

AGENDA ITEM EXECUTIVE SUMMARY

- I. Public Education Commission Meeting Date: February 9, 2018
- II. Item Title: CAP for Financial Concerns
 - A. Roots and Wings Community School
 - B. Sandoval Academy of Bilingual Education (SABE)
 - C. Cariños de los Niños Charter School

A. Roots and Wings Community School

roots & wings

COMMUNITY SCHOOL

January 31, 2017
Public Education Commission
State of New Mexico

Monthly PEC Report to Improve Financial Management- February 1, 2018

Actions:

- The Governing Council agreed to let teachers have classroom fund-raising accounts. This should make it easier for teachers to plan field trips and other extra items without relying on operational funding or the foundation.

Budget Adjustments:

- We received an award letter that increased our Lease Assistance by \$5600. This involved resubmitting our application because the previous director had put in the wrong square footage.
- We received a Taos Community Foundation grant of \$15,000.00 for this semester. This grant specifies it to be used for a primary EA, a part-time Art teacher, and a part-time reading interventionist. We already have these positions in place, as this was a continuation of the \$12,500.00 we received during the fall semester from the same donors.

Year-end position forecast:

- 11% carryover

Respectfully,

Randall C Green

Randy Green, Director
Maria Medina, Office Manager

HC 81 Box 22, Questa, NM 87556
575-586-2076/fax 575-586-2087



From: [Schools, Charter, PED](#)
To: [Pierce, Laurel, PED](#)
Subject: Fw: RWCS Monthly Financial Report to the PEC
Date: Tuesday, January 02, 2018 9:13:45 AM
Attachments: [Monthly PEC Financial Report - January 2018.doc](#)

From: Randy Green <director@rootsandwingscharter.org>
Sent: Sunday, December 31, 2017 6:15 AM
To: Schools, Charter, PED
Subject: RWCS Monthly Financial Report to the PEC

Attached is Roots and Wings monthly report.

roots & wings

COMMUNITY SCHOOL

December 31, 2017
Public Education Commission
State of New Mexico

Monthly PEC Report to Improve Financial Management- January 1, 2018

Actions:

- We discussed in detail, wrote, and submitted our Financial Oversight Improvement Plan
- We decided to commit to an additional 3 hours of financial training for members of the Governing Council, the director, and our business manager
- Cash reports are now to be included in the documents reviewed at Governing Council meetings.
- The Governing Council lowered the threshold for two check signers from \$5,000.00 to \$2,500.00.
- The Governing Council lowered the threshold for three quotes from \$10,000.00 to \$5,000.00.
- We committed to a 7.5% or higher carryover each year.
- The Governing Council approved the policy requiring prior approval of financial documents showing year-end carryover amounts.

Budget Adjustments:

- We had our school foundation, Roots and Wings Youth Enrichment Program (RWYEP) pay for fall trip supervision and supplies

Year-end position forecast:

- 11% carryover

Respectfully,

Randall C Green

*Randy Green, Director
Maria Medina, Office Manager*

HC 81 Box 22, Questa, NM 87556
575-586-2076/fax 575-586-2087



roots & wings

COMMUNITY SCHOOL

December 20, 2017
State of New Mexico
Public Education Commission

To Katie Poulos, Patricia Gipson, and members of the PEC,

As the director of Roots and Wings Community School, I accept the directive to create a plan for better financial oversight and the submission of monthly reports as both a challenge and an opportunity. It is an opportunity for both the Governance Council and myself to gain an increased understanding of our school's finances, including our individual and collaborative responsibilities, and to keep concerned parties informed of our stewardship of public funds. We have crafted our Financial Oversight Improvement Plan to address your requests on the following points:

1. Specific training on public school finances
 - All governing council members, our business manager, and myself will each get a minimum of 3 hours of training on board responsibilities, financial oversight, and related matters this school year. These training will be taken through PED, charter school groups, or private businesses such as BoardOnTrack.
 - We will focus our recruiting of parents and/or community members with backgrounds in business management and finance to serve on our Finance Committee and Audit Committee.
2. Specific action by the Finance committee and the whole board
 - Cash reports will be given to all GC members and reviewed at our monthly meeting, and an assessment will be made as to any additional reporting that may be needed.
 - The threshold requiring two check signers will be lowered from \$5,000 to \$2,500
 - The threshold requiring three quotes before purchasing will be lowered from \$10,000 to \$5,000
3. Specific targets for financial reserves
 - We will commit to requiring a 7.5% carryover each year.
 - Governing Council approval will be required prior to certain submissions of financial documents by our business manager, including the year end budget reconciliation documents which show carryover amounts from previous year.

Randy Green, Director
Maria Medina, Office Manager

HC 81 Box 22, Questa, NM 87556
575-586-2076/fax 575-586-2087



roots & wings

COMMUNITY SCHOOL

4. Additional actions we have assessed as necessary

- Address the financial constraints of our 50-student enrollment cap and identify means to raise the cap, allowing for the use of our extra classroom.
- Take a closer look at our FTE vs our needs and see if a RIF is necessary in the future.
- Work closely with RWYEP (our 501c) and other non-profits on fundraising to help pay for school trips and/or part time personnel.

I would also like to point out the staffing cuts that were made at the beginning of the school year due to our reduced budget.

- We replaced the head of school, which presented a \$16,000 savings this year.
- Custodial hours were cut, saving \$9,640
- The number of EA's was reduced from 2.5 to 1, a savings of \$66,537 in staff salaries for the year.
- The art teacher's salary was eliminated from the operational budget - \$4,775

The RWCS community is very supportive and we owe it to them to keep our academic standards high. In any consideration of staff reduction, we must also consider the services our students need. I believe this plan covers the concerns of the PEC and the Charter School Division, but I welcome your feedback to improve it in any way. I appreciate all that you do in taking your responsibility to education and children as a serious and vital endeavor. Working together, we look forward to offering our students great educational opportunities at Roots and Wings far into the future.

Sincerely,



Randall C Green
Roots and Wings Community School

Randy Green, Director
Maria Medina, Office Manager

HC 81 Box 22, Questa, NM 87556
575-586-2076/fax 575-586-2087



From: [Schools, Charter, PED](#)
To: [Pierce, Laurel, PED](#)
Subject: Fw: Response to PEC letter:Financial Oversight Plan
Date: Thursday, December 21, 2017 4:58:51 PM
Attachments: [RWCS-FinancialOversightPlan.pdf](#)

From: Randy Green <director@rwcs.org>
Sent: Thursday, December 21, 2017 8:40 AM
To: Schools, Charter, PED
Subject: Response to PEC letter:Financial Oversight Plan

Patricia and Katie,
Here is the Financial Oversight Plan for Roots and Wings Community School.
Enjoy the holidays!
Randy Green
RWCS
575 586 2076



**STATE OF NEW MEXICO
PUBLIC EDUCATION COMMISSION
300 DON GASPAR
SANTA FE, NEW MEXICO 87501-2786
Telephone (505) 827-6661
www.ped.state.nm.us**

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PUBLIC EDUCATION COMMISSION CHAIR**

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District 8, Moriarity

Trish Ruiz, Member
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Tim Crone, Member
District 10, Espanola

December 3, 2017

Randall Green, Director
Roots and Wings Community School
director@rwcs.org

Dear Mr. Green,

As you are aware, on November 17, 2017 the Public Education Commission (PEC) voted to "require Roots and Wings Community School to take action to remedy the financial problems identified by the PED's School Budget and Finance Analysis Bureau." That vote required the school to:

1. create a plan to improve the governing body's ability to monitor and oversee the school's monthly fiscal reports, which should include specific training on public school finances, financial requirements, and financial reports; specific actions by the finance committee and the whole board; and specific targets for financial reserves; and
2. submit monthly reporting to the PEC, including monthly reports on actions taken to improve financial management, budget adjustments required to adjust for decreased availability of funds, and updated year end position forecasts.

The PEC requests that the school submit the required plan, identified in item one above to charter.schools@state.nm.us no later than December 21, 2017. The PEC further requests that the school submit the monthly reporting required in item two above no later than the first day of each month, beginning with January 1, 2018 to the same email address. The school's plans and first monthly reporting submission will be reviewed at the PEC's January 12, 2018 meeting. The subsequent monthly reports will be reviewed at each monthly PEC meeting thereafter until the school is removed from monthly reporting by the PED or until the PEC or PED determines that further action is required.

Thank you,

Patricia Gipson, Chair
Public Education Commission

PEG/kmp

cc: Michael Rael, Governance Council President

B. Sandoval Academy of Bilingual Education (SABE)

Public Education Commission Report

Update: 1/23/18		Item #1 Monthly Fiscal Reporting				
Charter School:		Sandoval Academy of Bilingual		ID Number:	563	
Head Administrator:		Jackie Rodriguez, Principal/Director		School Year:	2017-2018	
Remediation Strategy(ies)	Action Step(s)	Timeline	Person/Program Responsible for Implementation	Outcome Evidence	Met/ Did Not Meet	PEC Update 1/23/18
A. Governing Council Training – School Finances	1. Contact the PED Finance and Budget Bureau & request and schedule training at SABE for GC members on school finances. 2. Contact the Vigil Group & request and schedule training at SABE for GC members on school finances.	1. Jan 11, 2018 GC Meeting 2. Feb 2018 GC Meeting	Director, J Rodriguez Governing Council Members	Agenda and Sign-In Sheet	1. Scheduled 2. Scheduled	Director spoke directly to Ashley Wolfel of the Vigil Group and has scheduled trainings for March and April of 2018. Director emailed Mr. David Craig with the PED Budget & Finance Bureau and had scheduled for tentatively for February 2018. <u>See emails attached.</u>
B. Governing Council Training – Financial Requirements	1. Contact the PED Finance and Budget Bureau & request and schedule training at SABE for GC members on school financial requirements. 2. Contact the Vigil Group & request and schedule training at SABE for GC members on school financial requirements.	1. Jan 11, 2018 GC Meeting 2. Feb 2018 GC Meeting	Director, J Rodriguez Governing Council Members	Agenda and Sign-In Sheet	1. Scheduled 2. Scheduled	
C. Governing Council Training –	1. Contact the PED Finance and Budget Bureau & request and schedule training at SABE for GC members on school financial reports.	1. Jan 11, 2018 GC Meeting	Director, J Rodriguez Governing Council Members	Agenda & Sign-In Sheet	1. Scheduled 2. Scheduled	

Public Education Commission Report

Financial Reports	2. Contact the Vigil Group & request and schedule training at SABE for GC members school financial reports.	2. Feb 2018 GC Meeting	Director, J Rodriguez Governing Council Members Business Manager, Ashley Wolfel (The Vigil Group)	GC Minutes, Agendas & Sign-In Sheets	1. Finance committee members are Octavio Muniz and Becky Torres	
D. Governing Council Finance Committee	1. Establish a GC finance committee. 2. GC finance committee to meet monthly prior to GC meetings.	1. Dec 19, 2017 Ongoing	Director, J Rodriguez Governing Council Members Business Manager, Ashley Wolfel (The Vigil Group)	GC Minutes, Agendas & Sign-In Sheets	1. Finance committee members are Octavio Muniz and Becky Torres	Finance committee has been established and will begin meeting in February. Please see <u>copy of GC meeting minutes from November</u> . December minutes have not been approved as of yet, but it was an action item in December where two members (Mr. Octavio Muniz and Mrs. Becky Torres were named as members).
E. Targets for financial reserves	1. Align 17/18SY budget to 80 only enrollment at advisement of the Budget & Finance Bureau. 2. Three former positions were consolidated or eliminated. 2. Provide monthly reports to GC. 3. Director and business manager will collaborate weekly and work to eliminate unnecessary spending. 4. Director and business manager will not hire unsupported positions. 5. Director and business manager will meet (in person or by phone) weekly to prioritize spending and	June 2017 - Ongoing	Director, J Rodriguez Governing Council Members Business Manager, Ashley Wolfel (The Vigil Group)	1. Per PED projections were capped at 80 students for the 16/17 SY. 2. Done in July for beginning of the year 3. Done monthly since July meeting. Minutes online. 4. No new positions were allotted for 16/17 school year	Reports from Vigil Group are attached as evidence of financial reserves and planning	<u>Monthly reports</u> provided by the Vigil Group are attached.

Public Education Commission Report

	payments to meet financial responsibilities. 6. 40,000 line item is created as “restricted expenditures” in the budget to pay off remaining balance with PED			5. J Rodriguez and A Wolfel meet weekly 6. Submitted as 16/17 budget.		
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Public Education Commission Report

UPDATE: 1/23/18		Item #2 STUDENT ENROLLMENT				
Charter School:		Sandoval Academy of Bilingual		ID Number:	563	
Head Administrator:		Jackie Rodriguez, Principal/Director		School Year:	2017-2018	
Remediation Strategy(ies)	Action Step(s)	Timeline	Person/Program Responsible for Implementation	How will you demonstrate success of the Remediation Strategy(ies)	NOTES & Met/ Did Not Meet	PEC Update 1/23/18
A. Recruitment Strategies	1. Participated in the Independence Parade in Rio Rancho. 2. Held two open houses during July to meet parents and offer tours and information to potentially new students. 3. Contacted other charter schools (Cien Aguas, Corrales International School, La Promesa ELC) and request wait lists	June – July, 2017	Director, J Rodriguez in collaboration with staff and Parent Teacher Association	Increased Enrollment 2016/2017	Met 1. Pictures attached. 3. Registrar called all students on waitlists that were shared (CAIS, LP) 4. SABE was featured in an article in the RR Observer (picture attached)	Director, staff, and PTA/parents are working on a recruitment plan for the 2018/2019 school year to include goals for parents, staff and responsibilities of school; including various types of paid advertisements. See <u>Recruitment Plan</u> (draft) attached.
	4. Identified advertising opportunities using free resources (social media, print media, television media) 5. Reached out to local partners to increase awareness of the school including RR Chamber of Commerce, Work Force Connections, Foster Grandparents Program, and local surrounding businesses	July-Aug 2017 July-Dec 2017			4. SABE placed an ad in the RR Observer celebrating our B Grade and soliciting more student enrollment (picture attached) 4. Planning meeting was held with all staff and then targeted different areas (child care centers, libraries, stores & restaurants, and social media outlets)	

[illegible]

Public Education Commission Report

<p>B. Enrollment Process & Communication</p>	<p>1. Using the lottery process & dates, develop enrollment forms for returning, sibling and new students 2. Post lottery process on our website and FaceBook, Twitter and Instagram profiles 3. Enrollment forms have a notice that parents must inform the school should they change the not intend to attend SABLE 4. Call all potential enrollees weekly to confirm attendance 5. Determine realistic projections in collaboration with the Vigil Group and the PED Budget and Finance Bureau based on 2 years of data; for submission to PED for 2018/2019 SY Budget</p>	<p>Nov – July for 17/18 SY Mar, 2018 Jun-Aug, 2018 Mar 2018</p>	<p>Director, J Rodriguez Registrar, A Gallegos Teachers Business Manager, A Wolfel (The Vigil Group) PED Budget & Finance Bureau</p>	<p>Reach at least 80% of projected enrollment at the BOY Increased enrollment</p>	<p>Enrollment Forms and Lottery Dates form attached</p>	<p>January Withdrawal & Enrollment form Attached</p>
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Public Education Commission Report

Update: 1/23/18		#3 MONTHLY REPORTING TO PUBLIC EDUCATION COMMISSION				
Charter School:		Sandoval Academy of Bilingual		ID Number:	563	
Head Administrator:		Jackie Rodriguez, Principal/Director		School Year:	2017-2018	PEC Update 1/23/18
Remediation Strategy(ies)	Action Step(s)	Timeline	Person/Program Responsible for Implementation	How will you demonstrate success of the Remediation Strategy(ies)	Met/ Did Not Meet	
A. Monthly Reporting -Current Student Enrollment -Student Withdrawals (with reasons) -New student enrollment	1. Monthly enrollment report 2. Create a withdrawal form that ask for the reason for dis-enrolling	End of Each Month for reporting on 1 st	Registrar, A. Gallegos, Director, J. Rodriguez	Reports submitted	Enrollment Report attached for month of December Withdrawal form attached	January Enrollment Report attached
B. Enrollment Projections	1. Look at trends & patterns of enrollment in two prior years 2. Determine realistic projections in	For consideration for 17/18SY	Registrar, A. Gallegos, Director, J. Rodriguez,			Recruitment Plan (draft) attached

Draft shared with governing council members on Tuesday, December 19, 2017. Presented to the Public Education Department (Charter School Division) & Public Education Commission on December 21, 2017.

Public Education Commission Report

	collaboration with the Vigil Group and the PED Budget and Finance Bureau based on 2 years of data; for submission to PED for 2018/2019 SY Budget		Vigil Group, PED Budget & Finance Bureau				
	3. Utilize data from withdrawal forms & EOY Re-enrollment data of those not re-enrolling data to identify potential reasons why parents are choosing not to stay						
C. Improve Financial Management	Director and business manager will meet (in person or by phone) weekly to prioritize spending and payments to meet financial responsibilities.						<u>Monthly reports</u> provided by the Vigil Group are attached.

Public Education Commission Report

<p>D. Budget Adjustments</p>	<p>Align 17/18SY budget to 80 only enrollment at advisement of the Budget & Finance Bureau.</p> <p>2. Three former positions were consolidated or eliminated.</p> <p>2. Provide monthly reports to GC.</p> <p>3. Director and business manager will collaborate weekly and work to eliminate unnecessary spending.</p> <p>4. Director and business manager will not hire unsupported positions.</p>					<p><u>Monthly reports</u> provided by the Vigil Group are attached.</p>
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Public Education Commission Report

E. Repayment Plan	1. During FY2017 2. At EOY, SEG reserves will be utilized to payoff the remaining \$40,000 due to PED.		1. Business Manager, A Wolfel (The Vigil Group) 2. Director, J Rodriguez Business Manager, A Wolfel (The Vigil Group)	Zero Balance due to PED at EOY 17/18SY	1. Repayment Plan Attached 2. Repayment Plan Attached	<u>Monthly reports</u> provided by the Vigil Group are attached.
F. End of the Year Position Report					EOY Budget Report	<u>Monthly reports</u> provided by the Vigil Group are attached.



Jackie Rodriguez <jrodriguez@nmsabe.org>

PED Training on School Finance

11 messages

Jackie Rodriguez <jrodriguez@nmsabe.org>

Tue, Dec 12, 2017 at 11:59 AM

To: david.craig@state.nm.us, Ashley Wolfel <Ashley@vigilgroup.net>

Good morning Mr. Craig.

I first wanted to thank you for speaking on behalf of the work and the steps that SABE has already taken to rectify the financial position we encountered last year. I have been working with Ashley Wolfel (The Vigil Group) very closely since my start in July. Ashley and I meet very often and I am very aware of our budget; what comes in and what goes out. I can assure you that we are making every effort to end our year in the black.

One of the requests of the PEC is to provide training to our Governing Council on school finances, financial reports, and school financial requirements.

Can the bureau offer any of these trainings? The Vigil Group will provide a training on financial reports but I think it would be more appropriate for another agency to provide the other training. I was hopeful that the PED could provide something in January and/or February on school finances and requirements. Is that an option? If not, can you recommend an agency that could provide that training? I will be inquiring with NM Coalition of Charter Schools and CES and ACES.

Thanks again!

Respectfully,
Jackie Rodriguez
Principal/Director
Sandoval Academy of Bilingual Education
505.771.0555
505.771.9071 (fax)

www.nmsabe.org

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Craig, David, PED <David.Craig@state.nm.us>
To: "Rodriguez, Jackie" <jrodriguez@nmsabe.org>

Tue, Dec 12, 2017 at 3:23 PM

Your message

To: Craig, David, PED
Subject: PED Training on School Finance
Sent: Tuesday, December 12, 2017 11:59:11 AM (UTC-07:00) Mountain Time (US & Canada)

was read on Tuesday, December 12, 2017 3:22:54 PM (UTC-07:00) Mountain Time (US & Canada).

Craig, David, PED <David.Craig@state.nm.us>
To: "Rodriguez, Jackie" <jrodriguez@nmsabe.org>

Tue, Dec 12, 2017 at 3:24 PM

Jackie,

I will provide a training. What are the dates of your January and February governing council meetings?

In theory, they already know everything I am going to tell them but a refresher couldn't hurt.

