,979.68

Sandoval Academy of Bilingual Education
Fiscal Year 2022
Cleared Checks As of November 30, 2021

Last Reconciled	Beginning Balance	Statement Date	Ending Balance		
10/31/2021	\$844,086.20	11/30/2021	\$874,355.40		
Date	Source Document	Item Number	Description	Deposit	Withdrawal
9/30/2021	APV22-010	1931	Accountability and Compliance Resources LLC		\$340.60
10/8/2021	APV22-011	1935	Charter School Nursing Services		\$3,247.04
10/19/2021	APV22-012	1949	Accountability and Compliance Resources LLC		\$340.60
10/19/2021	APV22-012	1953	Extra Space Management		\$131.00
10/19/2021	APV22-012	1954	Fiber Platform LLC		\$100.98
10/28/2021	APV22-013	1960	Fulcrum Building, LLC		\$26,197.28
11/3/2021	11-003	11-003	Mealtime Chocolate Sales and Supply Fee	\$4,305.00	
11/3/2021	APV22-015	1961	Cooperative Educational Services		\$3,661.19
11/3/2021	APV22-015	1962	Clifton Larson Allen, LLP		\$4,854.38
11/3/2021	APV22-015	1963	Fiber Platform LLC		\$201.96
11/3/2021	APV22-015	1964	HDSupply		\$525.99
11/3/2021	APV22-015	1965	Herrera Coaches Inc.		\$4,650.00
11/3/2021	APV22-015	1966	Intrado-School Messenger		\$592.28
11/3/2021	APV22-015	1967	Jackie Rodriguez		\$215.74
11/3/2021	APV22-015	1968	NMAOSA		\$110.00
11/3/2021	APV22-015	1969	Southwest Copy Systems- Equipment		\$173.55
11/3/2021	APV22-015	1970	The Vigil Group, LLC		\$5,339.64
11/3/2021	APV22-015	1971	Verizon Wireless/Straight Talk		\$207.96
11/3/2021	APV22-015	1972	West Mesa Lock and Safe LLC		\$62.19
11/3/2021	APV22-016	1973	Clifton Larson Allen, LLP		\$5,933.13
11/3/2021	PVM22-062		NMPSIA		\$14,351.42
11/3/2021	PVM22-063	1974	First Financial Group of America		\$76.16
11/4/2021	11-007	11-007	Chocolate Sales	\$420.00	
11/4/2021	PVM22-064		AFLAC		\$24.96
11/5/2021	PVM22-065		Wells Fargo		\$31,555.07
11/10/2021	11-001	11-001	SEG November 2021	\$209,098.66	
11/10/2021	11-004	11-004	Mealtime Chocolate Sales and Supply Fee	\$4,675.00	
11/10/2021	PVM22-061		NMRHCA		\$2,736.22
11/10/2021	PVM22-066		Internal Revenue Service		\$8,585.47
11/12/2021	00007780	00007780	CASC November 2021; Temp Transaction Number T0007796		\$76.19
11/12/2021	PVM22-067		NMERB		\$23,282.45
11/15/2021	11-002	11-002	SB-9	\$590.28	
11/15/2021	11-006	11-006	Chocolate Sales	\$60.00	
11/17/2021	11-005	11-005	Mealtime Chocolate Sales and Supply Fee	\$835.00	
11/18/2021	APV22-017	1977	Centurylink		\$226.59
11/18/2021	APV22-017	1978	Cooperative Educational Services		\$6,179.92
11/18/2021	APV22-017	1979	Charter School Nursing Services		\$2,303.13
11/18/2021	APV22-017	1980	City of Rio Rancho		\$25.00
11/18/2021	APV22-017	1981	Matthews Fox, P.C.		\$325.31
11/18/2021	APV22-017	1983	Staples		\$988.92
11/19/2021	PVM22-069		Wells Fargo		\$32,154.59
11/23/2021	PVM22-068		New Mexico Taxation & Revenue Department		\$2,000.13
11/24/2021	11-008	11-008	Chocolate Sales	\$780.00	
11/24/2021	PVM22-072		Internal Revenue Service		\$8,717.70
Sub Total				\$220,763.94	\$190,494.74

Sandoval Academy of Bilingual Education
Accounts Payable Payroll Liability Listing
As of November 30, 2021

Bank		Account Number				
Wells Fargo						
Date	Number	Type	Payee/From	Status	Deposit	Withdrawal
11/3/2021		Payroll Liability Check	NMPSIA	Non-Void		\$14,351.42
11/3/2021	11-003	Cash Receipt	Mealtime Chocolate Sales and Supply Fee	Non-Void	\$4,305.00	
11/3/2021	1961	AP Warrant	Cooperative Educational Services	Non-Void		\$3,661.19
11/3/2021	1962	AP Warrant	Clifton Larson Allen, LLP	Non-Void		\$4,854.38
11/3/2021	1963	AP Warrant	Fiber Platform LLC	Non-Void		\$201.96
11/3/2021	1964	AP Warrant	HDSupply	Non-Void		\$525.99
11/3/2021	1965	AP Warrant	Herrera Coaches Inc.	Non-Void		\$4,650.00
11/3/2021	1966	AP Warrant	Intrado-School Messenger	Non-Void		\$592.28
11/3/2021	1967	AP Warrant	Jackie Rodriguez	Non-Void		\$215.74
11/3/2021	1968	AP Warrant	NMAOSA	Non-Void		\$110.00
11/3/2021	1969	AP Warrant	Southwest Copy Systems- Equipment	Non-Void		\$173.55
11/3/2021	1970	AP Warrant	The Vigil Group, LLC	Non-Void		\$5,339.64
11/3/2021	1971	AP Warrant	Verizon Wireless/Straight Talk	Non-Void		\$207.96
11/3/2021	1972	AP Warrant	West Mesa Lock and Safe LLC	Non-Void		\$62.19
11/3/2021	1973	AP Warrant	Clifton Larson Allen, LLP	Non-Void		\$5,933.13
11/3/2021	1974	Payroll Liability Check	First Financial Group of America	Non-Void		\$76.16
11/4/2021		Payroll Liability Check	AFLAC	Non-Void		\$24.96
11/4/2021	11-007	Cash Receipt	Chocolate Sales	Non-Void	\$420.00	
11/5/2021		Payroll Liability Check	Wells Fargo	Non-Void		\$31,555.07
11/10/2021		Payroll Liability Check	Internal Revenue Service	Non-Void		\$8,585.47
11/10/2021		Payroll Liability Check	NMRHCA	Non-Void		\$2,736.22
11/10/2021	11-001	Cash Receipt	SEG November 2021	Non-Void	\$209,098.66	
11/10/2021	11-004	Cash Receipt	Mealtime Chocolate Sales and Supply Fee	Non-Void	\$4,675.00	
11/12/2021		Payroll Liability Check	NMERB	Non-Void		\$23,282.45
11/12/2021	00007780	Journal Entry	CASC November 2021; Temp Transaction Number T0007796	Non-Void		\$76.19
11/15/2021	11-002	Cash Receipt	SB-9	Non-Void	\$590.28	
11/15/2021	11-006	Cash Receipt	Chocolate Sales	Non-Void	\$60.00	
11/17/2021	11-005	Cash Receipt	Mealtime Chocolate Sales and Supply Fee	Non-Void	\$835.00	
11/18/2021	1975	AP Warrant	Accountability and Compliance Resources LLC	Non-Void		\$340.60
11/18/2021	1976	AP Warrant	ACES	Non-Void		\$948.68
11/18/2021	1977	AP Warrant	Centurylink	Non-Void		\$226.59
11/18/2021	1978	AP Warrant	Cooperative Educational Services	Non-Void		\$6,179.92
11/18/2021	1979	AP Warrant	Charter School Nursing Services	Non-Void		\$2,303.13
11/18/2021	1980	AP Warrant	City of Rio Rancho	Non-Void		\$25.00
11/18/2021	1981	AP Warrant	Matthews Fox, P.C.	Non-Void		\$325.31
11/18/2021	1982	AP Warrant	Power-On Technology Services	Non-Void		\$1,348.44
11/18/2021	1983	AP Warrant	Staples	Non-Void		\$988.92
11/18/2021	1984	AP Warrant	Tech to school	Non-Void		\$28,905.00
11/19/2021		Payroll Liability Check	Wells Fargo	Non-Void		\$32,154.59
11/23/2021		Payroll Liability Check	New Mexico Taxation & Revenue Department	Non-Void		\$2,000.13
11/24/2021		Payroll Liability Check	Internal Revenue Service	Non-Void		\$8,717.70
11/24/2021	11-008	Cash Receipt	Chocolate Sales	Non-Void	\$780.00	
Sub Total					\$220,763.94	\$191,679.96
Grand Total					\$220,763.94	\$191,679.96

Sandoval Academy of Bilingual Education

Payment Register As of

November 30, 2021

Wages/Deductions	Employer Amt.	Employee Amt.	
Net Wages	\$0.00	\$63,709.66	25 Employees
AFLAC - -A/T	\$0.00	\$24.96	
Basic Life	\$142.02	\$0.00	
BCBS -Supplemental	\$32.40	\$21.60	
BCBS High	\$3,570.26	\$2,416.22	
BCBS Low	\$346.82	\$231.20	
Davis Vision	\$73.08	\$45.02	
Delta Dental High	\$122.82	\$77.12	
Delta Dental Low	\$8.58	\$5.74	
Dental High United Concordia	\$205.30	\$132.12	
Dental Low United Concordia	\$19.32	\$9.32	
ERB	\$11,748.84	\$8,297.84	
ERB Less 24 K	\$2,264.10	\$1,180.63	
ERB- Supplemental	\$0.00	\$42.52	
Federal Withholding	\$0.00	\$3,972.33	
FFGA-Disability	\$0.00	\$34.50	
FFGA-Health Flex Account	\$0.00	\$41.66	
FICA	\$5,402.00	\$5,402.00	
Long Term Disability	\$155.00	\$103.44	
Medicare	\$1,263.42	\$1,263.42	
NMRHCA	\$1,849.88	\$925.01	
Pres High	\$3,137.48	\$1,982.32	
Pres Low	\$958.36	\$444.14	
State Unemployment Ins.	\$280.46	\$0.00	
State Withholding - NM	\$0.00	\$2,014.81	
Voluntary Life	\$0.00	\$117.00	
Sub Total	\$31,580.14	\$92,494.58	

Sandoval Academy of Bilingual Education
Outstanding Purchase Orders As of
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PO Number	Type	Vendor Name	Date Issued	Status	PO Amount	Invoiced Amount	Remaining Encumbrance
SABE220001	Regular	NWEA	7/1/2021	Closed	\$5,000.00	\$5,000.00	\$0.00
SABE220002	Regular	Discovery Education	7/1/2021	Closed	\$2,300.00	\$0.00	\$2,300.00
SABE220002-1	Regular	Discovery Education	7/1/2021	Closed	\$2,476.82	\$2,476.82	\$0.00
SABE220003	Regular	Charter Apps	7/1/2021	Closed	\$895.00	\$895.00	\$0.00
SABE220004	Regular	Home Depot	7/1/2021	Closed	\$1,000.00	\$0.00	\$1,000.00
SABE220004-1	Regular	Home Depot	7/1/2021	Closed	\$1,000.00	\$0.00	\$1,000.00
SABE220004-2	Dollar	Home Depot	7/1/2021	Issued	\$1,000.00	\$292.20	\$707.80
SABE220005	Regular	Cooperative Educational Services	7/1/2021	Closed	\$42,093.30	\$0.00	\$42,093.30
SABE220005-1	Dollar	Cooperative Educational Services	7/1/2021	Issued	\$42,093.30	\$7,349.14	\$34,744.16
SABE220006	Regular	Extra Space Management	7/1/2021	Closed	\$1,572.00	\$0.00	\$1,572.00
SABE220006-1	Dollar	Extra Space Management	7/1/2021	Closed	\$1,572.00	\$524.00	\$1,048.00
SABE220006-2	Dollar	Extra Space Management	10/1/2021	Issued	\$1,048.00	\$131.00	\$917.00
SABE220007	Regular	Vector Solutions-safeschools	7/1/2021	Closed	\$618.00	\$618.00	\$0.00
SABE220008	Regular	Sown to Grow	7/1/2021	Closed	\$3,000.00	\$3,000.00	\$0.00
SABE220009	Regular	Mealtime/The CLM Group,Inc	7/1/2021	Issued	\$549.00	\$0.00	\$549.00
SABE220010	Dollar	Charter School Nursing Services	7/1/2021	Closed	\$12,686.10	\$1,963.33	\$10,722.77
SABE220010-1	Dollar	Charter School Nursing Services	10/1/2021	Issued	\$10,722.77	\$5,550.17	\$5,172.60
SABE220011	Regular	JMP Academy of Professional Development	7/1/2021	Issued	\$1,000.00	\$0.00	\$1,000.00
SABE220012	Regular	World's Finest Chocolate, Inc.	7/1/2021	Closed	\$9,170.00	\$9,170.00	\$0.00
SABE220013	Regular	Kids Focus	7/1/2021	Issued	\$1,839.27	\$0.00	\$1,839.27
SABE220014	Regular	Matthews Fox, P.C.	7/1/2021	Closed	\$5,086.00	\$0.00	\$5,086.00
SABE220014-1	Dollar	Matthews Fox, P.C.	7/1/2021	Issued	\$5,086.00	\$923.61	\$4,162.39
SABE220015	Regular	Public Charter Schools of New Mexico	7/1/2021	Closed	\$2,480.00	\$0.00	\$2,480.00
SABE220015-1	Regular	Public Charter Schools of New Mexico	7/1/2021	Closed	\$2,480.50	\$2,480.50	\$0.00
SABE220016	Regular	Cooperative Educational Services	7/1/2021	Closed	\$665.00	\$0.00	\$665.00
SABE220016-1	Dollar	Cooperative Educational Services	7/1/2021	Issued	\$665.00	\$665.00	\$0.00
SABE220017	Regular	Accountability and Compliance Resources LLC	7/1/2021	Closed	\$3,406.00	\$340.60	\$3,065.40
SABE220018	Regular	Cooperative Educational Services	7/1/2021	Closed	\$7,181.00	\$0.00	\$7,181.00
SABE220018-1	Dollar	Cooperative Educational Services	7/1/2021	Closed	\$7,181.00	\$622.25	\$6,558.75
SABE220018-2	Dollar	Cooperative Educational Services	7/1/2021	Issued	\$10,120.64	\$1,068.96	\$9,051.68
SABE220019	Regular	Cooperative Educational Services	7/1/2021	Closed	\$601.29	\$0.00	\$601.29
SABE220019-1	Dollar	Cooperative Educational Services	7/1/2021	Closed	\$601.29	\$0.00	\$601.29
SABE220019-2	Dollar	Cooperative Educational Services	7/1/2021	Issued	\$9,620.64	\$4,229.05	\$5,391.59
SABE220020	Regular	Cooperative Educational Services	7/1/2021	Closed	\$16,836.12	\$0.00	\$16,836.12
SABE220020-1	Dollar	Cooperative Educational Services	7/1/2021	Issued	\$16,836.12	\$5,678.84	\$11,157.28
SABE220021	Regular	Cooperative Educational Services	7/1/2021	Closed	\$1,370.40	\$0.00	\$1,370.40
SABE220021-1	Dollar	Cooperative Educational Services	7/1/2021	Issued	\$1,370.40	\$671.76	\$698.64
SABE220022	Regular	Power School	7/1/2021	Issued	\$1,500.00	\$0.00	\$1,500.00
SABE220023	Regular	Power School	7/1/2021	Closed	\$11,230.17	\$11,230.17	\$0.00
SABE220024	Regular	Harris School Solutions	7/1/2021	Closed	\$12,078.14	\$12,078.14	\$0.00
SABE220025	Regular	Raptor Technologies	7/1/2021	Closed	\$570.00	\$570.00	\$0.00
SABE220026	Regular	ACES	7/1/2021	Issued	\$10,946.25	\$1,678.43	\$9,267.82
SABE220027	Dollar	Fulcrum Building, LLC	7/1/2021	Closed	\$252,840.72	\$0.00	\$252,840.72
SABE220027-1	Dollar	Fulcrum Building, LLC	7/1/2021	Closed	\$254,903.88	\$0.00	\$254,903.88
SABE220027-2	Dollar	Fulcrum Building, LLC	7/1/2021	Closed	\$276,503.88	\$23,137.69	\$253,366.19
SABE220027-3	Dollar	Fulcrum Building, LLC	7/26/2021	Closed	\$276,282.82	\$104,937.11	\$171,345.71
SABE220027-4	Dollar	Fulcrum Building, LLC	11/10/2021	Issued	\$171,345.71	\$0.00	\$171,345.71
SABE220028	Regular	Fulcrum Building, LLC	7/1/2021	Closed	\$24,999.96	\$2,083.33	\$22,916.63
SABE220029	Regular	Southwest Copy Systems-Service	7/1/2021	Closed	\$10,000.00	\$0.00	\$10,000.00
SABE220029-1	Dollar	Southwest Copy Systems-Service	7/1/2021	Issued	\$10,000.00	\$1,811.14	\$8,188.86
SABE220030	Regular	Southwest Copy Systems- Equipment	7/1/2021	Closed	\$24,000.00	\$0.00	\$24,000.00
SABE220030-1	Dollar	Southwest Copy Systems- Equipment	7/1/2021	Issued	\$24,000.00	\$677.24	\$23,322.76
SABE220031	Dollar	Centurylink	7/1/2021	Issued	\$2,400.00	\$919.63	\$1,480.37
SABE220032	Regular	United Postal Service	7/1/2021	Issued	\$220.00	\$0.00	\$220.00
SABE220033	Regular	NMPSIA	7/1/2021	Closed	\$32,689.00	\$0.00	\$32,689.00
SABE220033-1	Regular	NMPSIA-Risk Premium	7/1/2021	Closed	\$32,712.00	\$32,712.00	\$0.00
SABE220034	Dollar	Fiber Platform LLC	7/1/2021	Issued	\$1,440.00	\$605.88	\$834.12
SABE220035	Dollar	Verizon Wireless/Straight Talk	7/1/2021	Issued	\$3,390.00	\$760.98	\$2,629.02
SABE220036	Regular	WIDA	7/1/2021	Closed	\$1,000.00	\$0.00	\$1,000.00
SABE220036-1	Regular	WIDA	7/1/2021	Issued	\$1,000.00	\$0.00	\$1,000.00
SABE220037	Regular	The Vigil Group, LLC	7/1/2021	Closed	\$59,640.00	\$0.00	\$59,640.00
SABE220037-1	Dollar	The Vigil Group, LLC	7/1/2021	Issued	\$59,640.00	\$21,358.56	\$38,281.44
SABE220038	Regular	Business Printing Service	7/1/2021	Issued	\$963.00	\$0.00	\$963.00
SABE220039	Dollar	Staples	7/8/2021	Issued	\$582.36	\$582.36	\$0.00
SABE220040	Regular	Staples	7/20/2021	Closed	\$1,453.31	\$1,267.11	\$186.20
SABE220041	Regular	HD Supply	7/21/2021	Closed	\$265.71	\$0.00	\$265.71
SABE220041-1	Regular	HD Supply	7/21/2021	Issued	\$918.11	\$265.71	\$652.40
SABE220042	Regular	Veritiv	7/20/2021	Closed	\$1,109.24	\$1,107.44	\$1.80
SABE220043	Regular	Staples	7/21/2021	Issued	\$452.30	\$399.40	\$52.90
SABE220044	Regular	Discount School Supply	7/20/2021	Issued	\$11,549.38	\$8,645.10	\$2,904.28
SABE220045	Regular	School Fix	7/20/2021	Closed	\$295.30	\$0.00	\$295.30
SABE220045-1	Regular	School Fix	7/20/2021	Closed	\$1,750.44	\$0.00	\$1,750.44
SABE220045-2	Regular	School Fix	7/20/2021	Closed	\$390.44	\$0.00	\$390.44
SABE220045-3	Regular	School Fix	7/20/2021	Closed	\$390.44	\$390.44	\$0.00
SABE220046	Dollar	Center for Responsive Schools, Inc.	7/20/2021	Issued	\$324.00	\$0.00	\$324.00
SABE220047	Regular	Crista Benavidez- Chispas Performance Solutions, LLC	7/27/2021	Closed	\$539.38	\$539.40	\$0.00
SABE220048	Regular	Frankies at the Casa Nova	7/27/2021	Closed	\$360.00	\$360.00	\$0.00
SABE220049	Regular	Brush Ranch River Lodge	7/27/2021	Closed	\$500.00	\$0.00	\$500.00
SABE220049-1	Regular	Brush Ranch River Lodge	7/27/2021	Closed	\$525.00	\$0.00	\$525.00
SABE220049-2	Regular	Brush Ranch River Lodge	7/27/2021	Closed	\$559.17	\$559.17	\$0.00
SABE220050	Regular	Graphic Connection	7/29/2021	Closed	\$800.00	\$800.00	\$0.00

