

<p>AGENDA</p> <p>Sandoval Academy of Bilingual Education (SABE)</p> <p>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, January 19, 2022
Time:	6:30 pm
Future Meeting Date:	Wednesday, February 16, 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 December 15, 2021
- IV. Financial Report: August: Ashley Wolfel, SABE Business Manager, The Vigil Group
- V. Action Items:
 - a. BAR 24308-563-000-2122-0014-T
 - b. BAR 21000-563-000-2122-0015-D
 - c. BAR 11000-563-000-2122-0016-I
 - d. BAR 23000-563-000-2122-0017-I
 - e. BAR 11000-563-000-2122-0018-M
 - f. BAR 24301-563-000-2122-0019-IB
 - g. Amendment to School Budget Bureau 2021-2022 calendar due to possible closure
- VI. Discussion Items
 - a. Governing Council Training - Kelly Callahan
 - i. Monthly Training Update
 - ii. Policy Committee Update
 - iii. Governing Council ByLaws Discussion
 - b. Officer Assignments
 - i. Treasurer & Finance Committee Chair, Secretary
 - c. Principal's Update
 - i. Enrollment
 - ii. Instructional Update (Assessment)
 - iii. COVID Specific Updates

a. Changes on Toolkit

- VII. Other items
- VIII. Public Comment
- IX. Announcements
- X. Adjourn

<p>MINUTES</p> <p>Sandoval Academy of Bilingual Education (SABE)</p> <p>Governing Council Regular Meeting</p>
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Location:	Via Zoom Meeting 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 - present via Zoom
 Brennan Divett - absent
 Lisa Spangler - present via Zoom
 Scott Heller - present via Zoom at 6:45 PM
 Mario Martinez - present via Zoom

Others:

Jackie Rodriguez – Director/Principal, present via Zoom
 Ashley Wolfel – The Vigil Group, present via Zoom
 Alice Banks – Assistance with meeting notes, present via Zoom
 Kelly Callahan – Public Charter Schools of NM, present via Zoom until 7:33 PM

Agenda details:

- I. Call to Order
Becky called the meeting to order at 6:36 PM.

- II. Approval of Agenda
Scott moved and Lisa seconded the motion to approve the agenda with the Closed Session changed to follow the Discussion Items. The motion was passed unanimously.

- III. Approval of Minutes from
 - a. November 17, 2021
Scott moved and Lisa seconded the motion to approve the minutes of the November 17, 2021 Regular 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 24154-563-000-2122-0010-I
Scott moved that the increase BAR for Title II as presented by Ashley be approved, and Mario seconded. The motion was passed unanimously.

- b. BAR 24330-563-0002122-0011-IB
Scott moved that the initial budget BAR as presented by Ashley be approved, and Mario seconded. The motion was passed unanimously.
- c. BAR 11000-563-000-2122-0012-M
Scott moved that the maintenance BAR for Operational as presented by Ashley be approved, and Mario seconded. The motion was passed unanimously.
- d. BAR 11000-563-000-2122-0013-M
Scott moved that the maintenance BAR for Operational as presented by Ashley be approved, and Mario seconded. The motion was passed unanimously.
- e. Updated Plan for Safe Return to In-Person Instruction and Continuity of Services
Jackie shared adjustments that were made to the original plan that was required by the NMPED. The six-foot distancing requirement was changed to three feet. Families are still required to check-in using Dr. Owl, but staff does not verify this during student drop-off. There is a staff member who contacts families during the day if they have not completed the check-in.

Jackie reviewed all of the assertions that were included in the plan.

Scott moved that the Updated Plan for Safe Return to In-Person Instruction as presented by Jackie, be approved and Lisa seconded. The motion was passed unanimously.

- f. 2021-2022 Emergency Paid Sick Leave Policy per HB2 2021 (COVID)
Jackie shared that staff members are affected by this policy if they contact COVID or have to care for a child due to COVID. The policy was reviewed by our school's attorney, and Jackie presented all of the recommendations that were made. Some adjustments to staff Sick Leave balances may need to be made based on the Governing Council's action on this policy.

Mario moved that the Emergency Paid Sick Leave Policy as presented by Jackie be approved, and Scott seconded. The motion was passed unanimously.

VI. Discussion Items

- a. Governing Council Training - Kelly Callahan
The Policy Committee will meet in January 2022. They will make recommendations for any changes, and share their findings with the entire Governing Council. The goal of the committee is to refine and improve our existing bylaws. Many schools in New Mexico are going through a similar process. Kelly reminded the Governing Council members to submit the self-evaluation form. This information will be used to create a Strategic Plan for the Governing Council moving forward.
- b. Finance Committee Membership – Mr. Martinez
Mario was recommended as a Finance Committee member because of his background in Finance. He would be replacing Scott on the committee. Jackie will discuss this with Kelly to ensure that the proper protocol is followed.

c. 2020-2021 Annual School Performance Report-NMPED Charter School Division
Jackie reviewed all of the NMPED's findings based on the assertions for the 2020-2021 school year. She specifically addressed instances in which the school was found to be below the standard.

d. Principal's Update

i. Enrollment

Our current enrollment is 220. Four students recently moved out of state, but we have new students who will start with us in January 2022.

ii. Instructional Update (Assessment)

We will be completing multiple assessments and data studies when we return in January 2022. This data will be shared with the Governing Council.

There are 3-4 staff members who are working as Interventionists to support our struggling students in their primary language and in Math. We have been seeing encouraging academic gains with these students.

iii. COVID Specific Updates

a. Test-to-Stay Testing Program

If a student or staff member is identified as a close contact, they may stay at school. They must be tested at the end of Days 1, 3, and 5. They must not have a fever during the time that they are in school. This will help keep students and staff in school.

Our staff is currently 100% vaccinated. Staff members are encouraged to receive the booster shot before they return to school in January 2022. Those who have not received the booster will be required to complete weekly testing.

VII. Closed Session

a. Discussion of personnel concern and claims

1. **Becky requested that a motion be made to move into Closed Session pursuant to the Open Meetings Act #10-15-1, Section H2. Scott made the motion and Lisa seconded. The motion was passed unanimously, and the Closed Session began at 8:11 PM.**

The Closed Session ended at 8:33 PM. Becky asserted that no actions were taken, and that no additional topics were discussed.

VIII. Other items

None

IX. Public Comment

None

2.

X. Announcements

None

XI. Adjourn

Scott moved and Lisa seconded that the meeting be adjourned. The motion passed unanimously, and the meeting was adjourned at 9:07 PM.