Sincerely,

David Craig

Director

School Budget and Finance Analysis Bureau

Public Education Department

O (505) 827-6537

C (505) 670-2608

David.Craig@state.nm.us

From: Jackie Rodriguez [mailto:jrodriguez@nmsabe.org]

Sent: Tuesday, December 12, 2017 11:59 AM

To: Craig, David, PED; Wolfel, Ashley

Subject: PED Training on School Finance

Good morning Mr. Craig.

[Quoted text hidden]

Jackie Rodriguez <jrodriguez@nmsabe.org>

Tue, Dec 12, 2017 at 4:51 PM

To: "Craig, David, PED" <David.Craig@state.nm.us>

Thank you. The dates are: January 11, 2018 and February 8, 2018. We typically start our meetings at 7:00 but if you would rather do it earlier, please let me know and I can notify them at our meeting on December 19th.

Thank you,

Jackie Rodriguez

Principal/Director

Sandoval Academy of Bilingual Education

505.771.0555

505.771.9071 (fax)

www.nmsabe.org

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[Quoted text hidden]

Craig, David, PED <David.Craig@state.nm.us>

Wed, Dec 13, 2017 at 1:12 PM

To: "Rodriguez, Jackie" <jrodriguez@nmsabe.org>

Your message

To: Craig, David, PED

Subject: Re: PED Training on School Finance

Sent: Tuesday, December 12, 2017 4:51:30 PM (UTC-07:00) Mountain Time (US & Canada)

was read on Wednesday, December 13, 2017 1:12:20 PM (UTC-07:00) Mountain Time (US & Canada).

Craig, David, PED <David.Craig@state.nm.us>
To: "Rodriguez, Jackie" <jrodriguez@nmsabe.org>

Wed, Dec 13, 2017 at 1:14 PM

Jackie,

Can we see if we can do 6:00 pm on February 8th?

Also can you please give me directions to your school?

Sincerely,

David Craig

Director

School Budget and Finance Analysis Bureau

Public Education Department

O (505) 827-6537

C (505) 670-2608

David.Craig@state.nm.us

From: Jackie Rodriguez [mailto:jrodriguez@nmsabe.org]

Sent: Tuesday, December 12, 2017 4:52 PM

To: Craig, David, PED

Subject: Re: PED Training on School Finance

[Quoted text hidden]

Jackie Rodriguez <jrodriguez@nmsabe.org>
To: "Craig, David, PED" <David.Craig@state.nm.us>

Thu, Dec 14, 2017 at 6:45 PM

Thank you! I will put it down and notify my GC members.

We are in Northern Rio Rancho, close to Highway 550 and Highway 528. If you are coming from Santa Fe, going South on I25, take the Bernalillo exit (#242), remain on Highway 550 and turn left on to Safelite Blvd. (just passed The Home Depot.), then turn left on Fulcrum Way. Go about 1/2 mile and we are located on the right-hand side of the road. 4321 Fulcrum

Thanks again!

See you then.

Jackie Rodriguez
Principal/Director
Sandoval Academy of Bilingual Education
505.771.0555
505.771.9071 (fax)

www.nmsabe.org

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[Quoted text hidden]

Craig, David, PED <David.Craig@state.nm.us>
To: "Rodriguez, Jackie" <jrodriguez@nmsabe.org>

Fri, Dec 15, 2017 at 9:26 AM

Jackie,

Would it be possible to try and do the 11th instead? My wife just told me that she's out of town on business on the 8th and I need to be home with the kids.

Sincerely,

David Craig
Director
School Budget and Finance Analysis Bureau
Public Education Department
O (505) 827-6537
C (505) 670-2608
David.Craig@state.nm.us

From: Jackie Rodriguez [mailto:jrodriguez@nmsabe.org]
Sent: Thursday, December 14, 2017 6:45 PM

[Quoted text hidden]

[Quoted text hidden]

Jackie Rodriguez <jrodriguez@nmsabe.org>
To: "Craig, David, PED" <David.Craig@state.nm.us>

Fri, Dec 15, 2017 at 10:21 AM

Sure :)

Thank you,

Jackie Rodriguez
Principal/Director
Sandoval Academy of Bilingual Education
505.771.0555
505.771.9071 (fax)

www.nmsabe.org

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[Quoted text hidden]

Jackie Rodriguez <jrodriguez@nmsabe.org>
To: "Craig, David, PED" <David.Craig@state.nm.us>

Thu, Jan 4, 2018 at 7:29 PM

Good evening.

I just wanted to confirm our school budget training for our GC members on January 11th from 6:00-7:00. The PEC has asked us to create a Corrective Action Plan which includes pieces of training on school finance and budget. I have attached that letter as well as the plans which have been submitted to the Charter School Division. The Vigil Group will conduct other training as well. Are there any other training opportunities you are aware of that would be of interest in meeting this CAP?

Thank you for your assistance.

Jackie Rodriguez
Principal/Director
Sandoval Academy of Bilingual Education
505.771.0555
505.771.9071 (fax)

www.nmsabe.org

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[Quoted text hidden]

3 attachments

 **PEC Plan December 2017 Item 3.docx**
119K

 **PEC Plan December 2017 Items 1-2.docx**
133K

 **PEC Letter on Corrective Action Plan.PDF**
1284K

Jackie Rodriguez <jrodriguez@nmsabe.org>
To: "Craig, David, PED" <David.Craig@state.nm.us>

Sat, Jan 6, 2018 at 11:49 AM

Good morning.

I am going to have to reschedule our training we had scheduled for the 11th at Sandoval Academy. Our board president will be out of town and is trying to reschedule for the 18th. Once I get confirmation of the meeting date, I will reach out to you to check

1/22/2018

Sandoval Academy of Bilingual Education Mail - PED Training on School Finance

your availability.

Sorry for the inconvenience.

Regards,
Jackie Rodriguez



Jackie Rodriguez <jrodriguez@nmsabe.org>

Tomorrow's meeting

3 messages

Craig, David, PED <David.Craig@state.nm.us>
To: "Rodriguez, Jackie" <jrodriguez@nmsabe.org>

Wed, Jan 17, 2018 at 7:26 PM

Ms. Rodriguez

My childcare (sitter) fell through for tomorrow evening. Can I possibly reschedule for February?

David Craig

Sent from my iPhone

Jackie Rodriguez <jrodriguez@nmsabe.org>
To: "Craig, David, PED" <David.Craig@state.nm.us>

Wed, Jan 17, 2018 at 8:52 PM

Hello. Sure. I will be in touch tomorrow to get you that date.

Thank you,

Jackie Rodriguez
Principal/Director
Sandoval Academy of Bilingual Education
505.771.0555
505.771.9071 (fax)

www.nmsabe.org

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Jackie Rodriguez <jrodriguez@nmsabe.org>
Draft To: "Craig, David, PED" <David.Craig@state.nm.us>

Mon, Jan 22, 2018 at 1:05 PM

Jackie Rodriguez
Principal/Director
Sandoval Academy of Bilingual Education
505.771.0555
505.771.9071 (fax)

www.nmsabe.org


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SABE
Sandoval Academy of Bilingual Education

**GOVERNING COUNCIL MEETING
DECEMBER 19, 2017 7:00PM
SIGN IN**

Governing Council Members Present	Role	Email Address	Phone Number	Present
Becky Torres	President	bt@torreslawfirm.com	505-639-1218	Absent
Brennan Divett By telephone	Vice-President	abdivett@gmail.com	505-228-5097	BD
Jeffrey Stradling	Secretary	jeffrey.stradling@gmail.com	505-818-7910	JS
Christopher Gallegos	Treasurer	gallegos_christopher@yahoo.com	505-908-1490	Absent
Octavio Munoz	Member	omunoz1@salud.unm.edu	505-459-2950	
Vacant	Vacant	Vacant		



**GOVERNING COUNCIL MEETING
DECEMBER 19, 2017 7:00PM
SIGN IN**

[illegible]

AGENDA
Sandoval Academy of Bilingual Education (SABE)
Governing Council Meeting

Location: SABE School 4321 Fulcrum Way, Suite A, Rio Rancho 87144

- by phone
Brennan Divett

Date: Tuesday, December 19, 2017

Time: 7:00 pm

Future Meeting Date: January 11, 2017

Agenda details:

- I. 7:00 pm Call to Order
- II. 7:05 pm Approval of Agenda
- III. 7:10 pm Approval of Minutes from November 16
- IV. 7:15 pm Closed Session
- V. 7:20 pm Discussion Items:
 - a. National Board Certification
 - b. Safe Schools Plan
 - c. Public Education Commission Plan Due December 21
 - d. Governing Council Changes
 - e. By-law Changes for GC Resignations
 - f. Governing Council Finance Committee Membership
- VI. 7:30 pm Action Items:
 - a. Wellness Policy
 - b. BAR 563-000-1718-0016-T
 - c. BAR 563-000-1718-0017-T
 - d. BAR 563-000-1718-0018-I
 - e. BAR 563-000-1718-0019-I
- VII. 7:40 pm Financial Report- Budget Update:
Ashley from the Vigil Group
- VIII. 7:45 pm Principal's Update- Jackie Rodriguez
- IX. 8:00 pm Old Business
- X. 8:15 pm New Business

- XI. 8:20 pm Announcements
- XII. 8:22 pm Public Comment
- XIII. 8: 32 pm Adjourn

November 2017 MINUTES
Sandoval Academy of Bilingual Education (SABE)
Board Meeting
Monday, November 16, 2017
SABE School 4321 Fulcrum Way, Suite A, Rio Rancho, NM

I. Call to Order: 7:33

Becky calls meeting to Order.

The following board members were in attendance:

Jeff Stradling
Brennan Divett
Becky Torres
Octavio Munoz

II. Approval of Agenda

Jeff moves to approve the agenda. Octavio seconds. Jeff voted in favor. Octavio voted in favor. Brennan voted in favor. Becky abstains from voting. The motion passes.

III. Approval of Minutes from October 2017

The Board reviewed the minutes from October 2017 and under Item IV. Closed Session "Cristina seconds" was written erroneously and it should read as "Chris seconds." That change was made to the minutes. Octavio moves to approve the minutes as amended from October 2017. Jeff seconds. Becky abstains since she is a new board member. Brennan voted in favor, Jeff voted in favor, and Octavio voted in favor. The motion passes with 3 votes in favor and one abstaining.

IV. Closed Session

Jeff moves to go into closed session at 7:38 p.m. No action will be taken. Octavio seconds. Motion passes by unanimous consent.

- a. During closed session no action was taken.
- b. There was discussion about a parent-teacher interaction and student behavior. A parent was asked to meet with Principal Jackie and the meeting was ultimately postponed. The teacher has another adult in the room with her during teaching sessions to help monitor activity for all parties.
- c. Jeff moves to go back into open session at 7:51 p.m. Octavio seconds. Brennan votes in favor. Octavio votes in favor. Jeff votes in favor. Becky abstains because she is a new board member. The motion passes with 3 votes in favor and one abstaining. Board went back into open session at 7:51 p.m.

V. Discussion Items

- a. GC Finance Committee- Finance committee needs to be composed of board members, the principal, and the financial advisor. This committee will meet half an hour before a GC meeting. This will be an action item for the next Board meeting.

- b. Upcoming Governing Council Member vacancies. The Board will have two vacancies coming up shortly and there will be three positions to be filled. The board discussed filling those positions.
- c. Public Education Department-Charter School Division Yearly Visit- This will occur on December 5. SABE and the PED will go over the performance framework, organizational framework, and financial items. SABE is working to continually improve academic standards and lesson planning.
- d. Safety Team/Safe Schools Plan-Discussion about a Safety Committee. The safety plan submitted by the prior principal was not approved so it needs to be redrafted and approved. The school was locked with a voluntary lockdown even though the school was not notified by the local police force during an incident at the Bank of America last month. The school is working on evacuation plans, a safety plan, and is working to get a security system in place soon. SABE will also be asking for an additional lock on the front door.
- e. Food Service to Begin 11/16/17-Pictures from Facebook were shown of parents eating with their children. SABE served over 200 people on this date and it was a great success. SABE now has personnel with licensing to serve food.

VI. Action Items

- a. Internal Controls Policy-PEC will ask about monthly reporting for finances. Corrective Action Plans will be reviewed as SABE put plans into place to rectify any findings. Finally, internal controls will be reviewed including cash control. The principal anticipates being the procurement officer by February 2018. The Board reviewed the proposed SABE Internal Controls Policy. Octavio moves to approve. Jeff seconds. Brennan votes in favor. Jeff votes in favor. Octavio votes in favor. Becky abstains. The Internal Controls Policy is approved.
- b. BAR 563-000-1718-0013-I- \$2,018.00 is revenue for the afterschool program. This was put into the salary line as a stipend for the teacher running the after-school program. Octavio moves to approve. Jeff seconds. Octavio votes in favor. Brennan votes in favor. Jeff votes in favor. Becky abstains. The BAR is approved.
- c. BAR 563-000-1718-0014-I-\$271.00 for expenditures which went into supplies and materials. Octavio moves to approve. Jeff seconds. Brennan votes in favor. Jeff votes in favor. Octavio votes in favor. Becky abstains. The BAR is approved.
- d. BAR 563-000-1718-0015-I-\$6201.00 for activities which is revenue from chocolate sales which has been put into student travels and general supplies and materials. Octavio moves to approve. Jeff seconds. Brennan votes in favor. Jeff votes in favor. Octavio votes in favor. Becky abstains. The BAR is approved.
- e. BAR 563-000-1718-0011-IB- ~~\$50,900~~ for Lease Assistance. This has been put into the Rental Land and Building section of the budget. Octavio moves to approve. Brennan seconds. Jeff votes to approve. Brennan votes to approve. Octavio votes to approve. Becky abstains. The BAR is approved.
- f. Lease Amendment-a new amendment was provided by the landlord and management company. The Board reviewed the amendment. Brennan moves to approve the lease

58,900.00
 (35) 002

amendment. Octavio seconds. Jeff votes in favor. Brennan votes in favor. Octavio votes in favor. Becky abstains. The Amendment to the Lease is approved.

- g. Contract with Matthews Fox, P.C. as legal counsel-The Board reviewed the Professional Services Agreement. Jeff moves to approve the Professional Services Agreement. Octavio seconds. Brennan votes in favor. Jeff votes in favor. Octavio votes in favor. Becky abstains. The Professional Services Agreement is approved.

- h. Reimbursement for Dr. Pete Vallejo-the reimbursement requests did not have a purchase order before the purchases were made. Therefore, he needed to have the PO beforehand as required by the procurement code. This may cause an audit finding if he did not follow the procurement code. Octavio moves to deny the reimbursement. Brennan seconds. Octavio votes in favor of the motion. Jeff votes in favor of the motion. Brennan votes in favor of the motion. Becky abstains. The motion is approved.

VII. Financial Report-Budget Update:

Presented by the Vigil Group-please see attachment.

VIII. Principal's Update

Presented by Jackie Rodríguez-please see attachment.

IX. Old Business

None

X. New Business

None

XI. Announcements

None

XII. Public Comment

None.

XIII. Adjourn

- a. Jeff moves to adjourn at 9:45 p.m. Octavio seconds. Brennan votes in favor. Octavio votes in favor. Brennan votes in favor. Becky abstains. The motion was approved.



STATE OF NEW MEXICO
PUBLIC EDUCATION COMMISSION
300 DON GASPAR
SANTA FE, NEW MEXICO 87501-2786
Telephone (505) 827-6661
www.ped.state.nm.us

PATRICIA GIPSON
PUBLIC EDUCATION COMMISSION CHAIR

CHRISTOPHER N. RUSZKOWSKI
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District 5, Gallup, Farmington

Danielle Johnston,
District 8, Moriarty

Trish Ruiz, Member
District 9, Hobbs

Tim Crone, Member
District 10, Espanola

December 3, 2017

Jackie Rodriguez, Principal/Director
Sandoval Academy of Bilingual Education
jrodriguez@nmsabe.org

Dear Ms. Rodriguez,

As you are aware, on November 17, 2017 the Public Education Commission (PEC) voted to "require the Sandoval Academy of Bilingual Education to take action to remedy the financial problems identified by the PED's School Budget and Finance Analysis Bureau." That vote required the school to:

1. create a plan to improve the governing body's ability to monitor and oversee the school's monthly fiscal reports, which should include specific training on public school finances, financial requirements, and financial reports; specific actions by the finance committee and the whole board; and specific targets for financial reserves;
2. develop a plan to better estimate school enrollment, using best practices from other schools, which should include revising the school's enrollment processes, communications, and recruitment strategies; and
3. submit monthly reporting to the PEC, including monthly reports on student enrollment – including updates on the number of withdrawals and enrollments, actions taken to improve financial management, budget adjustments required to adjust for growth that has not materialized or repayments for prior year repayments, and updated year end position forecasts.

The PEC requests that the school submit the two required plans, identified in items one and two above to charter.schools@state.nm.us no later than December 21, 2017. The PEC further requests that the school submit the monthly reporting required in item three above no later than the first day of each month, beginning with January 1, 2018 to the same email address. The school's plans and first

monthly reporting submission will be reviewed at the PEC's January 12, 2018 meeting. The subsequent monthly reports will be reviewed at each monthly PEC meeting thereafter until the school is removed from monthly reporting by the PED or until the PEC or PED determines that further action is required.

Thank you,



Patricia Gipson, Chair
Public Education Commission

PEG/kmp

cc: Becky Torres, Governing Council President

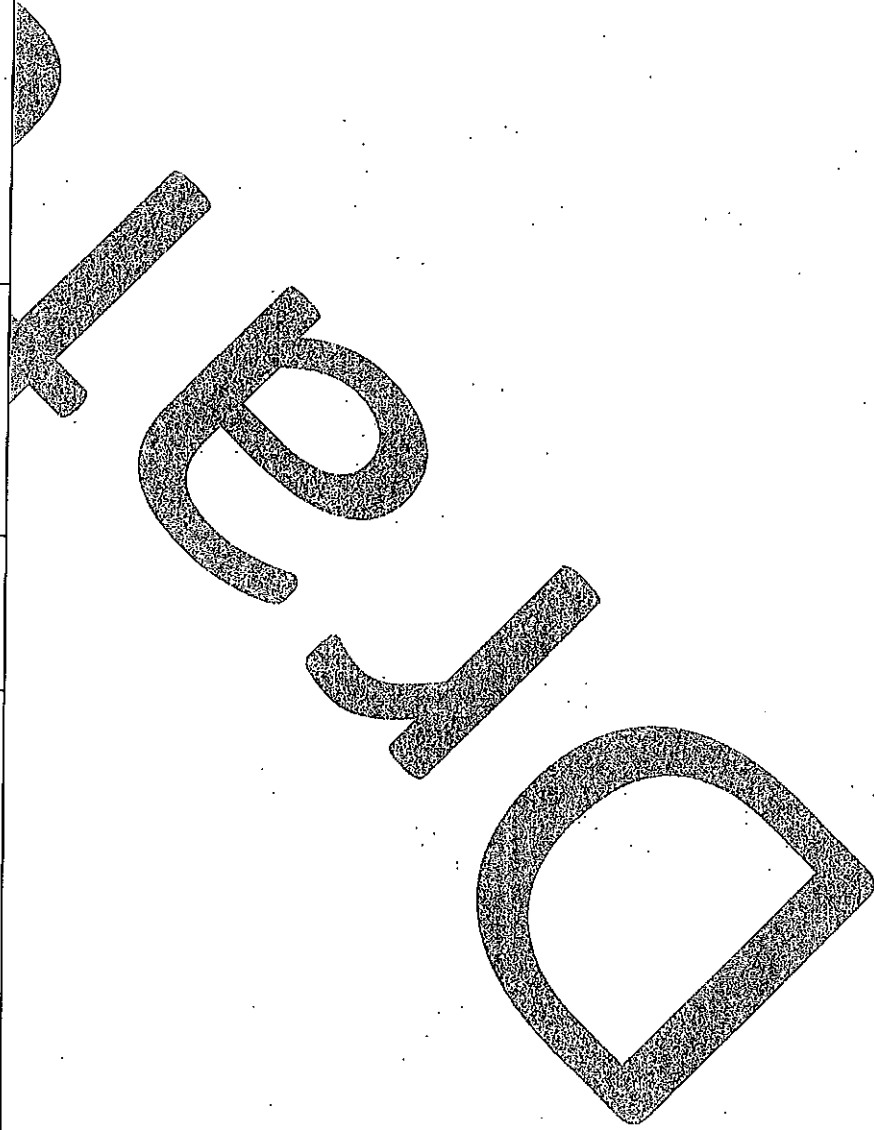
Public Education Commission Report

December 12, 2017						
#1 Monthly Fiscal Reporting						
Charter School:		Sandoval Academy of Bilingual			ID Number:	563
Head Administrator:		Jackie Rodriguez, Principal/Director			School Year:	2017-2018
Remediation Strategy(ies)	Action Step(s)	Timeline	Person/Program Responsible for Implementation	How will you demonstrate success of the Remediation Strategy(ies)	Outcome Evidence (Data)	Met/ Did Not Meet
A. Governing Council Training – School Finances	1. Contact the PED Finance and Budget Bureau 2. Schedule training at SABE on monthly financial reports for GC members on School Finances	1. Dec. 2017 2. Jan. 2018	Director, J Rodriguez Governing Council Members	GC members will attend the training and have further understanding of school finances	Agenda and Sign-In Sheet	
B. Governing Council Training – Financial Requirements	1. Contact the PED Finance and Budget Bureau 2. Schedule training at SABE on monthly financial reports for GC members on School Financial Requirements	1. Dec. 2017 2. Jan. 2018	Director, J Rodriguez Governing Council Members	GC members will attend the training and have further understanding of school financial requirements	Agenda and Sign-In Sheet	
C. Governing Council Training – Financial Reports	1. Contact The Vigil Group 2. Arrange training at SABE on monthly financial reports for GC members on Financial Report s	1. Dec. 2017 2. Dec 19, 2017	Director, J Rodriguez Governing Council Members	GC members will attend the training and have further understanding of school financial reports	Agenda & Sign-In Sheet	
D. Governing Council Finance Committee	1. Establish a GC finance committee 2. GC finance committee to meet monthly prior to GC meetings					
E. Targets for financial reserves	1. Align 17/18SY budget to 80 only enrollment at advisement of the Budget & Finance Bureau.					