Sandoval Academy of Bilingual Education
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SABE220051	Regular	Cooperative Educational Services	7/29/2021	Closed	\$1,176.70	\$0.00	\$1,176.70
SABE220051-1	Regular	Cooperative Educational Services	7/29/2021	Closed	\$1,266.70	\$1,176.70	\$90.00
SABE220052	Regular	School Outfitters, LLC	7/29/2021	Closed	\$2,962.17	\$2,962.17	\$0.00
SABE220054	Regular	Albuquerque Office Systems, LLC	7/29/2021	Closed	\$675.00	\$0.00	\$675.00
SABE220054-1	Regular	Albuquerque Office Systems, LLC	7/29/2021	Closed	\$551.28	\$551.28	\$0.00
SABE220055	Regular	Staples	7/31/2021	Closed	\$76.83	\$76.83	\$0.00
SABE220056	Regular	American Orff Schulwerk Association	7/30/2021	Closed	\$329.00	\$329.00	\$0.00
SABE220057	Regular	Learning Headphones/CK First Enterprises	8/10/2021	Closed	\$300.00	\$0.00	\$300.00
SABE220057-1	Regular	Learning Headphones/CK First Enterprises	8/10/2021	Closed	\$330.00	\$330.00	\$0.00
SABE220058	Regular	Public Charter Schools of New Mexico	8/9/2021	Closed	\$225.00	\$0.00	\$225.00
SABE220058-1	Regular	Public Charter Schools of New Mexico	8/9/2021	Closed	\$225.00	\$0.00	\$225.00
SABE220058-2	Regular	Public Charter Schools of New Mexico	8/9/2021	Closed	\$225.00	\$0.00	\$225.00
SABE220058-3	Regular	Public Charter Schools of New Mexico	8/9/2021	Issued	\$450.00	\$0.00	\$450.00
SABE220059	Regular	Staples	8/10/2021	Issued	\$274.52	\$185.54	\$88.98
SABE220060	Regular	Staples	8/10/2021	Closed	\$630.14	\$630.14	\$0.00
SABE220061	Regular	Jackie Rodriguez	8/12/2021	Closed	\$25.00	\$0.00	\$25.00
SABE220062	Regular	Jackie Rodriguez	8/17/2021	Issued	\$611.64	\$0.00	\$611.64
SABE220063	Regular	Staples	8/18/2021	Closed	\$579.37	\$571.37	\$8.00
SABE220064	Regular	Public Charter Schools of New Mexico	7/1/2021	Closed	\$4,600.00	\$4,600.00	\$0.00
SABE220066	Regular	Pearson Education Inc.	8/9/2021	Closed	\$1,572.38	\$1,572.38	\$0.00
SABE220067	Regular	Great Minds	8/20/2021	Closed	\$5,654.58	\$0.00	\$5,654.58
SABE220067-1	Regular	Great Minds	8/20/2021	Issued	\$5,654.58	\$0.00	\$5,654.58
SABE220068	Regular	Power-On Technology Services	8/1/2021	Issued	\$2,549.89	\$0.00	\$2,549.89
SABE220069	Regular	Mealtime/The CLM Group, Inc	8/20/2021	Closed	\$125.00	\$125.00	\$0.00
SABE220070	Regular	Gorman Industries Inc.	8/20/2021	Closed	\$13,444.20	\$0.00	\$13,444.20
SABE220070-1	Regular	Gorman Industries Inc.	8/20/2021	Closed	\$13,444.26	\$13,444.26	\$0.00
SABE220071	Regular	Intrado-School Messenger	8/20/2021	Closed	\$550.00	\$0.00	\$550.00
SABE220071-1	Regular	Intrado-School Messenger	9/1/2021	Closed	\$592.28	\$592.28	\$0.00
SABE220072	Regular	Power-On Technology Services	8/1/2021	Closed	\$15,000.00	\$0.00	\$15,000.00
SABE220072-1	Regular	Power-On Technology Services	8/23/2021	Closed	\$16,181.25	\$0.00	\$16,181.25
SABE220072-2	Dollar	Power-On Technology Services	7/1/2021	Issued	\$16,181.25	\$5,393.76	\$10,787.49
SABE220073	Regular	Peripole	8/11/2021	Closed	\$509.58	\$509.58	\$0.00
SABE220074	Regular	Jackie Rodriguez	8/20/2021	Closed	\$58.64	\$0.00	\$58.64
SABE220074-1	Regular	Jackie Rodriguez	8/20/2021	Closed	\$107.00	\$0.00	\$107.00
SABE220074-2	Regular	Jackie Rodriguez	8/20/2021	Issued	\$200.00	\$160.45	\$39.55
SABE220075	Regular	ICSS, Inc.	8/12/2021	Closed	\$100.00	\$100.00	\$0.00
SABE220076	Regular	HD Supply	8/23/2021	Closed	\$1,521.47	\$0.00	\$1,521.47
SABE220076-1	Regular	HD Supply	8/23/2021	Closed	\$1,544.10	\$992.10	\$552.00
SABE220076-2	Regular	HD Supply	10/1/2021	Issued	\$501.22	\$329.10	\$172.12
SABE220077	Regular	City of Rio Rancho	8/23/2021	Closed	\$25.00	\$25.00	\$0.00
SABE220078	Regular	Staples	8/23/2021	Closed	\$49.65	\$49.65	\$0.00
SABE220079	Dollar	Power-On Technology Services	7/1/2021	Closed	\$16,181.25	\$0.00	\$16,181.25
SABE220080	Dollar	Seesaw	8/31/2021	Closed	\$797.50	\$797.50	\$0.00
SABE220081	Regular	West Mesa Lock and Safe LLC	8/31/2021	Closed	\$50.00	\$0.00	\$50.00
SABE220081-1	Regular	West Mesa Lock and Safe LLC	9/8/2021	Closed	\$59.23	\$59.23	\$0.00
SABE220082	Regular	Tech to school	8/25/2021	Closed	\$7,280.00	\$7,280.00	\$0.00
SABE220083	Regular	Tech to school	8/25/2021	Issued	\$582.00	\$612.00	(\$30.00)
SABE220084	Regular	Smore	8/31/2021	Closed	\$1,709.05	\$1,709.05	\$0.00
SABE220085	Regular	Veritiv	9/1/2021	Closed	\$422.60	\$422.60	\$0.00
SABE220086	Dollar	Staples	9/10/2021	Issued	\$572.80	\$572.80	\$0.00
SABE220087	Regular	Dual Language Education of New Mexico	9/15/2021	Issued	\$90.00	\$0.00	\$90.00
SABE220088	Regular	Scripps National Spelling Bee, Inc.	9/17/2021	Closed	\$182.50	\$182.50	\$0.00
SABE220089	Regular	Tech to school	9/21/2021	Closed	\$19,900.00	\$19,900.00	\$0.00
SABE220090	Regular	Tech to school	9/21/2021	Closed	\$274.89	\$274.89	\$0.00
SABE220091	Regular	Tech to school	9/21/2021	Closed	\$3,799.00	\$3,799.00	\$0.00
SABE220092	Regular	Tech to school	9/21/2021	Closed	\$4,900.00	\$4,900.00	\$0.00
SABE220093	Dollar	American Reading Company	9/21/2021	Closed	\$55,250.00	\$0.00	\$55,250.00
SABE220093-1	Dollar	American Reading Company	9/21/2021	Issued	\$55,250.00	\$0.00	\$55,250.00
SABE220094	Regular	School Specialty, Inc.	9/29/2021	Issued	\$491.61	\$0.00	\$491.61
SABE220095	Regular	Getty Industrial Training	9/29/2021	Issued	\$1,812.30	\$1,440.00	\$372.30
SABE220096	Regular	Staples	9/29/2021	Closed	\$590.83	\$590.83	\$0.00
SABE220097	Dollar	Accountability and Compliance Resources LLC	7/1/2021	Issued	\$3,406.00	\$1,021.80	\$2,384.20
SABE220098	Dollar	Clifton Larson Allen, LLP	8/1/2021	Issued	\$15,000.00	\$10,787.51	\$4,212.49
SABE220099	Regular	Cooperative Educational Services	10/8/2021	Closed	\$65,715.00	\$0.00	\$65,715.00
SABE220099-1	Regular	Cooperative Educational Services	10/19/2021	Closed	\$66,187.50	\$0.00	\$66,187.50
SABE220099-2	Regular	Technology Integration Group	10/19/2021	Issued	\$66,187.50	\$0.00	\$66,187.50
SABE220100	Regular	Cooperative Educational Services	10/5/2021	Issued	\$5,000.00	\$0.00	\$5,000.00
SABE220101	Regular	West Mesa Lock and Safe LLC	10/7/2021	Closed	\$100.00	\$62.19	\$37.81
SABE220102	Regular	Veritiv	10/7/2021	Closed	\$975.44	\$0.00	\$975.44
SABE220102-1	Regular	Veritiv	10/8/2021	Closed	\$994.44	\$994.44	\$0.00
SABE220103	Regular	HD Supply	10/7/2021	Closed	\$196.89	\$196.89	\$0.00
SABE220104	Regular	Pearson Education Inc.	10/5/2021	Issued	\$700.35	\$0.00	\$700.35
SABE220105	Regular	NMAOSA	10/8/2021	Closed	\$110.00	\$110.00	\$0.00
SABE220106	Regular	NMMEA	10/8/2021	Issued	\$185.00	\$0.00	\$185.00
SABE220107	Regular	Home Depot	10/14/2021	Closed	\$200.00	\$0.00	\$200.00
SABE220107-1	Regular	Jackie Rodriguez	10/15/2021	Closed	\$200.00	\$0.00	\$200.00
SABE220107-2	Regular	Jackie Rodriguez	10/15/2021	Closed	\$215.74	\$0.00	\$215.74
SABE220107-3	Regular	Jackie Rodriguez	10/15/2021	Closed	\$250.00	\$215.74	\$34.26
SABE220108	Regular	Home Depot	10/26/2021	Issued	\$120.00	\$0.00	\$120.00
SABE220109	Regular	Public Charter Schools of New Mexico	11/2/2021	Issued	\$300.00	\$0.00	\$300.00
SABE220110	Regular	ASCD	11/2/2021	Issued	\$478.00	\$0.00	\$478.00
SABE220111	Regular	School Life	10/29/2021	Issued	\$84.95	\$0.00	\$84.95

Sandoval Academy of Bilingual Education
Outstanding Purchase Orders As of
November 30, 2021

SABE220112	Regular	Staples	11/2/2021	Issued	\$988.92	\$988.92	\$0.00
SABE220113	Regular	Alb. Airless Repair LLC	11/2/2021	Issued	\$460.00	\$0.00	\$460.00
SABE220114	Regular	Abq Mom	11/2/2021	Issued	\$250.00	\$0.00	\$250.00
SABE220115	Regular	Kesselman- Jones Inc.	11/2/2021	Issued	\$99.00	\$0.00	\$99.00
SABE220116	Dollar	Herrera Coaches Inc.	11/1/2021	Issued	\$37,200.00	\$4,650.00	\$32,550.00
SABE220117	Regular	HDSupply	11/18/2021	Issued	\$1,281.86	\$0.00	\$1,281.86
SABE220118	Regular	Tech to school	11/5/2021	Issued	\$69.00	\$0.00	\$69.00
SABE220119	Regular	Emotionally Naked LLC	11/18/2021	Issued	\$3,500.00	\$0.00	\$3,500.00
SABE220120	Regular	Cooperative Educational Services	11/18/2021	Closed	\$2,820.00	\$0.00	\$2,820.00
SABE220120-1	Regular	Technology Integration Group	11/18/2021	Issued	\$2,820.00	\$0.00	\$2,820.00
SABE220121	Regular	Soundtrap	10/15/2021	Issued	\$273.00	\$0.00	\$273.00
SABE220122	Regular	Cooperative Educational Services	11/18/2021	Closed	\$1,320.00	\$0.00	\$1,320.00
SABE220122-1	Regular	Technology Integration Group	11/18/2021	Issued	\$1,320.00	\$0.00	\$1,320.00
Sub Total					\$2,372,566.90	\$379,401.14	\$534,905.50

Sandoval Academy of Bilingual Education
Fiscal Year 2022
Bank Reconciliation

Bank Reconciliation

School: **Sandoval Academy of Bilingual Education**
Bank: **Wells Fargo**
Account Description: **Main Checking Account**
Statement Date: **November 30, 2021**

Beginning Balance per bank:	\$	844,086.20
Cleared transactions:	\$	(190,494.74)
Deposits and Credits:	\$	220,763.94
Other bank adjustments	\$	-
	\$	<u>874,355.40</u>
Ending balance per bank		
Plus: Outstanding Deposits	\$	-
Plus: Cleared items prior to entry	\$	-
Less: Outstanding Checks	\$	(31,883.32)
Balance per GL	\$	<u>842,472.08</u>

Sandoval Academy of Bilingual Education
Fiscal Year 2022
Outstanding Checks as of November 30, 2021

Last Reconciled	Beginning Balance	Statement Date		
10/31/2021	(\$41,485.61)	11/30/2021		
Date	Source Document	Item Number	Description	Withdrawal
9/22/2021	APV22-008	1900	Accountability and Compliance Resources LLC	\$340.60
11/18/2021	APV22-017	1975	Accountability and Compliance Resources LLC	\$340.60
11/18/2021	APV22-017	1976	ACES	\$948.68
11/18/2021	APV22-017	1982	Power-On Technology Services	\$1,348.44
11/18/2021	APV22-017	1984	Tech to school	\$28,905.00
Sub Total				\$31,883.32

Must submit backup for all BARs,
except transfers of funds for SEG or
direct grants

STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
300 Don Gaspar Santa Fe, NM 87501-2786
Budget Adjustment Request

Doc. ID: 563-000-2122-0010-I

Fund Type: Flowthrough

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: 07/01/2021	To: 06/30/2022
A. Approved Carryover:	
B. Total Current Year Allocation:	
D. Total Funding Available:	

Revenue 24154.0000.44500 \$14,725

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
24154 Teacher/ Principal Training & Recruiting	1000 Instruction	53330 Professional Development	1010 Regular Education (K- 12) Programs	0000 No Job Class	\$7,432	\$7,362	\$14,794	
24154 Teacher/ Principal Training & Recruiting	2400 Support Services-School Administration	53330 Professional Development	0000 No Program	0000 No Job Class		\$7,363	\$7,363	
Sub Total						\$14,725		
Indirect Cost								
DOC. TOTAL						\$14,725		

Justification:

To budget in carryover Award for Title II.