Sandoval Academy of Bilingual Education
Fiscal Year 2022
Balance Sheet as of December 31, 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	31200 PSCOC	31701 SB-9 Local	31703 SB-9 Cash	Total
11011 - Bank Accounts	\$835,001.08	\$4,636.36	\$6,105.26	\$26,883.66	(\$12,609.99)	\$0.00	(\$110.00)	(\$1,750.00)	\$0.00	(\$71,235.67)	(\$4.06)	(\$14,012.65)	\$5,485.73	\$547.89	\$1,401.95	\$48,178.94	\$71,040.72	\$6,775.00	\$906,334.22
Subtotal of Account Type: Asset	\$835,001.08	\$4,636.36	\$6,105.26	\$26,883.66	(\$12,609.99)	\$0.00	(\$110.00)	(\$1,750.00)	\$0.00	(\$71,235.67)	(\$4.06)	(\$14,012.65)	\$5,485.73	\$547.89	\$1,401.95	\$48,178.94	\$71,040.72	\$6,775.00	\$906,334.22
Subtotal of Account Group: Assets	\$835,001.08	\$4,636.36	\$6,105.26	\$26,883.66	(\$12,609.99)	\$0.00	(\$110.00)	(\$1,750.00)	\$0.00	(\$71,235.67)	(\$4.06)	(\$14,012.65)	\$5,485.73	\$547.89	\$1,401.95	\$48,178.94	\$71,040.72	\$6,775.00	\$906,334.22
23011 - Accrued Salaries and Benefits	\$34,991.63	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$34,991.63
23124 - State Retirement System Contributions	\$18,811.86	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,811.86
23125 - Employee Insurance	\$5,638.85	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,638.85
23126 - Unemployment Insurance	\$361.07	\$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	\$0.00	\$357.01
23127 - Workers' Compensation	\$66.00	\$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	\$0.00	\$66.00
23134 - Employer State Retirement System	\$28,432.35	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,432.35
23135 - Employer Insurance	\$9,394.41	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,394.41
23137 - Employer Workers' Comp	\$75.90	\$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	\$0.00	\$75.90
23141 - Federal Income Tax	\$2,995.10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,995.10
23142 - State Income Tax	\$4,416.00	\$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	\$0.00	\$4,416.00
23143 - Social Security - OASDI	\$3,006.51	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,006.51
23144 - Medicare - Hospital Insurance	\$703.14	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$703.14
23147 - Voluntary Deductions	\$405.86	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$405.86
23148 - Direct Deposit	(\$34,991.63)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$34,991.63)
23153 - Employer Social Security	\$3,006.51	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,006.51
23154 - Employer Medicare	\$703.14	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$703.14
Subtotal of Account Type: Liability	\$78,016.70	\$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	\$0.00	\$78,016.64
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	\$0.00	\$60,805.18	\$6,775.00	\$582,031.71
Net Increase/Decrease	\$243,728.32	\$0.00	\$3,640.99	\$4,708.69	\$4,952.01	\$4,039.98	\$263.00	(\$1,750.00)	\$4,621.86	(\$71,235.67)	\$1,400.00	(\$14,012.65)	\$1,981.47	\$5,537.39	\$0.00	\$48,178.94	\$10,235.54	\$0.00	\$246,289.87
Subtotal of Account Type: Fund Balance/Retained Earnings	\$756,984.38	\$4,636.36	\$6,105.26	\$26,883.66	(\$12,609.99)	\$0.00	(\$110.00)	(\$1,750.00)	\$0.00	(\$71,235.67)	\$0.00	(\$14,012.65)	\$5,485.73	\$547.89	\$1,401.95	\$48,178.94	\$71,040.72	\$6,775.00	\$828,321.58
Subtotal of Account Group: Liabilities/Fund Balance	\$835,001.08	\$4,636.36	\$6,105.26	\$26,883.66	(\$12,609.99)	\$0.00	(\$110.00)	(\$1,750.00)	\$0.00	(\$71,235.67)	(\$4.06)	(\$14,012.65)	\$5,485.73	\$547.89	\$1,401.95	\$48,178.94	\$71,040.72	\$6,775.00	\$906,334.22

Sandoval Academy of Bilingual Education
Fiscal Year 2022
Budget Summary December 31, 2021

Fund Description	Revenues							
	Annual Budget	Actual (YTD)	Annualized Budget	Annualize vs Actual		FY21	FY22-FY21	
Fund 11000 - Operational	\$ 2,509,183.00	\$ 1,260,111.95	\$ 1,254,591.50	\$ 5,520.45	\$	983,657.00	\$ 276,454.95	
Fund 14000 - Instructional Materials	\$ -	\$ -	\$ -	\$ -	\$	-	\$ -	
Fund 21000 - USDA Food Reimbursement	\$ 60,000.00	\$ 3,640.99	\$ 30,000.00	\$ (26,359.01)	\$	-	\$ 3,640.99	
Student Meals	\$ -	\$ -	\$ -	\$ -	\$	-	\$ -	
Fund 23000 - Activities	\$ -	\$ 14,437.86	\$ -	\$ 14,437.86	\$	223.20	\$ 14,214.66	
Fund 24101 - Title I	\$ 49,795.00	\$ -	\$ 24,897.50	\$ (24,897.50)	\$	-	\$ -	
Fund 24106 - IDEA-B	\$ 42,500.00	\$ -	\$ 21,250.00	\$ (21,250.00)	\$	-	\$ -	
Fund 24154 - Title II	\$ 7,432.00	\$ -	\$ 3,716.00	\$ (3,716.00)	\$	3,110.00	\$ (3,110.00)	
Fund 24189 - Student Supp Academic Achievement	\$ 10,000.00	\$ -	\$ 5,000.00	\$ (5,000.00)	\$	8,000.00	\$ (8,000.00)	
Fund 24301-CARES Act	\$ -	\$ -	\$ -	\$ -	\$	18,512.30	\$ (18,512.30)	
Fund 24308 - CRRSA, ESSR II	\$ 125,323.00	\$ -	\$ 62,661.50	\$ (62,661.50)	\$	-	\$ -	
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	\$ -	\$ 2,932.00	\$ (2,932.00)	\$	-	\$ -	
Fund 27109 - Instructional Materials - GAA of 2019	\$ -	\$ -	\$ -	\$ -	\$	-	\$ -	
Fund 27201 - School Lunch Co-Pay	\$ -	\$ -	\$ -	\$ -	\$	-	\$ -	
Fund 27202 - Open SciEd Expansion Initiative	\$ 1,700.00	\$ -	\$ 850.00	\$ -	\$	-	\$ -	
Fund 31200 - PSCOC Lease Reimbursement	\$ 158,546.00	\$ 79,273.00	\$ 79,273.00	\$ -	\$	-	\$ 79,273.00	
Fund 31700 - Capital Improvements SB-9	\$ -	\$ -	\$ -	\$ -	\$	-	\$ -	
Fund 31701 - SB-9 Local	\$ 58,790.00	\$ 10,077.40	\$ 29,395.00	\$ (19,317.60)	\$	1,151.03	\$ 8,926.37	
Fund 31703 - SB-9 Cash	\$ 10,057.00	\$ -	\$ 5,028.50	\$ (5,028.50)	\$	-	\$ -	
Total Revenues	\$ 3,039,190.00	\$ 1,376,460.06	\$ 1,519,595.00	\$ (149,222.33)	\$	1,014,653.53	\$ 361,806.53	

Sandoval Academy of Bilingual Education
Fiscal Year 2022
Budget Summary December 31, 2021