Draft shared with governing council members on Tuesday, December 19, 2017. Presented to the Public Education Department (Charter School Division) & Public Education Commission on December 21, 2017.

Public Education Commission Report

	<p>2. Provide monthly reports to GC.</p> <p>3. Director and business manager will work to eliminate unnecessary spending.</p> <p>4. Director and business manager will not hire unsupported positions.</p> <p>5. Director and business manager will meet (in person or by phone) weekly to prioritize spending and payments to meet financial responsibilities.</p>					
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Public Education Commission Report

December 12, 2017		#2 STUDENT ENROLLMENT				
Charter School:		Sandoval Academy of Bilingual			ID Number:	563
Head Administrator:		Jackie Rodriguez, Principal/Director			School Year:	2017-2018
Remediation Strategy(ies)	Action Step(s)	Timeline	Person/Program Responsible for Implementation	How will you demonstrate success of the Remediation Strategy(ies)	Outcome Evidence (Data)	Met/ Did Not Meet
A. Recruitment Strategies	1. Identify advertising opportunities using free resources (social media, print media, television media) 2. Establish a marketing plan (US mail, social media, print media, television/radio media, door-to-door, etc.) 3. Determine locations (community outreach) to reach out to potential students 3. Identify charter schools with similar programming to inquire about recruitment plans/strategies 4. Visit school sites with successful recruitment techniques 5. Develop a student recruitment plan (with marketing, teacher and community involvement, PTA)					
B. Enrollment Process	1. Using the lottery process & dates, develop enrollment forms for returning sibling and new students 2. Post lottery process on our website and FaceBook, Twitter and Instagram profiles 3. Enrollment forms will request that parents inform the school when					

Public Education Commission Report

	4. Call all potential enrollees weekly to confirm interest								
	5.								
C.	1.								
Communication Plan									

DRAFT

Public Education Commission Report

December 12, 2017		#3 MONTHLY REPORTING TO PUBLIC EDUCATION COMMISSION				
Charter School:		Sandoval Academy of Bilingual		ID Number:	563	
Head Administrator:		Jackie Rodriguez, Principal/Director		School Year:	2017-2018	
Remediation Strategy(ies)	Action Step(s)	Timeline	Person/Program Responsible for Implementation	How will you demonstrate success of the Remediation Strategy(ies)	Outcome Evidence (Data)	Met/ Did Not Meet
A. Monthly Reporting -Current Student Enrollment -Student Withdrawals (with reasons) -New student enrollment	1. Print PowerSchool enrollment report 2. Print PowerSchool withdrawal report 3.	End of Each Month	Registrar: A. Gallegos, Director: J. Rodriguez		PowerSchool Reports	
B. Enrollment Projections	Vigil Group Look at trends & patterns of enrollment in prior years					
C. Improve Financial Management						
D. Budget Adjustments						
E. Repayment Plan	I.				EOY Budget Report	
F. End of the Year Position Report					EOY Budget Report	

Draft shared with governing council members on Tuesday, December 19, 2017. Presented to the Public Education Department (Charter School Division) & Public Education Commission on December 21, 2017.

Policy Statement
Charter School Governing Body Changes

Background:

Section 8.10(b) of the charter contract requires schools to notify their authorizer within 30 (thirty) days of a member's resignation or designation of a new member and sign the appropriate forms to ensure that the governing body continues to qualify as a board of finance. The contract further requires the school to fill any vacancy on its governing body no later than 45 days from the vacancy or seek an extension for such appointment from the Authorizer in writing.

The Commission requires schools to notify the CSD of any and all changes to governing body membership.

Policy:

A. Annual identification of the number of positions on the governing body

1. At the first governing body meeting of each fiscal year, every state-authorized charter school must identify the number of positions on the governing body in a public vote.
2. Any and all changes to the number of positions on the governing body must be approved according to the school's bylaws during a public vote at the first meeting of the fiscal year.
3. If any change is made to the number of positions on the school's governing body, the school must notify the CSD of the change by sending the governing body minutes to the charter schools division email address.

B. Resignation or removal of a governing body member

1. Within 30 days of receiving notice of a governing body member's resignation or removing a governing body member, the governing body or its authorized representative shall provide notice to CSD on the "Change of Governing Body Membership Form" available in the PEC's document library.
2. The "Change of Governing Body Membership Form" shall be accompanied by:
 - i. The governing body minutes showing the vote to remove the member, or
 - ii. The resigning member's signed and dated written resignation.
3. At the next PEC meeting after receipt of a "Change of Governing Body Membership Form", CSD will notify the PEC of the resignation or removal of a governing body member on the "Ongoing Actions and Monitoring" document provided each month. Notice will remain on the document until the vacancy has been filled.
4. If a vacancy is not filled within 45 days of receiving notice of a governing body member's resignation or removing a governing body member, and the school has not been granted an extension to fill the vacancy, or if the vacancy is not filled within the time granted as an extension the school will be added to the schools of concern agenda item for consideration of the PEC and potential corrective action.

C. Designation of a new governing body member

1. Within 30 days of the appointment of a new governing body member, the governing body or its authorized representative shall provide notice to CSD on the "Change of Governing Body Membership Form" available in the PEC's document library.
2. The "Change of Governing Body Membership Form" shall be accompanied by:
 - i. An updated "STATEMENT OF GOVERNING BODY TO CONSULT WITH PED" signed by all current governing body members, and
 - ii. An "AFFIDAVIT OF GOVERNING BODY MEMBER" signed by the new governing body member and verified by a notary public.
 - iii. The governing body minutes showing the vote to designate the new member.

Policy Statement
Charter School Governing Body Changes

3. At the next PEC meeting after receipt of a "Change of Governing Body Membership Form", CSD will notify the PEC of the change in governing body membership on the "Ongoing Actions and Monitoring" document provided each month.

D. Requests for extensions to fill a vacancy on the governing body

1. If a vacancy cannot be filled within 45 days of receiving notice of a governing body member's resignation or removing a governing body member, the school shall request in writing to charter.schools@state.nm.us an extension of exactly 30 days from the end of the original 45 day period to fill the vacancy. The request must be received from CSD prior to the expiration of the original 45 day period to fill the vacancy.
2. CSD shall grant the extension in writing, identifying the date on which the extension ends, and notify the school that if the vacancy is not filled within the time granted as an extension the school will be added to the schools of concern agenda item for consideration of the PEC and potential corrective action.

STATE CHARTER SCHOOL CHANGE OF GOVERNING BODY MEMBERSHIP FORM

Instructions:

- Please complete and submit this form to: Charter Schools Division, Public Education Department, charter.schools@state.nm.us, Room 301, 300 Don Gaspar, Santa Fe, NM 87501
- Complete ALL fields about the school. Incomplete forms will be rejected.
- Complete ALL fields for each board member for whom action was taken. Incomplete forms will be rejected.
- Include all required attachments as described below. Submissions not containing all required materials will be rejected.

Required Attachments:

Submission of this form MUST be accompanied by each of the following, as applicable:

- Notices of Resignation or Removal:**
 - a. The governing body minutes showing the vote to remove the member, or
 - b. The resigning member's signed and dated written resignation;
- Notices of Designation:**
 - a. An updated "STATEMENT OF GOVERNING BODY TO CONSULT WITH PED" signed by all current governing body members,
 - b. An "AFFIDAVIT OF GOVERNING BODY MEMBER" signed by the new governing body member and verified by a notary public, and
 - c. The governing body minutes showing the vote to designate the member

STATE CHARTER SCHOOL CHANGE OF GOVERNING BODY MEMBERSHIP FORM

Please complete and submit this form to: Charter Schools Division, Public Education Department, charter.schools@state.nm.us, Room 301, 300 Don Gaspar, Santa Fe, NM 87501

Name of State-Chartered School: SANDOVAL ACADEMY OF BILINGUAL EDUCATION Current Number of Governing Body Members: _____
 Date submitted: Contact Name: Becky Torres E-mail: bt@torreslanm.com

Governing Board Member Name	Governing Board Member's Current Personal Contact Information: Address/Phone Number/Email Address	Action	Date of Action	Reason for removal or resignation	Term of Service
					From: To:
					From: To:
					From: To:

Original Signature of Governing Council President or Designee: _____

Date: _____

Printed Name of Governing Council President or Designee: _____



Wellness Policy

I. PURPOSE

To establish a coordinated approach to help address student and staff health and wellness issues.

II. POSITION

The Governing Council recognizes that a coordinated school health program, involving communities and families, will facilitate a lasting change in student and staff health, thereby increasing student focus, decreasing absenteeism and creating a climate for academic success and achievement of a healthier lifestyle.

III. DEFINITIONS

Coordinated school health approach refers to a way of linking health and education. The focus is healthy and successful students. There are eight interactive components of coordinated school health: health education; physical education and activity; nutrition; social and emotional well-being; healthy and safe environment; health services; staff wellness; and family, school and community involvement.

Family, school and community involvement is the integration of family, school and community for enhancing the health and well-being of students.

Healthy and safe environment supports the physical and aesthetic surroundings and the psychosocial climate and culture of the schools. It supports a total learning experience that promotes personal growth, healthy interpersonal relationships, wellness, and freedom from discrimination and abuse.

Health Education is the instructional program that provides the opportunity to motivate and assist all students in maintaining and improving their health, preventing disease, and reducing health-related risk behaviors. This program meets the content standards with benchmarks and performance standards as set forth in 6.30.2.19 NMAC.

Health Services are provided for students to appraise, protect, and promote health. These services are designed to ensure access or referral to primary health care or behavioral health services or both, foster appropriate use of primary health care services, behavioral health services, prevent and control communicable diseases and other health problems, provide a process to manage emergency care for illness or injury, and promote and provide optimum sanitary conditions for a safe school facility and school environment.

Nutrition refers to programs that provide access to a variety of nutritious and appealing meals and snacks that accommodate the health and nutrition needs of all students.

Physical activity is body movement of any type, which includes recreational fitness, and sport activities.

Physical Education is an instructional program that provides cognitive content and learning experiences in a variety of activity areas. It provides the opportunity for all students to learn and develop the skills, knowledge and attitudes necessary to personally decide to participate in a lifetime of healthful physical activity. This program meets the content standards with benchmarks and performance standards as set forth in Section 6.30.2.20 NMAC.

School Health Advisory Council (SHAC) is an advisory council consisting of parent(s), school food authority personnel, school board member(s), school administrator(s), school staff, student(s), and community member(s). This advisory council has the responsibility for making recommendations to the school director and ultimately the governing council in the development or revision, implementation, and evaluation of the wellness policy.

Social and emotional well-being supports the services provided to maintain and/or improve students' mental, emotional, behavioral, and social health.

Staff wellness is a deliberate means of providing opportunities for school staff to improve their health status through a variety of activities that lead to a healthy lifestyle, and improved morale.

III. GUIDELINES

Family, school and community involvement

The goal of family, school and community involvement within a coordinated school health approach is to create a total school environment conducive to student health and academic achievement. Shared responsibility and effective partnerships among families, schools and communities support the development and maintenance of this comprehensive learning environment.

In accordance with Public Education Department rule 6.12.6.6 NMAC, SABE International School shall establish a School Health Advisory Council (SHAC) that consists of parent(s), school food authority personnel, school board member(s), school administrator(s), school staff; student(s); and community member(s). It shall be the responsibility of the Director or designee to appoint the members of the SHAC in accordance with federal and state requirements.

The SHAC will have the responsibility to make recommendations to the local school board in the development or revision, implementation, and evaluation of the wellness policy consistent with this rule and will meet for this purpose a minimum of two times annually.

Physical education

Physical education is an instructional program taught by a certified educator. Physical education is one source, but should not be the only source of physical activity.

SABE International School shall offer a planned, integrated, sequential K-8 physical education curriculum aligned to the physical education content standards with benchmarks and performance standards as set forth in 6.30.2.20 NMAC. Activities shall be based on goals and objectives that are appropriate for all children.

Physical activity

Physical activity covers a broad spectrum of opportunities for students to move and exercise their brains and bodies outside of the physical education curriculum. These may include but are not limited to integration of movement into core courses in classrooms to provision of sports, fitness, and recreational activities.

Students shall be provided with opportunities to engage in moderate to vigorous physical activity. The school shall create guidelines to provide such physical activity opportunities to students in addition to those provided through physical education classes.

The school will provide education on the health benefits of physical activity that align with the New Mexico health education content standards, benchmarks, and performance standards as set forth in 6.30.2.19 NMAC.

Nutrition

Nutrition Education aims to teach, encourage and support healthy eating by students. Nutrition Education and healthy eating support proper physical growth, physical activity, brain development, ability to learn, emotional balance, a sense of well-being, obesity prevention and the ability to resist disease.

SABE International School shall promote the role of nutrition in academic performance and quality of life and will adhere to the nutrition guidelines set forth in 6.12.5.8. NMAC, to include:

- Nutrition guidelines for a la carte offerings (once a food program is put in place) that meet or exceed the minimum guidelines set forth in Subsection B of 6.12.5.8 NMAC.
- Guidelines for school sponsored fund raisers (should we decide to allow them) during the normal school hours that meet or exceed the minimum guidelines set forth in Paragraph (1) of Subsection C of 6.12.5.8 NMAC.
- Guidelines for school sponsored fund raisers before and after school hours (should we decide to allow them) ensuring that at least 50% of the offerings shall be healthy choices in accordance with the requirements set forth in Paragraph (2) of Subsection C of 6.12.5.8 NMAC.

The school will provide nutrition education activities that align with the New Mexico health education content standards, benchmarks, and performance standards as set forth in 6.30.2.19 NMAC.

Health Education

SABE International School will provide a planned, integrated, sequential, K-8 health education curriculum that addresses the physical, mental, emotional and social dimensions of health and is aligned with the health education content standards with benchmarks and performance standards as set forth in 6.30.2.19 NMAC. The curriculum will provide the mechanism to help students acquire life skills that promote personal, family, community, consumer, and environmental health.

The school will provide activities in comprehensive health education that align with the New Mexico health education content standards, benchmarks, and performance standards as set forth in 6.30.2.19 NMAC.

Healthy and Safe Environment

A healthy and safe school environment is vital to academic achievement and includes both the physical and aesthetic surroundings of the school and the creation of a climate and culture before, during, and after school that promotes personal growth, healthy interpersonal relationships, and respect for all members of the school community.

SABE International School will develop and regularly review a school safety plan that meets state requirements. This plan must include prevention strategies, policies and procedures in line with federal and state law and board policy, and emergency response plans.

The school will comply with state law requiring that a minimum of 12 emergency drills will be conducted each year. These drills must include nine fire drills, two shelter-in-place drills, and one evacuation drill (which may be conducted as a tabletop exercise) at the intervals described in subsection M of 6.30.2.10 NMAC.

Social and Emotional Well-Being

A safe and healthy school environment where all students are effective learners requires creating a respectful and nurturing climate where students' mental, emotional, behavioral, and social health needs are supported and, as necessary, improved.

SABE International School shall develop and maintain plans addressing the behavioral health needs of all students in the educational process. Where possible, the school will collaborate with community agencies to provide services and promote strategies that maintain and/or improve students' social and emotional well-being.

Health Services

SABE International School is committed to providing health services that are appropriate to the school setting and that meet the needs of students in the educational process.

The school shall develop and maintain plans providing for health services that meet the needs of all students in the educational process. Such services shall be defined, coordinated, and evaluated through the school's Health Services Plan.

School personnel will meet all federal and state reporting, record-keeping and confidentiality requirements.

Staff Wellness

Staff wellness activities are designed to promote the physical, emotional and mental health of school employees as well as to prevent disease and disability. A staff wellness program allows the staff to learn and practice skills to make personal decisions about health-enhancing daily habits.

SABE International School's staff wellness plan will address the staff wellness needs of all school employees that minimally insures an equitable work environment and meets the Americans with Disabilities Act, Part III.

Employees will be provided with opportunities to learn and participate in strategies supporting a healthy lifestyle.

IV. REVIEW AND REPORTING

- School health and wellness plans for family/school/community involvement, physical activity, nutrition, health education, physical education, healthy and safe environment, health services, social and emotional well-being, and staff wellness will include measurable targets and benchmarks for evaluating the implementation of the policy.
- This policy will be reviewed in accordance with the Board of Education policy review process.

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: 563-000-1718-0017-T
Fund Type: Flowthrough

Adjustment Type: Transfer

Fiscal Year: 2017-2018

Entity Name: Sandoval Academy (SABE)

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

Contact: Ashley Wolfel

Total Approved Budget (Flowthrough):

Phone: (505)938-7731

Email: ashley@vigilgroup.net

FLOWTHROUGH ONLY

Budget Period: 07/01/2017

To: 06/30/2018

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
24109 Preschool IDEA-B	1000 Instruction	53414 Other Services	2000 Special Programs	0000 No Job Class	\$200	(\$200)		
24109 Preschool IDEA-B	1000 Instruction	55915 Other Contract Services	2000 Special Programs	0000 No Job Class	\$200	(\$200)		
24109 Preschool IDEA-B	1000 Instruction	56118 General Supplies and Materials	2000 Special Programs	0000 No Job Class	\$41	(\$41)		
24109 Preschool IDEA-B	2100 Support Services-Students	53218 Specialists - Contracted	2000 Special Programs	0000 No Job Class		\$441	\$441	
Sub Total						\$0		
Indirect Cost								
DOC. TOTAL						\$0		

Justification:

To transfer funds to match current 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: 563-000-1718-0016-T
Fund Type: Flowthrough

Adjustment Type: Transfer

Fiscal Year: 2017-2018

Entity Name: Sandoval Academy (SABE)

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

Contact: Ashley Wolffel

Total Approved Budget (Flowthrough):

Phone: (505)938-7731

Email: ashley@vigilgroup.net

FLOWTHROUGH ONLY

Budget Period: 07/01/2017

To: 06/30/2018

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
24106 Entitlement IDEA-B	1000 Instruction	53330 Professional Development	2000 Special Programs	0000 No Job Class	\$500	(\$500)		
24106 Entitlement IDEA-B	1000 Instruction	53414 Other Services	2000 Special Programs	0000 No Job Class	\$5,500	(\$5,500)		
24106 Entitlement IDEA-B	1000 Instruction	55915 Other Contract Services	2000 Special Programs	0000 No Job Class	\$5,500	(\$5,500)		
24106 Entitlement IDEA-B	1000 Instruction	56118 General Supplies and Materials	2000 Special Programs	0000 No Job Class	\$543	(\$543)		
24106 Entitlement IDEA-B	2100 Support Services-Students	53218 Specialists - Contracted	2000 Special Programs	0000 No Job Class		\$12,043	\$12,043	
Sub Total						\$0		
Indirect Cost								
DOC. TOTAL						\$0		

Justification:

To Transfer Funds to match current 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: 563-000-1718-0018-I

Fund Type: General Fund / Capital
Outlay / Debt Service

Adjustment Type: Increase

Fiscal Year: 2017-2018

Entity Name: Sandoval Academy (SABE)

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

Contact: Ashley Wolfel

Total Approved Budget (Flowthrough):

Phone: (505)938-7731

Email: ashley@vigilgroup.net

FLOWTHROUGH ONLY

Budget Period: Jul 1 2017 12:00AM

To: Jun 30 2018 12:00AM

A. Approved Carryover:

B. Total Current Year Allocation:

D. Total Funding Available:

Revenue 11000.0000.41702 \$1,501

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000 Operational	1000 Instruction	51300 Additional Compensation	1010 Regular Education (K-12) Programs	1413 Teachers-Early Childhood Ed		\$1,000	\$1,000	
11000 Operational	1000 Instruction	51300 Additional Compensation	1010 Regular Education (K-12) Programs	1411 Teachers-Grades 1-12	\$3,971	\$501	\$4,472	
Sub Total						\$1,501		
Indirect Cost								
DOC. TOTAL						\$1,501		

Justification:

To increase budget based on revenues received.