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: 563-000-2122-0011-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	
Budget Period: 07/01/2021	To: 06/30/2022
A. Approved Carryover:	
B. Total Current Year Allocation:	
D. Total Funding Available:	

Revenue 24330.0000.44500 \$359,981

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
24330 CRRSA, ESSER III	1000 Instruction	51100 Salaries Expense	1010 Regular Education (K- 12) Programs	1411 Teachers- Grades 1-12		\$35,998	\$35,998	0.50
24330 CRRSA, ESSER III	1000 Instruction	51100 Salaries Expense	1010 Regular Education (K- 12) Programs	1621 Summer School/After School		\$40,995	\$40,995	
24330 CRRSA, ESSER III	1000 Instruction	51300 Additional Compensation	1010 Regular Education (K- 12) Programs	1411 Teachers- Grades 1-12		\$30,000	\$30,000	
24330 CRRSA, ESSER III	1000 Instruction	57332 Supply Assets (\$5,000 or less)	1010 Regular Education (K- 12) Programs	0000 No Job Class		\$55,000	\$55,000	
24330 CRRSA, ESSER III	2100 Support Services-Students	51100 Salaries Expense	0000 No Program	1214 Guidance Counselors/Soc ial Workers		\$40,000	\$40,000	1.00
24330 CRRSA, ESSER III	2100 Support Services-Students	51300 Additional Compensation	0000 No Program	1214 Guidance Counselors/Soc ial Workers		\$11,990	\$11,990	
24330 CRRSA, ESSER III	2100 Support Services-Students	53414 Other Services	0000 No Program	0000 No Job Class		\$55,998	\$55,998	
24330 CRRSA, ESSER III	2300 Support Services-General Administration	53413 Legal	0000 No Program	0000 No Job Class		\$20,000	\$20,000	
24330 CRRSA, ESSER III	2700 Student Transportation	55112 Transportation Contractors	0000 No Program	0000 No Job Class		\$70,000	\$70,000	
Sub Total						\$359,981		1.50
					Indirect Cost			
					DOC. TOTAL	\$359,981		

Justification:

To budget ARP Funds per 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: 563-000-2122-0012-M
Fund Type: General Fund / Capital
Outlay / Debt Service
Adjustment Type: Maintenance

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:

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000 Operational	1000 Instruction	57332 Supply Assets (\$5,000 or less)	1010 Regular Education (K- 12) Programs	0000 No Job Class	\$314,398	(\$159,762)	\$154,636	
11000 Operational	1000 Instruction	51100 Salaries Expense	0000 No Program	1611 Substitutes- Sick Leave	\$21,000	\$17,215	\$38,215	
11000 Operational	1000 Instruction	51100 Salaries Expense	1010 Regular Education (K- 12) Programs	1411 Teachers- Grades 1-12	\$544,883	\$97,058	\$641,941	1.50
11000 Operational	1000 Instruction	51100 Salaries Expense	1010 Regular Education (K- 12) Programs	1621 Summer School/After School		\$8,020	\$8,020	0.40
11000 Operational	1000 Instruction	51300 Additional Compensation	4040 Extended Learning Time Programs	1713 Instructional Assistants- Early Childhood Education		\$1,233	\$1,233	
11000 Operational	1000 Instruction	52311 Health and Medical Premiums	0000 No Program	0000 No Job Class	\$63,053	\$11,580	\$74,633	
11000 Operational	1000 Instruction	52312 Life	0000 No Program	0000 No Job Class	\$984	\$506	\$1,490	
11000 Operational	1000 Instruction	52313 Dental	0000 No Program	0000 No Job Class	\$2,782	\$609	\$3,391	
11000 Operational	1000 Instruction	52314 Vision	0000 No Program	0000 No Job Class	\$510	\$207	\$717	
11000 Operational	1000 Instruction	52315 Disability	0000 No Program	0000 No Job Class	\$433	\$540	\$973	
11000 Operational	1000 Instruction	52710 Workers Compensation Premium	0000 No Program	0000 No Job Class	\$121	\$94	\$215	
11000 Operational	1000 Instruction	53330 Professional Development	2000 Special Programs	0000 No Job Class	\$200	\$250	\$450	
11000 Operational	1000 Instruction	56112 Other Textbooks	1010 Regular Education (K- 12) Programs	0000 No Job Class	\$23,995	\$22,450	\$46,445	
Sub Total						\$0		1.90
Indirect Cost								
DOC. TOTAL						\$0		

Justification:

To adjust budget to match salary and Benefit expenses.

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.

Approvals by Digital Signature

<u>Name</u>	<u>Role</u>	<u>Date</u>
Ashley Wolfel	Business Manager	12/2/2021 9:53:15 AM

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: 563-000-2122-0013-M
Fund Type: General Fund / Capital
Outlay / Debt Service
Adjustment Type: Maintenance

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:

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000 Operational	2100 Support Services-Students	51100 Salaries Expense	0000 No Program	1218 School/Student Support	\$57,123	(\$57,123)		(0.90)
11000 Operational	2100 Support Services-Students	53218 Specialists - Contracted	2000 Special Programs	0000 No Job Class	\$53,000	(\$40,146)	\$12,854	
11000 Operational	2500 Central Services	52315 Disability	0000 No Program	0000 No Job Class	\$122	(\$122)		
11000 Operational	2100 Support Services-Students	51100 Salaries Expense	2000 Special Programs	1312 Speech Therapists		\$55,020	\$55,020	1.00
11000 Operational	2100 Support Services-Students	51100 Salaries Expense	4025 At-Risk Special Programs	1217 Secretarial/Cleri- cal/Technical Assistants	\$15,159	\$4,078	\$19,237	0.20
11000 Operational	2100 Support Services-Students	51300 Additional Compensation	0000 No Program	1218 School/Student Support		\$186	\$186	
11000 Operational	2100 Support Services-Students	52111 Educational Retirement	0000 No Program	0000 No Job Class	\$27,253	\$379	\$27,632	
11000 Operational	2100 Support Services-Students	52311 Health and Medical Premiums	0000 No Program	0000 No Job Class	\$4,704	\$8,109	\$12,813	
11000 Operational	2100 Support Services-Students	52312 Life	0000 No Program	0000 No Job Class	\$63	\$132	\$195	
11000 Operational	2100 Support Services-Students	52313 Dental	0000 No Program	0000 No Job Class	\$207	\$300	\$507	
11000 Operational	2100 Support Services-Students	52314 Vision	0000 No Program	0000 No Job Class		\$61	\$61	
11000 Operational	2100 Support Services-Students	52315 Disability	0000 No Program	0000 No Job Class	\$182	\$192	\$374	
11000 Operational	2100 Support Services-Students	52500 Unemployment Compensation	0000 No Program	0000 No Job Class	\$176	\$476	\$652	
11000 Operational	2100 Support Services-Students	52710 Workers Compensation Premium	0000 No Program	0000 No Job Class	\$10	\$25	\$35	
11000 Operational	2100 Support Services-Students	53213 Occupational Therapists - Contracted	2000 Special Programs	0000 No Job Class		\$9,621	\$9,621	
11000 Operational	2300 Support Services-General Administration	51100 Salaries Expense	0000 No Program	1111 Superintendent	\$97,500	\$2,500	\$100,000	0.10
11000 Operational	2300 Support Services-General Administration	52210 FICA Payments	0000 No Program	0000 No Job Class	\$6,045	\$156	\$6,201	

11000 Operational	2300 Support Services-General Administration	52220 Medicare Payments	0000 No Program	0000 No Job Class	\$1,414	\$36	\$1,450	
11000 Operational	2300 Support Services-General Administration	53413 Legal	0000 No Program	0000 No Job Class	\$5,086	\$109	\$5,195	
11000 Operational	2400 Support Services-School Administration	52315 Disability	0000 No Program	0000 No Job Class		\$122	\$122	
11000 Operational	2400 Support Services-School Administration	56118 General Supplies and Materials	0000 No Program	0000 No Job Class	\$2,415	\$963	\$3,378	
11000 Operational	2600 Operation & Maintenance of Plant	51100 Salaries Expense	0000 No Program	1615 Custodial	\$37,053	\$80	\$37,133	0.10
11000 Operational	2600 Operation & Maintenance of Plant	52312 Life	0000 No Program	0000 No Job Class	\$25	\$41	\$66	
11000 Operational	2600 Operation & Maintenance of Plant	52313 Dental	0000 No Program	0000 No Job Class	\$47	\$62	\$109	
11000 Operational	2600 Operation & Maintenance of Plant	52314 Vision	0000 No Program	0000 No Job Class	\$21	\$26	\$47	
11000 Operational	2600 Operation & Maintenance of Plant	52315 Disability	0000 No Program	0000 No Job Class		\$111	\$111	
11000 Operational	2600 Operation & Maintenance of Plant	52500 Unemployment Compensation	0000 No Program	0000 No Job Class	\$168	\$41	\$209	
11000 Operational	2600 Operation & Maintenance of Plant	52710 Workers Compensation Premium	0000 No Program	0000 No Job Class	\$12	\$7	\$19	
11000 Operational	2600 Operation & Maintenance of Plant	54610 Rental - Land and Buildings	0000 No Program	0000 No Job Class	\$105,120	\$1,090	\$106,210	
11000 Operational	2600 Operation & Maintenance of Plant	55200 Property/Liability Insurance	0000 No Program	0000 No Job Class	\$32,689	\$23	\$32,712	
11000 Operational	2600 Operation & Maintenance of Plant	57332 Supply Assets (\$5,000 or less)	0000 No Program	0000 No Job Class	\$453	\$13,445	\$13,898	
					Sub Total	\$0		0.50
					Indirect Cost			
					DOC. TOTAL	\$0		

Justification:

To adjust budget to cover salary and Benefits for employees.

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.

LEA Plan for Safe Return to In-Person Instruction and Continuity of Services

Section 2001(i)(1) of the ARP Act requires each local educational agency (LEA) that receives ARP ESSER funds to develop and make publicly available on the LEA's website, no later than 30 days after receiving ARP ESSER funds, a plan for Safe Return to In-Person Instruction and Continuity of Services. In New Mexico, districts and state-chartered charter schools are LEAs.

This is a federal requirement and is not the same as the past state requirement for LEAs to submit Reentry Plans.

Pursuant to ARP requirements, LEAs must post on their website a fully compliant Plan for Safe Return to In-person Instruction and Continuity of Services by **December 24, 2021**.

This is the **template** we are providing for you to complete the ARP ESSER Plan for Safe Return to In-Person Instruction and Continuity of Services. The template incorporates the federally-required components of this plan.

This template incorporates the federally-required components of the LEA Plan for Safe Return to In-Person Instruction and Continuity of Services.

PED hopes this template will allow LEAs to efficiently and effectively plan and to easily post their LEA Plan for Safe Return to In-Person Instruction and Continuity of Services on their websites as required by the ARP Act.

The LEA must **regularly, but no less frequently than every six months** (taking into consideration the timing of significant changes to CDC guidance on reopening schools), **review and, as appropriate, revise its Plan for Safe Return to In-person Instruction and Continuity of Services through September 30, 2023**

Date of Revision	12/9/2021
------------------	-----------

District ID	County	LEA NAME
563	Sandoval	Sandoval Academy of Bilingual Education

How the LEA will **maintain the health and safety of students, educators, and other staff** and the **extent to which** it has **adopted policies**, and a **description of any such policies**, on each of the following **safety recommendations established by the Centers for Disease Control and Prevention (CDC)**

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-guidance.html>

CDC Safety Recommendations	Has the LEA Adopted a Policy? (Y/N)	Describe LEA Policy:
Universal and correct wearing of masks	Yes	All staff, students, visitors must wear CDC approved masks. Masks are provided to staff and it is requested of our parents to supply their children with them. We have child masks

		available for those families that are unable to provide them to their children and for those that need replacements, adults, and students alike.
Modifying facilities to allow for physical distancing (e.g., use of cohorts/podding)	Yes	All staff, students, and visitors must maintain the 3-6 foot social distancing. Signage is posted around the campus. Floors are marked with markers to remind and reinforce the distancing. Desks and tables are separated accordingly.
Handwashing and respiratory etiquette	Yes	Student have scheduled bathroom breaks for hand washing and there are hand sanitization stations throughout the building and classrooms.
Cleaning and maintaining healthy facilities, including improving ventilation	Yes	Custodians and staff have been trained and have procedures for cleaning and disinfecting all areas of the campus. Each classroom and common areas have air purification machines. Our heating/cooling systems comply with MERV 13 filters.
Contact tracing in combination with isolation and quarantine, in collaboration with the State, local, territorial, or Tribal health departments	Yes	The COVID team complies with the contact tracing requirements and necessary communications. Forms are developed to communicate the requirements to parents and/or staff. We have two isolation rooms. We consult regularly with our NMDOH contact.
Diagnostic and screening testing	Yes	We have a procedure and notification forms to communicate those requirements to families and staff.
Efforts to provide vaccinations to school communities	Yes	We have had a flu shot clinic. We have communicated with the NMDOH to hold clinics at our site, however, due to our size, they have not been able to assist. All clinic communications within close proximity to our school are shared with our school community and staff. We are working with PMG and Kesselman Jones to begin the Test to Stay for our school, students, and staff.
Appropriate accommodations for children with disabilities with respect to health and safety policies	Yes	Accommodations are made to support our students with disabilities as deemed necessary.
Coordination with State and local health officials	Yes	We communicate regularly with our NMDOH and NMPED contact.

How the LEA will ensure continuity of services, including but not limited to services to address students' academic needs and students' and staff social, emotional, mental health, and other needs, which may include student health and food services	
How the LEA will Ensure Continuity of Services?	
All students are provided their Free and Appropriate Public Education on site adhering to our charter mission and state and federal requirements. We are not offering an online/remote option. We do offer suggestions to those families that request that option. All additional services, including our special education and ancillary and English Language Development are provided at school. Should the need arise to offer these to our families remotely due to COVID, we are prepared to do so. We provide a breakfast and lunch program to all students.	
How will the LEA address Students':	
Academic Needs?	All students are provided their Free and Appropriate Public Education on site adhering to our charter mission and state and federal requirements.
Social, Emotional and Mental Health Needs?	We have a dedicated time block school-wide where students are provided lessons on social, emotional, mental health wellness. We have an SEL team that supports and offers coaching to our teachers and lessons to students. We also have a Parent Liaison that helps in crisis situations with our teachers, parents, and students.
Other Needs (which may include student health and food services)?	We have a school health assistant on site and school nurse one site one day per week. We have access for consultation with our school nurse and NMDOH contact. We provide breakfast and lunch to all students.
How will the LEA address Staff:	
Social, Emotional and Mental Health Needs?	We provide wellness support and monthly wellness activities.
Other Needs?	We have weekly collaboration and as needed check-ins with teachers and staff to support their needs.

Public Input	
Describe the process used to seek public input, and how that input was taken into account in the revision of the plan.	Surveys are conducted and provided regularly to all staff and families.
Understandable and Uniform Format	
Describe the process by which the LEA will, to the extent practicable, present the plan written in a language that	We can provide the plan in Spanish and seek out other translation services when requested from parents/community. This will be noted on our website.

<p>parents can understand. Or, if it is not practicable to provide written translations to a parent with limited English proficiency, describe the process for orally translating the plan for such parents.</p>	
<p>Describe the process by which a parent who is an individual with a disability as defined by the ADA, will be provided a version of the plan in an alternative format accessible to that parent.</p>	<p>We can provide a one-on-one meeting to communicate the contents of the plan either virtually or in person. Based on what is requested, attempts will be made to provide access to the plan in the format necessary.</p>

U.S. Department of Education Interim Final Rule (IFR)

LEA Plan for Safe Return to In-Person Instruction and Continuity of Services

An LEA must describe in its plan under section 2001(i)(1) of the ARP Act for the safe return to in-person instruction and continuity of services –

1. How it will maintain the health and safety of students, educators, and other staff and the extent to which it has adopted policies, and a description of any such policies, on each of the following safety recommendations established by the CDC:
 - (A) Universal and correct wearing of masks.
 - (B) Modifying facilities to allow for physical distancing (e.g., use of cohorts/podding).
 - (C) Handwashing and respiratory etiquette.
 - (D) Cleaning and maintaining healthy facilities, including improving ventilation.
 - (E) Contact tracing in combination with isolation and quarantine, in collaboration with the State, local, territorial, or Tribal health departments.
 - (F) Diagnostic and screening testing.
 - (G) Efforts to provide vaccinations to school communities.
 - (H) Appropriate accommodations for children with disabilities with respect to health and safety policies.
 - (I) Coordination with State and local health officials.
2. How it will ensure continuity of services, including but not limited to services to address students' academic needs and students' and staff social, emotional, mental health, and other needs, which may include student health and food services.
3. During the period of the ARP ESSER award established in section 2001(a) of the ARP Act, an LEA must
 - a. regularly, but no less frequently than every six months (taking into consideration the timing of significant changes to CDC guidance on reopening schools), review and, as appropriate, revise its plan for the safe return to in-person instruction and continuity of services.
 - b. In determining whether revisions are necessary, and in making any revisions, the LEA must seek public input and take such input into account.
 - c. If at the time the LEA revises its plan the CDC has updated its guidance on reopening schools, the revised plan must address the extent to which the LEA has adopted policies, and describe any such policies, for each of the updated safety recommendations.
4. If an LEA developed a plan prior to enactment of the ARP Act that meets the statutory requirements of section 2001(i)(1) and (2) of the ARP Act but does not address all the requirements in paragraph (a), the LEA must, pursuant to paragraph (b), revise and post its plan no later than six months after receiving its ARP ESSER funds to meet the requirements in paragraph (a).
5. An LEA's plan under section 2001(i)(1) of the ARP Act for the safe return to in-person instruction and continuity of services must be—
 - a. In an understandable and uniform format;

- b. To the extent practicable, written in a language that parents can understand or, if it is not practicable to provide written translations to a parent with limited English proficiency, be orally translated for such parent; and
- c. Upon request by a parent who is an individual with a disability as defined by the ADA, provided in an alternative format accessible to that parent.