Fund Description	Expenditures					
	Annual Budget	Actual (YTD)	Annualized Budget	Annualize vs Actual	FY21	FY22-FY21
Function 1000 - Instruction	\$ 1,970,912.00	\$ 531,690.77	\$ 985,456.00	\$ (453,765.23)	\$ 413,792.57	\$ 117,898.20
Function 2100 - Students	\$ 319,172.00	\$ 102,861.91	\$ 159,586.00	\$ (56,724.09)	\$ 35,800.24	\$ 67,061.67
Function 2200 - Instruction	\$ 5,000.00	\$ -	\$ 2,500.00	\$ (2,500.00)	\$ 4,420.00	\$ (4,420.00)
Function 2300 - General Administration	\$ 154,169.00	\$ 84,877.01	\$ 77,084.50	\$ 7,792.51	\$ 75,703.83	\$ 9,173.18
Function 2400 - School Administration	\$ 119,325.00	\$ 45,749.85	\$ 59,662.50	\$ (13,912.65)	\$ 57,679.35	\$ (11,929.50)
Function 2500 - Central Services	\$ 99,813.00	\$ 49,013.08	\$ 49,906.50	\$ (893.42)	\$ 47,359.74	\$ 1,653.34
Function 2600 - Operation & Maintenance of Plant	\$ 327,834.00	\$ 202,437.43	\$ 163,917.00	\$ 38,520.43	\$ 143,663.91	\$ 58,773.52
Function 3100 - Food Services Operations	\$ 26,212.00	\$ -	\$ 13,106.00	\$ (13,106.00)	\$ -	\$ -
					\$ -	\$ -
Fund 11000 - Operational	\$ 3,022,437.00	\$ 1,016,630.05	\$ 1,511,218.50	\$ (494,588.45)	\$ 778,419.64	\$ 238,210.41
Fund 14000 - Instructional Materials	\$ 4,636.00	\$ -	\$ 2,318.00	\$ (2,318.00)	\$ 8,056.82	\$ (8,056.82)
Fund 21000- Food Services Operations	\$ 62,464.00	\$ -	\$ 31,232.00	\$ (31,232.00)	\$ -	\$ -
Fund 23000- Activities	\$ 22,175.00	\$ 9,729.17	\$ 11,087.50	\$ (1,358.33)	\$ -	\$ 9,729.17
Fund 24101 - Title I	\$ 49,795.00	\$ 12,609.99	\$ 24,897.50	\$ (12,287.51)	\$ 4,928.00	\$ 7,681.99
Fund 24106 - Entitlement IDEA-B	\$ 42,500.00	\$ -	\$ 21,250.00	\$ (21,250.00)	\$ 13,846.20	\$ (13,846.20)
Fund 24154 - Teacher/Principal Training & Recruiting	\$ 7,432.00	\$ 110.00	\$ 3,716.00	\$ (3,606.00)	\$ 94.00	\$ 16.00
Fund 24189 - Student Supp Academic Achievement	\$ 10,000.00	\$ 1,750.00	\$ 5,000.00	\$ (3,250.00)	\$ 8,000.00	\$ (6,250.00)
Fund 24301-CARES Act	\$ -	\$ -	\$ -	\$ -	\$ 18,710.30	\$ (18,710.30)
Fund 24308- CRRSA	\$ 125,323.00	\$ 71,235.67	\$ 62,661.50	\$ 8,574.17	\$ -	\$ 71,235.67
Fund 24330 - ARP	\$ -	\$ 14,012.65	\$ -	\$ 14,012.65	\$ -	\$ 14,012.65
Fund 25153-Medicaid	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fund 26107-REC/District Fiscal Agent	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fund 27107 - 2012 GOB Student Library SB-66	\$ 5,864.00	\$ -	\$ 2,932.00	\$ (2,932.00)	\$ -	\$ -
Fund 27109 - GAA of 2019	\$ 1,402.00	\$ -	\$ 701.00	\$ (701.00)	\$ -	\$ -
Fund 27130-Feminine Hygiene Products	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fund 27201 - School Lunch Co-Pay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fund 27202 - Open SciEd Expansion Initiative	\$ 1,700.00	\$ -	\$ 850.00	\$ (850.00)	\$ -	\$ -
Fund 31200-PSCOC	\$ 158,546.00	\$ 31,094.06	\$ 79,273.00	\$ (48,178.94)	\$ 45,459.99	\$ (14,365.93)
Fund 31701-Capital Improvements SB-9 Ad Valorem	\$ 121,009.00	\$ 3,614.18	\$ 60,504.50	\$ (56,890.32)	\$ 11,361.02	\$ (7,746.84)
Fund 31703-Capital Improvements SB-9 Cash Match	\$ 16,832.00	\$ -	\$ 8,416.00	\$ (8,416.00)	\$ -	\$ -
Total Expenses For all Funds	\$ 3,652,115.00	\$ 1,160,785.77	\$ 1,817,641.50	\$ (656,855.73)	\$ 888,875.97	\$ 271,909.80

Sandoval Academy of Bilingual Education
Fiscal Year 2022
Revenue Report December 31, 2021

Description	Budget (YTD)	Actual (YTD)	Available (YTD)
Fees - Activities	\$0.00	\$5,520.00	(\$5,520.00) Supply Fee
State Equalization Guarantee	\$2,509,183.00	\$1,254,591.95	\$1,254,591.05
Fund 11000 - Operational	\$2,509,183.00	\$1,260,111.95	\$1,249,071.05
Fund 21000 - USDA Food Reimbursement	\$60,000.00	\$3,640.99	\$56,359.01
Fund 23000 - Activities	\$0.00	\$14,437.86	(\$14,437.86)
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	\$79,273.00	\$79,273.00
Fund 31701 - SB-9 Local	\$58,790.00	\$10,077.40	\$48,712.60
Fund 31703 - SB-9 State Match Cash	\$10,057.00	\$0.00	\$10,057.00
Grand Total	\$3,039,190.00	\$1,376,460.06	\$1,662,729.94

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Description	Budget (YTD)	Actual (YTD)	Encumbrance (YTD)	Available (YTD)
Salaries Expense-Long-term Sub	\$38,215.00	\$14,305.00	\$20,779.22	\$3,130.78
Salaries Expense-Teacher	\$641,941.00	\$245,798.33	\$386,141.87	\$10,000.80
Salaries Expense-Kinder Teachers	\$103,473.00	\$24,813.15	\$36,091.85	\$42,568.00
Salaries Expense-After School Coordinator	\$8,020.00	\$3,420.00	\$4,509.38	\$90.62
Salaries Expense-EA	\$41,774.00	\$12,307.14	\$19,455.68	\$10,011.18
Salaries Expense-Kinder EA	\$37,734.00	\$12,200.85	\$12,310.49	\$13,222.66
Salaries Expense-Fine Arts	\$62,500.00	\$9,111.12	\$24,296.28	\$29,092.60
Salaries Expense-Sped Teacher	\$91,040.00	\$26,462.16	\$45,985.24	\$18,592.60
Salaries Expense-TESOL Teacher	\$5,252.00	\$0.00	\$0.00	\$5,252.00
Stipend-1621	\$60,000.00	\$3,747.42	\$9,993.01	\$46,259.57
Stipend - 1411	\$57,156.00	\$2,321.50	\$1,383.50	\$53,451.00
Stipend - 1413	\$2,000.00	\$0.00	\$0.00	\$2,000.00
Stipend - 1416	\$38,500.00	\$3,886.00	\$3,886.00	\$30,728.00
Stipend - 1411	\$50,000.00	\$14,357.50	\$14,357.50	\$21,285.00
Stipend - ELT 1416	\$0.00	\$1,383.50	\$1,377.50	(\$2,761.00)
Stipend - ELT 1713	\$1,233.00	\$373.76	\$0.00	\$859.24
Employee Benefits	\$369,107.00	\$125,359.40	\$180,289.81	\$63,457.79
Professional Development	\$3,021.00	\$299.00	\$1,500.00	\$1,222.00
Professional Development-SPED	\$450.00	\$0.00	\$1,344.00	(\$894.00)
Professional Development-ELT	\$1,680.00	\$0.00	\$0.00	\$1,680.00
Other Professional/Technical Services	\$20,000.00	\$2,262.23	\$8,611.05	\$9,126.72
Other Charges	\$9,265.00	\$232.50	\$0.00	\$9,032.50
Other Charges-Fine Arts	\$0.00	\$185.00	\$0.00	(\$185.00)
Other Instructional Materials	\$46,445.00	\$0.00	\$49,517.39	(\$3,072.39)
Software	\$22,449.00	\$11,230.17	\$0.00	\$11,218.83
General Supplies and Materials	\$102,086.00	\$14,701.07	\$509.53	\$86,875.40
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)""	\$154,636.00	\$0.00	\$0.00	\$154,636.00
Function 1000 - Instruction	\$1,970,912.00	\$531,690.77	\$822,339.30	\$616,881.93
Salaries Expense-Coordinator	\$37,316.00	\$5,528.28	\$22,113.23	\$9,674.49
Salaries Expense-Nursing Assistant	\$16,844.00	\$8,109.66	\$8,733.34	\$1.00
Salaries Expense-Registrar	\$16,844.00	\$8,110.05	\$8,733.95	\$0.00
Salaries Expense - Psychologist	\$55,020.00	\$22,415.58	\$32,604.42	\$0.00
Salaries Expense AT-Risk Coordinator	\$15,992.00	\$2,369.20	\$9,476.70	\$4,146.10
Salaries Expense-At-Risk Clerk	\$19,237.00	\$7,125.30	\$12,166.81	(\$55.11)
Salaries Expense- At-Risk Student Support	\$7,720.00	\$0.00	\$0.00	\$7,720.00
Stipend-Student Support	\$186.00	\$185.19	\$0.00	\$0.81
Employee Benefits	\$59,628.00	\$23,588.26	\$29,269.68	\$6,770.06
Diagnosticians - Contracted	\$20,000.00	\$1,958.45	\$8,784.44	\$9,257.11
Occupational Therapists - Contracted	\$9,621.00	\$6,493.90	\$3,126.74	\$0.36
Psychologists - Contracted	\$18,000.00	\$671.76	\$698.64	\$16,629.60
Specialists - Contracted	\$12,854.00	\$0.00	\$0.00	\$12,854.00
Professional Development	\$100.00	\$0.00	\$99.00	\$1.00
Other Professional/Technical Services	\$29,760.00	\$16,256.63	\$13,265.59	\$237.78
General Supplies and Materials	\$50.00	\$49.65	\$0.00	\$0.35
Function 2100 - Support Services-Students	\$319,172.00	\$102,861.91	\$149,072.54	\$67,237.55
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	\$100,000.00	\$51,851.80	\$48,148.20	\$0.00
ELT Stipend-Superintendent	\$0.00	\$2,500.00	\$2,500.00	(\$5,000.00)
Employee Benefits	\$24,982.00	\$13,671.90	\$12,879.50	(\$1,569.40)
Auditing	\$16,500.00	\$10,787.51	\$4,212.49	\$1,500.00
Legal	\$5,195.00	\$1,465.80	\$3,728.64	\$0.56
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	\$154,169.00	\$84,877.01	\$71,718.83	(\$2,426.84)