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

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

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

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

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: 563-000-1718-0019-I

Fund Type: General Fund / Capital
Outlay / Debt Service

Adjustment Type: Increase

Fiscal Year: 2017-2018

Entity Name: Sandoval Academy (SABE)

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

Contact: Ashley Wolfel

Total Approved Budget (Flowthrough):

Phone: (505)938-7731

Email: ashley@vigilgroup.net

FLOWTHROUGH ONLY

Budget Period: Jul 1 2017 12:00AM

To: Jun 30 2018 12:00AM

A. Approved Carryover:

B. Total Current Year Allocation:

D. Total Funding Available:

Revenue 11000.0000.41701

\$119

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000 Operational	1000 Instruction	56118 General Supplies and Materials	1010 Regular Education (K- 12) Programs	0000 No Job Class	\$599	\$119	\$718	
Sub Total						\$119		
Indirect Cost								
DOC. TOTAL						\$119		

Justification:

To Increase budget based on revenues received.

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

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

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

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

**Sandoval Academy of Bilingual Education
Revenue Report
For the Month Ending November 30, 2017**

Description	Budget (YTD)	Actual (YTD)	Available (YTD)
Fund 11000 - Operational	\$ 707,027.00	\$ 300,059.93	\$ 406,967.07
Fund 14000 - Instructional Materials	\$ 2,389.00	\$ 2,389.06	\$ 0.06
Fund 21000 - USDA Food Reimbursement	\$ -	\$ 1,249.00	\$ 1,249.00
Fund 23000 - Non-Instructional Support	\$ 9,976.00	\$ 10,036.49	\$ 60.49
Fund 24101 - Title I	\$ 8,892.00	\$ -	\$ 8,892.00
Fund 24106 - IDEA-B	\$ 12,043.00	\$ 3,514.98	\$ 8,528.02
Fund 24109 - Preschool IDEA-B	\$ 441.00	\$ -	\$ 441.00
Fund 24154 - Title II	\$ 2,475.00	\$ -	\$ 2,475.00
Fund 27107 - 2012 GOB Student Library SB-66	\$ 2,315.00	\$ -	\$ 2,315.00
Fund 31200 - PSCOC Lease Reimbursement	\$ 58,900.00	\$ 14,725.00	\$ 44,175.00
Fund 31700 - Capital Improvements SB-9	\$ 4,443.00	\$ -	\$ 4,443.00
Total	\$ 808,901.00	\$ 331,974.46	\$ 476,926.54

**Sandoval Academy of Bilingual Education
Expenditure Report
For the Month Ending November 30, 2017**

Description	Budget (YTD)	Actual (YTD)	Encumbrance (YTD)	Available (YTD)
Operational				
Salaries Expense-Teacher	\$ 96,570.00	\$ 43,557.76	\$ 98,005.24	\$ (44,993.00)
Salaries Expense-Kinder Teachers	\$ 92,302.00	\$ 28,400.64	\$ 63,901.36	\$ -
Salaries Expense-EA	\$ 18,201.00	\$ 5,600.32	\$ 12,600.68	\$ -
Stipend-1411	\$ 3,971.00	\$ 3,015.36	\$ 1,984.64	\$ (1,029.00)
Stipend-1413	\$ -	\$ 307.68	\$ 692.32	\$ (1,000.00)
Employee Benefits	\$ 78,955.00	\$ 24,402.13	\$ 52,703.13	\$ 1,849.74
Professional Development	\$ -	\$ 322.31	\$ -	\$ (322.31)
Other Professional/Technical Services	\$ 5,000.00	\$ 484.97	\$ -	\$ 4,535.03
General Supplies and Materials	\$ 599.00	\$ 315.22	\$ 1,648.22	\$ (1,364.44)
Function 1000 - Instruction	\$ 295,598.00	\$ 106,386.39	\$ 231,535.59	\$ (42,323.98)
Diagnosticians - Contracted	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00
Therapists - Contracted	\$ -	\$ 174.38	\$ -	\$ (174.38)
Specialists - Contracted	\$ -	\$ 70.14	\$ 179.86	\$ (250.00)
Professional Development	\$ -	\$ -	\$ 60.00	\$ (60.00)
Other Professional/Technical Services	\$ 6,925.00	\$ 1,941.90	\$ 0.75	\$ 4,982.35
Other Professional/Technical Services	\$ -	\$ 1,298.67	\$ 6,260.67	\$ (7,559.34)
Function 2100 - Support Services-Students	\$ 16,925.00	\$ 3,485.09	\$ 6,501.28	\$ 6,938.63
Other Professional/Technical Services	\$ 2,000.00	\$ 32.96	\$ -	\$ 1,967.04
General Supplies and Materials	\$ 4,000.00	\$ 1,740.26	\$ -	\$ 2,259.74
Function 2200 - Support Services-Instruction	\$ 6,000.00	\$ 1,773.22	\$ -	\$ 4,226.78
Salaries Expense-Principal	\$ 60,000.00	\$ 27,500.00	\$ 37,500.00	\$ (5,000.00)
Employee Benefits	\$ 25,311.00	\$ 6,973.09	\$ 9,294.24	\$ 9,043.67
Professional Development	\$ -	\$ -	\$ 540.00	\$ (540.00)
Auditing	\$ 13,000.00	\$ -	\$ 17,297.60	\$ (4,297.60)
Advertising	\$ -	\$ 725.20	\$ 564.05	\$ (1,289.25)
Function 2300 - Support Services-General Administration	\$ 98,311.00	\$ 35,198.29	\$ 65,195.89	\$ (2,083.18)
Salaries Expense-Office Manager	\$ 27,125.00	\$ 10,432.70	\$ 16,692.30	\$ -
Employee Benefits	\$ 11,483.00	\$ 5,872.25	\$ 10,808.07	\$ (5,197.32)
Other Charges	\$ -	\$ 600.00	\$ 1,050.00	\$ (1,650.00)
Function 2400 - Support Services-School Administration	\$ 38,608.00	\$ 16,904.95	\$ 28,550.37	\$ (6,847.32)
Other Professional/Technical Services	\$ 53,000.00	\$ 734.81	\$ 55,000.00	\$ (2,734.81)
Software	\$ 8,925.00	\$ 4,685.63	\$ 10,750.13	\$ (6,510.76)
Function 2500 - Central Services	\$ 61,925.00	\$ 5,420.44	\$ 65,750.13	\$ (9,245.57)
Other Charges	\$ 25,000.00	\$ 13,144.61	\$ 13,065.02	\$ (1,209.63)
Electricity	\$ 12,000.00	\$ 8,554.67	\$ 5,317.33	\$ (1,872.00)
Natural Gas (Buildings)	\$ 5,000.00	\$ 433.55	\$ 3,766.45	\$ 800.00
Communication Services	\$ 3,000.00	\$ 1,034.33	\$ 1,772.13	\$ 193.54
Renting Land and Buildings	\$ 75,680.00	\$ 45,282.82	\$ 29,837.19	\$ 559.99
Rentals of Computers and Related Equipment	\$ 8,925.00	\$ 1,454.76	\$ 1,314.40	\$ 6,155.84
Property Liability Insurance	\$ 20,075.00	\$ 17,471.00	\$ -	\$ 2,604.00
Other Contract Services	\$ -	\$ 398.36	\$ 2,022.00	\$ (2,420.36)
General Supplies and Materials	\$ -	\$ -	\$ 265.50	\$ (265.50)
""Supply Assets (\$5,000 or less)""	\$ -	\$ -	\$ 759.00	\$ (759.00)
Function 2600 - Operation & Maintenance of Plant	\$ 149,660.00	\$ 87,754.10	\$ 58,119.02	\$ 3,786.88

**Sandoval Academy of Bilingual Education
Expenditure Report
For the Month Ending November 30, 2017**

Emergency Reserve	\$	35,000.00	\$	-	\$	-	\$	35,000.00
Restricted Expenditures	\$	5,000.00	\$	-	\$	-	\$	5,000.00
Function 2900 - Other Support Services	\$	40,000.00	\$	-	\$	-	\$	40,000.00
Fund 11000 - Operational	\$	707,027.00	\$	256,922.48	\$	455,652.28	\$	(5,547.76)
<u>Instructional Materials-14000</u>								
Instructional Materials Cash - 50% Textbooks	\$	3,678.00	\$	49.74	\$	3,628.00	\$	0.26
Fund 14000 - Instructional Materials	\$	3,678.00	\$	49.74	\$	3,628.00	\$	0.26
<u>Activities-23000</u>								
Other Charges	\$	400.00	\$	170.00	\$	90.00	\$	140.00
Student Travel	\$	600.00	\$	574.25	\$	-	\$	25.75
General Supplies and Materials	\$	11,440.00	\$	690.50	\$	4,860.00	\$	5,889.50
Fund 23000 - Non-Instructional Support	\$	12,440.00	\$	1,434.75	\$	4,950.00	\$	6,055.25
<u>Title I-24101</u>								
Other Contract Services	\$	8,892.00	\$	-	\$	-	\$	8,892.00
Fund 24101 - Title I	\$	8,892.00	\$	-	\$	-	\$	8,892.00
<u>IDEA-B-24106</u>								
Professional Development	\$	500.00	\$	-	\$	-	\$	500.00
Other Professional/Technical Services	\$	5,500.00	\$	-	\$	-	\$	5,500.00
Other Contract Services	\$	5,500.00	\$	-	\$	-	\$	5,500.00
General Supplies and Materials	\$	543.00	\$	-	\$	-	\$	543.00
Function 1000 - Instruction	\$	12,043.00	\$	-	\$	-	\$	12,043.00
Specialists - Contracted	\$	-	\$	3,913.06	\$	7,827.60	\$	(11,740.66)
Function 2100 - Support Services-Students	\$	-	\$	3,913.06	\$	7,827.60	\$	(11,740.66)
Fund 24106 - IDEA-B	\$	12,043.00	\$	3,913.06	\$	7,827.60	\$	302.34
<u>Preschool IDEA-B-24109</u>								
Other Professional/Technical Services	\$	200.00	\$	-	\$	-	\$	200.00
Other Contract Services	\$	200.00	\$	-	\$	-	\$	200.00
General Supplies and Materials	\$	41.00	\$	-	\$	-	\$	41.00
Fund 24109 - Preschool IDEA-B	\$	441.00	\$	-	\$	-	\$	441.00
Specialists - Contracted	\$	-	\$	-	\$	441.00	\$	(441.00)
Function 2100 - Support Services-Students	\$	-	\$	-	\$	441.00	\$	(441.00)
Fund 24109 - Preschool IDEA-B	\$	441.00	\$	-	\$	441.00	\$	-
<u>Title II-24154</u>								
Professional Development	\$	2,475.00	\$	-	\$	-	\$	2,475.00
Fund 24154 - Title II	\$	2,475.00	\$	-	\$	-	\$	2,475.00
<u>2012 GOB Student Library SB-66-27107</u>								
Library and Audio-Visual	\$	2,315.00	\$	-	\$	-	\$	2,315.00
Fund 27107 - 2012 GOB Student Library SB-66	\$	2,315.00	\$	-	\$	-	\$	2,315.00

**Sandoval Academy of Bilingual Education
Expenditure Report
For the Month Ending November 30, 2017**

PSCOC-31200

Renting Land and Buildings	\$	58,900.00	\$	21,737.20	\$	37,162.80	\$	-
Fund 31200 - PSCOC Lease Reimbursement	\$	58,900.00	\$	21,737.20	\$	37,162.80	\$	-

Capital Improvements SB-9

""Supply Assets (\$5,000 or less)""	\$	4,443.00	\$	-	\$	1,447.00	\$	2,996.00
Fund 31700 - Capital Improvements SB-9	\$	4,443.00	\$	-	\$	1,447.00	\$	2,996.00
Total	\$	812,654.00	\$	284,057.23	\$	511,108.68	\$	17,488.09

**Sandoval Academy of Bilingual Education
Accounts Payable Payroll Liability Listing
For the Month of November 30**

Bank	Account Number				
Wells Fargo					
Date	Number	Type	Payee/From	Deposit	Withdrawal
11/1/2017		Payroll Liability	NMPSIA		\$ 3,210.66
11/2/2017	11-005	Cash Receipts	After School Program;WFC	\$ 189.00	
11/3/2017	11-008	Cash Receipts	IDEA-B RIR FY2018	\$ 549.33	
11/3/2017	527	Accounts Payable	Andrew Walker		\$ 108.00
11/3/2017	528	Accounts Payable	Centurylink		\$ 202.99
11/3/2017	529	Accounts Payable	Kelmar Global		\$ 110.00
11/3/2017	530	Accounts Payable	Rio Rancho Public Schools		\$ 201.25
11/6/2017	11-004	Cash Receipts	After School Program	\$ 100.00	
11/6/2017	11-006	Cash Receipts	PSCOC Q1 FY2018	\$ 14,725.00	
11/7/2017	11-003	Cash Receipts	After School Program	\$ 225.00	
11/8/2017	11-002	Cash Receipts	Thanksgiving Lunch; After Scho	\$ 145.80	
11/9/2017		Payroll Liability	NMRHCA		\$ 819.21
11/9/2017		Payroll Liability	Wells Fargo		\$ 8,995.37
11/9/2017	11-001	Cash Receipts	Thanksgiving Lunch; After School	\$ 87.00	
11/13/2017		Payroll Liability	Internal Revenue Service		\$ 3,074.88
11/13/2017	00001976	Adjustment	CASC November 2017		\$ 293.78
11/13/2017	11-007	Cash Receipts	SEG November 2018	\$ 58,370.00	
11/13/2017	11-011	Cash Receipts	Background Check; Lunch; After	\$ 587.00	
11/14/2017		Payroll Liability	NMERB		\$ 6,678.32
11/14/2017	11-012	Cash Receipts	Lunch; After School Program	\$ 669.00	
11/15/2017		Payroll Liability	AFLAC		\$ 145.72
11/16/2017		Payroll Liability	New Mexico Taxation & Revenue		\$ 639.09
11/16/2017	532	Accounts Payable	Centurylink		\$ 225.77
11/16/2017	534	Accounts Payable	Ephesus		\$ 184.58
11/16/2017	535	Accounts Payable	Fulcrum Building, LLC		\$ 14,360.46
11/16/2017	536	Accounts Payable	Galloping Grace Youth Ranch		\$ 423.00
11/16/2017	537	Accounts Payable	Lifetouch		\$ 267.50
11/16/2017	538	Accounts Payable	Phyllis Diane Sandoval		\$ 800.00
11/16/2017	539	Accounts Payable	BMSI-Rosario Romar		\$ 911.87
11/21/2017	11-010	Cash Receipts	Lunch Program; After School Program	\$ 283.00	
11/24/2017		Payroll Liability	Wells Fargo		\$ 8,996.98
11/27/2017	11-013	Cash Receipts	Lunch; After School Program	\$ 390.00	
11/28/2017		Payroll Liability	Internal Revenue Service		\$ 3,075.38
11/28/2017	11-009	Cash Receipts	After School Program; Lunch	\$ 192.00	
11/30/2017	540	Accounts Payable	Andrew Walker		\$ 192.00
11/30/2017	541	Accounts Payable	Broken Arrow Electric (Steven		\$ 644.63
11/30/2017	542	Accounts Payable	Charter School Nursing Service		\$ 1,279.25
11/30/2017	543	Accounts Payable	Ephesus		\$ 184.90
11/30/2017	544	Accounts Payable	Fulcrum Building, LLC		\$ 14,310.55
11/30/2017	545	Accounts Payable	Phyllis Diane Sandoval		\$ 800.00
Total				\$ 76,512.13	\$ 71,136.14

Sandoval Academy of Bilingual Education
Outstanding POs List
As of November 30

PO Number	Type	Vendor Name	Date Issued	PO Amount	Invoiced Amount	Remaining Encumbrance
SABE180062-1	Dollar	Axiom CPA	7/1/2017	\$ 13,000.00	\$ 8,901.00	\$ 13,000.00
SABE180063	Dollar	Ephesus	7/1/2017	\$ 2,400.00	\$ 1,085.60	\$ 1,314.40
SABE180064	Dollar	The Vigil Group, LLC	7/1/2017	\$ 55,000.00	\$ 14,504.07	\$ 55,000.00
SABE180065	Dollar	Centurylink	7/1/2017	\$ 2,400.00	\$ 627.87	\$ 1,772.13
SABE180066-2	Dollar	Harris School Solutions	7/1/2017	\$ 4,685.63	\$ 4,685.63	\$ 4,685.63
SABE180068-4	Dollar	Fulcrum Building, LLC	7/1/2017	\$ 102,894.34	\$ 14,310.65	\$ 88,583.79
SABE180069	Regular	Power School	7/1/2017	\$ 6,064.50	\$ 6,064.50	\$ 6,064.50
SABE180072	Regular	Revitalizing Security Systems	8/10/2017	\$ 1,589.50	\$ -	\$ 1,589.50
SABE180073	Dollar	Revitalizing Security Systems	8/10/2017	\$ 654.00	\$ -	\$ 654.00
SABE180076-2	Dollar	Charter School Nursing Services	8/23/2017	\$ 1,280.00	\$ 1,279.25	\$ 0.75
SABE180077-1	Regular	RR Observer	8/28/2017	\$ 725.20	\$ 725.20	\$ -
SABE180079	Regular	Scholastic	9/18/2017	\$ 452.28	\$ -	\$ 452.28
SABE180080	Dollar	Phyllis Diane Sandoval	9/18/2017	\$ 15,000.00	\$ 4,370.00	\$ 10,630.00
SABE180081-2	Dollar	World's Finest Chocolate, Inc.	9/22/2017	\$ 4,860.00	\$ 4,860.00	\$ 4,860.00
SABE180082	Dollar	BMSI-Rosario Romar	10/3/2017	\$ 3,250.00	\$ 911.87	\$ 2,338.13
SABE180083	Regular	NMCCS	10/3/2017	\$ 1,050.00	\$ -	\$ 1,050.00
SABE180085-1	Regular	Kelmar Global	10/10/2017	\$ 200.00	\$ 110.00	\$ 90.00
SABE180088-1	Regular	Mac to School	10/13/2017	\$ 1,447.00	\$ 1,447.00	\$ 1,447.00
SABE180090	Regular	NM Edge-NMSU Cooperative Extension Services	10/30/2017	\$ 540.00	\$ -	\$ 540.00
SABE180091	Dollar	Christopher Hotchkiss	11/6/2017	\$ 1,300.00	\$ -	\$ 1,300.00
SABE180092	Regular	Center for Hands on Learning	11/6/2017	\$ 4,788.00	\$ -	\$ 4,788.00
SABE180093	Dollar	Andrew Walker	10/10/2017	\$ 1,560.00	\$ 192.00	\$ 1,368.00
SABE180094	Regular	Really Good Stuff	10/31/2017	\$ 35.94	\$ -	\$ 35.94
SABE180095	Regular	Phyllis Diane Sandoval	11/20/2017	\$ 441.00	\$ -	\$ 441.00
SABE180096	Dollar	Matthews Fox, P.C.	11/28/2017	\$ 4,297.60	\$ -	\$ 4,297.60
SABE180097	Regular	Getty Industrial Training	11/29/2017	\$ 60.00	\$ -	\$ 60.00
SABE180098	Regular	Rio Rancho Magazine	11/29/2017	\$ 564.05	\$ -	\$ 564.05
Total				\$ 230,539.04	\$ 64,074.54	\$ 206,926.70

**Sandoval Academy of Bilingual Education
Bank Reconciliation
For the Month Ending November 30, 2017**

Bank Reconciliation

School: **Sandoval Academy of Bilingual Education**
Bank: **Wells Fargo**
Account Description: **Main Checking Account**
Statement Date: **November 30, 2017**

Beginning Balance per bank:	\$	24,698.03
Cleared transactions:	\$	(58,038.94)
Deposits and Credits:	\$	76,512.13
Other bank adjustments	\$	<u>-</u>

Ending balance per bank	\$	<u>43,171.22</u>
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Plus: Outstanding Deposits	\$	-
Plus: Cleared items prior to entry	\$	-
Less: Outstanding Checks	\$	18,699.28
Balance per GL	\$	<u>24,471.94</u>

**Sandoval Academy of Bilingual Education
Outstanding Checks
For the Month Ending November 30, 2017**

Last Reconciled	Statement Date
11/17/2017	11/30/2017

Date	Item Number	Description	Withdrawal
1/17/2017		NM Dept. of Workforce Solution	\$ 864.95
11/16/2017	536	Galloping Grace Youth Ranch	\$ 423.00
11/30/2017	540	Andrew Walker	\$ 192.00
11/30/2017	541	Broken Arrow Electric (Steven	\$ 644.63
11/30/2017	542	Charter School Nursing Service	\$ 1,279.25
11/30/2017	543	Ephesus	\$ 184.90
11/30/2017	544	Fulcrum Building, LLC	\$ 14,310.55
11/30/2017	545	Phyllis Diane Sandoval	\$ 800.00
Subtotal			\$ 18,699.28

STUDENT ACHIEVEMENT

- MOY testing for DRA/EDL going on now. IStation and IStation Español will be administered the second week when students return. NWEA Math will be the week after that.
- Middle of the year data analysis will be done at the end of January to submit to the GC and the PEC, per their request, in February.