The IFR and ARP statute, along with other helpful resources, are located here:

April 2021 IFR: <https://www.govinfo.gov/content/pkg/FR-2021-04-22/pdf/2021-08359.pdf>

ARP Act text: <https://www.congress.gov/117/bills/hr1319/BILLS-117hr1319enr.pdf>

ED COVID-19 Handbook Volume I: <https://www2.ed.gov/documents/coronavirus/reopening.pdf>

ED COVID-19 Handbook Volume II: <https://www2.ed.gov/documents/coronavirus/reopening-2.pdf>

ESEA Evidence-Based Guidance: <https://oese.ed.gov/files/2020/07/guidanceeusesinvestment.pdf>

ED FAQs for ESSER and Governor's Emergency Education Relief (GEER):

https://oese.ed.gov/files/2021/05/ESSER.GEER_FAQs_5.26.21_745AM_FINALb0cd6833f6f46e03ba2d97d30aff953260028045f9ef3b18ea602db4b32b1d99.pdf

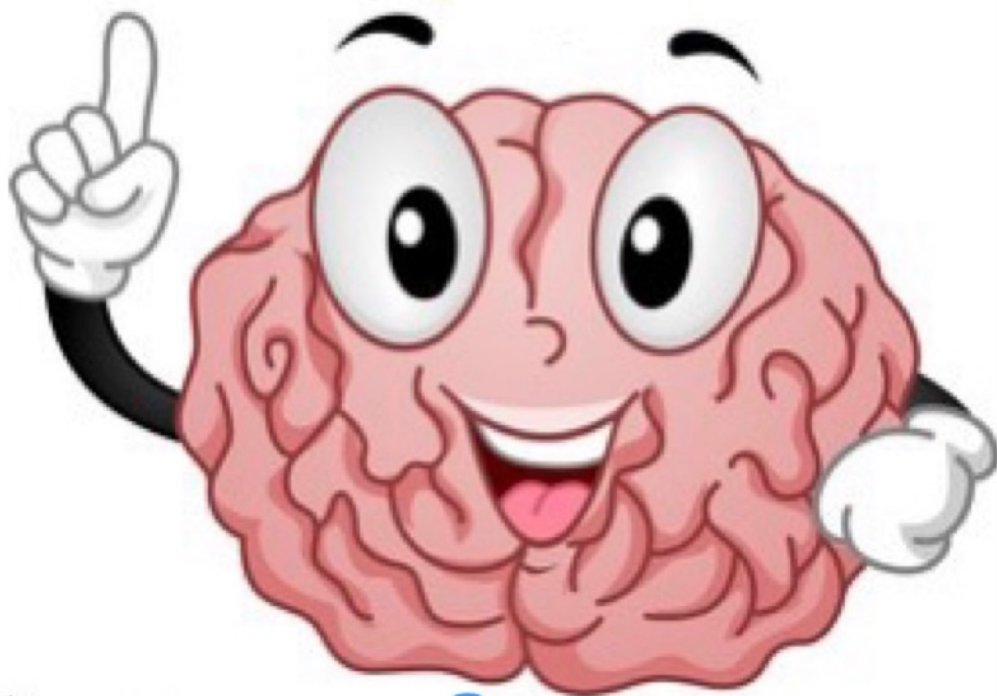
2021-2022

PLAN FOR SAFE RETURN TO IN-PERSON INSTRUCTION & CONTINUITY OF SERVICES



SABE

Sandoval Academy of Bilingual Education



believe & achieve

District ID	County	LEA NAME
563	Sandoval	Sandoval Academy of Bilingual Education

Updated 12/9/2021

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Plan for Safe Return to In-Person Instruction & Continuity of Services

INTRODUCTION

This plan is a fluid document and changed based on NM state health orders and requirements. This document is intended to help aid in having our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon at our district. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), New Mexico Department of Health (NMDOH) and the New Mexico Public Education Department (NMPED). Regular updates will be made to this plan based on information provided by the CDC, NMDOH, NMPED, and other applicable federal, state, and local agencies. This is subject to change based on these agencies.

GUIDING PRINCIPLES

To ensure the continued well-being, safety of our students and employees the following guiding principles have been put in place:

1. EMPLOYEE AND STUDENT SAFETY MEASURES
2. HEALTH GUIDELINES
3. SUPPORT FOR STUDENTS, FAMILIES AND STAFF
4. ACADEMIC PROGRESS FOR STUDENTS

COMMITTEES

SABE developed COVID19 teacher/staff and parent/community committees to advise and develop systems for the schools' reopening. One committee includes staff members and school administrators. The second committee is composed of parents and community members. An additional committee is our Social Emotional Committee. We also conducted surveys to gather information from our school community.

Staff Committee Members: Jackie Rodriguez, Felicitas Reyes, Alice Banks, Sandra Almanza, Karina Snodgrass, Ada Gallegos, Andrew Walker

SABE Leadership Committee Members: Jackie Rodriguez, Felicitas Reyes, Alice Banks, Sarah Farrell, Militza Geisel

SEL Committee Members: Jackie Rodriguez, Felicitas Reyes, Camila Nolasco, Carmela Alcon

Parent Committee Members: Tamara Wilburn, Margaret Toledo, Johanna Guerrero, Lisa Dionne, Esther Byrd, David Byrd, Ana Alcala

SECTION 1: Student: Health, Safety & Support

VISITOR RESTRICTIONS

SABE will not allow normal visitation or volunteering opportunities to our campuses until further notice. Protocols have been developed and put in place to maintain the safety of the students and staff. Only SABE staff or authorized personnel are allowed on campus.

TRAVEL RESTRICTIONS

SABE will discontinue all student travel/field trips until further notice.

SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. SABE students, employees, parents, and visitors should practice staying approximately 3-6 feet away from others and eliminating contact with others, as defined below.

- Traffic Flow – Taped marks on the floor throughout the building to aid and maintain the social distancing requirement of 3-6 feet
- Ad-hoc Interactions/Gatherings – Non-essential/informal meetups and visiting will be avoided

Social Distancing

Social distancing is required for students and staff in schools who have not provided evidence of vaccination. Unvaccinated adults are to maintain 6 feet of social distance to the extent possible from other adults and from students. Unvaccinated students are to maintain 3 feet of social distance to the extent possible, except when eating, exercising, taking mask breaks, playing wind instruments, and singing or shouting, in which case 6 feet of social distance to the extent possible is required. If schools do not have a means of differentiating enforcement of social distancing requirements based on vaccination status, then all students, staff and visitors are to maintain social distancing requirements. Regardless, schools may require that everyone on campus maintains social distance.

STUDENT SCREENING PROTOCOLS

Parents/guardians are expected to screen their students for COVID-19 symptoms each day prior to sending their student to school, and students with symptoms and/or close exposure to an individual with COVID-19 should not attend school on-site. They must contact the health assistant to determine next steps in testing or the need to quarantine. Reporting of screening needs to be completed on the Dr. Owl application or by paper screener at the child's drop off zone.

Teachers will monitor students and refer them to the nurse assistant if symptoms are present. Teacher will also refer any students that report COVID-19 symptoms to the nurse assistant.

Screening includes consideration about whether the student has recently begun experiencing any of the following symptoms in a way that is not normal for them.

- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Loss of taste or smell
- Cough
- Difficulty breathing
- Shortness of breath
- Headache
- Chills
- Sore throat
- Shaking or exaggerated shivering
- Significant muscle pain or aches
- Diarrhea

All screening information will be kept confidential by school administration and the health assistant.

GUIDANCE IF A STUDENT IS EXPOSED

If your child has been in contact with someone who is COVID-19 positive, our first concern is for their health and safety and those around them. We will follow NMPED guidelines and recommendations as noted and defined below.

Close Contact: Someone who over a 24-hour period, has a cumulative exposure of fifteen minutes or longer within six feet of a confirmed COVID-19 case with or without a face covering.

- **Exception:** In the pre-K – 12 setting (including transportation), the close contact definition *excludes* students who were within 3 to 6 feet of an infected student (laboratory-confirmed or a [clinically compatible illness](#)) where
 - » both students were engaged in consistent and [correct](#) use of [well-fitting](#) face [masks](#); and
 - » other [K–12 school prevention strategies](#) (such as universal and correct mask use, physical distancing, increased ventilation) were in place in the K–12 school setting.**This exception does not apply to teachers, staff, or other adults in the pre-K – 12 setting.**

If UNVACCINATED, please do the following:

1. Quarantine your child in a specific room away from others in your home.
2. Contact the following (in order of priority), let them know you have been exposed to COVID19, and then follow their instructions.
 - a. Your healthcare provider
 - b. COVID-19/Coronavirus Hotline: 1-855-600-3453
 - c. SABE's Director: 505-771-0555 or 505-235-1550
3. The SABE Administration will determine appropriate next steps including contacting the NMDOH to take further action as needed.

Students who are FULLY VACCINATED against COVID-19 are not required to quarantine if they meet the following criteria:

1. Are fully vaccinated (i.e., more than 2 weeks prior to 2nd vaccine in a 2-dose series or the booster shots)
2. Have remained asymptomatic since the current COVID-19 exposure

It is recommended that the individual get tested for COVID-19 five days after exposure if asymptomatic and wear a mask in public indoor settings for 14 days or until they receive a negative test result. They should isolate and test immediately if symptoms develop.

Quarantine: Keeping individuals who were in close contact with someone who has COVID-19 away from others. Close contacts with a confirmed case of COVID-19, should stay home from school, work, and other activities for 10 days following their last exposure. Exposed contacts should be tested for the novel coronavirus (SARS- CoV-2) at 5 days following the last exposure to a confirmed case. If the close contact has a positive result, isolation should be implemented as described above.

For the first 90 days after a positive PCR or school-based BinaxNOW test, individuals who have had COVID-19 infections and who have completed their self-isolation periods, do not need to quarantine if they are a close contact of a COVID-19 infectious person. It is recommended that the individual get tested for COVID-19 five days after exposure if asymptomatic, and should isolate and test immediately if symptoms develop.

Individuals who are fully vaccinated against COVID-19 and who have had close contact with a COVID-19 infectious individual are not required to quarantine if they meet the following criteria:

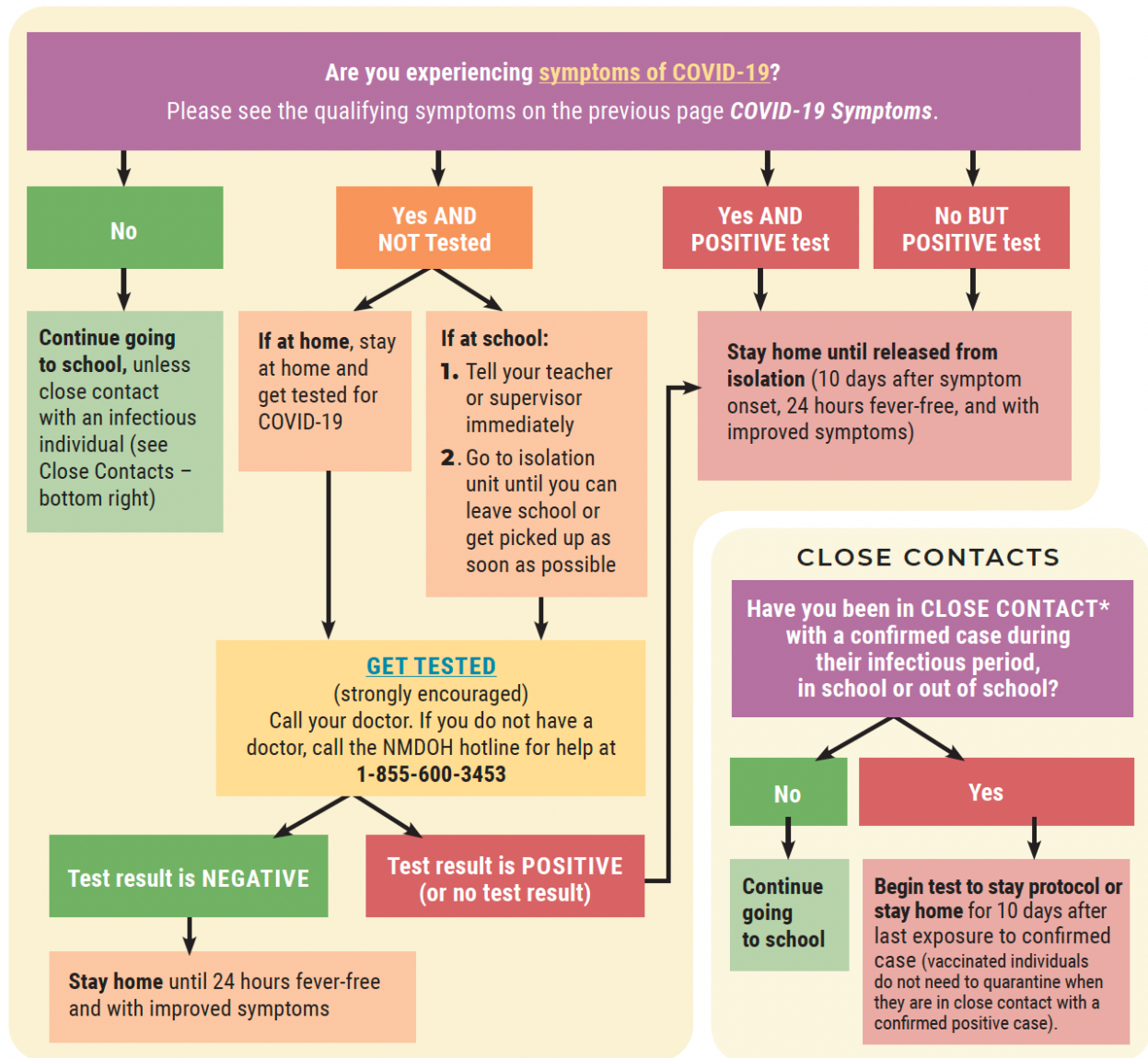
- Are fully vaccinated (i.e., ≥ 2 weeks following receipt of the second dose in a 2-dose series, or ≥ 2 weeks following receipt of one dose of a single-dose vaccine)
- Have remained asymptomatic since the current COVID-19 exposure

It is recommended that the individual get tested for COVID-19 five days after exposure if asymptomatic and wear a mask in public indoor settings for 14 days or until they receive a negative test result. They should isolate and test immediately if symptoms develop.

NMPED'S SCHOOL STAFF & STUDENT DECISION TREE

School Staff & Student Decision Tree

The following decision tree was created for families, students, and staff to better understand the steps that should be taken if an individual develops symptoms. Fully vaccinated close contacts are not required to quarantine and are encouraged (not required) to test 5 days after exposure or at onset of symptoms. Unvaccinated close contacts must begin test to stay protocol (page 5 of the Toolkit), or quarantine for 10 days, and are strongly encouraged to be tested five days after exposure or at onset of symptoms.



Symptoms in a Recovered Individual: If a person is positive for COVID-19, completes their self-isolation, recovers, and then develops new COVID-like symptoms within 90 days of their first infection, they should stay home until fever-free for at least 24 hours without fever-reducing medication and with improvement in symptoms. They may consider consulting their healthcare provider for additional guidance. If a person who was positive for COVID-19 more than 90 days ago develops new COVID-like symptoms, they should follow the same guidance as for someone who was never previously a case.

ISOLATION PROTOCOLS - STUDENTS DISPLAYING COVID-19 SYMPTOMS

Isolation: The act of keeping someone who is sick or who tested positive for COVID-19 away from others by staying home from school, work, and other activities while infectious.

- Isolation should last at least 10 days after the onset of symptoms, and until fever-free for 24 hours without the use of fever-reducing medications, and experiencing improvement of symptoms.
- For people who never had symptoms, the isolation period is 10 days after the date their first positive test was collected.
- If someone has a severe illness or severe immunosuppression, the isolation period should be extended to 20 days.
- A negative test is not required to determine when to end the isolation period. Nor does a negative test end the isolation period. When in doubt, the New Mexico Department of Health should be consulted.

While at school, when a student displays symptoms of COVID-19, or reports feeling feverish, they will be given an immediate temperature check and if they feel ill, they will be separated from their peers and remain in the designated area, Isolation Room, until they are picked up. They should be picked up within 30 minutes and no later than 45 minutes from the time the school contacted the student's parent/guardian. If a student's parent/guardian is not available, the emergency contacts will be contacted. If the child is not picked up after one hour of initially being seen, administration may choose to contact CYFD and/or local authorities.

If a student has to be isolated based upon the screening, other students will be removed from the classroom and taken to an alternate location on campus (e.g. go on a walk outside, move to a different classroom, etc.) so that the classroom can be disinfected.

Consistent with school notification requirements for other communicable diseases, and consistent with legal confidentiality requirements, schools will notify all teachers, staff, and families of all students in a school if a *lab-confirmed COVID-19* case is identified among students, teachers or staff who participate in any activities on campus.

Individuals who were in close/direct contact with an individual who is lab-confirmed to have COVID-19 will be notified of their requirement to quarantine until the 10-day incubation period has passed.

Staff members displaying COVID-19 symptoms will follow school protocols including reporting and may require isolation from students and other staff members.

Students and staff with known close contact to a person who is lab confirmed to have COVID-19 will not be allowed to return to work/school until the end of the 10-day self-quarantine period from the last date of exposure if that individual did not experience COVID-19 symptoms during that period. If the individual experienced symptoms, they must stay at home until the conditions outlined or return to work/school are met.

Those students that are FULLY VACCINATED are not required to isolate, however, it is recommended that they get a COVID-19 test after the 5th day of contact and should COVID-19 symptoms appear, they may have to quarantine/isolate.

If a student who has been in a school is lab-confirmed to have COVID-19, the administration will notify the local health department, in accordance with applicable federal, state and local laws and regulations, including confidentiality requirements of the Americans with Disabilities Act (ADA) and Family Educational Rights and Privacy Act (FERPA).

During the isolation period, individuals are required to self-monitor daily for symptoms of COVID-19 and this log will have to be presented prior to returning to school/work:

- Check and record their temperature daily
- Contact a healthcare provider immediately if they:
- Feel feverish or have a temperature of 100.4° F or higher
- Develop a cough or shortness of breath
- Develop mild symptoms like sore throat, muscle aches, tiredness, or diarrhea
- Avoid contact with high-risk individuals (unless they live in the same home and had same exposure as you)

RETURN TO SCHOOL PROTOCOL

If a SABE student is either lab confirmed positive for COVID-19 or experiences the symptoms of COVID-19, they must stay at home throughout the infection period (10-days) and cannot return to campus until cleared for re-entry.

Students who are confirmed to have COVID-19 will not be allowed to return to school until they meet criteria as established by the CDC and/or are released by their physician and have been in contact with the school director with the letter of notice to return.

Confirmed COVID-19 with Symptoms:

- At least 1 day (24 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications);
 - Symptoms have improved; and
 - At least 10 days have passed since symptoms first appeared
- Confirmed COVID-19 without Symptoms:
- 10 days have passed since positive test

Unconfirmed COVID-19 with Symptoms

In the case of an individual who has symptoms that could be COVID-19 and who is not evaluated by a medical professional or tested for COVID-19, such individual is assumed to have COVID-19, and the individual may not return to the campus until the individual has completed the same set of criteria listed above.

If the individual has symptoms that could be COVID-19 and wants to return to school before completing the above stay at home period, the individual must either (a) obtain a medical professional's note clearing the individual for return based on an alternative diagnosis or (b) receive two separate confirmations at least 24 hours apart that they are free of COVID via acute infection tests at an approved COVID-19 testing location found at <https://cvprovider.nmhealth.org/directory.html>

PERSONAL PROTECTIVE EQUIPMENT (PPE) - FACE COVERINGS

To minimize exposure to COVID-19, face covering are required of all staff, teachers, and students while at school. Face coverings for students must be provided by the students'

parents/guardians. If a students' parents/guardians are unable to purchase or provide for students, they may contact the school. Allowable face coverings for students are face masks that meet the CDC requirements.