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Salaries Expense-Assistant Principal	\$36,960.00	\$16,426.68	\$20,533.32	\$0.00
Salaries Expense-Office Manager/Clerks	\$36,967.00	\$11,771.50	\$10,736.00	\$14,459.50
Stipend- Assistant Principal	\$0.00	\$2,500.00	\$2,500.00	(\$5,000.00)
Employee Benefits	\$32,985.00	\$8,807.63	\$10,487.57	\$13,689.80
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	\$3,378.00	\$2,528.54	\$872.40	(\$22.94)
""Supply Assets (\$5,000 or less)""	\$3,520.00	\$0.00	\$0.00	\$3,520.00
Function 2400 - Support Services-School Administration	\$119,325.00	\$45,749.85	\$45,129.29	\$28,445.86
Other Professional/Technical Services	\$87,290.00	\$36,934.94	\$45,772.89	\$4,582.17
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	\$99,813.00	\$49,013.08	\$45,772.89	\$5,027.03
Salaries Expense-Custodian	\$37,133.00	\$15,907.71	\$20,292.54	\$932.75
Employee Benefits	\$13,881.00	\$5,799.62	\$7,910.76	\$170.62
Other Charges	\$40,000.00	\$15,618.28	\$24,978.68	(\$596.96)
Electricity	\$20,000.00	\$15,474.51	\$4,525.49	\$0.00
Natural Gas (Buildings)	\$15,000.00	\$322.67	\$1,277.33	\$13,400.00
Communication Services	\$14,000.00	\$2,822.90	\$4,407.10	\$6,770.00
Renting Land and Buildings	\$106,210.00	\$96,357.88	\$0.00	\$9,852.12
Rentals of Computers and Related Equipment	\$30,000.00	\$846.48	\$23,153.52	\$6,000.00
Property Liability Insurance	\$32,712.00	\$32,712.00	\$0.00	\$0.00
General Supplies and Materials	\$5,000.00	\$2,678.49	\$85.58	\$2,235.93
""Supply Assets (\$5,000 or less)""	\$13,898.00	\$13,896.89	\$0.00	\$1.11
Function 2600 - Operation & Maintenance of Plant	\$327,834.00	\$202,437.43	\$86,631.00	\$38,765.57
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	\$1,016,630.05	\$1,221,663.85	\$784,143.10
<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 - Activities	\$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	\$14,794.00	\$110.00	\$1,300.00	\$13,384.00
Function 1000 - Instruction	\$14,794.00	\$110.00	\$1,300.00	\$13,384.00
Professional Development	\$7,363.00	\$0.00	\$478.00	\$6,885.00
Function 2400 - Support Services-School Administration	\$7,363.00	\$0.00	\$478.00	\$6,885.00
Fund 24154 - Title II	\$22,157.00	\$110.00	\$1,778.00	\$20,269.00

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	\$100.00	\$288.00
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	\$9,632.78	\$611.64	(\$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	\$0.00	(\$28,356.70)
Function 1000 - Instruction	\$22,923.00	\$48,326.19	\$10,040.25	(\$35,443.44)
Salaries Expense-Student Support	\$33,952.00	\$0.00	\$0.00	\$33,952.00
Other Professional/Technical Services	\$42,094.00	\$10,923.49	\$31,169.81	\$0.70
General Supplies and Materials	\$0.00	\$1,440.00	\$372.30	(\$1,812.30)
Function 2100 - Support Services-Students	\$76,046.00	\$12,363.49	\$31,542.11	\$32,140.40
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	\$3,836.94	\$861.07	(\$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	\$3,836.94	\$861.07	\$14,945.99
Fund 24308 - CRRSA, ESSR II	\$125,323.00	\$71,235.67	\$42,443.43	\$11,643.90

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	\$3,851.15	\$0.00	(\$3,851.15)
""Supply Assets (\$5,000 or less)""	\$0.00	\$0.00	\$67,597.50	(\$67,597.50)
Function 1000 - Instruction	\$0.00	\$3,851.15	\$71,166.50	(\$75,017.65)
Other Contract Services	\$0.00	\$861.50	\$1.50	(\$863.00)
Function 2600 - Operation & Maintenance of Plant	\$0.00	\$861.50	\$1.50	(\$863.00)
Transportation Contractors	\$0.00	\$9,300.00	\$27,900.00	(\$37,200.00)
Function 2700 - Student Transportation	\$0.00	\$9,300.00	\$27,900.00	(\$37,200.00)
Fund 24330 - ESSR III ARP	\$0.00	\$14,012.65	\$99,068.00	(\$113,080.65)

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	\$31,094.06	\$127,451.94	\$0.00
Fund 31200 - PSCOC Lease Reimbursement	\$158,546.00	\$31,094.06	\$127,451.94	\$0.00

SB-9 Local- 31701

County Tax Collection Costs	\$700.00	\$100.73	\$0.00	\$599.27
Function 2300 - Support Services-General Administration	\$700.00	\$100.73	\$0.00	\$599.27
""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	\$3,614.18	\$2,549.89	\$114,844.93

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	\$1,160,785.77	\$1,506,693.46	\$984,635.77

Sandoval Academy of Bilingual Education
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Cleared Checks As of December 31, 2021