INSTRUCTION

- Going to use Title I and Title II to plan some teacher professional development through the rest of the year, possibly on Saturdays with DLENM and CES.
- We will have to purchase a Spanish Language Proficiency Assessment to be completed by the end of the year.
- First round of teacher observations is wrapping up this week.
- Preparing for PARCC: Teachers have been directed to begin their daily PARCC practice in the computer lab, if they haven't already.

OPERATIONS/FACILITY

- Public Education Commission Plan will be submitted on December 21st (draft attached).
- Working with Ashley since June to get the budget back on track and we are hoping to end the year in the black. As well as paying off almost all vendors we owed from year's prior.
- Charter School Division (CSD) site visit was on December 5th. Still waiting on report.
- SCHOOL SAFETY PLAN is still being developed and I will need a member of the governing council to be a member.
- Tony Brown from Poweron Technology Services has offered to secure a network and will be donating materials and labor to help secure a network for SABE. He also has acquired donations from The ASK Academy of 60 laptops and from Cien Aguas International School, 27 iMac computers. I will be creating a computer lab in the collaboration room and moving the collaboration room to the smaller computer lab. This will help us considerably to ensure we are PARCC ready.
- Our security/alarm system with intercom system will be installed very soon. Our business office and attorney review the contract and will schedule during the winter break for install.
- Meeting with Patty Matthews tomorrow.

OTHER ITEMS

- ENROLLMENT: Current enrollment is 95 students. WE ARE STILL RECRUITING AND NEED YOUR HELP!!!
- Advertisement going in the Rio Rancho The Magazine in February and will begin a recruitment effort with our PTA and families.

- In January, we will *begin* our recruitment efforts for the 2018/2019 school year. We will be taking flyers and/or posters to businesses, homes, community centers, childcare centers, head starts, pre-schools, neighborhood associations, and of course send out through FaceBook, Twitter, and Instagram. We will be seeking the support of our PTA, parents and staff to assist in getting this all done. I will also get quotes for television and radio ads.
- Lottery Process listed below:
 - March 12, 2018, 4:00PM: Enrollment Forms Available
 - Returning students are encouraged to secure their spot by March 19th, 2018, 4:00PM*
 - April 27, 2018, 4:00PM: Last Day to Submit an Enrollment Form
 - May 10, 2018, 4:00PM: Lottery
 - May 11, 2018, 4:00PM: Lottery Results Posted at the School
 - May 14-15, 2018, 3-5PM: On Site Registration
 - May 17, 2018, 4:00PM: All Registration Packets Due
- PTA update:
 - a. They are providing a lunch for our teachers on Thursday as a thank you and a holiday treat.
 - b. They are having their meetings after school to attract more parent participants, 1st Wednesday of each month.
 - c. They are developing an events calendar with event dates and pre-planning meetings to get more participants; flyers and better communication.
 - d. They are developing Goals with fundraisers aligned.
 - e. They will be sending out more communications home in the form of a PTA Newsletter, at least bi-weekly through the Thursday Folders.
 - f. They are having planning meetings weekly on Wednesdays.
 - g. Going to meet with her bi-weekly.

State of New Mexico
Public School Operating Budget - Actuals Expenditure Rollup Report
Sandoval Academy (SABE) 2017-2018 - Sixth Month (Dec) - Expenditure
UnSubmitted

Fund	Func	Obj	Job	Description	Budget	Adjustments	Adjusted Budget	Current Period	YTD	Encumbrance	Budget Balance	FTE
11000	1000			Operational								
				Instruction								
		51100		Salaries Expense								
11000	1000	51100	1411	Teachers-Grades 1-12	\$94,552.00	\$2,018.00	\$96,570.00	\$10,889.44	\$54,447.20	\$87,115.80	(\$44,993.00)	3.00
11000	1000	51100	1413	Teachers-Early Childhood Ed	\$92,302.00	\$0.00	\$92,302.00	\$7,100.16	\$35,500.80	\$56,801.20	\$0.00	2.00
11000	1000	51100	1713	Instructional Assistants-Early Childhood Education	\$18,201.00	\$0.00	\$18,201.00	\$1,400.08	\$7,000.40	\$11,200.60	\$0.00	1.00
11000	1000	51100		SUBTOTAL Salaries Expense	\$205,055.00	\$2,018.00	\$207,073.00	\$19,389.68	\$96,948.40	\$155,117.60	(\$44,993.00)	6.00
		51300		Additional Compensation								
11000	1000	51300	1411	Teachers-Grades 1-12	\$0.00	\$3,971.00	\$3,971.00	\$753.84	\$3,769.20	\$1,230.80	(\$1,029.00)	0.00
11000	1000	51300	1413	Teachers-Early Childhood Ed	\$0.00	\$0.00	\$0.00	\$75.92	\$384.60	\$615.40	(\$1,000.00)	0.00
11000	1000	51300		SUBTOTAL Additional Compensation	\$0.00	\$3,971.00	\$3,971.00	\$830.76	\$4,153.80	\$1,846.20	(\$2,029.00)	0.00
11000	1000	52111		Educational Retirement	\$25,973.00	\$0.00	\$25,973.00	\$2,810.66	\$14,053.30	\$21,249.39	(\$9,329.69)	0.00
11000	1000	52112		ERA - Retiree Health	\$3,738.00	\$0.00	\$3,738.00	\$404.43	\$2,022.15	\$3,057.69	(\$1,341.84)	0.00
11000	1000	52210		FICA Payments	\$11,585.00	\$0.00	\$11,585.00	\$1,212.16	\$6,093.29	\$9,671.69	(\$4,179.98)	0.00
11000	1000	52220		Medicare Payments	\$2,710.00	\$0.00	\$2,710.00	\$283.48	\$1,425.05	\$2,261.94	(\$976.99)	0.00
11000	1000	52311		Health and Medical Premiums	\$29,856.00	\$0.00	\$29,856.00	\$1,007.84	\$4,240.52	\$7,720.18	\$17,895.30	0.00
11000	1000	52312		Life	\$282.00	\$0.00	\$282.00	\$28.20	\$129.25	\$220.90	(\$68.15)	0.00
11000	1000	52313		Dental	\$1,246.00	\$0.00	\$1,246.00	\$116.96	\$534.49	\$917.98	(\$206.47)	0.00
11000	1000	52314		Vision	\$262.00	\$0.00	\$262.00	\$20.38	\$91.71	\$160.85	\$9.44	0.00
11000	1000	52315		Disability	\$697.00	\$0.00	\$697.00	\$18.62	\$90.47	\$139.65	\$466.88	0.00
11000	1000	52500		Unemployment Compensation	\$2,560.00	\$0.00	\$2,560.00	\$277.02	\$1,887.85	\$427.76	\$244.39	0.00
11000	1000	52710		Workers Compensation Premium	\$46.00	\$0.00	\$46.00	\$13.80	\$27.60	\$27.60	(\$9.20)	0.00
11000	1000	53330		Professional Development	\$0.00	\$0.00	\$0.00	\$0.00	\$322.31	\$0.00	(\$322.31)	0.00
11000	1000	53414		Other Services	\$5,000.00	\$0.00	\$5,000.00	\$464.97	\$929.94	\$0.00	\$4,070.06	0.00
11000	1000	56118		General Supplies and Materials	\$0.00	\$599.00	\$599.00	\$42.89	\$358.11	\$1,612.28	(\$1,371.39)	0.00
11000	1000			SUBTOTAL Instruction	\$289,010.00	\$6,588.00	\$295,598.00	\$26,921.85	\$133,308.24	\$204,431.71	(\$42,141.95)	6.00
2000	2000			Support Services								
				Support Services-Students								
				Additional Compensation								
11000	2100	51300	1216	Health Assistants	\$0.00	\$0.00	\$0.00	\$750.00	\$750.00	\$750.00	(\$1,500.00)	0.00
11000	2100	51300		SUBTOTAL Additional Compensation	\$0.00	\$0.00	\$0.00	\$750.00	\$750.00	\$750.00	(\$1,500.00)	0.00
11000	2100	52111		Educational Retirement	\$0.00	\$0.00	\$0.00	\$104.25	\$104.25	\$180.04	(\$284.29)	0.00
11000	2100	52112		ERA - Retiree Health	\$0.00	\$0.00	\$0.00	\$15.00	\$15.00	\$25.90	(\$40.90)	0.00
11000	2100	52210		FICA Payments	\$0.00	\$0.00	\$0.00	\$41.80	\$41.80	\$72.19	(\$113.99)	0.00
11000	2100	52220		Medicare Payments	\$0.00	\$0.00	\$0.00	\$9.78	\$9.78	\$16.91	(\$26.69)	0.00
11000	2100	52311		Health and Medical Premiums	\$0.00	\$0.00	\$0.00	\$110.36	\$110.36	\$421.40	(\$531.76)	0.00
11000	2100	52500		Unemployment Compensation	\$0.00	\$0.00	\$0.00	\$10.27	\$10.27	\$2.47	(\$12.74)	0.00
11000	2100	53211		Diagnostics - Contracted	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00
11000	2100	53214		Therapists - Contracted	\$0.00	\$0.00	\$0.00	(\$174.38)	\$0.00	\$0.00	\$0.00	0.00
11000	2100	53218		Specialists - Contracted	\$0.00	\$0.00	\$0.00	\$29.29	\$98.43	\$150.57	(\$250.00)	0.00

State of New Mexico
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Sandoval Academy (SABE) 2017-2018 - Sixth Month (Dec) - Expenditure
UnSubmitted

Fund	Func	Obj	Job Description	Budget	Adjustments	Adjusted Budget	Current Period	YTD	Encumbrance	Budget Balance	FTE
11000	2100	53330	Professional Development	\$0.00	\$0.00	\$0.00	\$60.00	\$60.00	\$0.00	(\$60.00)	0.00
11000	2100	53414	Other Services	\$6,925.00	\$0.00	\$6,925.00	\$1,797.64	\$5,038.21	\$4,759.84	(\$2,873.05)	0.00
11000	2100		SUBTOTAL Support	\$16,925.00	\$0.00	\$16,925.00	\$2,754.01	\$6,239.10	\$6,379.32	\$4,306.58	0.00
			Services-Students								
	2200		Support Services-Instruction								
11000	2200	53414	Other Services	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$32.96	\$0.00	\$1,967.04	0.00
11000	2200	55118	General Supplies and Materials	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$1,740.26	\$331.36	\$1,928.38	0.00
11000	2200		SUBTOTAL Support	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$1,773.22	\$331.36	\$3,895.42	0.00
			Services-Instruction								
2300			Support Services-General								
			Administration								
		51100	Salaries Expense								
11000	2300	51100	Superintendent	\$50,000.00	\$0.00	\$50,000.00	\$5,000.00	\$32,500.00	\$32,500.00	(\$5,000.00)	1.00
11000	2300	51100	SUBTOTAL Salaries Expense	\$50,000.00	\$0.00	\$50,000.00	\$5,000.00	\$32,500.00	\$32,500.00	(\$5,000.00)	1.00
11000	2300	52111	Educational Retirement	\$8,340.00	\$0.00	\$8,340.00	\$695.00	\$4,517.50	\$4,517.50	(\$695.00)	0.00
11000	2300	52112	ERA - Retiree Health	\$1,200.00	\$0.00	\$1,200.00	\$100.00	\$650.00	\$650.00	(\$100.00)	0.00
11000	2300	52210	FICA Payments	\$3,720.00	\$0.00	\$3,720.00	\$310.00	\$2,015.00	\$2,015.00	(\$310.00)	0.00
11000	2300	52220	Medicare Payments	\$870.00	\$0.00	\$870.00	\$72.50	\$471.25	\$471.25	(\$72.50)	0.00
11000	2300	52311	Health and Medical Premiums	\$9,587.00	\$0.00	\$9,587.00	\$0.00	\$0.00	\$0.00	\$9,587.00	0.00
11000	2300	52312	Life	\$55.00	\$0.00	\$55.00	\$4.70	\$28.20	\$35.25	(\$8.45)	0.00
11000	2300	52313	Dental	\$400.00	\$0.00	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00	0.00
11000	2300	52314	Vision	\$84.00	\$0.00	\$84.00	\$0.00	\$0.00	\$0.00	\$84.00	0.00
11000	2300	52315	Disability	\$224.00	\$0.00	\$224.00	\$18.86	\$113.15	\$141.45	(\$30.60)	0.00
11000	2300	52500	Unemployment Compensation	\$9.00	\$0.00	\$9.00	\$16.08	\$392.83	\$79.86	(\$463.69)	0.00
11000	2300	52710	Workers Compensation Premium	\$822.00	\$0.00	\$822.00	\$2.30	\$4.60	\$4.60	\$812.60	0.00
11000	2300	53330	Professional Development	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$540.00	(\$540.00)	0.00
11000	2300	53411	Auditing	\$13,000.00	\$0.00	\$13,000.00	\$0.00	\$0.00	\$17,297.60	(\$4,297.60)	0.00
11000	2300	55400	Advertising	\$0.00	\$0.00	\$0.00	\$0.00	\$725.20	\$564.05	(\$1,289.25)	0.00
11000	2300		SUBTOTAL Support	\$98,371.00	\$0.00	\$98,371.00	\$6,219.44	\$41,417.73	\$58,816.56	(\$1,923.29)	1.00
			Services-General								
			Administration								
			Support Services-School								
			Administration								
		51100	Salaries Expense								
11000	2400	51100	Secretarial/Clerical/Technical Assistants	\$27,125.00	\$0.00	\$27,125.00	\$2,086.54	\$12,519.24	\$14,605.76	\$0.00	1.00
11000	2400	51100	SUBTOTAL Salaries Expense	\$27,125.00	\$0.00	\$27,125.00	\$2,086.54	\$12,519.24	\$14,605.76	\$0.00	1.00
11000	2400	52111	Educational Retirement	\$3,771.00	\$0.00	\$3,771.00	\$290.02	\$1,740.12	\$1,878.59	\$152.29	0.00
11000	2400	52112	ERA - Retiree Health	\$543.00	\$0.00	\$543.00	\$41.74	\$250.44	\$270.34	\$22.22	0.00
11000	2400	52210	FICA Payments	\$1,682.00	\$0.00	\$1,682.00	\$106.92	\$612.24	\$763.34	\$316.42	0.00
11000	2400	52220	Medicare Payments	\$394.00	\$0.00	\$394.00	\$24.99	\$143.14	\$176.11	\$74.75	0.00
11000	2400	52311	Health and Medical Premiums	\$4,335.00	\$0.00	\$4,335.00	\$527.76	\$3,852.93	\$4,396.56	(\$3,914.49)	0.00
11000	2400	52312	Life	\$56.00	\$0.00	\$56.00	\$4.70	\$25.85	\$32.90	(\$2.75)	0.00
11000	2400	52313	Dental	\$181.00	\$0.00	\$181.00	\$15.58	\$85.69	\$109.06	(\$13.75)	0.00

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11000	2400	52314	Vision	\$38.00	\$0.00	\$38.00	\$6.30	\$34.65	\$44.10	(\$40.75)	0.00
11000	2400	52315	Disability				\$0.00	\$0.00	\$0.00	\$102.00	0.00
11000	2400	52500	Unemployment Compensation	\$102.00	\$0.00	\$102.00	\$0.00	\$0.00	\$0.00	\$102.00	0.00
11000	2400	52710	Workers Compensation Premium	\$372.00	\$0.00	\$372.00	\$28.59	\$171.49	\$48.19	\$152.32	0.00
11000	2400	52711	Other Charges	\$9.00	\$0.00	\$9.00	\$2.30	\$4.60	\$4.60	(\$0.20)	0.00
11000	2400			\$0.00	\$0.00	\$0.00	\$0.00	\$600.00	\$1,050.00	(\$1,650.00)	0.00
11000	2400			\$38,608.00	\$0.00	\$38,608.00	\$3,135.44	\$20,040.39	\$23,369.55	(\$4,801.94)	1.00
			SUBTOTAL Support Services-School Administration								
			Central Services								
11000	2500	53414	Other Services	\$53,000.00	\$0.00	\$53,000.00	\$111.97	\$846.78	\$55,000.00	(\$2,846.78)	0.00
11000	2500	56113	Software	\$8,925.00	\$0.00	\$8,925.00	\$0.00	\$4,695.63	\$10,750.13	(\$6,510.76)	0.00
11000	2500			\$61,925.00	\$0.00	\$61,925.00	\$111.97	\$5,532.41	\$65,750.13	(\$9,357.54)	0.00
			SUBTOTAL Central Services								
			Operation & Maintenance of Plant								
11000	2600	53711	Other Charges	\$25,000.00	\$0.00	\$25,000.00	\$0.00	\$13,144.61	\$14,527.45	(\$2,672.05)	0.00
11000	2600	54411	Electricity	\$12,000.00	\$0.00	\$12,000.00	\$0.00	\$8,554.67	\$5,317.33	(\$1,872.00)	0.00
11000	2600	54412	Natural Gas (Buildings)	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$433.55	\$3,766.45	\$800.00	0.00
11000	2600	54416	Communication Services	\$3,000.00	\$0.00	\$3,000.00	\$184.80	\$1,219.13	\$1,587.33	\$193.54	0.00
11000	2600	54610	Rental - Land and Buildings	\$75,660.00	\$0.00	\$75,660.00	\$0.00	\$45,262.82	\$29,837.19	\$559.99	0.00
11000	2600	54630	Rental - Computers and Related Equipment	\$8,925.00	\$0.00	\$8,925.00	\$1,126.49	\$2,581.25	\$187.91	\$6,155.84	0.00
11000	2600	55200	Property/Liability Insurance	\$20,075.00	\$0.00	\$20,075.00	\$0.00	\$17,471.00	\$0.00	\$2,604.00	0.00
11000	2600	55915	Other Contract Services	\$0.00	\$0.00	\$0.00	\$192.00	\$590.36	\$1,830.00	(\$2,420.36)	0.00
11000	2600	56118	General Supplies and Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,111.00	(\$1,111.00)	0.00
11000	2600	57332	Supply Assets (\$5,000 or less)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,360.00	(\$1,360.00)	0.00
11000	2600			\$149,660.00	\$0.00	\$149,660.00	\$1,503.29	\$89,257.39	\$59,524.66	\$877.95	0.00
			SUBTOTAL Operation & Maintenance of Plant								
			Other Support Services								
11000	2900	56213	Emergency Reserve	\$35,000.00	\$0.00	\$35,000.00	\$0.00	\$0.00	\$0.00	\$35,000.00	0.00
11000	2900	56215	Restricted Expenditures	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0.00
11000	2900			\$40,000.00	\$0.00	\$40,000.00	\$0.00	\$0.00	\$0.00	\$40,000.00	0.00
11000	2900		SUBTOTAL Other Support Services								
11000	2000		SUBTOTAL Support Services	\$411,429.00	\$0.00	\$411,429.00	\$13,724.15	\$164,260.24	\$214,171.58	\$32,997.18	2.00
			Operation of Non-Instructional Services								
			Food Services Operations								
			Additional Compensation								
11000	3100	51300	Food Service	\$0.00	\$0.00	\$0.00	\$750.00	\$750.00	\$750.00	(\$1,500.00)	0.00
11000	3100	51300		\$0.00	\$0.00	\$0.00	\$750.00	\$750.00	\$750.00	(\$1,500.00)	0.00
11000	3100	52111	Compensation	\$0.00	\$0.00	\$0.00	\$104.25	\$104.25	\$180.04	(\$284.29)	0.00
11000	3100	52112	Educational Retirement	\$0.00	\$0.00	\$0.00	\$15.00	\$15.00	\$25.90	(\$40.90)	0.00
11000	3100	52210	ERA - Retiree Health	\$0.00	\$0.00	\$0.00	\$41.80	\$41.80	\$72.19	(\$113.99)	0.00
11000	3100		FICA Payments	\$0.00	\$0.00	\$0.00					0.00