In addition to using face coverings, it is important to:

- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available
- Avoid touching your eyes, nose, and mouth
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow

HAND WASHING/SANITIZING EXPECTATIONS

School staff will comply with proper hand washing recommendations and provide training to students on proper hand washing practices. Additionally, hand sanitizing stations will be available at the main entry to campus, in classrooms, in the cafeteria and in common areas throughout the campus. Students will frequently be encouraged to wash their hands for at least 20 seconds and/or use hand sanitizer.

Teachers will:

- provide hand sanitizer upon entry to classroom and periodic teacher reminders during instructional day
- require thorough hand washing after recess, before eating, following restroom breaks
- parents are encouraged to send their child with their own personal hand sanitizer container

Disinfecting Expectations

Staff will have access to disinfectant to sanitize high-touch and working surfaces and shared objects regularly. Staff will limit the use of shared supplies.

Teachers will provide reminder to students how to properly wear masks, maintaining the 3-6-foot social distancing requirement, coughing and sneezing into their bent elbow and washing/using hand sanitizer often.

SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. SABE employees, authorized personnel, students, parents, and visitors should practice staying approximately 3-6 feet away from others and eliminating contact with others while in the building or on campus.

- Traffic Flow – Floors are marked throughout the school in order to maintain the social distancing requirement of 3-6 feet
- Ad-hoc Interactions/Gatherings – Non-essential/informal meetups and visiting will be avoided
- There will be no morning huddles, no assemblies, and lunch will be eaten in the classroom to avoid large groupings.

Social Distancing

Social distancing is required for students and staff in schools who have not provided evidence of vaccination. Unvaccinated adults are to maintain 6 feet of social distance to the extent possible from other adults and from students. Unvaccinated students are to maintain 3 feet of social distance to the extent possible, except when eating, exercising, taking mask breaks, playing wind instruments, and singing or shouting, in which case 6 feet of social distance to the extent possible is required. If schools do not have a means of differentiating enforcement of social distancing requirements based on vaccination status, then all students, staff and visitors are to maintain social distancing requirements. Regardless, schools may require that everyone on campus maintains social distance.

PERSONAL WORKSPACE/CLASSROOM

All teachers and students are asked not to visit other classrooms or workspaces. Students are not permitted to do any cleaning/disinfecting. If the school custodian is needed for any cleaning/disinfecting in a classroom, the request needs to be made through the school director via Voxer or phone call.

Please note that proper equipment such as acceptable disinfectant and PPE will be provided by the school and should be used when cleaning individual workspaces. Employees should use gloves when handling and cleaning/disinfecting any areas.

LEARNING SPACE

SABE has alcohol-based hand sanitizers throughout the school and in common areas. Teachers will train and ensure that students are being mindful of the use of the hand sanitizing products and know how to use the product. Cleaning sprays and rags/wipes are also available to teachers/staff to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. The SABE custodial team will clean and/or disinfect all workspaces at their designated cleaning time. Students are not permitted to do any cleaning. If the school custodian is needed for any cleaning/disinfecting in a classroom, the request needs to be made through the school director via Voxer or phone call.

Please note that proper equipment such as acceptable disinfectant and PPE will be provided by the school and should be used when cleaning individual workspaces. Employees should use gloves when handling and cleaning/disinfecting any areas.

There will be limited to no access to certain workspaces to reduce exposure to risks and ensure employee safety. Workspace usage is as follows:

Building Capacity– SABE administration will be monitoring the number of employees and students in the building while the risk of infection exists.

Front Office– There should be no gathering in the front office or students coming to or being sent to the front office. All payments and student lunch counts that were done in previous years will be done electronically. All communications to the front office need to be through Voxer or via telephone call to the office clerk or nurse assistant, or administration. (See nurse protocols in Section 4)

Student assemblies and large student group events and congregations will not be allowed unless 3-6 feet distancing can be adhered to.

SECTION 2: Staff: Health, Safety & Support

VISITOR RESTRICTIONS

SABE will not allow normal visitation or volunteering opportunities to our campuses until further notice. Protocols have been developed and put in place to maintain the safety of the students and staff. Only SABE staff or authorized personnel are allowed on campus during preparation for reopen or when the building is open. Office protocols will continue until the school is allowed to return to normal operations.

TRAVEL RESTRICTIONS

SABE will discontinue all staff travel for professional development or trainings until further notice.

SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. SABE employees, authorized personnel, students, parents, and visitors should practice staying approximately 3-6 feet away from others and eliminating contact with others, as defined below.

- Traffic Flow – Taped marks on the floor throughout the building to aid and maintain the social distancing requirement of 3-6 feet
- Ad-hoc Interactions/Gatherings – Non-essential/informal meetups and visiting will be avoided

Social Distancing

Social distancing is required for students and staff in schools who have not provided evidence of vaccination. Unvaccinated adults are to maintain 6 feet of social distance to the extent possible from other adults and from students. Unvaccinated students are to maintain 3 feet of social distance to the extent possible, except when eating, exercising, taking mask breaks, playing wind instruments, and singing or shouting, in which case 6 feet of social distance to the extent possible is required. If schools do not have a means of differentiating enforcement of social distancing requirements based on vaccination status, then all students, staff and visitors are to maintain social distancing requirements. Regardless, schools may require that everyone on campus maintains social distance.

STAFF SCREENING PROTOCOLS

Staff are expected to screen themselves each day prior to coming to school, and those with symptoms and/or close exposure to an individual with COVID-19 should not attend school. They must contact the school's executive director to determine next steps in testing or the need to quarantine. Reporting of screening needs to be completed on the Dr. Owl application.

Screening includes consideration about whether the student has recently begun experiencing any of the following symptoms in a way that is not normal for them.

- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Loss of taste or smell
- Cough
- Difficulty breathing
- Shortness of breath
- Headache
- Chills
- Sore throat
- Shaking or exaggerated shivering
- Significant muscle pain or aches
- Diarrhea

All screening information will be kept confidential by school administration and the nurse assistant.

GUIDANCE IF A STAFF MEMBER IS EXPOSED

If a staff member has been in contact with someone that is COVID-19 positive, our first concern is for their health and safety and those around them. We will follow NMPED guidelines and recommendations as noted and defined below.

Close Contact: Someone who over a 24-hour period, has a cumulative exposure of fifteen minutes or longer within six feet of a confirmed COVID-19 case with or without a face covering.

- **Exception:** In the pre-K – 12 setting (including transportation), the close contact definition *excludes* students who were within 3 to 6 feet of an infected student (laboratory-confirmed or a [clinically compatible illness](#)) where
 - » both students were engaged in consistent and [correct](#) use of [well-fitting](#) face [masks](#); and
 - » other [K-12 school prevention strategies](#) (such as universal and correct mask use, physical distancing, increased ventilation) were in place in the K-12 school setting.**This exception does not apply to teachers, staff, or other adults in the pre-K – 12 setting.**

If UNVACCINATED, please do the following:

1. Quarantine yourself and/or your child in a specific room away from others in your home.
2. Contact the following (in order of priority), let them know you have been exposed to COVID19, and then follow their instructions.
 - a. Your healthcare provider
 - b. COVID-19/Coronavirus Hotline: 1-855-600-3453
 - c. SABE's Director: 505-771-0555 or 505-235-1550
3. The SABE Administration will determine appropriate next steps including contacting the NMDOH to take further action as needed.

Individuals who are FULLY VACCINATED against COVID-19 are not required to quarantine if they meet the following criteria:

1. Are fully vaccinated (i.e., more than 2 weeks prior to 2nd vaccine in a 2-dose series or the booster shots)
2. Have remained asymptomatic since the current COVID-19 exposure

It is recommended that the individual get tested for COVID-19 five days after exposure if asymptomatic and wear a mask in public indoor settings for 14 days or until they receive a negative test result. They should isolate and test immediately if symptoms develop.

Quarantine: Keeping individuals who were in close contact with someone who has COVID-19 away from others. Close contacts with a confirmed case of COVID-19, should stay home from school, work, and other activities for 10 days following their last exposure. Exposed contacts should be tested for the novel coronavirus (SARS- CoV-2) at 5 days following the last exposure to a confirmed case. If the close contact has a positive result, isolation should be implemented as described above.

For the first 90 days after a positive PCR or school-based BinaxNOW test, individuals who have had COVID-19 infections and who have completed their self-isolation periods, do not need to quarantine if they are a close contact of a COVID-19 infectious person. It is recommended that the individual get tested for COVID-19 five days after exposure if asymptomatic, and should isolate and test immediately if symptoms develop.

Individuals who are fully vaccinated against COVID-19 and who have had close contact with a COVID-19 infectious individual are not required to quarantine if they meet the following criteria:

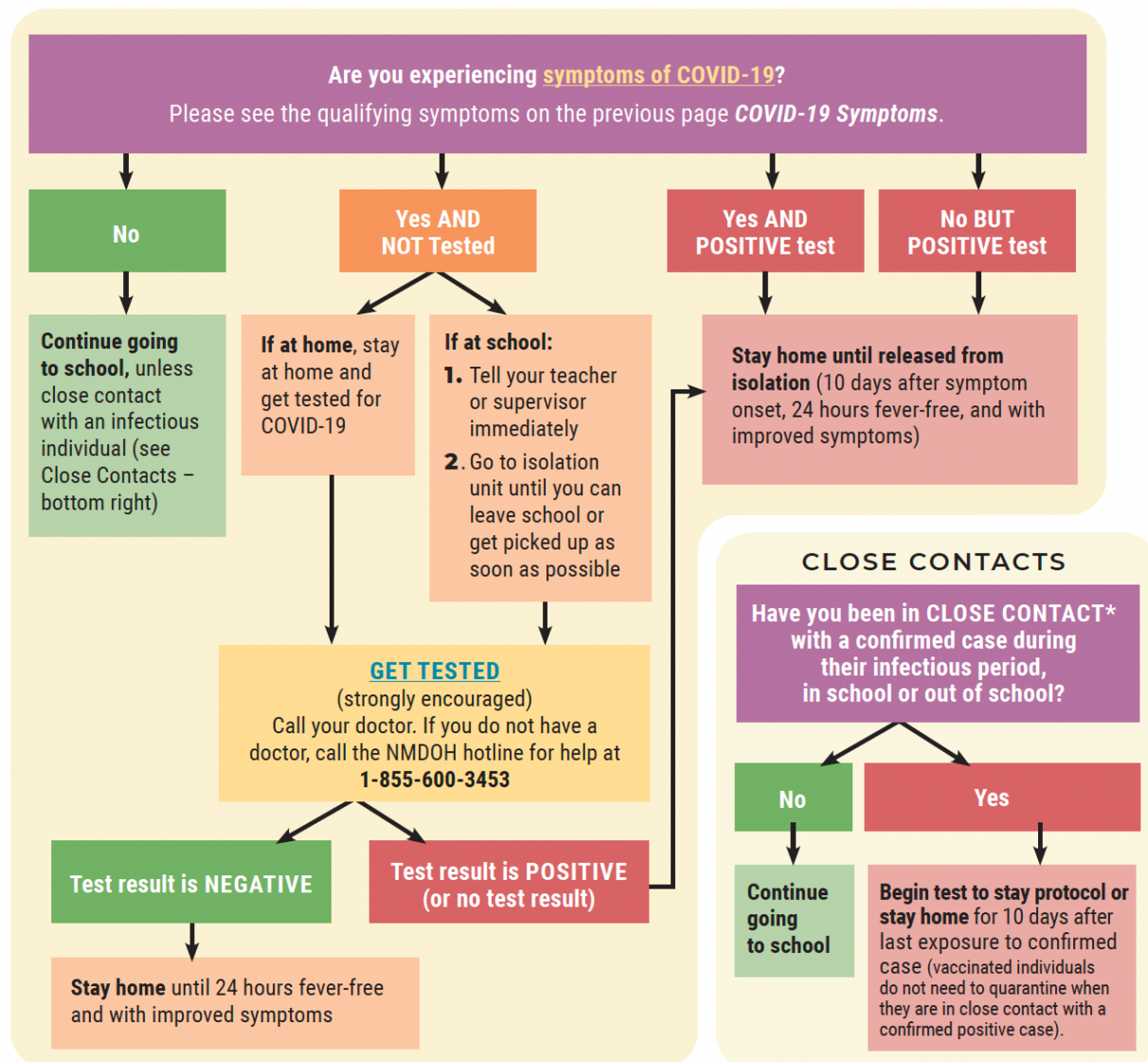
- Are fully vaccinated (i.e., ≥ 2 weeks following receipt of the second dose in a 2-dose series, or ≥ 2 weeks following receipt of one dose of a single-dose vaccine)
- Have remained asymptomatic since the current COVID-19 exposure

It is recommended that the individual get tested for COVID-19 five days after exposure if asymptomatic and wear a mask in public indoor settings for 14 days or until they receive a negative test result. They should isolate and test immediately if symptoms develop.

SCHOOL STAFF & STUDENT DECISION TREE

School Staff & Student Decision Tree

The following decision tree was created for families, students, and staff to better understand the steps that should be taken if an individual develops symptoms. Fully vaccinated close contacts are not required to quarantine and are encouraged (not required) to test 5 days after exposure or at onset of symptoms. Unvaccinated close contacts must begin test to stay protocol (page 5 of the Toolkit), or quarantine for 10 days, and are strongly encouraged to be tested five days after exposure or at onset of symptoms.



Symptoms in a Recovered Individual: If a person is positive for COVID-19, completes their self-isolation, recovers, and then develops new COVID-like symptoms within 90 days of their first infection, they should stay home until fever-free for at least 24 hours without fever-reducing medication and with improvement in symptoms. They may consider consulting their healthcare provider for additional guidance. If a person who was positive for COVID-19 more than 90 days ago develops new COVID-like symptoms, they should follow the same guidance as for someone who was never previously a case.

ISOLATION PROTOCOLS - STAFF DISPLAYING COVID-19 SYMPTOMS

While at school, when a staff member has displayed symptoms of COVID-19, or reports feeling feverish or ill, they will be asked to leave the premises.

If a staff member has to leave based upon the screening, the students in the classroom where the staff member was present will be removed from the classroom and taken to an alternate location on campus (e.g. go on a walk outside, move to a different classroom, etc.) so that the classroom can be disinfected.

Consistent with school notification requirements for other communicable diseases, and consistent with legal confidentiality requirements, schools will notify all teachers, staff, and families of all students in a school if a *lab-confirmed COVID-19* case is identified among students, teachers or staff who participate in any on activities where children are.

Individuals who were in close/direct contact with an individual who is lab-confirmed to have COVID-19 will be notified of their requirement to quarantine until the 10-day incubation period has passed.

Students and staff with known close contact to a person who is lab confirmed to have COVID-19 will not be allowed to return to work/school until the end of the 10-day self-quarantine period from the last date of exposure if that individual did not experience COVID-19 symptoms during that period. If the individual experienced symptoms, they must stay at home until the conditions outlined or return to work/school are met.

Those staff that are FULLY VACCINATED are not required to isolate, however, it is recommended that they get a COVID-19 test after the 5th day of contact and should COVID-19 symptoms appear, they may have to quarantine/isolate.

If a staff member who has been in a school is lab-confirmed to have COVID-19, the administration will notify the local health department and environmental department in accordance with applicable federal, state and local laws and regulations, including confidentiality requirements of the Americans with Disabilities Act (ADA) and Family Educational Rights and Privacy Act (FERPA).

During the isolation period, individuals are required to self-monitor daily for symptoms of COVID-19 and this log will have to be presented prior to returning to school/work:

- Check and record their temperature twice a day
- Contact a healthcare provider immediately if they:
- Feel feverish or have a temperature of 100.4° F or higher
- Develop a cough or shortness of breath
- Develop mild symptoms like sore throat, muscle aches, tiredness, or diarrhea
- Avoid contact with high risk individuals (unless they live in the same home and had same exposure as you)

RETURN TO WORK PROTOCOL

If a SABE teacher or staff member is either lab confirmed positive for COVID-19 or experiences the symptoms of COVID-19, they must stay at home throughout the infection period and cannot return to campus until cleared for re-entry.

Staff members who are confirmed to have COVID-19 will not be allowed to return to work until they meet criteria as established by the CDC and/or are released by their physician.

Confirmed COVID-19 with Symptoms:

- At least 1 day (24 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications;
 - Symptoms have improved; and
 - At least 10 days have passed since symptoms first appeared
- Confirmed COVID-19 without Symptoms:
- 10 days have passed since positive test

Unconfirmed COVID-19 with Symptoms

In the case of an individual who has symptoms that could be COVID-19 and who is not evaluated by a medical professional or tested for COVID-19, such individual is assumed to have COVID-19, and the individual may not return to the campus until the individual has completed the same set of criteria listed above.

If the staff member has symptoms that could be COVID-19 and wants to return to school before completing the above stay at home period, the individual must either (a) obtain a medical professional's note clearing the individual for return based on an alternative diagnosis or (b) receive two separate confirmations at least 24 hours apart that they are

free of COVID via acute infection tests at an approved COVID-19 testing location found at <https://cvprovider.nmhealth.org/directory.html>

PERSONAL PROTECTIVE EQUIPMENT (PPE) – FACE COVERINGS

To minimize exposure to COVID-19, PPE/face masks are required of all staff, teachers, students, and visitors while at school. PPE/masks will be provided to SABE staff.

In addition to using PPE, it is important to:

- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available
- Avoid touching your eyes, nose, and mouth
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow

HAND WASHING/SANITIZING EXPECTATIONS

School staff will comply with proper hand washing recommendations and provide training to students on proper hand washing practices. Additionally, hand sanitizing stations will be available at the main entry to campus, in classrooms, in the cafeteria and in common areas throughout the campus. Students will frequently be encouraged to wash their hands for at least 20 seconds and/or use hand sanitizer.

Teachers will:

- provide hand sanitizer upon entry to classroom and periodic teacher reminders during instructional day
- require thorough hand washing after recess, before eating, following restroom breaks

Disinfecting Expectations

Staff will have access to disinfectant to sanitize high-touch and working surfaces and shared objects regularly. Staff will limit the use of shared supplies.