Last Reconciled	Statement Date	Ending Balance		
11/30/2021	12/31/2021	\$908,700.77		
Date	Item Number	Description	Deposit	Withdrawal
11/18/2021	1975	Accountability and Compliance Resources LLC		\$340.60
11/18/2021	1976	ACES		\$948.68
11/18/2021	1982	Power-On Technology Services		\$1,348.44
11/18/2021	1984	Tech to school		\$28,905.00
12/2/2021	12-001	USDA September 2021	\$3,640.99	
12/2/2021	1985	Fulcrum Building, LLC		\$25,590.97
12/2/2021		NMPSIA		\$14,346.16
12/2/2021		AFLAC		\$24.96
12/2/2021	1996	First Financial Group of America		\$76.16
12/3/2021	12-002	Chocolate Sales CLM	\$300.00	
12/3/2021	1986	ACES		\$145.95
12/3/2021	1987	Business Printing Service		\$963.00
12/3/2021	1988	Cooperative Educational Services		\$4,062.06
12/3/2021	1989	Extra Space Management		\$131.00
12/3/2021	1990	Fiber Platform LLC		\$100.98
12/3/2021	1991	Herrera Coaches Inc.		\$4,650.00
12/3/2021	1992	Home Depot		\$109.34
12/3/2021	1993	Southwest Copy Systems- Equipment		\$169.24
12/3/2021	1994	The Vigil Group, LLC		\$5,339.64
12/3/2021	1995	Verizon Wireless/Straight Talk		\$207.96
12/3/2021		Wells Fargo		\$31,835.79
12/8/2021		Internal Revenue Service		\$8,797.69
12/9/2021	12-003	Deposit	\$60.00	
12/10/2021	12-004	SEG December 2021	\$209,098.65	
12/10/2021	12-005	Chocolate Sales CLM	\$60.00	
12/10/2021		NMRHCA		\$2,774.89
12/13/2021	00008019	CASC December 2021		\$94.51
12/13/2021	12-006	Photo commission	\$174.11	
12/15/2021	12-007	SB-9	\$8,508.37	
12/15/2021		NMERB		\$23,533.93
12/17/2021	12-008	Chocolate Sales, Supply Fee Broken Chromebook CLM	\$490.00	
12/17/2021	12-009	School Supply Fee	\$210.00	
12/17/2021	12-010	Chocolate Sales	\$120.00	
12/17/2021		Wells Fargo		\$47,714.73
12/20/2021		New Mexico Taxation & Revenue Department		\$2,014.81
12/21/2021	1998	ACES		\$437.85
12/21/2021	1999	Alb. Airless Repair LLC		\$460.00
12/21/2021	2000	Amazon.com, Inc.		\$63.69
12/21/2021	2001	Centurylink		\$227.47
12/21/2021	2002	Cooperative Educational Services		\$3,447.39
12/21/2021	2003	Charter School Nursing Services		\$1,661.28
12/21/2021	2006	HDSupply		\$1,281.53
12/21/2021	2007	Janiking		\$861.50
12/21/2021	2010	NMMEA		\$185.00
12/21/2021	2012	Southwest Copy Systems-Service		\$365.16
12/21/2021	2013	Staples		\$1,031.15
12/21/2021	2014	Technology Integration Group		\$2,820.00
12/22/2021		Internal Revenue Service		\$15,589.61
12/24/2021	12-011	PSCOC Q1 FY2022	\$39,636.50	
12/24/2021	12-013	CLM Chocolate Sales	\$60.00	
12/29/2021	12-012	PSCOC Q2 FY2022	\$39,636.50	
12/31/2021		Wells Fargo		\$34,991.63
Sub Total			\$301,995.12	\$267,649.75

Sandoval Academy of Bilingual Education
Bank Account Register
As of December 31, 2021

Bank		Account Number				
Wells Fargo						
Date	Number	Type	Payee/From	Status	Deposit	Withdrawal
12/2/2021		Payroll Liability Check	AFLAC	Non-Void		\$24.96
12/2/2021		Payroll Liability Check	NMPPIA	Non-Void		\$14,346.16
12/2/2021	12-001	Cash Receipt	USDA September 2021	Non-Void	\$3,640.99	
12/2/2021	1985	AP Warrant	Fulcrum Building, LLC	Non-Void		\$25,590.97
12/2/2021	1996	Payroll Liability Check	First Financial Group of America	Non-Void		\$76.16
12/3/2021		Payroll Liability Check	Wells Fargo	Non-Void		\$31,835.79
12/3/2021	12-002	Cash Receipt	Chocolate Sales CLM	Non-Void	\$300.00	
12/3/2021	1986	AP Warrant	ACES	Non-Void		\$145.95
12/3/2021	1987	AP Warrant	Business Printing Service	Non-Void		\$963.00
12/3/2021	1988	AP Warrant	Cooperative Educational Services	Non-Void		\$4,062.06
12/3/2021	1989	AP Warrant	Extra Space Management	Non-Void		\$131.00
12/3/2021	1990	AP Warrant	Fiber Platform LLC	Non-Void		\$100.98
12/3/2021	1991	AP Warrant	Herrera Coaches Inc.	Non-Void		\$4,650.00
12/3/2021	1992	AP Warrant	Home Depot	Non-Void		\$109.34
12/3/2021	1993	AP Warrant	Southwest Copy Systems- Equipment	Non-Void		\$169.24
12/3/2021	1994	AP Warrant	The Vigil Group, LLC	Non-Void		\$5,339.64
12/3/2021	1995	AP Warrant	Verizon Wireless/Straight Talk	Non-Void		\$207.96
12/8/2021		Payroll Liability Check	Internal Revenue Service	Non-Void		\$8,797.69
12/9/2021	12-003	Cash Receipt	Deposit	Non-Void	\$60.00	
12/10/2021		Payroll Liability Check	NMRHCA	Non-Void		\$2,774.89
12/10/2021	12-004	Cash Receipt	SEG December 2021	Non-Void	\$209,098.65	
12/10/2021	12-005	Cash Receipt	Chocolate Sales CLM	Non-Void	\$60.00	
12/13/2021	00008019	Journal Entry	CASC December 2021; Temp Transaction Number T0008010	Non-Void		\$94.51
12/13/2021	12-006	Cash Receipt	Photo commission	Non-Void	\$174.11	
12/15/2021		Payroll Liability Check	NMERB	Non-Void		\$23,533.93
12/15/2021	12-007	Cash Receipt	SB-9	Non-Void	\$8,508.37	
12/17/2021		Payroll Liability Check	Wells Fargo	Non-Void		\$47,714.73
12/17/2021	12-008	Cash Receipt	Chocolate Sales, Supply Fee Broken Chromebook CLM	Non-Void	\$490.00	
12/17/2021	12-009	Cash Receipt	School Supply Fee	Non-Void	\$210.00	
12/17/2021	12-010	Cash Receipt	Chocolate Sales	Non-Void	\$120.00	
12/20/2021		Payroll Liability Check	New Mexico Taxation & Revenue Department	Non-Void		\$2,014.81
12/21/2021	1997	AP Warrant	Accountability and Compliance Resources LLC	Non-Void		\$340.60
12/21/2021	1998	AP Warrant	ACES	Non-Void		\$437.85
12/21/2021	1999	AP Warrant	Alb. Airless Repair LLC	Non-Void		\$460.00
12/21/2021	2000	AP Warrant	Amazon.com, Inc.	Non-Void		\$63.69
12/21/2021	2001	AP Warrant	Centurylink	Non-Void		\$227.47
12/21/2021	2002	AP Warrant	Cooperative Educational Services	Non-Void		\$3,447.39
12/21/2021	2003	AP Warrant	Charter School Nursing Services	Non-Void		\$1,661.28
12/21/2021	2004	AP Warrant	Discount School Supply	Non-Void		\$521.60
12/21/2021	2005	AP Warrant	Extra Space Management	Non-Void		\$131.00
12/21/2021	2006	AP Warrant	HDSupply	Non-Void		\$1,281.53
12/21/2021	2007	AP Warrant	Janiking	Non-Void		\$861.50
12/21/2021	2008	AP Warrant	Matthews Fox, P.C.	Non-Void		\$433.75
12/21/2021	2009	AP Warrant	Mealtime/The CLM Group, Inc	Non-Void		\$549.00
12/21/2021	2010	AP Warrant	NMMEA	Non-Void		\$185.00
12/21/2021	2011	AP Warrant	Rio Rancho Public Schools	Non-Void		\$50.00
12/21/2021	2012	AP Warrant	Southwest Copy Systems-Service	Non-Void		\$365.16
12/21/2021	2013	AP Warrant	Staples	Non-Void		\$1,031.15
12/21/2021	2014	AP Warrant	Technology Integration Group	Non-Void		\$2,820.00
12/22/2021		Payroll Liability Check	Internal Revenue Service	Non-Void		\$15,589.61
12/24/2021	12-011	Cash Receipt	PSCOC Q1 FY2022	Non-Void	\$39,636.50	
12/24/2021	12-013	Cash Receipt	CLM Chocolate Sales	Non-Void	\$60.00	
12/29/2021	12-012	Cash Receipt	PSCOC Q2 FY2022	Non-Void	\$39,636.50	
12/31/2021		Payroll Liability Check	Wells Fargo	Non-Void		\$34,991.63
Sub Total					\$301,995.12	\$238,132.98
Grand Total					\$301,995.12	\$238,132.98