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11000	3100	52220	Medicare Payments	\$0.00	\$0.00	\$0.00	\$9.78		\$9.78	(\$26.69)	0.00
11000	3100	52311	Health and Medical Premiums	\$0.00	\$0.00	\$0.00	\$110.36		\$110.36	(\$531.76)	0.00
11000	3100	52500	Unemployment Compensation	\$0.00	\$0.00	\$0.00	\$10.27		\$10.27	(\$12.74)	0.00
11000	3100		SUBTOTAL Food Services Operations	\$0.00	\$0.00	\$0.00	\$1,041.46		\$1,041.46	(\$2,510.37)	0.00
11000	3000		SUBTOTAL Operation of Non-Instructional Services	\$0.00	\$0.00	\$0.00	\$1,041.46		\$1,041.46	(\$2,510.37)	0.00
11000			TOTAL Operational Total Instructional Materials Sub-Fund	\$700,439.00	\$6,588.00	\$707,027.00	\$41,687.46	\$298,609.94	\$420,072.20	(\$11,655.14)	8.00
14000	1000	56111	Instructional Materials Cash - 50% Textbooks	\$2,389.00	\$1,289.00	\$3,678.00	\$0.00	\$49.74	\$3,628.00	\$0.26	0.00
14000	1000		SUBTOTAL Instruction TOTAL Total Instructional Materials Sub-Fund	\$2,389.00	\$1,289.00	\$3,678.00	\$0.00	\$49.74	\$3,628.00	\$0.26	0.00
23000	1000		Non-Instructional Support Instruction	\$400.00	\$0.00	\$400.00	\$20.00	\$190.00	\$70.00	\$140.00	0.00
23000	1000	53711	Other Charges	\$200.00	\$400.00	\$600.00	\$0.00	\$574.25	\$0.00	\$25.75	0.00
23000	1000	56817	Student Travel	\$1,964.00	\$9,576.00	\$11,440.00	\$4,800.00	\$5,490.50	\$60.00	\$5,889.50	0.00
23000	1000	56118	General Supplies and Materials	\$2,464.00	\$9,976.00	\$12,440.00	\$4,820.00	\$6,254.75	\$130.00	\$6,055.25	0.00
23000	1000		SUBTOTAL Instruction TOTAL Non-Instructional Support	\$2,464.00	\$9,976.00	\$12,440.00	\$4,820.00	\$6,254.75	\$130.00	\$6,055.25	0.00
24000			Federal Flow-through Grants								
24101	1000		Title I - ESEA Instruction								
24101	1000	55915	Other Contract Services	\$8,892.00	\$0.00	\$8,892.00	\$0.00	\$0.00	\$0.00	\$8,892.00	0.00
24101	1000		SUBTOTAL Instruction TOTAL Title I - ESEA Entitlement IDEA-B	\$8,892.00	\$0.00	\$8,892.00	\$0.00	\$0.00	\$0.00	\$8,892.00	0.00
24106	1000		Instruction Professional Development								
24106	1000	53330	Professional Development	\$0.00	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00
24106	1000	53414	Other Services	\$0.00	\$5,500.00	\$5,500.00	\$0.00	\$0.00	\$0.00	\$5,500.00	0.00
24106	1000	55915	Other Contract Services	\$0.00	\$5,500.00	\$5,500.00	\$0.00	\$0.00	\$0.00	\$5,500.00	0.00
24106	1000	56118	General Supplies and Materials	\$0.00	\$543.00	\$543.00	\$0.00	\$0.00	\$0.00	\$543.00	0.00
24106	1000		SUBTOTAL Instruction Support Services-Students	\$0.00	\$12,043.00	\$12,043.00	\$0.00	\$0.00	\$0.00	\$12,043.00	0.00

State of New Mexico
Public School Operating Budget - Actuals Expenditure Rollup Report
Sandoval Academy (SABE) 2017-2018 - Sixth Month (Dec) - Expenditure
UnSubmitted

Fund	Func	Obj	Job	Description	Budget	Adjustments	Adjusted Budget	Current Period	YTD	Encumbrance	Budget Balance	FTE
24106	2100	53218		Specialists - Contracted	\$0.00	\$0.00	\$0.00	\$851.52	\$4,764.58	\$7,209.40	(\$11,973.98)	0.00
24106	2100			SUBTOTAL Support	\$0.00	\$0.00	\$0.00	\$851.52	\$4,764.58	\$7,209.40	(\$11,973.98)	0.00
24106	2000			Services-Students								
24106	2000			SUBTOTAL Support	\$0.00	\$0.00	\$0.00	\$851.52	\$4,764.58	\$7,209.40	(\$11,973.98)	0.00
24106				Services								
24106				TOTAL Entitlement	\$0.00	\$12,043.00	\$12,043.00	\$851.52	\$4,764.58	\$7,209.40	\$69.02	0.00
24106				IDEA-B								
24109	1000			Preschool IDEA-B								
24109	1000			Instruction								
24109	1000	53414		Other Services	\$0.00	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00
24109	1000	55915		Other Contract Services	\$0.00	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00
24109	1000	56118		General Supplies and Materials	\$0.00	\$41.00	\$41.00	\$0.00	\$0.00	\$0.00	\$41.00	0.00
24109	1000			SUBTOTAL Instruction	\$0.00	\$441.00	\$441.00	\$0.00	\$0.00	\$0.00	\$441.00	0.00
24109	2000			Support Services								
24109	2000			Support Services-Students								
24109	2100	53218		Specialists - Contracted	\$0.00	\$0.00	\$0.00	\$380.00	\$380.00	\$20.00	(\$400.00)	0.00
24109	2100			SUBTOTAL Support	\$0.00	\$0.00	\$0.00	\$380.00	\$380.00	\$20.00	(\$400.00)	0.00
24109	2000			Services-Students								
24109	2000			SUBTOTAL Support	\$0.00	\$0.00	\$0.00	\$380.00	\$380.00	\$20.00	(\$400.00)	0.00
24109				Services								
24109				TOTAL Preschool	\$0.00	\$441.00	\$441.00	\$380.00	\$380.00	\$20.00	\$41.00	0.00
24109				IDEA-B								
24154				Teacher/Principal								
24154				Training & Recruiting								
24154	1000			Instruction								
24154	1000	53330		Professional Development	\$2,475.00	\$0.00	\$2,475.00	\$0.00	\$0.00	\$0.00	\$2,475.00	0.00
24154	1000			SUBTOTAL Instruction	\$2,475.00	\$0.00	\$2,475.00	\$0.00	\$0.00	\$0.00	\$2,475.00	0.00
24154				TOTAL	\$2,475.00	\$0.00	\$2,475.00	\$0.00	\$0.00	\$0.00	\$2,475.00	0.00
24154				Teacher/Principal								
24154				Training & Recruiting								
24154				TOTAL Federal Flow-through Grants	\$11,367.00	\$12,484.00	\$23,851.00	\$1,231.52	\$5,144.58	\$7,229.40	\$11,477.02	0.00
24154				State Flow-through Grants								
24154				2012 GOBond Student Library SB-66								
24154				Support Services								
24154				Support Services-Instruction								
24154				Library And Audio-Visual								
24154				SUBTOTAL Support	\$0.00	\$2,315.00	\$2,315.00	\$0.00	\$0.00	\$0.00	\$2,315.00	0.00
24154				Services-Instruction								
24154				SUBTOTAL Support	\$0.00	\$2,315.00	\$2,315.00	\$0.00	\$0.00	\$0.00	\$2,315.00	0.00
24154				Services								

State of New Mexico
Public School Operating Budget - Actuals Expenditure Rollup Report
Sandoval Academy (SABE) 2017-2018 - Sixth Month (Dec) - Expenditure
UnSubmitted

Fund	Func	Obj	Job	Description	Budget	Adjustments	Adjusted Budget	Current Period	YTD	Encumbrance	Budget Balance	FTE
27107				TOTAL 2012 GOBOND	\$0.00	\$2,315.00	\$2,315.00	\$0.00	\$0.00	\$0.00	\$2,315.00	0.00
				Student Library SB-66								
27000				TOTAL State Flow-	\$0.00	\$2,315.00	\$2,315.00	\$0.00	\$0.00	\$0.00	\$2,315.00	0.00
				through Grants								
31200				Public School Capital								
				Outlay								
4000				Capital Outlay								
31200	4000	54610		Rental - Land and Buildings	\$0.00	\$58,900.00	\$58,900.00	\$0.00	\$21,737.20	\$37,162.80	\$0.00	0.00
31200	4000			SUBTOTAL Capital	\$0.00	\$58,900.00	\$58,900.00	\$0.00	\$21,737.20	\$37,162.80	\$0.00	0.00
				Outlay								
31200				TOTAL Public School	\$0.00	\$58,900.00	\$58,900.00	\$0.00	\$21,737.20	\$37,162.80	\$0.00	0.00
				Capital Outlay								
31700				Capital Improvements								
				SB-9								
4000				Capital Outlay								
31700	4000	57332		Supply Assets (\$5,000 or less)	\$4,443.00	\$0.00	\$4,443.00	\$1,447.00	\$1,447.00	\$0.00	\$2,996.00	0.00
31700	4000			SUBTOTAL Capital	\$4,443.00	\$0.00	\$4,443.00	\$1,447.00	\$1,447.00	\$0.00	\$2,996.00	0.00
				Outlay								
31700				TOTAL Capital	\$4,443.00	\$0.00	\$4,443.00	\$1,447.00	\$1,447.00	\$0.00	\$2,996.00	0.00
				Improvements SB-9								
ALL				TOTAL BUDGET	\$721,102.00	\$91,552.00	\$812,654.00	\$49,185.98	\$333,243.21	\$468,222.40	\$11,188.39	8.00

**PED Cash Report
for 2017-2018 Fiscal Year**

County: Sandoval
PED No.: 563-001

School District: PED
Charter Name: Sandoval Academy of Bilingual Education
Month/Quarter 12/31/2017

Previous Year Report ending date	6/30/2017 12/31/2017	OPERATIONAL FUND 11000	TEACHERAGE FUND 12000	TRANSPORTATION FUND 13000	INST. MATERIALS FUND 14000	FOOD SERVICES FUND 21000	ATHLETICS FUND 22000	NON-INSTRUCT. FUND 23000
Refer to "Instructions for PED Cash Report" for details on how to properly complete this form.								
Total Cash Balance 6/30/2017	+OR-	(73,770.88)	0.00	0.00	6,296.91	0.00	0.00	4,965.76
Current Year Rev. to Date (Per Receipts Report-excluding Refunds & including any Deposits in Transit)	+	360,038.38	0.00	0.00	2,389.06	2,191.00	0.00	10,096.49
Prior Year Warrants Voided	+	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Resources to Date for Current Year 12/31/2017	=	286,267.50	0.00	0.00	8,685.97	2,191.00	0.00	15,062.25
Current Year Expenditures to Date Enter as a Minus (Per Expenditure Report)	-	(298,609.94)	0.00	0.00	(49.74)	0.00	0.00	(6,254.75)
Permanent Cash Transfers/Reversions * Provide Full Explanation on Last Page	+OR-	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Cash	=	(12,342.44)	0.00	0.00	8,636.23	2,191.00	0.00	8,807.50
Other Reconciling Items								
Payroll Liabilities	+	12,391.65	0.00	0.00	0.00	0.00	0.00	0.00
**Adjustments - Provide Full Explanation on Last Page	+OR-	23,899.87	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL RECONCILED CASH BALANCE 12/31/2017	=	23,949.08	0.00	0.00	8,636.23	2,191.00	0.00	8,807.50
Total Outstanding Loans	+OR-	(6,470.82)	0.00	0.00	0.00	0.00	0.00	0.00
*** Provide Full Explanation on Last Page	+OR-	17,478.26	0.00	0.00	8,636.23	2,191.00	0.00	8,807.50
Total Ending Cash 12/31/2017								

School District: PED
 Charter Name: Sandoval Academy of Bilingual Education
 Month/Quarter 12/31/2017

**PED Cash Report
 for 2017-2018 Fiscal Year**

County: Sandoval
 PED No.: 563-001

	FEDERAL FLOWTHROUGH FUND	FEDERAL DIRECT FUND	LOCAL GRANTS FUND	STATE FLOWTHROUGH FUND	STATE DIRECT FUND	LOCAL OR STATE FUND	BOND BUILDING FUND
	24000	25000	26000	27000	28000	29000	31100
Total Cash Balance 6/30/2017	=	(680.15)	0.00	0.00	0.00	0.00	0.00
Current Year Rev. to Date (Per Receipts Report-excluding Refunds & including any Deposits in Transit)	+	3,514.98	0.00	0.00	0.00	0.00	0.00
Prior Year Warrants Voided	+	0.00	0.00	0.00	0.00	0.00	0.00
Total Resources to Date for Current Year 12/31/2017	=	2,834.83	0.00	0.00	0.00	0.00	0.00
Current Year Expenditures to Date Enter as a Minus (Per Expenditure Report)	-	(5,144.58)	0.00	0.00	0.00	0.00	0.00
Permanent Cash Transfers/Reversions * Provide Full Explanation on Last Page	+OR-	0.00	0.00	0.00	0.00	0.00	0.00
Total Cash	=	(2,309.75)	0.00	0.00	0.00	0.00	0.00
Other Reconciling Items							
Payroll Liabilities	+	0.00	0.00	0.00	0.00	0.00	0.00
**Adjustments - Provide Full Explanation on Last Page	-	(2,285.50)	0.00	0.00	0.00	0.00	0.00
TOTAL RECONCILED CASH BALANCE 12/31/2017	=	(4,595.25)	0.00	0.00	0.00	0.00	0.00
Total Outstanding Loans *** Provide Full Explanation on Last Page	+OR-	4,595.25	0.00	0.00	0.00	0.00	0.00
Total Ending Cash 12/31/2017	+OR-	0.00	0.00	0.00	0.00	0.00	0.00

**PED Cash Report
for 2017-2018 Fiscal Year**

County: Sandoval
PED No.: 563-001

	PUBLIC SCHOOL CAPITAL	SCHOOL CAPITAL	SPECIAL CAPITAL	SPECIAL CAPITAL	CAPITAL IMPROV.	CAPITAL IMPROV.	CAPITAL IMPROV.
	CAPITAL OUTLAY	OUTLAY LOCAL	OUTLAY STATE	OUTLAY FEDERAL	HB 33	SB9- STATE	SB9- LOCAL
	31200	31300	31400	31500	31600	31700	31701
Total Cash Balance 6/30/2017	=	22,087.50	0.00	0.00	0.00	0.00	0.00
Current Year Rev. to Date (Per Receipts Report-excluding Refunds & including any Deposits in Transit)	+	14,725.00	0.00	0.00	0.00	0.00	0.00
Prior Year Warrants Voided	+	0.00	0.00	0.00	0.00	0.00	0.00
Total Resources to Date for Current Year 12/31/2017	=	36,812.50	0.00	0.00	0.00	0.00	0.00
Current Year Expenditures to Date Enter as a Minus (Per Expenditure Report)	-	(21,737.20)	0.00	0.00	0.00	(1,447.00)	0.00
Permanent Cash Transfers/Reversions * Provide Full Explanation on Last Page	+OR-	0.00	0.00	0.00	0.00	0.00	0.00
Total Cash	=	15,075.30	0.00	0.00	0.00	(1,447.00)	0.00
Other Reconciling Items							
Payroll Liabilities	+	0.00	0.00	0.00	0.00	0.00	0.00
**Adjustments - Provide Full Explanation on Last Page	-	(15,503.87)	0.00	0.00	0.00	0.00	0.00
TOTAL RECONCILED CASH BALANCE 12/31/2017	=	(428.57)	0.00	0.00	0.00	(1,447.00)	0.00
Total Outstanding Loans	+OR-	428.57	0.00	0.00	0.00	1,447.00	0.00
*** Provide Full Explanation on Last Page							
Total Ending Cash 12/31/2017	+OR-	0.00	0.00	0.00	0.00	0.00	0.00

County: Sandoval
PED No.: 563-001

	ENERGY EFFICIENCY 31800	ED. TECH EQUIP ACT 31900	PSCOC 20% FUND 32100	DEBT SERVICE FUND 41000	DEFERRED SICK LEAVE FUND 42000	ED TECH DEBT SERVICE FUND 43000	GRAND TOTAL ALL FUNDS
Total Cash Balance 6/30/2017	=	0.00	0.00	0.00	0.00	0.00	(41,100.86)
Current Year Rev. to Date (Per Receipts Report-excluding Refunds & including any Deposits in Transit)	+	0.00	0.00	0.00	0.00	0.00	392,954.91
Prior Year Warrants Voided	+	0.00	0.00	0.00	0.00	0.00	0.00
Total Resources to Date for Current Year 12/31/2017	=	0.00	0.00	0.00	0.00	0.00	351,854.05
Current Year Expenditures to Date Enter as a Minus (Per Expenditure Report)	-	0.00	0.00	0.00	0.00	0.00	(333,243.21)
Permanent Cash Transfers/Reversions * Provide Full Explanation on Last Page	+OR-	0.00	0.00	0.00	0.00	0.00	0.00
Total Cash	=	0.00	0.00	0.00	0.00	0.00	18,610.84
Other Reconciling Items							
Payroll Liabilities	+	0.00	0.00	0.00	0.00	0.00	12,391.65
**Adjustments - Provide Full Explanation on Last Page	-	0.00	0.00	0.00	0.00	0.00	6,110.50
TOTAL RECONCILED CASH BALANCE 12/31/2017	=	0.00	0.00	0.00	0.00	0.00	37,112.99
Total Outstanding Loans *** Provide Full Explanation on Last Page	+OR-	0.00	0.00	0.00	0.00	0.00	0.00
Total Ending Cash 12/31/2017	+OR-	0.00	0.00	0.00	0.00	0.00	37,112.99

School District: PED
 Charter Name: Sandoval Academy of Bilingual Education
 Month/Quarter 12/31/2017

**PED Cash Report
 for 2017-2018 Fiscal Year**

COUNTY: Sandoval
 PED No.: 563-001

Account Name/Type	From Bank Statements			Adjustments to Bank Statement			Adjusted bank Balance	Description	Adjustment Amount
		Statement Balance	Overnight Investments	Net Outstanding Items		Outstanding Interbank transfers			
				(Checks)	Deposits				
Checking		39,527.43	0.00	(2,414.44)	0.00	0.00	37,112.99	From line 12 Grand Total All	37,112.99
		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
Totals		39,527.43	0.00	(2,414.44)	0.00	0.00	37,112.99		37,112.99
									0.00

Please provide Page 1 of each of your Bank Statement(s).