Teachers will provide mini-lessons daily to students on how to use masks/face coverings, maintaining the 3-6-foot social distancing requirement, coughing, and sneezing into their bent elbow and washing/using hand sanitizer often.

SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. SABE employees, authorized personnel, students, parents, and visitors should practice staying approximately 3-6 feet away from others and eliminating contact with others while in the building or on campus.

- Traffic Flow – Taped lines on the floor will mark the walking direction throughout the school to maintain the social distancing requirement of 3-6 feet
- Ad-hoc Interactions/Gatherings – Non-essential/informal meetups and visiting will be avoided
- There will be no morning huddles, no assemblies, and lunch will be eaten in the classroom to avoid large groupings.

Social Distancing

Social distancing is required for students and staff in schools who have not provided evidence of vaccination. Unvaccinated adults are to maintain 6 feet of social distance to the extent possible from other adults and from students. Unvaccinated students are to maintain 3 feet of social distance to the extent possible, except when eating, exercising, taking mask breaks, playing wind instruments, and singing or shouting, in which case 6 feet of social distance to the extent possible is required. If schools do not have a means of differentiating enforcement of social distancing requirements based on vaccination status, then all students, staff and visitors are to maintain social distancing requirements. Regardless, schools may require that everyone on campus maintains social distance.

PERSONAL WORKSPACE/CLASSROOM

All teachers and students are asked not to visit other classrooms or workspaces. Employees are required to disinfect their own personal workspace (teacher desk, work area, etc.) at the beginning and end of the day, and throughout the day, giving special attention to commonly touched surfaces. Supplies will be provided in each workplace/classroom. Students are not permitted to do any cleaning. If the school custodian is needed for any cleaning/disinfecting in a classroom, the request needs to be made through the school director via Voxer or phone call.

Please note that proper equipment such as acceptable disinfectant and PPE will be provided by the school and should be used when cleaning individual workspaces. Employees should use gloves when handling and cleaning/disinfecting in any areas.

WORKSPACE

SABE has alcohol-based hand sanitizers throughout the workplace and in common areas. Teachers should train and ensure that students are being mindful of the use of hand sanitizing products and know how to use the product. Cleaning sprays and rags/wipes are also available to teachers/staff to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. The SABE custodial team will clean and/or disinfect all workspaces at their designated cleaning time. Students are not permitted to do any cleaning. If the school custodian is needed for any cleaning/disinfecting in a classroom, the request needs to be made through the school director via Voxer or phone call.

Please note that proper equipment such as acceptable disinfectant and PPE will be provided by the school and should be used when cleaning individual workspaces. Employees should use gloves when handling and cleaning/disinfecting in any areas.

There will be limited to no access to certain workspaces to reduce exposure to risks and ensure employee safety. Workspace usage is as follows:

Building Capacity– SABE administration will be monitoring the number of employees and students in the building while the risk of infection exists and begins to diminish.

Front Office– There should be no gathering in the front office or students coming to or being sent to the front office. All payments and student lunch counts that were done in previous years will be done electronically. All communications to the front office need to be through Voxer or via telephone call to the office clerk or nurse assistant, or administration.

Administrative Offices– All meetings will be held via Zoom for employees in the office or school. SABE administration will conduct business following social distancing guidelines.

Teacher's Lounge – This space is allowed to be used while maintaining all COVID-19 safety practices.

Copy Room – There is not limitations on the use of the copy room, however, all staff must maintain all COVID19 safety practices.

SECTION 3: Operations / Facilities

FACILITIES

The safety of our employees and students are our priority. School will be cleaned and disinfected regularly and will continue to adhere to all necessary safety precautions as recommended from the NMDOH, NMPED, and CDC. The cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and students and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.

GENERAL CLEANING AND/OR DISINFECTION MEASURES

Category	Area	Frequency
Workspaces	Classrooms, Offices	At the end of each use/day
Shared Appliances	Refrigerator	At least weekly
Electronic Equipment	Copier machine	At the end of each use/day and/or between use
General Used Objects	Door handles, light switches, sinks, door frames	At least 3-4 times a day
Common Areas	Cafeteria, offices, Common Areas	At the end of each use/day; between groups

GENERAL & DEEP CLEANING DISINFECTION MEASURES PROTOCOL

Frequent cleaning and disinfecting will promote a healthy learning and work environment for students and staff.

Custodial staff and nurse assistant will be trained in proper cleaning and sanitation techniques of high touch surfaces and areas and specialized equipment.

Daily Campus Cleaning

Each classroom, offices, and restrooms will be disinfected daily. This process will include the use of CDC/EPA disinfectant. Inspections will be conducted periodically to ensure thorough disinfection has occurred. All high touch areas will be disinfected multiple times daily. Custodial staff will be provided masks and gloves during work

hours. Staff will have access to disinfectant to sanitize working surfaces and shared objects after each use and during breaks in instruction.

Additional Cleaning Measure for COVID-19 Positive Cases on Campus

If a classroom or facility is closed due to COVID-19 spread, hospital grade disinfectant will be used.

ADDITIONAL MEASURES FOR DISEASE MITIGATION

Plexi-glass shields will be available to staff for areas of high contact (e.g., receptionists) desks or tables will be socially distanced as much as instructionally possible.

Water fountains have been replaced by water filler stations, which will be operational.

When possible, communal supplies will be eliminated. Shared supplies should be sanitized between use.

Students will be encouraged to bring water bottles to school for their personal use.

All classrooms and common areas have an air purifier installed.

SIGNAGE

Signage, in both English & Spanish will be placed throughout the offices and school. Teachers and staff are encouraged to teach students what each sign reads and help them understand the meaning behind each poster.

EMERGENCY DRILLS

We will adhere to the requirements of Senate Bill 147 and hold emergency drills when students are present at the school. We will remain in the same designated location for evacuation drills as they follow social distancing.

OUTSIDE FOOD/PACKAGE DELIVERY

Bringing or sharing refreshments during class/meetings with other staff and/or students is prohibited to limit the risk of contamination. We ask that there be no food delivered and that food be kept at your assigned space, if possible. Personal deliveries such as food and/or packages should not be delivered to SABE.

PREVENTIVE MATERIAL INVENTORY

SABE will plan accordingly to:

1. Ensure that the school district has an adequate supply of soap, hand sanitizer, paper towels, and tissues.
2. Ensure that there is a supply of gloves and other protective gear including disposable masks, overalls (custodial), and washable masks for all staff.

STUDENT DROP-OFF/PICK-UP PROTOCOLS

SABE has developed protocols for student drop off and pick up. As part of drop-off procedures, students will be screened for symptoms using the Dr. Owl screener application. This will determine if the student is able to remain at school or be taken home by his parents to give him/her the appropriate medical attention.

During the pick-up time, the staff will be using an application (Drive Line) that will make the process safer and more efficient by only allowing students to leave their classrooms when their parent is there to pick them up.

When a child is picked up, the parent will come and show their identification at the front door, the child will be called from their classroom and the child will be released. All safety measures continue to be followed for those persons able to pick up the child(ren).

RESTROOM USAGE DURING THE SCHOOL/WORKDAY

Teachers have scheduled bathroom breaks (age appropriateness) for their classes. If a child needs to go to the bathroom outside of these breaks, he/she will be allowed to go, however, they must still maintain the 3-6 feet distancing. Touchless soap dispensers and paper towels have been installed in the restrooms.

LOCKERS (Middle School)

Lockers will not be used until further notice.

VISITORS ON CAMPUS

The safety of our staff and students remains the district's primary concern. Visitors/Parents will not be allowed on campus until further notice. Only authorized personnel will be allowed in the building (i.e. property management, maintenance staff, repair persons) and will follow the schools typical sign-in requirements. They will also complete the COVID-19 screening questionnaire and be required to wear a mask.

LUNCH PROGRAM

We will maintain our partnership with BPS and continue our breakfast lunch program at SABE as a Seamless Summer Option program so all students will eat free. Students will eat their breakfast

and lunch in the classroom. Students will be required to have their lunch on hand when dropped off in the morning. If they do not have a lunch prepared from home, they will be provided a school lunch. Food will be delivered to their classrooms and desktops disinfected prior to eating.

CLASSROOM ARRANGEMENTS

Classroom arrangements will be made to adhere to the three-foot social distancing and best practice instruction with each classroom teacher.

SOCIAL-EMOTIONAL WELL-BEING OF STUDENTS AND STAFF

Teachers provide daily lessons on social-emotional well-being and student safety. We have a school wide SEL day on Fridays and have an SEL team that provides coaching support to all staff. Trainings are provided by our school social worker and continued consultation will be made to continue supporting the social emotional well-being of students and staff. The SABE administration will also be taking feedback from the staff to continue developing parent outreach and support. Consultation will be made with the New Mexico Public Schools Insurance Authority to verify availability of counseling services for staff. Curriculum and resources has been provided to teachers. We also have a school attendance clerk that ensure families are adhering to the daily health screeners and makes attendance calls. Our SEL Parent Liaison also support students and families with access to school resources and community resources.

STAFF TRAINING

It is very important that all employees understand the safety requirements, protocols, and expectations to ensure everyone, and their communities stay safe and prevent the spread of the COVID-19 virus. We will structure the training plan to effectively disseminate information to all teams and audiences, including parents and students. Additionally, teaching staff will be provided trainings to support successful implementation of instructional plan. All training will be held via Zoom or virtually.

Staff and teachers:

- 1) Training to support and maintain the health and safety of staff and students.
- 2) Orientation training to support new staff.

Families and teachers:

- 1) Reference sheets and video training will be available for parents and teachers on all new technology, products, and services that will help their child be successful during the Hybrid and/or Online Academy time. Teachers will check in weekly with all students and if there are training needs, administration will be notified.

Custodial & Nurse Assistant:

- 1) Risk management trainings to support requirements for disinfection to eliminate the virus (CDC, DOH)
- 2) Disinfection methods, comprehensive cleaning training (Weiss Brothers Custodian Training)
- 3) Cleaning Crew Protocols (Developed by committee)

Other Content to be Covered:

1. All training topics can be reinforced with signage in the buildings
2. School/District checklists
3. Response Teams
4. Disinfection Measures
5. Drop off/Pick up of students
6. Isolation protocols
7. On-site health screening
8. Daily self-screenings
9. Food Service
10. Nurse Specific
11. COVID-19 Specific

COMMUNICATION METHODS

District-to-Staff: The following methods of communication are used when the district communicates to the staff and teachers: Voxer, email, Monday Memo Newsletters, and Zoom meetings

District-to-Parents/Families: The following methods of communication are used when the district communicates to the parents, families, and community: Weekly newsletters, email, School Messenger, our school website at www.nmsabe.org, ClassDojo

Teacher-to-Parents: The following methods of communication are used when the teacher communicates to the parents on class specific topics: Monthly newsletters, weekly check-ins, email, ClassDojo

Parents-to-Teachers: The following methods of communication are used when the parents communicate to the staff, teachers, administration: Email, ClassDojo, telephone message

TRIBAL CONSULTATION

Parents have been identified to serve as tribal representatives for our students' representative of their respective communities. The plan will be shared with tribal leaders to get additional input.

SUBSTITUTE TEACHERS

There are district identified substitutes who are personally trained on the COVID-19 safety protocols we follow. We will not use outside substitute teachers until further notice. If a teacher becomes ill while at school or cannot come in because they are ill, a substitute might be called if deemed necessary by administration. Staff should not report to work if any illness includes COVID-19 symptoms. Notification of the need for a substitute needs to be made as early as possible, no later than 5:00am.

SECTION 4: Health Office Protocols

NURSE SERVICES (COVID-19)

If a child is at home and has COVID-19 symptoms, it is required of the parent to notify the school. They will be provided guidance on what is recommended and/or required. While at school, when and if a child has Covid-19 symptoms, they will report this to their teacher. The teacher will contact the nurse assistant via telephone. The nurse assistant will report to the child's classroom and escort them to the front office designated area. These symptoms include:

- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Loss of taste or smell
- Shortness of breath
- Sore throat
- Significant muscle pain or aches
- Cough
- Headache
- Shaking or exaggerated shivering
- Diarrhea
- Difficulty breathing
- Chills

If someone is showing any of these signs, 911 may be called for immediate care:

- Trouble breathing
- New confusion
- Bluish lips or face
- Persistent pain or pressure in the chest
- Inability to wake or stay awake

While at school, when a student has displayed symptoms of COVID-19, or reports feeling feverish, they will be given an immediate temperature check and will be separated from their peers and remain in the designated area, Isolation Room, until they are picked up. They should be picked up within 30 minutes and no later than 45 minutes from the time the school contacted the student's parent/guardian. If a student's parent/guardian is not available, the emergency contacts will be contacted. If the child is not picked up after one hour of initially being seen, administration may choose to contact CYFD and/or local authorities.

If a student must be isolated based upon the screening, other students will be removed from the classroom and taken to an alternate location on campus (e.g., go on a walk outside, move to a different classroom, etc.) so that the classroom can be disinfected.

NURSE SERVICES (Non-COVID-19)

When and if a child has other ailments that are non-Covid 19 symptom-like, they will report this to their teacher. The teacher will assist the child, if possible, to self-treat. If that is not an option, the nurse assistant will be contacted via telephone and report to the child's classroom for treatment. Having the child go to the nurse's office will not be allowed unless escorted by another adult in the event of an emergency. These other ailments might include:

- | | | |
|----------------------|-------------------|------------------|
| ● Nausea | ● Stomachache | ● Scrape/scratch |
| ● Dizziness | ● Cramps | ● Allergies |
| ● Allergic reaction | ● Lightheadedness | ● Cuts |
| ● Head Lice | ● Toothache | ● Dry skin |
| ● Sprained extremity | ● Broken Bone | ● Headache |
| ● Nose bleed | ● Soiled clothing | |

In any event that the nurse assistant or administration feels it appropriate, 911 may be called in emergency situations.

REGISTERED NURSE CONSULTATION

SABE contracts with Charter School Nursing Services and has a registered school nurse on site one time per week. We are in constant consultation with our registered school nurse, and they are on call for services.

SECTION 5: Student Learning & Academics

ALL AT SCHOOL LEARNING

Description:

All students will be joining their teachers and classmates on campus and teachers will provide direct instruction to students ensuring they are covering grade-appropriate standards as in a regular school year program.

Student Responsibility:

Students, while in the classroom, will follow established norms of regular class, while also following social distancing norms and other COVID-19 safety protocols set forth by the school. Students will attend class regularly.

Grading Considerations:

Grading will return to standards-based reporting at each trimester.

ATTENDANCE

Attendance is important to receive the necessary instruction to learn grade level content. When a child must be absent for illnesses and our other reasons other than COVID-19, the parents need to communicate the reason via telephone to the front office. Those students who are absent due to COVID-19, themselves positive or close contact, will receive a COVID-19 specific excused absence. Our Student Attendance Success Plan will be adhered to as appropriate, and our school attendance clerk will make daily calls and adhere to our plan for intervention as needed. The school administration will provide support whenever necessary.

COVID PACKS/AT HOME PACKETS

Paper based packets will be determined on a case-by-case basis for reasons associated with a student's inability to attend school due to COVID-19.

SPECIAL SERVICES

Special Education

All students who receive special education services will be provided their educational program on. IEP meetings will be either in person or via Zoom with the option determined by the family.

English Language Development for ESL Identified Students

All students who are identified as an English Language Learner will receive their English Language Developments services while at school in their general education classroom.

SECTION 6:

Online Support for Staff/Teachers & Parents

<https://webnew.ped.state.nm.us/bureaus/safe-healthy-schools/family-and-community-supports/>

<https://www.newmexicokids.org/coronavirus/parents-and-families.php>

<https://cv.nmhealth.org>

<https://www.newmexicopbs.org/what-we-do/education/coronavirus-resources-for-parents/>

<https://www.pbs.org/parents/coronavirus-resources-for-parents>

<https://www.cdc.gov/mentalhealth/stress-coping/parental-resources/index.html>

<https://www.families-first.org/covid-19-response/resources/>

<https://www.adolescenthealth.org/COVID-19/COVID-19-Resources-for-Parents-and-Teens.aspx>



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SECRETARY OF EDUCATION, DESIGNATE

MICHELLE LUJAN GRISHAM
GOVERNOR

2020-2021 Annual School Performance Report: Sandoval Academy of Bilingual Education

School Name: Sandoval Academy of Bilingual Education (SABE)