Sandoval Academy of Bilingual Education

Payment Register As of

December 31, 2021

Wages/Deductions	Employer Amt.	Employee Amt.
Net Wages	\$0.00	\$114,542.15
AFLAC - -A/T	\$0.00	\$37.44
Basic Life	\$139.39	\$0.00
BCBS High	\$3,185.06	\$2,123.42
BCBS Low	\$346.82	\$231.20
Davis Vision	\$70.54	\$43.34
Davis Vision-Supplemental	\$1.88	\$1.25
Delta Dental High	\$122.82	\$77.12
Delta Dental Low	\$8.58	\$5.74
Dental High United Concordia	\$190.00	\$121.78
Dental Low United Concordia	\$19.32	\$9.32
ERB	\$21,899.59	\$15,467.02
ERB Less 24 K	\$3,216.87	\$1,677.42
Federal Withholding	\$0.00	\$10,218.62
FFGA-Disability	\$0.00	\$34.50
FFGA-Health Flex Account	\$0.00	\$41.66
FICA	\$9,961.73	\$9,961.73
Long Term Disability	\$156.88	\$104.66
Medical Supplemental	\$107.85	\$71.90
Medicare	\$2,329.81	\$2,329.81
NMRHCA	\$3,315.71	\$1,657.96
Pres High	\$3,137.48	\$1,982.52
Pres Low	\$958.36	\$444.14
State Unemployment Ins.	\$490.27	\$0.00
State Withholding - NM	\$0.00	\$4,416.00
Voluntary Life	\$0.00	\$126.26
Workers Comp Q4	\$66.70	\$58.00
Sub Total	\$49,725.66	\$165,784.96

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Sandoval Academy of Bilingual Education
Outstanding Purchase Orders As of
December 31, 2021

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	\$10,923.49	\$31,169.81
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	\$393.00	\$655.00
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	Closed	\$549.00	\$549.00	\$0.00
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	\$7,211.45	\$3,511.32
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	Closed	\$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	\$1,357.36	\$3,728.64
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	\$1,336.20	\$8,784.44
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	\$6,493.90	\$3,126.74
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	\$7,081.85	\$9,754.27
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	Closed	\$10,946.25	\$1,824.38	\$9,121.87
SABE220026-1	Dollar	ACES	7/1/2021	Issued	\$9,048.90	\$437.85	\$8,611.05
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	\$25,590.97	\$145,754.74
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	\$2,176.30	\$7,823.70
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	\$846.48	\$23,153.52
SABE220031	Dollar	Centurylink	7/1/2021	Issued	\$2,400.00	\$1,147.10	\$1,252.90
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	\$706.86	\$733.14
SABE220035	Dollar	Verizon Wireless/Straight Talk	7/1/2021	Issued	\$3,390.00	\$968.94	\$2,421.06
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	\$26,698.20	\$32,941.80
SABE220038	Regular	Business Printing Service	7/1/2021	Closed	\$963.00	\$963.00	\$0.00
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	HDSupply	7/21/2021	Closed	\$265.71	\$0.00	\$265.71
SABE220041-1	Regular	HDSupply	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	Closed	\$11,549.38	\$9,166.70	\$2,382.68
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	(\$0.02)

Sandoval Academy of Bilingual Education
Outstanding Purchase Orders As of
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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
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	HDSupply	8/23/2021	Closed	\$1,521.47	\$0.00	\$1,521.47
SABE220076-1	Regular	HDSupply	8/23/2021	Closed	\$1,544.10	\$992.10	\$552.00
SABE220076-2	Regular	HDSupply	10/1/2021	Closed	\$501.22	\$329.10	\$172.12
SABE220076-3	Dollar	HDSupply	10/1/2021	Issued	\$172.12	\$18.85	\$153.27
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	Closed	\$582.00	\$612.00	(\$30.00)
SABE220083-1	Regular	Tech to school	9/10/2021	Issued	\$100.00	\$0.00	\$100.00
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	\$1,362.40	\$2,043.60

Sandoval Academy of Bilingual Education
Outstanding Purchase Orders As of
December 31, 2021

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	Closed	\$66,187.50	\$0.00	\$66,187.50
SABE220099-3	Regular	Technology Integration Group	10/17/2021	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	HDSupply	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	Closed	\$185.00	\$185.00	\$0.00
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	Closed	\$120.00	\$109.34	\$10.66
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
SABE220112	Regular	Staples	11/2/2021	Issued	\$988.92	\$988.92	\$0.00
SABE220113	Regular	Alb. Airless Repair LLC	11/2/2021	Closed	\$460.00	\$460.00	\$0.00
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	Closed	\$37,200.00	\$9,300.00	\$27,900.00
SABE220116-1	Dollar	Herrera Coaches Inc.	11/16/2021	Issued	\$27,900.00	\$0.00	\$27,900.00
SABE220117	Regular	HDSupply	11/18/2021	Closed	\$1,281.86	\$1,262.68	\$19.18
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	Closed	\$2,820.00	\$2,820.00	\$0.00
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	Closed	\$1,320.00	\$0.00	\$1,320.00
SABE220122-2	Regular	Technology Integration Group	11/18/2021	Issued	\$1,410.00	\$0.00	\$1,410.00
SABE220123	Regular	Amazon.com, Inc.	12/2/2021	Issued	\$149.27	\$63.69	\$85.58
SABE220124	Dollar	Nexus E Rate Services LLC	12/2/2021	Issued	\$4,000.00	\$0.00	\$4,000.00
SABE220125	Regular	Staples	12/2/2021	Closed	\$1,031.15	\$1,031.15	\$0.00
SABE220126	Regular	Great Minds	12/2/2021	Issued	\$69.55	\$0.00	\$69.55
SABE220127	Dollar	Janiking	12/7/2021	Issued	\$863.00	\$861.50	\$1.50
SABE220128	Dollar	Heinemann	12/21/2021	Issued	\$3,004.26	\$0.00	\$3,004.26
SABE220129	Dollar	International Dyslexia Association SW Branch	12/13/2021	Issued	\$894.00	\$0.00	\$894.00
SABE220130	Regular	Rio Rancho Public Schools	12/10/2021	Closed	\$50.00	\$50.00	\$0.00
Sub Total					\$2,487,446.65	\$435,739.25	\$2,051,707.40