NOTE: Total Column H must equal total Column J

*** PERMANENT CASH TRANSFERS/REVERSIONS (LINE 6)**

Please identify all cash transfers and reversions per school district general ledger. Enter the name or fund number on the FROM FUND and TO FUND columns. Please list each transaction separately.

FROM FUND	AMOUNT FROM	TO FUND	Explicit Explanation
	0.00		
	0.00		
	0.00		

**** OTHER RECONCILING ITEMS (LINE 8 & 9)**

Please identify all reconciling adjustments per school district general ledger. Enter the name or fund number on the FROM FUND and TO FUND columns. Please list each transaction separately.

FROM FUND	AMOUNT FROM	TO FUND	Explicit Explanation
11000	23,899.87	11000	Amount owed back to PED
24000	(2,285.50)	24,000	RFR from FY2017 that was booked in FY2018
31200	(15,503.87)	31,200	RFR from FY2017 that was booked in FY2018

***** TOTAL OUTSTANDING LOANS (LINE 11)**

Please identify all outstanding loans per school district general ledger. Enter the name or fund number on the FROM FUND and TO FUND columns. Please list each transaction separately.

FROM FUND	AMOUNT FROM	TO FUND	Explicit Explanation
11000	(428.57)	31200	Reimbursement Fund
11000	(4,595.25)	24000	Reimbursement Fund
11000	(1,447.00)	31700	Reimbursement Fund

I, hereby, certify that the information contained in this cash report reconciles to the General Ledger.

Ashley Wolfel
 Signature of Licensed Business Manager

1/16/18

Date

SABE FY2016 Repayment to PED
Cycle: FY2016; Vendor Invoice: <All Vendor Invoices>; Invoice Status: Paid; Begin Date: 7/1/2015; End Date: 6/30/2017; Vendor: New Mexico Public Education Department

Total

SABE FY2017 Repayment to PED

Invoice Status Paid	Invoice Type Direct	PO Number	Payment Method Printed Warrant	Invoice No. Fund 11000-2nd Payment	Invoice Date 8/22/2016 4:55:20 PM	Due Date	Date Paid 8/10/2016	Cancelled Date
Ordered Qty	Received Qty	Invoiced Qty	Item Description	Unit Price	Account Code	Acct Code Desc	Am't Allocated	Item Total
0.00	0.00	1.00	RE/FY2016 2nd payment	\$ 20,470.28	11000-0000-43101-0000-563001-0000-0000-0000	State Equalization Guarantee	\$ 20,470.28	\$ 20,470.28
Subtotal:								\$ 20,470.28

[illegible]

Invoice Status	Type	PO Number	Payment Method	Invoice No.	Invoice Date	Due Date	Date Paid	Cancelled Date
Paid	Direct		Printed Warrant	Fund 11000-4th Payment	9/28/2016 11:16:55 AM		10/10/2016	
Ordered Qty		Received Qty	Involved Qty	Item Description	Unit Price	Acct Code Desc	Item Total	
	0.00	0.00	1.00	REPAY2016 4th Payment	\$ 20,000.00	11000-0000-43101-0000-663001-0000-0000-0000	\$ 20,000.00	\$ 20,000.00
Subtotal						State Equalization Guarantee	\$ 20,000.00	\$ 20,000.00

Invoice Status	Type	PO Number	Payment Method	Invoice No.	Invoice Date	Due Date	Date Paid	Canceled Date
Paid	Direct		Printed Warrant	Fund 11000-Sth Payment	11/17/2018 5:21:37 PM		12/8/2016	
Ordered Qty	Received Qty	Invoiced Qty	Item Description	Unit Price	Account Code	Amt Allocated	Item Total	
	0.00	0.00	1.00 RE- 2016 Sth Payment	\$	20,000.00 11000-0000-43101-0000-563301-0000-0000-0000	\$ 20,000.00	\$	20,000.00
Subtotal								\$ 20,000.00

Total	\$ 86,470.28
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**PED Cash Report
for 2017-2018 Fiscal Year**

County: Sandoval
PED No.: 563-001

School District: PED
Charter Name: Sandoval Academy of Bilingual Education
Month/Quarter 12/31/2017

Previous Year Report ending date	6/30/2017 12/31/2017	OPERATIONAL FUND 11000	TEACHERAGE FUND 12000	TRANSPORTATION FUND 13000	INST. MATERIALS FUND 14000	FOOD SERVICES FUND 21000	ATHLETICS FUND 22000	NON-INSTRUCT. FUND 23000
	+OR-	(73,770.88)	0.00	0.00	6,296.91	0.00	0.00	4,965.76
Current Year Rev. to Date (Per Receipts Report-excluding Refunds & including any Deposits in Transit)	+	360,038.38	0.00	0.00	2,389.06	2,191.00	0.00	10,096.49
Prior Year Warrants Voided	+	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Resources to Date for Current Year 12/31/2017	=	286,267.50	0.00	0.00	8,685.97	2,191.00	0.00	15,062.25
Current Year Expenditures to Date Enter as a Minus (Per Expenditure Report)	-	(298,609.94)	0.00	0.00	(49.74)	0.00	0.00	(6,254.75)
Permanent Cash Transfers/Reversions * Provide Full Explanation on Last Page	+OR-	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Cash	=	(12,342.44)	0.00	0.00	8,636.23	2,191.00	0.00	8,807.50
Other Reconciling Items								
Payroll Liabilities	+	12,391.65	0.00	0.00	0.00	0.00	0.00	0.00
**Adjustments - Provide Full Explanation on Last Page	+OR-	23,899.87	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL RECONCILED CASH BALANCE 12/31/2017	=	23,949.08	0.00	0.00	8,636.23	2,191.00	0.00	8,807.50
Total Outstanding Loans *** Provide Full Explanation on Last Page	+OR-	(6,470.82)	0.00	0.00	0.00	0.00	0.00	0.00
Total Ending Cash 12/31/2017	+OR-	17,478.26	0.00	0.00	8,636.23	2,191.00	0.00	8,807.50

**Refer to "Instructions for PED Cash Report"
for details on how to properly complete this form.**

School District: PED
 Charter Name: Sandoval Academy of Bilingual Education
 Month/Quarter 12/31/2017

PED Cash Report
 for 2017-2018 Fiscal Year

County: Sandoval
 PED No.: 563-001

	FEDERAL FLOWTHROUGH FUND 24000	FEDERAL DIRECT FUND 25000	LOCAL GRANTS FUND 26000	STATE FLOWTHROUGH FUND 27000	STATE DIRECT FUND 28000	LOCAL OR STATE FUND 29000	BOND BUILDING FUND 31100
Total Cash Balance 6/30/2017	=	(680.15)	0.00	0.00	0.00	0.00	0.00
Current Year Rev. to Date (Per Receipts Report-excluding Refunds & including any Deposits in Transit)	+	3,514.98	0.00	0.00	0.00	0.00	0.00
Prior Year Warrants Voided	+	0.00	0.00	0.00	0.00	0.00	0.00
Total Resources to Date for Current Year 12/31/2017	=	2,834.83	0.00	0.00	0.00	0.00	0.00
Current Year Expenditures to Date Enter as a Minus (Per Expenditure Report)	-	(5,144.58)	0.00	0.00	0.00	0.00	0.00
Permanent Cash Transfers/Reversions * Provide Full Explanation on Last Page	+OR-	0.00	0.00	0.00	0.00	0.00	0.00
Total Cash	=	(2,309.75)	0.00	0.00	0.00	0.00	0.00
Other Reconciling Items							
Payroll Liabilities	+	0.00	0.00	0.00	0.00	0.00	0.00
**Adjustments - Provide Full Explanation on Last Page	-	(2,285.50)	0.00	0.00	0.00	0.00	0.00
TOTAL RECONCILED CASH BALANCE 12/31/2017	=	(4,595.25)	0.00	0.00	0.00	0.00	0.00
Total Outstanding Loans *** Provide Full Explanation on Last Page	+OR-	4,595.25	0.00	0.00	0.00	0.00	0.00
Total Ending Cash 12/31/2017	+OR-	0.00	0.00	0.00	0.00	0.00	0.00

School District: PED
 Charter Name: Sandoval Academy of Bilingual Education
 Month/Quarter 12/31/2017

PED Cash Report
 for 2017-2018 Fiscal Year

County: Sandoval
 PED No.: 563-001

	PUBLIC SCHOOL CAPITAL OUTLAY 31200	SPECIAL CAPITAL OUTLAY LOCAL 31300	SPECIAL CAPITAL OUTLAY STATE 31400	SPECIAL CAPITAL OUTLAY FEDERAL 31500	CAPITAL IMPROV. HB 33 31600	CAPITAL IMPROV. SB9- STATE 31700	CAPITAL IMPROV. SB9- LOCAL 31701
Total Cash Balance 6/30/2017	=	22,087.50	0.00	0.00	0.00	0.00	0.00
Current Year Rev. to Date (Per Receipts Report-excluding Refunds & including any Deposits in Transit)	+	14,725.00	0.00	0.00	0.00	0.00	0.00
Prior Year Warrants Voided	+	0.00	0.00	0.00	0.00	0.00	0.00
Total Resources to Date for Current Year 12/31/2017	=	36,812.50	0.00	0.00	0.00	0.00	0.00
Current Year Expenditures to Date Enter as a Minus (Per Expenditure Report)	-	(21,737.20)	0.00	0.00	0.00	(1,447.00)	0.00
Permanent Cash Transfers/Reversions * Provide Full Explanation on Last Page	+OR-	0.00	0.00	0.00	0.00	0.00	0.00
Total Cash	=	15,075.30	0.00	0.00	0.00	(1,447.00)	0.00
Other Reconciling Items							
Payroll Liabilities	+	0.00	0.00	0.00	0.00	0.00	0.00
**Adjustments - Provide Full Explanation on Last Page	-	(15,503.87)	0.00	0.00	0.00	0.00	0.00
TOTAL RECONCILED CASH BALANCE 12/31/2017	=	(428.57)	0.00	0.00	0.00	(1,447.00)	0.00
Total Outstanding Loans	+OR-	428.57	0.00	0.00	0.00	1,447.00	0.00
*** Provide Full Explanation on Last Page	+OR-	0.00	0.00	0.00	0.00	0.00	0.00
Total Ending Cash 12/31/2017		0.00	0.00	0.00	0.00	0.00	0.00

School District: PED
 Charter Name: Sandoval Academy of Bilingual Education
 Month/Quarter 12/31/2017

County: Sandoval
 PED No.: 563-001

PED Cash Report
 for 2017-2018 Fiscal Year

	ENERGY EFFICIENCY 31800	ED. TECH EQUIP ACT 31900	PSCOC 20% FUND 32100	DEBT SERVICE FUND 41000	DEFERRED SICK LEAVE FUND 42000	ED TECH DEBT SERVICE FUND 43000	GRAND TOTAL ALL FUNDS
Total Cash Balance 6/30/2017	=	0.00	0.00	0.00	0.00	0.00	(41,100.86)
Current Year Rev. to Date (Per Receipts Report-excluding Refunds & including any Deposits in Transit)	+	0.00	0.00	0.00	0.00	0.00	392,954.91
Prior Year Warrants Voided	+	0.00	0.00	0.00	0.00	0.00	0.00
Total Resources to Date for Current Year 12/31/2017	=	0.00	0.00	0.00	0.00	0.00	351,854.05
Current Year Expenditures to Date Enter as a Minus (Per Expenditure Report)	-	0.00	0.00	0.00	0.00	0.00	(333,243.21)
Permanent Cash Transfers/Reversions * Provide Full Explanation on Last Page	+OR-	0.00	0.00	0.00	0.00	0.00	0.00
Total Cash	=	0.00	0.00	0.00	0.00	0.00	18,610.84
Other Reconciling Items							
Payroll Liabilities	+	0.00	0.00	0.00	0.00	0.00	12,391.65
**Adjustments - Provide Full Explanation on Last Page	-	0.00	0.00	0.00	0.00	0.00	6,110.50
TOTAL RECONCILED CASH BALANCE 12/31/2017	=	0.00	0.00	0.00	0.00	0.00	37,112.99
Total Outstanding Loans	+OR-	0.00	0.00	0.00	0.00	0.00	0.00
*** Provide Full Explanation on Last Page	+OR-	0.00	0.00	0.00	0.00	0.00	37,112.99

**PED Cash Report
for 2017-2018 Fiscal Year**

School District: PED
Charter Name: Sandoval Academy of Bilingual Education
Month/Quarter 12/31/2017

COUNTY: Sandoval
PED No.: 563-001

B	C	D	E	F	G	H	I	J					
									+OR-		+OR-		+OR-
									+OR-		+OR-		
From Bank Statements													
Account Name/Type	Bank	Statement Balance	Overnight Investments	Adjustments to Bank Statements		Adjusted Bank Balance	Description	Adjustment Amount					
				Net Outstanding Items (Checks) Deposits	Outstanding Interbank transfers								
Checking		39,527.43	0.00	(2,414.44)	0.00	37,112.99	From line 12 Grand Total All	37,112.99					
		0.00	0.00	0.00	0.00	0.00		0.00					
		0.00	0.00	0.00	0.00	0.00		0.00					
Totals		39,527.43	0.00	(2,414.44)	0.00	37,112.99		37,112.99					
								0.00					

Please provide Page 1 of each of your Bank Statement(s).

NOTE: Total Column H must equal total Column J

*** PERMANENT CASH TRANSFERS/REVERSIONS (LINE 6)**

Please identify all cash transfers and reversions per school district general ledger. Enter the name or fund number on the FROM FUND and TO FUND columns. Please list each transaction separately.

FROM FUND	AMOUNT FROM	TO FUND	Explicit Explanation
	0.00		
	0.00		
	0.00		

**** OTHER RECONCILING ITEMS (LINE 8 & 9)**

Please identify all reconciling adjustments per school district general ledger. Enter the name or fund number on the FROM FUND and TO FUND columns. Please list each transaction separately.

FROM FUND	AMOUNT FROM	TO FUND	Explicit Explanation
11000	23,899.87	11000	Amount owed back to PED
24000	(2,285.50)	24,000	RFR from FY2017 that was booked in FY2018
31200	(15,503.87)	31,200	RFR from FY2017 that was booked in FY2018

***** TOTAL OUTSTANDING LOANS (LINE 11)**

Please identify all outstanding loans per school district general ledger. Enter the name or fund number on the FROM FUND and TO FUND columns. Please list each transaction separately.

FROM FUND	AMOUNT FROM	TO FUND	Explicit Explanation
11000	(428.57)	31200	Reimbursement Fund
11000	(4,595.25)	24000	Reimbursement Fund
11000	(1,447.00)	31700	Reimbursement Fund

I, hereby, certify that the information contained in this cash report reconciles to the General Ledger.

Signature of Licenced Business Manager

Date

Fund		Fund Description			
11000		Operational			
Account Code	Account Description	Debit	Credit		
11000-0000-11011-0000-000000-0000-0000	Bank Accounts	\$ 23,949.08			
11000-0000-23124-0000-000000-0000-0000-0000	State Retirement System Contributions		\$ 2,844.82		
11000-0000-23125-0000-000000-0000-0000-0000	Employee Insurance		\$ 1,172.64		
11000-0000-23126-0000-000000-0000-0000-0000	Unemployment Insurance		\$ 380.96		
11000-0000-23127-0000-000000-0000-0000-0000	Workers' Compensation		\$ 16.00		
11000-0000-23134-0000-000000-0000-0000-0000	Employer State Retirement System		\$ 5,077.08		
11000-0000-23135-0000-000000-0000-0000-0000	Employer Insurance		\$ 1,990.62		
11000-0000-23137-0000-000000-0000-0000-0000	Employer Workers' Comp		\$ 18.40		
11000-0000-23142-0000-000000-0000-0000-0000	State Income Tax		\$ 695.19		
11000-0000-23147-0000-000000-0000-0000-0000	Voluntary Deductions		\$ 195.94		
11000-0000-32300-0000-000000-0000-0000-0000	Unreserved Fund Balance	\$ 49,871.01			
11000-0000-41701-0000-563001-0000-0000-0000	Fees - Activities		\$ 593.60		
11000-0000-41702-0000-563001-0000-0000-0000	Fees - Educational		\$ 8,892.06		
11000-0000-41920-0000-563001-0000-0000-0000	Contributions and Donations from Private Sources		\$ 95.00		
11000-0000-41980-0000-563001-0000-0000-0000	Refund of Prior Year's Expenditures		\$ 237.72		
11000-0000-43101-0000-563001-0000-0000-0000	State Equalization Guarantee		\$ 350,220.00		
11000-1000-51100-1010-563001-1411-0000-0000	Salaries Expense	\$ 54,447.20			
11000-1000-51100-1010-563001-1413-0000-0000	Salaries Expense	\$ 35,500.80			
11000-1000-51100-1010-563001-1713-0000-0000	Salaries Expense	\$ 7,000.40			
11000-1000-51300-1010-563001-1411-0000-0000	Additional Compensation	\$ 3,769.20			
11000-1000-51300-1010-563001-1413-0000-0000	Additional Compensation	\$ 384.60			
11000-1000-52111-0000-563001-0000-0000-0000	Educational Retirement	\$ 10,826.80			
11000-1000-52111-0000-563001-1411-0000-0000	Educational Retirement	\$ 3,226.50			
11000-1000-52112-0000-563001-0000-0000-0000	ERA - Retiree Health	\$ 2,022.15			
11000-1000-52210-0000-563001-0000-0000-0000	FICA Payments	\$ 6,093.29			
11000-1000-52220-0000-563001-0000-0000-0000	Medicare Payments	\$ 1,425.05			
11000-1000-52311-0000-563001-0000-0000-0000	Health and Medical Premiums	\$ 4,240.52			
11000-1000-52312-0000-563001-0000-0000-0000	Life	\$ 129.25			
11000-1000-52313-0000-563001-0000-0000-0000	Dental	\$ 534.49			
11000-1000-52314-0000-563001-0000-0000-0000	Vision	\$ 91.71			
11000-1000-52315-0000-563001-0000-0000-0000	Disability	\$ 90.47			