School Address: 4321 Fulcrum Way NE suite a, Rio Rancho, NM 87144

Head Administrator: Jackie Rodriguez

Business Manager: Ashley Wolfel

Authorized Grade Levels: K-8

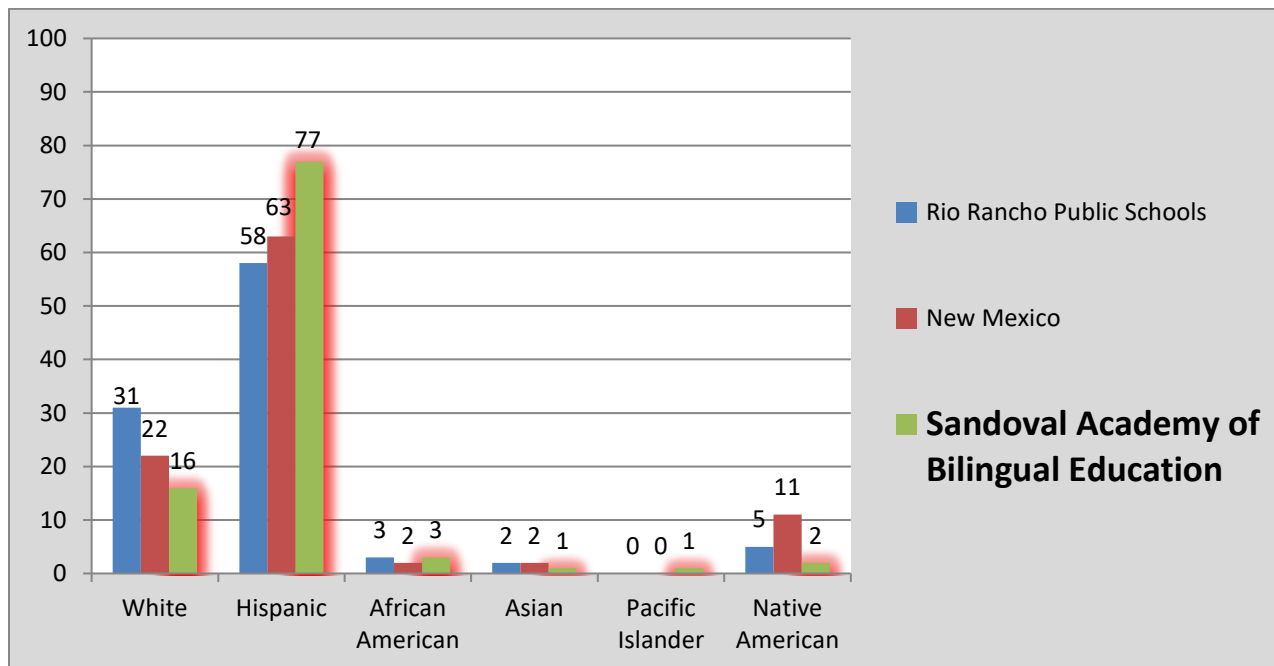
Authorized Enrollment Cap: 280

Current Enrollment: 209

Contract Term: 2019-2025

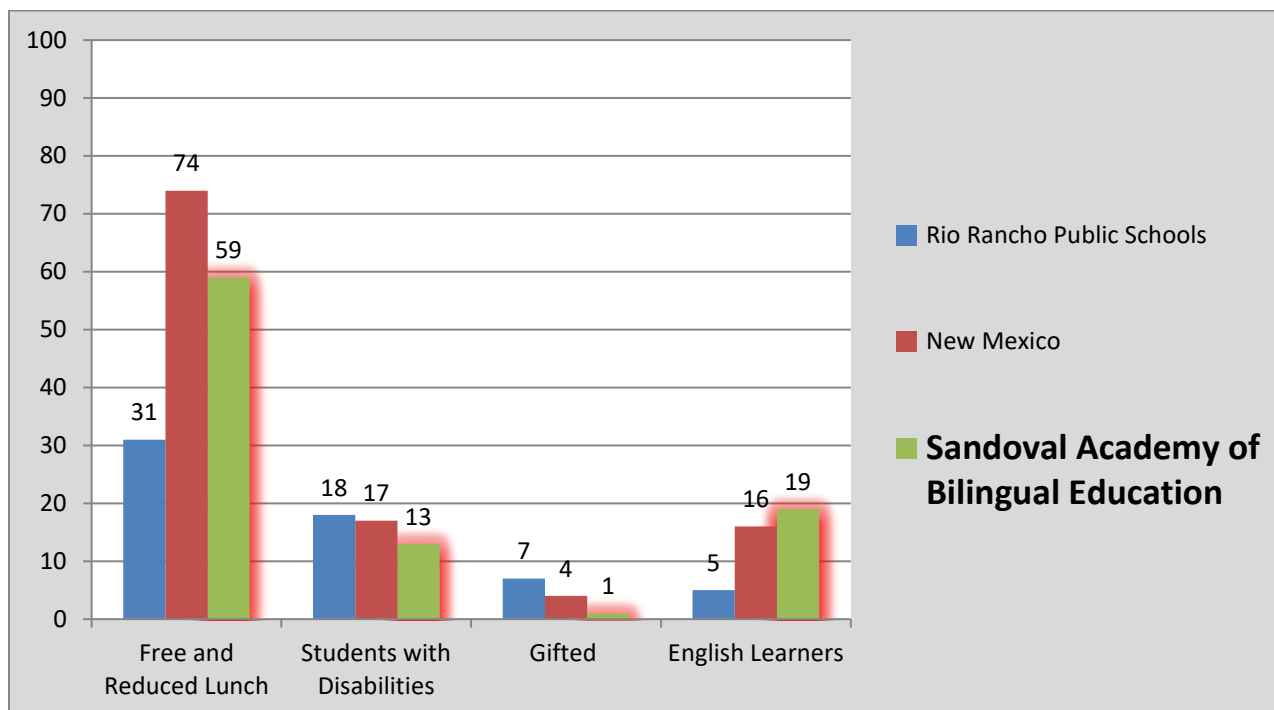
Mission: Sandoval Academy of Bilingual Education (SABE) enables students to maintain their native language, reconnect with their heritage language, or discover a new enriching language. Students will attain Spanish and English fluency and literacy through two-way immersion, which will expand their worldview and educational and career opportunities.

Enrollment by Race/Ethnicity



Source: STARS District and Location Reports General Reports Enrollment Subgroup Percentages with Averages

Enrollment by Other Subgroups



Source: STARS District and Location Reports General Reports Enrollment Subgroup Percentages with Averages

Site Visit Summary: June 1, 2021

Virtual Site Visit Participants

School: Alice Banks; Mily Geisel, Kristina Smith; Jackie Rodriguez; Felicitades Reyes

PED: Corina Chavez; Melissa Sanchez; Missy Wauneka

Response to COVID Pandemic

[The Sandoval Academy of Bilingual Education \(SABE\)](#) serves 213 students in grades K-8 in Rio Rancho. SABE was closed through Labor Day then brought students back for small group learning four days per week. During full re-entry, the school brought approximately 100 students back in person out of their enrollment of 213 total. The school maintained an “online academy” as well as in-person classes. When possible, teachers taught *either* online or in-person. However, 4th and 5th grade teachers taught both in-person and online simultaneously. SABE provided materials and training to ensure staff and student safety during COVID, including PPE, cleaning, and sanitizing and social distancing. The school only experienced 2 positive COVID cases out of 100 students attending school in person. Over the course of this school year, enrollment increased. Students attended school 4 days per week in-person during hybrid and full re-entry phases. The school provided SEL Community Lessons and Enrichment on Friday mornings and did early release and plans to continue with this model next school year.

Teaching, Learning, and Assessment

SABE utilizes a 50/50 English/Spanish model and maintained this model to the extent possible both online and in-person. The school uses [American Reading Company](#) for English and Spanish curriculum, [Great Minds Math](#) and teaches using a thematic model. SABE does a lot of small group learning. To promote COVID-safe practices, SABE had students who were coming to school in person stay in the same classroom while teachers moved spaces.

SABE utilized [iReady](#), DRA and the [NWEA MAP](#) assessment and also designed its own assessment tool, called the Biliteracy Trajectory Tool (BTT). The BTT is designed to measure growth in English Language as well as Spanish Language. SABE also administered Universal Benchmark Assessments to all students. In lower elementary, SABE used [SeeSaw](#) for homework.

Middle school engagement and attendance were a challenge this year. It was also challenging not to have any control over students’ learning environment and things such as internet access, having a dedicated learning space at home.

SABE supported teachers this year by reducing all non-essential work and focusing on physical safety to prevent COVID. The school also has two parents who support the school with substitute teaching. Professional development includes teacher observations, monthly mentorship meetings, Wednesday workshops, 2 teacher breaks per day.

Student and Family Support and Engagement

All SABE’s students who qualify for ancillary services received them during virtual and in-person learning. SABE contracted additional hours with a social worker to help support parents and serve as a parent liaison. The school offered Friday SEL, Art and PE lessons and had a “Lunch Bunch” to support students’ social needs. SEL was also brought into daily lessons Monday through Friday. SABE partners with [Sown to Grow](#), [Kids Focus](#), and [Kids Cook](#).

SABE communicates with families through Google Classroom, SeeSaw, Data Folders, the Biliteracy Trajectory Tool, Parent Conferences and Meetings, Engage NM, Family Newsletters, the school's Parent Liaison, the school website, and [Class Dojo](#). The BTT helps teach parents the developmental stages of learning a new language.

Performance Framework Indicators (school-specific questions)

1c. Is the school protecting the rights of students with special needs?

CSD: SABE had a few overdue IEPs this year.

This was due to parents not wanting to bring their students on campus to be evaluated. The school was able to resolve this by allowing parents to bring their children in on Fridays when no other students were on campus.

1d. Is the school protecting the rights of English Learner Students?

CSD: There are 7 students on the ELP Error Report.

SABE is not sure how to fix this, CSD will send follow-up information about how to properly code students.

2a-2c Audit Findings FY20

2020-001 (Previously 2017-001) Timely Deposit of Cash Receipts (Other Noncompliance) One of 13 deposits not taken to the bank within 24 hours per statute

2020-002 Purchasing (Other Noncompliance) - invoice service price exceeded budget

Does the school have a plan in place to make timely deposits moving forward and to ensure that service prices do not exceed the amount of the purchase order?

These were personnel issues. The person who was responsible was trained and asked to correct these issues.

3.a Is the school complying with governance requirements?

CSD: Since the school maintains a website, board agendas need to be posted at least 72 hours prior to the meeting. CSD also recommends posting Annual Open Meetings Act Resolution and meeting minutes on the website.

Mission-Specific Goals:

Goal: 60% or more of students at SABE enrolled on the 40th and 120th day will grow one (1) year's language level in both English and Spanish as measured by the Biliteracy Trajectory Tool. Data will be collected at the beginning of the year, middle of the year and end of the year via the Biliteracy Trajectory Tool.

School Response: See attachments.

Assurances:

The school provided the signed assurances document (Appendix B).

Overall Financial/Organizational Framework Rating: Meets Standards

If a school receives a "Does Not Meet Standard" rating for three or more indicators, the school will receive an overall organizational framework rating of "Does Not Meet Standard" for the year. In addition, if a school receives a "Does Not Meet Standard" rating, on any indicator, the CSD and PEC may conduct a closer review the following year on that indicator, and/or the PEC may require the school to submit a corrective action plan in order to specify actions and a timeline to correct the performance deficiency. See ratings for individual indicators in Appendix A.

PERFORMANCE FRAMEWORK AND PUBLIC EDUCATION COMMISSION (PEC) TIER LEVEL

The 2020-21 Performance Monitoring Plan was modified in response to the COVID-19 Pandemic. Many of the indicators were unmeasurable and the Performance Framework ratings in Appendix A is reflective of this. Rather than identifying evidence of compliance, schools are required to sign an assurance of compliance.

PEC Tier Levels are based on three indicators: (1) NM School System of Support and Accountability, (2) Student Subgroup Performance, and (3) Mission Specific Goals. Again, due to the pandemic and the resulting flexible administration of state assessments, in 2020-21 there is limited academic data, that could be used as an accountability measure. **Therefore, PEC Tier Levels cannot be assigned for the 2020-2021 academic year.**

Academic Performance: The school may provide evidence of meeting mission-specific goals to receive a rating on indicator 3 of the Academic Performance, however, if the school was unable to implement the goals due to the pandemic, the school will not be rated in this section.

Organizational Performance The assurances document covers the majority of the indicators of organizational performance. Where possible, results of desktop monitoring and bureau/division reports will be considered.

Financial Performance Framework: For indicator 2.c, evidence of implementing an Action Plan to prevent further findings will not be collected this year, therefore the school's rating is solely based on repeat findings.

Sandoval Academy of Bilingual Education	2020-2021
Category I. Academic Performance Framework	
Indicator 1 Components of School Accountability System	Unable to Review - COVID
Indicator 2 Subgroup Performance	Unable to Review - COVID
Indicator 3 Mission Specific Goals	Unable to Review - COVID
Category II. Organizational Performance Framework	
Indicator 1a Educational Program: mission and educational program of approved charter application	Meets (or Exceeds) Standard
Indicator 1b Educational Program: state assessment requirements	Unable to Review - COVID
Indicator 1c Educational Program: protecting the rights of students with disabilities	Meets (or Exceeds) Standard
Indicator 1d Educational Program: protecting the rights of English Language Learners	Working to Meet Standard
Indicator 1e Educational Program: meeting program requirements for all PED and federal grant programs	ASSURANCES
Indicator 1f Educational Program: NM DASH Plan	Not Applicable
Indicator 2a Financial Mgmt & Oversight: meeting financial reporting and compliance requirements	Working to Meet Standard
Indicator 2b Financial Mgmt & Oversight: following generally accepted accounting principles	Meets (or Exceeds) Standard
Indicator 2c Financial Mgmt & Oversight: responsive to audit findings	Does Not Meet Standard
Indicator 2d Financial Mgmt & Oversight: managing grant funds responsibility	Meets (or Exceeds) Standard
Indicator 2e Financial Mgmt & Oversight: staffing to ensure proper fiscal management	Meets (or Exceeds) Standard
Indicator 2f Financial Mgmt & Oversight: meeting obligations timely / appropriate internal controls	Meets (or Exceeds) Standard
Indicator 3a Governance & Reporting: complying with governance requirements	Meets (or Exceeds) Standard
Indicator 3b Governance & Reporting: complying with nepotism and conflict of interest requirements	ASSURANCES
Indicator 3c Governance & Reporting: meeting obligations timely / appropriate internal controls	ASSURANCES
Indicator 4a Students & Employees: protecting the rights of all students	ASSURANCES
Indicator 4b Students & Employees: attendance, retention, and recurrent enrollment	Meets (or Exceeds) Standard
Indicator 4c Students & Employees: meeting teacher and other staff credentialing requirements	Meets (or Exceeds) Standard
Indicator 4d Students & Employees: respecting employee rights	ASSURANCES
Indicator 4e Students & Employees: completing required background checks / reporting ethical violations	ASSURANCES
Indicator 5a School Environment: complying with facilities requirements	ASSURANCES
Indicator 5b School Environment: complying with transportation requirements	ASSURANCES
Indicator 5c School Environment: complying with health and safety requirements	ASSURANCES
Indicator 5d School Environment: handling information appropriately	ASSURANCES
Category III. Financial Performance Framework	
Self-Assessment Survey completed and signed by Head Admin, SBO, and Finance Chair	Not Applicable

[Appendix A: Historical Performance Framework Ratings during Current Charter Contract Term](#)

2019-2020 Renewal Year

2020/2021 was Sandoval Academy of Bilingual Education's first year of operation in the current contract.

Appendix B: Assurances



Charter Schools Division Performance Indicator Assurances 2020-21

Charter School Name **SABE/ Sandoval Academy of Bilingual Education**

In an effort to support the 2021 modified site visits and ensure compliance with contracts and applicable federal and state law, state-authorized charter schools shall provide assurances of compliance with the performance framework indicators listed below. Please check the box next to the indicator, then date and sign the form. Signatures of school leaders and governing board presidents are required.

☒ **The school protects the rights of students with special needs, by:**

- ✓ Providing services per individual IEP,
- ✓ Maintaining both direct service and ancillary support logs,
- ✓ Including a Family Educational Rights and Privacy Act (FERPA) sheet documenting date, person, and purpose for reviewing student's IEP in all IEP folders.

☒ **The school protects the rights of English Learner (EL) students:**

- ✓ School complies with requirements for English Learners in accordance with federal and state guidance, for identifying, screening, serving, assessing students and providing annual notification to parents.

☒ **The school complies with federal and state grant program requirements.**

☒ **The school meets Governance and reporting requirements:**

- ✓ Governing Board completes and documents (with signatures) an annual evaluation of Head Administrator.
- ✓ School has a governing board-approved Conflict of Interest Policy that complies with NMSA § 22-8B-5.2.
- ✓ School has a governing board-approved Anti-Nepotism Policy that complies with NMSA § 22-8B-10(B).

☒ **The school protects the rights of all students:**

- ✓ School meets all Culturally & Linguistically Responsive Framework requirements.
- ✓ School maintains lottery and enrollment practices as described in NMSA § 22-8B-4.1.
- ✓ School has a Discipline Policy to include the prevention of bullying and cyber-bullying per NMSA § 22-35-1.
- ✓ School follows a board-approved student/parent grievance policy and dispute resolution process per NMSA § 22-8B-9(12)
- ✓ School complies with the McKinney Vento Act, with a board-approved dispute resolution policy that meets ESSA guideline.
- ✓ School is implementing the Multi-Level Systems of Support (MLSS) NMAC 6.30. 17
- ✓ School updates Next Step Plans annually for all high school students.

☒ **The school's attendance policy aligns with the Attendance for Success Act NMSA § 22-12A-1.**

☒ **The school protects employee rights:**

- ✓ Staff files contain signed contracts, official transcripts, and verification of employment forms.
- ✓ School has an employee handbook that includes discipline and grievance policies.
- ✓ School has a salary schedule that complies with minimum teacher salaries.
- ✓ School has a documented mentorship program for first year Level One teachers.
- ✓ School obtains legally compliant background checks per NMSA § 22-10A-5.

☒ **The school complies with facility requirements in NMSA § 22-8B-4.2.**

☒ **The school complies with transportation requirements, including all inspections and insurance, if applicable.**

☒ **The school complies with health and safety requirements:**

- ✓ The school conducts all required emergency drills per [PED memorandum of 3/25/21](#).
- ✓ The school maintains immunization records, including a master immunization log.
- ✓ All staff complete training on reporting child abuse and neglect.
- ✓ The school has a Diabetes Management plan.

☒ **The school handles information appropriately:**

- ✓ School completes all STARS reporting requirements on time.
- ✓ School follows proper security procedures, including keeping student files locked.
- ✓ School follows all FERPA and Health Insurance Portability and Accountability Act (HIPAA) guidelines.
- ✓ School maintains a procedure for the transfer of cumulative files.

By checking the box for each indicator above (on both pages) and signing this document, I affirm that the school complies with the performance framework items listed.

School Leader Printed Name **Jackie Rodriguez**

Signature *Jackie Rodriguez* Date **06/30/2021**

Board Chair Printed Name **Becky Torres**

Signature *Becky Torres* Date **Jun 30, 2021**

EMPLOYEE SICK LEAVE per HB2 2021

This POLICY is in addition the LEAVE POLICY in place

COVID-19 SICK LEAVE: SCHOOL shall provide employees with paid sick leave (EPSL) or expanded family/medical leave (EFML) for qualified reasons related to COVID-19, as set forth below. To the extent that any provision herein conflicts with any provision of a future reauthorization, expansion, or revision of the federal Families First Coronavirus Response Act relating to employee leave, the federal provision shall govern.