**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: **December 31, 2021**

Beginning Balance per bank:	\$	874,355.40
Cleared transactions:	\$	(267,649.75)
Deposits and Credits:	\$	301,995.12
Other bank adjustments	\$	-
		908,700.77
Ending balance per bank	\$	908,700.77
Plus: Outstanding Deposits	\$	-
Plus: Cleared items prior to entry	\$	-
Less: Outstanding Checks	\$	(2,366.55)
Balance per GL	\$	906,334.22

Sandoval Academy of Bilingual Education
Fiscal Year 2022
Outstanding Checks as of December 31, 2021

Last Reconciled	Statement Date		
11/30/2021	12/31/2021		
Date	Item Number	Description	Withdrawal
9/22/2021	1900	Accountability and Compliance Resources LLC	\$340.60
12/21/2021	1997	Accountability and Compliance Resources LLC	\$340.60
12/21/2021	2004	Discount School Supply	\$521.60
12/21/2021	2005	Extra Space Management	\$131.00
12/21/2021	2008	Matthews Fox, P.C.	\$433.75
12/21/2021	2009	Mealtime/The CLM Group, Inc	\$549.00
12/21/2021	2011	Rio Rancho Public Schools	\$50.00
Sub Total			\$2,366.55

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: 563-000-2122-0014-T

Fund Type: Flowthrough

Adjustment Type: Transfer

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): 125,323

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: 125,323	
D. Total Funding Available: 125,323	

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
24308 CRRSA, ESSER II	2100 Support Services-Students	51100 Salaries Expense	0000 No Program	1218 School/Student Support	\$33,952	(\$32,140)	\$1,812	(0.18)
24308 CRRSA, ESSER II	2600 Operation & Maintenance of Plant	53711 Other Charges	0000 No Program	0000 No Job Class	\$1,572	(\$1,572)		
24308 CRRSA, ESSER II	2600 Operation & Maintenance of Plant	57332 Supply Assets (\$5,000 or less)	0000 No Program	0000 No Job Class	\$13,400	(\$1,732)	\$11,668	
24308 CRRSA, ESSER II	1000 Instruction	53711 Other Charges	1010 Regular Education (K- 12) Programs	0000 No Job Class		\$4,900	\$4,900	
24308 CRRSA, ESSER II	1000 Instruction	56118 General Supplies and Materials	1010 Regular Education (K- 12) Programs	0000 No Job Class	\$8,923	\$2,187	\$11,110	
24308 CRRSA, ESSER II	1000 Instruction	57332 Supply Assets (\$5,000 or less)	1010 Regular Education (K- 12) Programs	0000 No Job Class		\$28,357	\$28,357	
Sub Total						\$0		(0.18)
Indirect Cost								
DOC. TOTAL						\$0		

Justification:

To adjust budget to match anticipated expenditures.

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: 563-000-2122-0015-D
Fund Type: General Fund / Capital
Outlay / Debt Service

Adjustment Type: Decrease

Fiscal Year: 2021-2022

Entity Name: Sandoval Academy (SABE)

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

Contact: Ashley Wolfel, Business Manager

Total Approved Budget (Flowthrough):

Phone: 505-938-7731

Email: ashley@vigilgroup.net

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

Revenue 21000.0000.44500 (\$56,394)

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
21000 Food Services	3100 Food Services Operations	56116 Food	0000 No Program	0000 No Job Class	\$62,464	(\$56,394)	\$6,070	
Sub Total						(\$56,394)		
Indirect Cost								
DOC. TOTAL						(\$56,394)		

Justification:

To reduce budget because school will not be receiving any USDA reimbursements due to the Seamless Summer being extended.

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: 563-000-2122-0016-I
 Fund Type: General Fund / Capital Outlay / Debt Service

Adjustment Type: Increase

Fiscal Year: 2021-2022

Entity Name: Sandoval Academy (SABE)

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

Contact: Ashley Wolfel, Business Manager

Total Approved Budget (Flowthrough):

Phone: 505-938-7731

Email: ashley@vigilgroup.net

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

Revenue 11000.0000.41701 \$5,520

Fund	Function	Object	Program	Location	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000 Operational	1000 Instruction	51300 Additional Compensation	4040 Extended Learning Time Programs	563001 Sandoval Academy (SABE)	1416 Teachers-Other Instruction		\$2,761	\$2,761	
11000 Operational	1000 Instruction	56118 General Supplies and Materials	1010 Regular Education (K-12) Programs	563001 Sandoval Academy (SABE)	0000 No Job Class	\$102,086	\$2,759	\$104,845	
Sub Total							\$5,520		
Indirect Cost									
DOC. TOTAL							\$5,520		

Justification:

To budget in revenues for Student Supplies.

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: 563-000-2122-0017-1
Fund Type: General Fund / Capital
Outlay / Debt Service
Adjustment Type: Increase

Fiscal Year: 2021-2022

Entity Name: Sandoval Academy (SABE)

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

Contact: Ashley Wolfel, Business Manager

Total Approved Budget (Flowthrough):

Phone: 505-938-7731

Email: ashley@vigilgroup.net

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

Revenue 23000.0000.41701 \$14,338

Fund	Function	Object	Program	Location	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
23000 Non-Instructional Support	1000 Instruction	56118 General Supplies and Materials	1010 Regular Education (K- 12) Programs	563001 Sandoval Academy (SABE)	0000 No Job Class	\$12,175	\$14,338	\$26,513	
Sub Total							\$14,338		
Indirect Cost									
DOC. TOTAL							\$14,338		

Justification:

To budget in revenues received from Chocolate Sales.

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: 563-000-2122-0018-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	Location	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000 Operational	2400 Support Services-School Administration	51100 Salaries Expense	0000 No Program	563001 Sandoval Academy (SABE)	1217 Secretarial/Clerical/Technical Assistants	\$36,967	(\$11,680)	\$25,287	(0.50)
11000 Operational	2300 Support Services-General Administration	51300 Additional Compensation	0000 No Program	563001 Sandoval Academy (SABE)	1111 Superintendent		\$5,000	\$5,000	
11000 Operational	2300 Support Services-General Administration	52111 Educational Retirement	0000 No Program	563001 Sandoval Academy (SABE)	0000 No Job Class	\$14,771	\$1,137	\$15,908	
11000 Operational	2300 Support Services-General Administration	52112 ERA - Retiree Health	0000 No Program	563001 Sandoval Academy (SABE)	0000 No Job Class	\$1,950	\$150	\$2,100	
11000 Operational	2300 Support Services-General Administration	52210 FICA Payments	0000 No Program	563001 Sandoval Academy (SABE)	0000 No Job Class	\$6,201	\$310	\$6,511	
11000 Operational	2300 Support Services-General Administration	52220 Medicare Payments	0000 No Program	563001 Sandoval Academy (SABE)	0000 No Job Class	\$1,450	\$73	\$1,523	
11000 Operational	2300 Support Services-General Administration	52312 Life	0000 No Program	563001 Sandoval Academy (SABE)	0000 No Job Class	\$67	\$2	\$69	
11000 Operational	2300 Support Services-General Administration	52315 Disability	0000 No Program	563001 Sandoval Academy (SABE)	0000 No Job Class	\$332	\$8	\$340	
11000 Operational	2400 Support Services-School Administration	51300 Additional Compensation	0000 No Program	563001 Sandoval Academy (SABE)	1112 Principals		\$5,000	\$5,000	
Sub Total							\$0		(0.50)
Indirect Cost									
DOC. TOTAL							\$0		

Justification:

To adjust budget to match anticipated expenditures.