EMERGENCY PAID SICK LEAVE

(EPSL)

ELIGIBILITY/QUALIFYING REASONS

No waiting period is required for employees to be eligible for EPSL. All current full-time and part-time employees scheduled but unable to do physical work at School or perform their job responsibilities as approved by the Administrator by teleworking or other remote delivery of services are eligible for EPSL if the requested leave is due to one of the following reasons for leave:

- #1 The employee is subject to a federal, state or local quarantine or isolation order¹ related to COVID-19.
 - #2 The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
 - #3 The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
 - #4 The employee is caring for an individual who is subject to either #1 or #2 above.
 - #5 The employee is caring for his or her child because the child's school (elementary or secondary) or other child care location has been closed, or the childcare provider of such child is unavailable, due to COVID-19 precautions.
 - #6 The employee is experiencing any other substantially similar condition specified by the U.S. Secretary of Health and Human Services in consultation with the U.S. Secretary of the Treasury and the U.S. Secretary of Labor.
- "Unable to telework" means that the employer has work for the employee, but the employee is not able to perform that work, either under normal circumstances at the normal worksite or by at a remote location.
 - "Child" means a biological, adopted or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is:
 - Under 18 years of age; or
 - 18 years of age or older and incapable of self-care because of a mental or physical disability.
 - "Child Care provider" means a provider who may or may not receive compensation for providing child care services on a regular basis. The term includes a center-based child care provider, a group home child care provider, a family-member child care provider, or other provider of child

¹ This includes "stay-at-home" orders as used by New Mexico's Governor and Department of Health.

Commented [S1]: NOTE: THIS POLICY REQUIRES THE USER TO MAKE DECISIONS ON CERTAIN PROVISIONS AS HIGHLIGHTED. PLEASE RECONCILE THE PROVISION BEFORE ADOPTING THE POLICY.

care services for compensation that is licensed, regulated, or registered under state law. However, a Child Care provider need not be compensated or licensed if he or she is a family member or friend, such as a neighbor, who regularly cares for the employee's child.

- "Individual" means an immediate family member, roommate or similar person with whom the employee has a relationship that creates an expectation that the employee would care for the person if he or she self-quarantined or was quarantined.
- "Telework" means the employer permits an employee to perform work while the employee is at home or at a location other than the employee's normal workplace. An employee is able to telework if: his or her employer has work for the employee; the employer permits the employee to work from the employee's location; and there are no extenuating circumstances (such as a serious COVID-19) symptoms) that prevents the employee from performing that at work. Telework is work for which an employee is paid at his/her normal rate of pay.

**EPSL MAY NOT BE USED FOR ANY OTHER REASON OR SUBSTITUTED FOR ANY OTHER
CATEGORY OF LEAVE AVAILABLE TO EMPLOYEES.**

PROCEDURE FOR REQUESTING EMERGENCY PAID SICK LEAVE

Employees must give notice according to the same procedure followed for other sick leave, however, in addition to notifying the School of the need for leave, the employee must also be specific about the reason for leave under this policy. If employee is unable to personally (either by phone, text or email) provide notice of the need for leave, a spouse or adult family member may do so. Verbal notification will be accepted until practicable to provide written notice. The employee must complete the "Request for Emergency Paid Leave" form as soon as practical; the form will be provided in response to the request for EPSL or posted on the School's website. Failure to complete the required information or documentation within five business days after being notified by the School of the missing information/documentation, may result in an employee having to use accrued sick leave, request approved leave without pay, or be subject to other consequences. Employee shall communicate with the School about any obstacles to providing required documentation.

The following information and/or supporting documentation for EPSL must be provided in addition to the completed Request for Emergency Paid Leave form:

- A copy of the federal, state, or local quarantine or isolation order related to COVID-19 applicable to the employee or the name of the government entity that issued the order.
- Written documentation by a health care provider advising the employee to self-quarantine due to concerns related to COVID-19 or the name of the provider who advised the employee.
- A statement which provides for the name and employee's affiliation or relation to the individual the employee is taking leave to care for who is subject to a quarantine or isolation order or is advised to self-quarantine; a copy of the order related to COVID-19 and issued by a federal, state, or local entity applicable to the individual directing that he/she self-quarantine, or the name of the government entity that issued the order; or the name of the health care provider who advised the individual being cared for to self-quarantine due to concerns related to COVID-19.

- The name and age of the child or children being cared for; the name of the school, place of care, or child care provider that closed or became unavailable; and a statement that no other suitable person is available to care for the child during the period of requested leave.

Once EPSL has begun, the employee and the School's Administrator or designee will determine reasonable procedures for the employee to report periodically on the employee's status and intent to continue to receive EPSL. EPSL is only for the reasons above and only for as long as that reason exists.

AMOUNT OF PAID SICK LEAVE UNDER EPSL

All eligible full-time employees will have up to 80 hours of paid sick leave available to use for the qualifying reasons above. Eligible part-time employees are entitled to the number of hours worked, on average, over a two-week period.

For employees with varying hours, one of two methods for computing the number of hours paid will be used:

- If the employee has worked 6 months or more, the average number of hours that the employee was scheduled per day over the 6-month period ending on the date on which the employee takes leave, including hours for which the employee took leave of any type. The average daily hours worked number is then multiplied by 10 working days to arrive at the total number of Emergency Paid Sick Leave hours.
- If the employee has worked less than 6 months, the expected number of hours to be scheduled per day at the time of hire, multiplied by 10 working days to arrive at the total number of Emergency Paid Sick Leave hours.

Increments and Intermittent Use of EPSL

Subject to the limitations described below, Administrator may agree to permit employees to use EPSL intermittently. Whether such request is agreed to by the Administrator will be determined by factors affecting school operations. An agreement to use EPSL and the intervals and increments will be set forth in writing. Any change in the interval or increment must be approved by the employee and Administrator in writing as soon as practical. This agreement will be used to track the employee's eligible EPSL. If an employee takes intermittent leave, only the amount of EPSL taken (and documented as described above) may be counted toward the employee's leave entitlement.

Commented [S2]: [This section on increments and intermittent use of leave is optional. Employers do not have to offer intermittent leave, but the DOL encourages employers to be as flexible as possible. Delete the entire section if you do not want to offer this option.]

RATE OF PAY FOR EPSL

EPSL will be paid at the employee's regular rate of pay, or minimum wage, whichever is greater, for leave taken for reasons 1-3 above. Employees taking leave for reasons 4-6 will be compensated at two-thirds their regular rate of pay, or minimum wage, whichever is greater. Pay will not exceed:

- \$511 per day and \$5,110 in total for leave taken for reasons 1-3 above.
- \$200 per day and \$2,000 in total for leave taken for reasons 4-6 above.

INTERACTION WITH OTHER PAID LEAVE

The employee may use EPSL under this policy before using any other accrued paid time off for the qualifying reasons stated above.

Employees on EFML under this policy may use EPSL concurrently with that leave. EPSL may also be used when an employee is on leave under traditional FMLA (if employee is eligible) for his or her own COVID-19-related serious health condition or to care for a qualified family member with such a condition.

TERMINATION AND CARRYOVER

EPSL shall end under this policy and will not be provided beyond June 30, 2022, unless required to be extended by the New Mexico Legislature. Any unused EPSL will not carry over or be combined with other categories of accrued sick leave or be paid out to employees at termination of employment. EPSL may not be contributed under the School's leave donation policy.

If employees do not exhaust the total number of eligible EPSL hours, the balance can be used later (before 6.32.2022) for another qualifying reason for EPSL, if the required notice and documentation are provided.

COMBINING WITH OTHER LEAVE BENEFITS

EPSL is in addition to other paid leave benefits and employees may opt to use EPSL and other earned paid sick, personal or annual leave in the sequence of their choice. The employee must notify the Administrator at the time leave is taken for one of the reasons above, whether the employee wishes to use another category of leave first. If employee does not so indicate, EPSL will be applied first based on the appropriate Rate of Pay.

Employee may request to supplement EPSL taken for reasons ##4-6 (2/3 payrate) with other accrued paid leave up to normal rate of pay but must make that request as part of employee's written notice of request for EPSL.

Commented [S3]: Highlighted sentence is optional. Delete if you do not wish to offer

JOB PROTECTIONS UNDER EPSL

No employee who appropriately utilizes EPSL under this policy will be discharged, disciplined or discriminated against for work time missed due to this leave or for filing any complaint or for participating in any proceeding related to the employer's alleged violation of EPSL.

If you believe that you have been disciplined or discriminated based on use of EPSL, it is appropriate to file a complaint pursuant to the School's anti-discrimination policy or grievance policy.

EXTENDED FAMILY MEDICAL LEAVE

(EFML)

EFML provides eligible employees with up to 12 weeks of emergency family medical leave for a qualifying reason related to a public health emergency as declared by an official with jurisdiction to make such a

declaration, e.g. the Governor of the State of New Mexico. Even if no employee at School is eligible for traditional Family Medical Leave/FMLA, the School will provide EFML, if the employee is eligible as described in this policy.

ELIGIBILITY/ QUALIFYING REASON FOR LEAVE

All current employees who have been employed with the School for at least 30 calendar days and are actively scheduled for work are eligible for EFML, if the requested leave is for the following reasons:

An eligible employee is unable to work (or telework) due to a need to care for a child (as defined below) when a school or child care location has been closed, or when the regular child care provider is unavailable as a result of a COVID-19 related emergency declared by a federal, state or local authority. In addition, the employee certifies that no other suitable person is available to care for the child during the period of requested leave. "Closed" means the physical location of the location where the child received instruction or care is closed, even if some or all instruction is being provided online. Unable to telework means that the employer has work for the employee, but the employee is not able to perform that work, either under normal circumstances at the normal worksite or by at a remote location.

- "Child" has the same meaning as defined above under EPSL.
- "Child Care provider" has the same meaning as defined above under EPSL.
- "Telework" has the same meaning as defined above under EPSL.

PROCEDURE FOR REQUESTING EFML

All employees requesting EFML must provide written notice of the need for leave to the Administrator or designee as soon as practicable using the School's "EFMLA Employee Request Form." Verbal notice will otherwise be accepted until written notice and relevant documentation can be provided.

Notice of the need for leave must include:

- The name and age of the child or children being cared for.
- The name of the school, place of care, or childcare provider that closed or became unavailable due to COVID-19 reasons.
- A statement representing that no other suitable person is available to care for the child or children during the period of requested leave.

On a basis that does not discriminate against employees on EFML, the School may require an employee to report periodically on the employee's status and intent to return to work.

DURATION OF LEAVE

Employees will be entitled to 12 workweeks of leave to use through June 30, 2022, for the Qualifying Reasons stated above, including the two weeks (80 hours or part time hours total) for EPSL for reason #5. If you are an eligible employee for FMLA, EFML counts towards the 12 weeks of FMLA for which you would be entitled within a 12-month period. For example, if an employee has already taken 6 weeks of FMLA leave, that employee would be eligible for another 6 weeks of **EFML** under this policy.

Commented [p4]: All public charter schools are covered employers under the FMLA. However, if your school employs less than 50 employees, your employees are not eligible to receive FMLA, even if they meet the other requirements unless you have adopted a policy that states otherwise.

However, EFMLA applies to charter schools regardless of the number of employees. So, this 12 weeks of EFMLA must be provided, even if your employee is not eligible for regular FMLA, i.e. reasons unrelated to COVID.

INCREMENTS & INTERMITTENT USE OF LEAVE

Employees may take EFML intermittently and in increments as agreed to in writing between the Administrator and employee. For example, an employee may only need 4 hours per day of leave to care for his or her child or may only need to do so on Tuesdays and Thursdays.

PAY DURING EFML

Leave will be unpaid for the first 10 days of leave; however, employees may use accrued paid vacation or personal leave during this time. The employee may also elect to use and exhaust the paid leave provided under the EPSL, before using accrued paid leave or unpaid leave. If the School and employee agree, employee may supplement EPSL pay with other paid leave up to the employee's normal earnings for the first two weeks of EFML. After the EPSL pay expires (two weeks), the employee must use accrued paid leave. If employee exhausts all accrued paid leave, the employee will be paid for the remainder of EFML at the rate described below.

RATE OF PAY

After the first 10 days of EFML and exhaustion of all other accrued paid leave, employee will be paid at two-thirds of an employee's regular rate of pay for the number of hours the employee would otherwise be scheduled to work. EFML Pay will not exceed \$200 per day and \$10,000 in total, or \$12,000 in total if using EPSL for the first two weeks. Unused EFML pay does not carry over, will not be applied to existing accrued leave, and cannot be applied to the School's leave donation bank.

For employees with varying hours, one of two methods for computing the number of hours paid will be used:

- If the employee has worked 6 months or more, the average number of hours that the employee was scheduled per day over the 6-month period ending on the date on which the employee takes leave, including hours for which the employee took leave of any type.
- If the employee has worked less than 6 months, the expected number of hours to be scheduled per day at the time of hire.

Employees may supplement the two-thirds pay received under EPSL with accrued paid leave, not to exceed 100% of normal rate of pay.

EMPLOYEE STATUS AND BENEFITS DURING LEAVE

While an employee is on leave, the School will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. While on EFML, the School will continue to make payroll deductions to collect the employee's share of the premium. During any unpaid portions of leave, the employee must continue to make this payment per instructions from the School.

Commented [S5]: [This section on increments and intermittent use of EFML is optional. Employers do not have to offer intermittent leave, but the DOL encourages employers to be as flexible as possible. If you do not want to allow for intermittent leave, delete this section.]

Commented [p6]: Requiring the employee to exhaust accrued paid leave before paying EFML pay is not required. You can opt to pay EPSL (two weeks), then pay the balance of the 10 weeks out of pocket, permitting the employee to retain paid accrued leave, if preferred. I did not write the policy this way, understanding the financial implications.

Commented [S7]: Highlighted provision is optional. Delete if not desired.

If the employee contributes to a life insurance or disability plan, the School will continue making payroll deductions while the employee is on paid leave. During any portion of unpaid leave, the employee may request continuation of such benefits and pay his or her portion of the premiums, or the School may elect to maintain such benefits during the leave and pay the employee's share of the premium payments. If the employee does not continue these payments, the employer may discontinue coverage during the leave. If the employer maintains coverage, the employer may recover the costs incurred for paying the employee's share of any premiums, whether the employee returns to work or not.

Commented [S8]: !!! Should decide whether school will pay the employee's portion of the premium. If not, then remove this highlighted clause

RETURN TO WORK AFTER EFML

Generally, an employee who takes EFML will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The Administrator may choose to exempt certain key employees from this requirement and not return them to the same or similar position when doing so will cause substantial and grievous economic injury to School's operations. Key employees will be given written notice their status as a key employee at the time they request EFML.

Generally, an employee who takes EFML will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. However, if the School at the time of employee's intent to return employees 25 or fewer employees the School is not required to return the employee to his/her position if:

- The position the employee held does not exist due to changes in the employer's economic or operating condition that affect employment and were caused by the COVID-19 health emergency;
- The School makes "reasonable efforts" to restore the employee to an equivalent position; **and**
- If these efforts fail, the School makes additional reasonable efforts to contact the employee if an equivalent position becomes available during a one-year window beginning on the earlier of:
 - The date on which the employee no longer needs to take leave to care for the child; or
 - 12 weeks after the employee's leave commences.

Commented [S9]: [Employers with fewer than 25 employees may wish to adopt the highlighted language in lieu of the preceding paragraph:]

NOTICE

The School will post notice of employees' rights under these provisions in a conspicuous place including on the School's website if one is regularly maintained. [insert link here if posted on website] The School may satisfy this notice requirement by sending an email or a direct mailing to its employees.

If you have questions concerning this policy, please contact the School's Administrator or designee.

EFFECTIVE DATE OF THIS POLICY

This policy is effective through June 30, 2022 and shall automatically expire without further action of the School's governing body or Administration. If the United States Congress extends these provisions of the CARES Act, this policy will be automatically extended to the extent required by law.

REQUEST FOR EMERGENCY PAID SICK LEAVE

Please complete the following request form and submit to the School's Administrator or designee as soon as possible and before leave commences. Verbal notice will be accepted until a form can be provided.

Documentation supporting the need for leave must be included with this request, as described in the COVID-19 Sick Leave Policy.

Employee Name (print clearly): _____

Requested Leave Start Date: _____ End Date: _____

The amount of EPSL being requested is _____ hours.

[Optional: I wish to take intermittent leave for reason #5 below, during the following days and hours:]

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u>

I am requesting this emergency paid sick leave due to my inability to work (or telework) because (check the appropriate reason below):

- ☐ 1) I am subject to a federal, state, or local quarantine or isolation order related to COVID-19.
- ☐ 2) I have been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
- ☐ 3) I am experiencing symptoms of COVID-19 and seeking a medical diagnosis.
- ☐ 4) I am caring for an individual who is subject to either number 1 or 2 above.
- ☐ 5) I am caring for my child whose primary or secondary school or place of care has been closed, or my child care provider is unavailable due to COVID-19 precautions; and,
 - ☐ I attest that no other suitable person is available to care for my child during the requested period of leave.
- ☐ 6) I am experiencing any other substantially similar condition specified by the U.S. Secretary of Health and Human Services in consultation with the U.S. Secretary of the Treasury and the U.S. Secretary of Labor. (NOTE: As of the date of this policy, no other conditions have been identified.)

I have attached appropriate documentation supporting my need for leave.

Employee Signature: _____ Date: _____

Administrator's Signature: _____ Date: _____

EFMLA EMPLOYEE REQUEST FORM

Please complete the following request form and submit to the School's Administrator or designee as soon as possible and before leave commences. Verbal notice will be accepted until a form can be provided.

Documentation supporting the need for leave must be included with this request, as described in the Emergency Paid Sick Leave and Expanded Family Medical Leave Policy.

Employee Name (print clearly): _____

Requested Leave Start Date: _____ End Date: _____

I am requesting this EFML because I cannot be physically present at School to work, nor can I telework or otherwise work remotely, because I must care for my child due to:

- ☐ The closing of my child's school or place of care, due to concerns related to COVID-19;
- ☐ The unavailability of my child's regular child care provider due to concerns related to COVID-19; and
- ☐ No other suitable person is available to care for my child during the requested period of leave.

Time off work is expected to be (select the most appropriate box):

- ☐ For a continuous block of time.
- ☐ For a reduced work schedule (change in work schedule needed—fewer hours per day or fewer hours per week).

If a reduced work schedule is needed, indicate the days and hours you are available for work:

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u>

I have attached appropriate documentation supporting my need for leave.

Employee Signature: _____ Date: _____

Administrator's Signature: _____ Date: _____