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: 563-000-2122-0019-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 24301.0000.44500 \$1,163

Fund	Function	Object	Program	Location	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
24301 CARES Act	2100 Support Services-Students	53414 Other Services	0000 No Program	563001 Sandoval Academy (SABE)	0000 No Job Class		\$1,163	\$1,163	
Sub Total							\$1,163		
Indirect Cost									
DOC. TOTAL							\$1,163		

Justification:

To budget in carryover for CARES Act.Per PED Award Letter.

Compliance with Sections 10-15-1 and 22-8-12, NMSA, 1978 Compilation:

A. The requested budget/changes were authorized at a scheduled Board of Education or Governance Council meeting open to the public on:

B. Justification for the transfer: Explanation such as "underbudgeted", "insufficient budget", or "needed to close out Project" ARE NOT ACCEPTABLE. Attach additional sheets if necessary.

ALL TRANSFER BARS MUST NET OUT TO ZERO ON THE DOC. TOTAL LINE.

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

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Article I - The Board of Directors

Section 1: Purpose

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

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Commented [KC1]: Do you want to add language about the make-up of the Board? (E.g., parents or specific areas of expertise such as accountants, realtors, lawyers, etc.

Section 2: Powers and Authority

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

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

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Commented [KC2]: Is this still the threshold?

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

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Section 3: Members of the Board of Directors

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

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Commented [KC3]: Recommend adding a stipulation for staggered terms to avoid losing a majority of members at once.

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

Section 4: Quorum

A quorum shall be defined as a simple majority of the total number of members as determined by the number of members serving on the Board. If a quorum is not reached, members will defer voting until the next meeting.

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Section 5: Compensation and Reimbursements

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

Section 6: Conflict of Interest

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

Commented [KC4]: This is your Conflict of Interest Policy.

Section 7: Limitations of Power

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

Article II - Officers

Section 1: Titles

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

Section 2: Eligibility

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

Section 3: Election

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

Section 4: Duties

The duties of Board member officers are as follows:

A. Duties of the President of the Board

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

B. Duties of the Vice-President

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

C. Duties of the Secretary

- Issues notices of all meetings and keep minutes. [This may be delegated to school staff.](#)
- Circulates minutes to the Board and to the community
- Serves as custodian of school records and creates general reports as necessary

D. Duties of the Treasurer

- Supervises school funds and monitors budget
- [Attends regulatory training and creates financial reports as necessary](#)
- [May serve as the Chair of the Finance Committee](#)
- [Serves on the Audit Committee](#)

Section 5: Consultants

The Board may [appoint or](#) hire consultants to assist in the fulfillment of Board duties.

Section 6: Vacancies

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

Article III - Meetings

Section 1: Meeting frequency

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

Section 2: Parliamentary Authority

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

Section 3: Training

Board member training will be held in accordance with New Mexico State Statute 22-8B-5.1 and [6.80.5.9](#) NMAC. Members will complete eight hours of training annually through a PED sanctioned entity. First year members will complete ten hours of training [pursuant to 6.80.5.8 NMAC](#).

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Article IV - Committees

Section 1: Organization

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

Section 2: Standing Committees

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

A. Audit Committee - The Audit Committee consists of the Treasurer, one other Board member, one parent with a student currently attending the school, and one non-parent community member with a background in finance or business. The school's Principal and business manager are *ex officio* members who advise and suggest but have no voting rights, and their attendance is not mandatory. The purpose of this committee to oversee the use of public funds and prepare for and ensure compliance with annual audits. The committee is to meet with external auditors and be accessible to them throughout the course of the audit. The audit committee reviews and reports audit findings to the Board of Directors and then issues a corrective plan. The [Audit Committee](#) meets quarterly to ensure that the plan is carried out.

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B. Finance Committee - The Finance Committee consists of the Treasurer and at least one other Board member. The purpose of this committee is to review the operational budget (including compensation) and present it to be approved by the Board in its entirety. The Finance committee meets monthly to monitor income and expenditures and bank reconciliations and makes recommendations to the Board regarding financial planning.

C. [Policy Committee – The Policy Committee consists of one or two Board members, the Principal, and any other members deemed appropriate by the Board. The purpose of this committee is to review and edit policies, monitor Legislative actions requiring new or changed policies, create and carry-out an annual policy review process, and recommend approval of policies to the full Board.](#)

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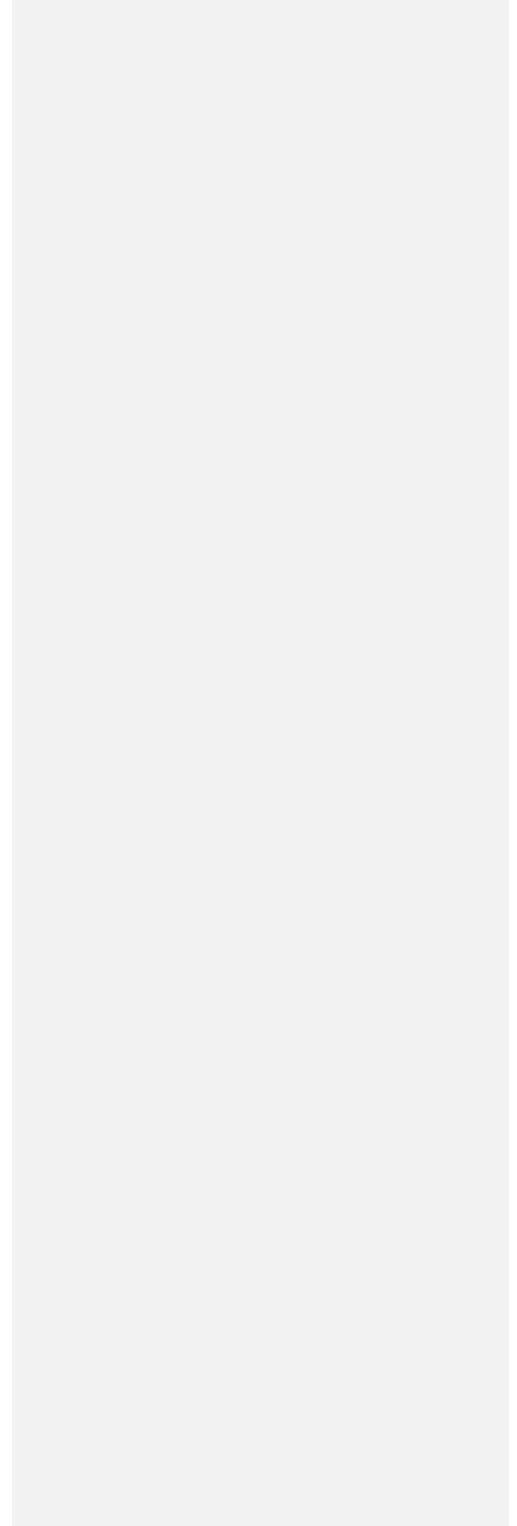
Section 3: Ad hoc Committees

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

Section 4: Chairpersons

Chairpersons will be appointed at the beginning of the school year for standing committees and upon

creation of ad hoc committees. They will report committee activity and decisions to the Board.



Section 5: Removal and resignation

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

Section 6: Reimbursements

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

Article V - Employees

Section 1: Recruitment and Retention

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

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Section 2: Non-discrimination

The Principal shall not discriminate on the basis of race, religion, national origin, gender, [sexual preference or identity, disability, age, or any other protected class](#) during the hiring process or in any other supervisory procedure.

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Article VI: Fiscal Year

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

Article VII - Records

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

- Meeting minutes to include time, place, and attendance list
- Account records of all transactions
- SABE's Charter, [Bylaws, and Performance Contract](#)

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Article VIII - Indemnification

Section 1: Liability

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

Section 2: Indemnification

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

Amendment to SABE Governing Council By-Laws

Article IX - Disqualifications/Nepotism Rule

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

Commented [KC5]: This is your Nepotism Policy.