11000-1000-52500-0000-563001-0000-0000-0000	Unemployment Compensation	\$	1,887.85
11000-1000-52710-0000-563001-0000-0000-0000	Workers Compensation Premium	\$	27.60
11000-1000-53330-1010-563001-0000-0000-0000	Professional Development	\$	322.31
11000-1000-53414-1010-563001-0000-0000-0000	Other Professional/Technical Services	\$	929.94
11000-1000-56118-1010-563001-0000-0000-0000	General Supplies and Materials	\$	358.11
11000-2100-51300-0000-563001-1216-0000-0000	Additional Compensation	\$	750.00
11000-2100-52111-0000-563001-0000-0000-0000	Educational Retirement	\$	104.25
11000-2100-52112-0000-563001-0000-0000-0000	ERA - Retiree Health	\$	15.00
11000-2100-52210-0000-563001-0000-0000-0000	FICA Payments	\$	41.80
11000-2100-52220-0000-563001-0000-0000-0000	Medicare Payments	\$	9.78
11000-2100-52311-0000-563001-0000-0000-0000	Health and Medical Premiums	\$	110.36
11000-2100-52500-0000-563001-0000-0000-0000	Unemployment Compensation	\$	10.27
11000-2100-53218-2000-563001-0000-0000-0000	Specialists - Contracted	\$	99.43
11000-2100-53330-0000-563001-0000-0000-0000	Professional Development	\$	60.00
11000-2100-53414-0000-563001-0000-0000-0000	Other Professional/Technical Services	\$	2,342.03
11000-2100-53414-2000-563001-0000-0000-0000	Other Professional/Technical Services	\$	2,696.18
11000-2200-53414-0000-563001-0000-0000-0000	Other Professional/Technical Services	\$	32.96
11000-2200-56118-0000-563001-0000-0000-0000	General Supplies and Materials	\$	1,740.26
11000-2300-51100-0000-563001-1111-0000-0000	Salaries Expense	\$	32,500.00
11000-2300-52111-0000-563001-0000-0000-0000	Educational Retirement	\$	4,517.50
11000-2300-52112-0000-563001-0000-0000-0000	ERA - Retiree Health	\$	650.00
11000-2300-52210-0000-563001-0000-0000-0000	FICA Payments	\$	2,015.00
11000-2300-52220-0000-563001-0000-0000-0000	Medicare Payments	\$	471.25
11000-2300-52312-0000-563001-0000-0000-0000	Life	\$	28.20
11000-2300-52315-0000-563001-0000-0000-0000	Disability	\$	113.15
11000-2300-52500-0000-563001-0000-0000-0000	Unemployment Compensation	\$	392.83
11000-2300-52710-0000-563001-0000-0000-0000	Workers Compensation Premium	\$	4.60
11000-2300-55400-0000-563001-0000-0000-0000	Advertising	\$	725.20
11000-2400-51100-0000-563001-1217-0000-0000	Salaries Expense	\$	12,519.24
11000-2400-52111-0000-563001-0000-0000-0000	Educational Retirement	\$	1,740.12
11000-2400-52112-0000-563001-0000-0000-0000	ERA - Retiree Health	\$	250.44
11000-2400-52210-0000-563001-0000-0000-0000	FICA Payments	\$	612.24
11000-2400-52220-0000-563001-0000-0000-0000	Medicare Payments	\$	143.14
11000-2400-52311-0000-563001-0000-0000-0000	Health and Medical Premiums	\$	3,852.93
11000-2400-52312-0000-563001-0000-0000-0000	Life	\$	25.85
11000-2400-52313-0000-563001-0000-0000-0000	Dental	\$	85.69
11000-2400-52314-0000-563001-0000-0000-0000	Vision	\$	34.65
11000-2400-52500-0000-563001-0000-0000-0000	Unemployment Compensation	\$	171.49

11000-2400-52710-0000-563001-0000-0000-0000	Workers Compensation Premium	\$	4.60
11000-2400-53711-0000-563001-0000-0000-0000	Other Charges	\$	600.00
11000-2500-53414-0000-563001-0000-0000-0000	Other Professional/Technical Services	\$	846.78
11000-2500-56113-0000-563001-0000-0000-0000	Software	\$	4,685.63
11000-2600-53711-0000-563001-0000-0000-0000	Other Charges	\$	13,144.61
11000-2600-54411-0000-563001-0000-0000-0000	Electricity	\$	8,554.67
11000-2600-54412-0000-563001-0000-0000-0000	Natural Gas (Buildings)	\$	433.55
11000-2600-54416-0000-563001-0000-0000-0000	Communication Services	\$	1,219.13
11000-2600-54610-0000-563001-0000-0000-0000	Renting Land and Buildings	\$	45,262.82
11000-2600-54630-0000-563001-0000-0000-0000	Rentals of Computers and Related Equipment	\$	2,581.25
11000-2600-55200-0000-563001-0000-0000-0000	Property Liability Insurance	\$	17,471.00
11000-2600-55915-0000-563001-0000-0000-0000	Other Contract Services	\$	590.36
11000-3100-51300-0000-563001-1617-0000-0000	Additional Compensation	\$	750.00
11000-3100-52111-0000-563001-0000-0000-0000	Educational Retirement	\$	104.25
11000-3100-52112-0000-563001-0000-0000-0000	ERA - Retiree Health	\$	15.00
11000-3100-52210-0000-563001-0000-0000-0000	FICA Payments	\$	41.80
11000-3100-52220-0000-563001-0000-0000-0000	Medicare Payments	\$	9.78
11000-3100-52311-0000-563001-0000-0000-0000	Health and Medical Premiums	\$	110.36
11000-3100-52500-0000-563001-0000-0000-0000	Unemployment Compensation	\$	10.27

Subtotal \$ 372,430.03 \$ 372,430.03

Fund	Fund Description
14000	Instructional Materials

Account Code	Account Description	Debit	Credit
14000-0000-11011-0000-0000000-0000-0000-0000	Bank Accounts	\$ 8,636.23	
14000-0000-32300-0000-0000000-0000-0000-0000	Unreserved Fund Balance		\$ 6,296.91
14000-0000-43211-0000-563001-0000-0000-0000	Instructional Materials - Cash (50%)		\$ 2,389.06
14000-1000-56111-1010-563001-0000-0000-0000	Instructional Materials Cash - 50% Textbooks	\$ 49.74	

Subtotal \$ 8,685.97 \$ 8,685.97

Fund	Fund Description
21000	USDA Food Reimbursement

Account Code	Account Description	Debit	Credit
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21000-0000-11011-0000-000000-0000-0000-0000	Bank Accounts	\$	2,191.00	
21000-0000-41604-0000-563001-0000-0000-0000	Students/Food Services			\$ 2,191.00
Subtotal		\$	2,191.00	\$ 2,191.00

Fund	Fund Description
23000	Non-Instructional Support

Account Code	Account Description	Debit	Credit
23000-0000-11011-0000-000000-0000-0000-0000	Bank Accounts	\$ 8,807.50	
23000-0000-32300-0000-000000-0000-0000-0000	Unreserved Fund Balance		\$ 4,965.76
23000-0000-41701-0000-563001-0000-0000-0000	Fees - Activities		\$ 10,096.49
23000-1000-53711-1010-563001-0000-0000-0000	Other Charges	\$ 190.00	
23000-1000-55817-1010-563001-0000-0000-0000	Student Travel	\$ 574.25	
23000-1000-56118-1010-563001-0000-0000-0000	General Supplies and Materials	\$ 5,490.50	
Subtotal		\$ 15,062.25	\$ 15,062.25

Fund	Fund Description
24106	IDEA-B

Account Code	Account Description	Debit	Credit
24106-0000-11011-0000-000000-0000-0000-0000	Bank Accounts		\$ 4,215.25
24106-0000-32300-0000-000000-0000-0000-0000	Unreserved Fund Balance	\$ 2,965.65	
24106-0000-41980-0000-563001-0000-0000-0000	Refund of Prior Year's Expenditures		\$ 2,965.65
24106-0000-44500-0000-563001-0000-0000-0000	Restricted Grants from the Federal Government through the State		\$ 549.33
24106-2100-53218-2000-563001-0000-0000-0000	Specialists - Contracted	\$ 4,764.58	
Subtotal		\$ 7,730.23	\$ 7,730.23

Fund	Fund Description
24109	Preschool IDEA-B

Account Code	Account Description	Debit	Credit
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24109-0000-11011-0000-000000-0000-0000	Bank Accounts	\$	380.00
24109-2100-53218-2000-563001-0000-0000-0000	Specialists - Contracted	\$	380.00
Subtotal		\$	380.00

Fund	Fund Description
31200	PSCOC Lease Reimbursement

Account Code	Account Description	Debit	Credit
31200-0000-11011-0000-000000-0000-0000	Bank Accounts		\$ 428.57
31200-0000-32300-0000-000000-0000-0000	Unreserved Fund Balance		\$ 6,583.63
31200-0000-43209-0000-563001-0000-0000-0000	PSCOC Awards		\$ 14,725.00
31200-4000-54610-0000-563001-0000-0000-0000	Renting Land and Buildings	\$ 21,737.20	
Subtotal		\$ 21,737.20	\$ 21,737.20

Fund	Fund Description
31700	Capital Improvements SB-9

Account Code	Account Description	Debit	Credit
31700-0000-11011-0000-000000-0000-0000	Bank Accounts		\$ 1,447.00
31700-4000-57332-0000-563001-0000-0000-0000	""Supply Assets (\$5,000 or less)""	\$ 1,447.00	
Subtotal		\$ 1,447.00	\$ 1,447.00
Total		\$ 429,663.68	\$ 429,663.68

Accounting Cycle: FY2018; Bank: Wells Fargo -; Bank Account: 2504184363 - Main Checking; Statement Date: 12/31/2017

	Bank Reconcil +	Outstanding =	ExpectedGL -	ActualGL =	Difference
Beginning Balance	\$ 43,171.22 +	\$ (18,699.28) =	\$ 24,471.94 -	\$ 24,471.94 =	\$ -
Deposits/Debits	\$ 60,980.45 +	\$ - =	\$ 60,980.45 -	\$ 60,980.45 =	\$ -
Withdrawals/Credits	\$ (64,624.24) +	\$ 16,284.84 =	\$ (48,339.40) -	\$ (48,339.40) =	\$ -
Total	<u>\$ 39,527.43</u>	<u>\$ (2,414.44)</u>	<u>\$ 37,112.99</u>	<u>\$ 37,112.99</u>	<u>\$ -</u>



2018-2019 School Year RECRUITMENT PLAN

	Date(s)	NOTES:	Responsible
Posters, flyers, brochures	February – through May	Goal chart will be sent out on February 1 st and reminders every other week in Thursday Folders (Flyers one week, posters one week, , parent teams canvassing neighborhoods,	Parents – PTA
Mailings	EO February	Targeting large neighborhoods throughout Rio Rancho	Director, Staff
Website	On-going	To note	Director, Office Manager
Social Media (Facebook, Instagram, Twitter, Facebook Groups, Class Dojo)	On-Going	All events and advertisements will be posted on all social media outlets and also on school, PTA, and community bulletin boards	Office Manager (HootSuite), PTA
Craigslist	On-Going	All events and advertisements will be posted on all social media outlets and also on school, PTA, and community bulletin boards	Office Manager (HootSuite), PTA
Rio Rancho the Magazine	February Edition PROOF ATTACHED	February edition will feature Sandoval Academy	Director
RR Observer	BOY- ATTACHED	Feature article ran	Director
Digital Billboards	February	Meeting scheduled 1/23/18	Director
Open Houses		Held Monthly: February 8, March 8, April 19, May 14 & 15 ENROLLMENT FORM ATTACHED	Director, Staff
RR Chamber of Commerce	January	On-Going Events to begin 1/25/18 and monthly Ribbon Cutting March 19 th – Open House	Director/PAC
National School Choice Event	January 26, 2018	Event in ABQ Convention Center: 50+ students and parents will attend and participate in the day.	Teachers/Students
ABQ Journal NIE – Print Feature	End of January	Contact made and waiting to schedule a meeting	Director
ABQ Journal - Print Advertising	End of January	Contact made and waiting to schedule a meeting	Director
Telemundo – Television	End of January	Meeting scheduled 1/22/18	Director

Univision -- Television	End of January	Contact made and waiting to schedule a meeting	Director
Clear Channel Communications - Radio	End of January	Contact made and waiting to schedule a meeting	Director

Recruitment Team:
Jackie Rodriguez, Director
Ada Gallegos, Office Manager/Registrar
Kelli Perry, Parent (PTA)
Katherine Kriedler, Parent (PTA)



4321 Fulcrum Way NE Suite A • Rio Rancho, New Mexico 87144
Tel 505-771-0555 • 505-771-9071 fax

Sandoval Academy of Bilingual Education

Monthly Enrollment Report

January 2018 (2017-18 SY)

New Enrollments:

0 enrollments

Withdrawals:

0 withdrawals

From: [Schools, Charter, PED](#)
To: [Pierce, Laurel, PED](#)
Subject: Fw: Corrective Action: Item #3 Due January 1, 2018
Date: Friday, December 22, 2017 11:06:41 AM
Attachments: [SABE Dec. 2017 school enrollment report.docx](#)
[SABE RepaymentPlan 12.20.17.pdf](#)
[SABE Budget Expenditure ReportFY2018.pdf](#)
[SABE Actuals Expenditure Rollup Report.pdf](#)
[SABE CSHM05FY17-18B.PDF](#)

From: Jackie Rodriguez <jrodriguez@nmsabe.org>
Sent: Friday, December 22, 2017 9:56 AM
To: Schools, Charter, PED
Subject: Corrective Action: Item #3 Due January 1, 2018

Good morning.

Please find all reports to support request in reference to the letter dated December 3, 2017 for item number 3. Attachments include:

1. December Enrollment Report
2. Repayment plan from 16/17SY and 17/18Sy.
3. Budget Expenditure Report
4. Actuals Expenditure Rollup Report
5. Cash Report

If anything else is needed, please feel free to contact me.

Happy Holiday!

Regards,
Jackie Rodriguez
Principal/Director
Sandoval Academy of Bilingual Education
505.771.0555
505.771.9071 (fax)
www.nmsabe.org

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Sandoval Academy of Bilingual Education

Monthly Enrollment Report

December 2017 (2017-18 SY)

New Enrollments:

ID: 869684811 **Grade:** 1st **Start Date:** December 8th, 2017

ID: 182247940 **Grade:** 3rd **Start Date:** December 8th, 2017

Withdrawals:

ID: 123465858 **Grade:** 5th **Withdrawal Date:** December 11th, 2017

SABE FY2016 Repayment to PED

Cycle: FY2016; Vendor Invoice: <All Vendor Invoices>; Invoice Status: Paid; Begin Date: 7/1/2015; End Date: 6/30/2017; Vendor: New Mexico Public Education Department

Invoice Status	PO Number	Payment Method	Invoice No.	Vendor	Invoice Date	Due Date	Date Paid	Cancelled Date
Paid		Printed Warrant	Fund 11000	New Mexico Public Education Department	6/28/2016 5:35:56 PM		6/28/2016	

Ordered Qty	Invoiced Qty	Item Description	Unit Price	Use Tax	Account Code	Acct Code Desc	Amt Allocated	Item Total
0.00	1.00	First payment owed back to PED for FY15-16	\$ 45,000.00	No	11000-0000-43101-0000-563001-0000-0000-0000	State Equalization Guarantee	\$ 45,000.00	\$ 45,000.00
Subtotal								\$ 45,000.00
Total								\$ 45,000.00

SABE FY2017 Repayment to PED

Cycle: FY2017; Vendor Invoice: <All Vendor Invoices>; Invoice Status: Paid; Begin Date: 7/1/2016; End Date: 6/30/2017; Vendor: New Mexico Public Education Department

Invoice Status	Type	PO Number	Payment Method	Invoice No.	Invoice Date	Due Date	Date Paid	Cancelled Date
Paid	Direct		Printed Warrant	Fund 11000 -2nd Payment	8/2/2016 4:55:20 PM		8/10/2016	

Ordered Qty	Received Qty	Invoiced Qty	Item Description	Unit Price	Account Code	Acct Code Desc	Amt Allocated	Item Total
	0.00	0.00	1.00 RE:FY2016 2nd payment	\$	20,470.28 11000-0000-43101-0000-563001-0000-0000-0000	State Equalization Guarantee	\$ 20,470.28	\$ 20,470.28
Subtotal								\$ 20,470.28

Invoice Status	Type	PO Number	Payment Method	Invoice No.	Invoice Date	Due Date	Date Paid	Cancelled Date
Paid	Direct		Printed Warrant	Fund 11000-3rd Payment	8/17/2016 9:44:43 AM		9/12/2016	

Ordered Qty	Received Qty	Invoiced Qty	Item Description	Unit Price	Account Code	Acct Code Desc	Amt Allocated	Item Total
	0.00	0.00	1.00 3rd Payment to PED to reduce deficit from FY2016.	\$	20,000.00	11000-0000-43101-0000-563001-0000-0000-0000	State Equalization Guarantee	\$ 20,000.00
Subtotal								\$ 20,000.00

Invoice Status	Type	PO Number	Payment Method	Invoice No.	Invoice Date	Due Date	Date Paid	Cancelled Date
Paid	Direct		Printed Warrant	Fund 11000- 4th Payment	9/28/2016 11:16:55 AM		10/10/2016	

Ordered Qty	Received Qty	Invoiced Qty	Item Description	Unit Price	Account Code	Acct Code Desc	Amt Allocated	Item Total
	0.00	0.00	1.00 RE:FY2016 4th Payment	\$	20,000.00 11000-0000-43101-0000-563001-0000-0000-0000	State Equalization Guarantee	\$ 20,000.00	\$ 20,000.00
Subtotal								\$ 20,000.00

Invoice Status	Type	PO Number	Payment Method	Invoice No.	Invoice Date	Due Date	Date Paid	Cancelled Date
Paid	Direct		Printed Warrant	Fund 11000-5th Payment	11/17/2016 5:21:37 PM		12/8/2016	

Ordered Qty	Received Qty	Invoiced Qty	Item Description	Unit Price	Account Code	Acct Code Desc	Amt Allocated	Item Total
	0.00	0.00	1.00 RE: 2016 5th Payment	\$	20,000.00	11000-0000-43101-0000-563001-0000-0000-0000	State Equalization Guarantee	\$ 20,000.00
Subtotal								\$ 20,000.00

Total	\$ 80,470.28
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State of New Mexico
Public School Operating Budget Expenditure

Budget Sandoval Academy (SABE) 2017-2018							
Name:							
FD	FN	OBJ	Description	Estimated Amt	Estimated FTE	Projected Amt	Projected FTE
11000			Expenditure				
11000	1000		Operational				
11000	1000		Instruction				
11000	1000	51000	Personnel Services - Compensation				
11000	1000	51000	Total: Personnel Services - Compensation	331,121	8.00	205,055	5.00
11000	1000	52000	Personnel Services - Employee Benefits				
11000	1000	52000	Total: Personnel Services - Employee Benefits	114,341	0.00	78,955	0.00
11000	1000	53000	Purchased Professional and Technical Services				
11000	1000	53000	Total: Purchased Professional and Technical Services	15,054	0.00	5,000	0.00
11000	1000	56000	Supplies				
11000	1000	56000	Total: Supplies	1,734	0.00	0	0.00
11000	1000		Total: Instruction	462,250	8.00	289,010	5.00
11000	2000		Support Services				
11000	2100	51000	Personnel Services - Compensation				
11000	2100	51000	Total: Personnel Services - Compensation	15,000	0.50	0	0.00
11000	2100	52000	Personnel Services - Employee Benefits				
11000	2100	52000	Total: Personnel Services - Employee Benefits	3,775	0.00	0	0.00
11000	2100	53000	Purchased Professional and Technical Services				
11000	2100	53000	Total: Purchased Professional and Technical Services	17,925	0.00	16,925	0.00
11000	2200	53000	Purchased Professional and Technical Services				
11000	2200	53000	Total: Purchased Professional and Technical Services	1,550	0.00	2,000	0.00
11000	2200	56000	Supplies				
11000	2200	56000	Total: Supplies	3,430	0.00	4,000	0.00
11000	2300	51000	Personnel Services - Compensation				
11000	2300	51000	Total: Personnel Services - Compensation	0	0.00	60,000	1.00
11000	2300	52000	Personnel Services - Employee Benefits				
11000	2300	52000	Total: Personnel Services - Employee Benefits	0	0.00	25,311	0.00
11000	2300	53000	Purchased Professional and Technical Services				
11000	2300	53000	Total: Purchased Professional and Technical Services	12,878	0.00	13,000	0.00
11000	2300	55000	Other Purchased Services				
11000	2300	55000	Total: Other Purchased Services	843	0.00	0	0.00
11000	2400	51000	Personnel Services - Compensation				
11000	2400	51000	Total: Personnel Services - Compensation	102,125	2.00	27,125	1.00
11000	2400	52000	Personnel Services - Employee Benefits				
11000	2400	52000	Total: Personnel Services - Employee Benefits	44,582	0.00	11,483	0.00
11000	2400	53000	Purchased Professional and Technical Services				
11000	2400	53000	Total: Purchased Professional and Technical Services	690	0.00	0	0.00
11000	2400	54000	Purchased Property Services				
11000	2400	54000	Total: Purchased Property Services	875	0.00	0	0.00
11000	2500	53000	Purchased Professional and Technical Services				
11000	2500	53000	Total: Purchased Professional and Technical Services	17,108	0.00	53,000	0.00
11000	2500	56000	Supplies				
11000	2500	56000	Total: Supplies	8,925	0.00	8,925	0.00
11000	2600	51000	Personnel Services - Compensation				
11000	2600	51000	Total: Personnel Services - Compensation	3,075	0.30	0	0.00
11000	2600	52000	Personnel Services - Employee Benefits				
11000	2600	52000	Total: Personnel Services - Employee Benefits	774	0.00	0	0.00
11000	2600	53000	Purchased Professional and Technical Services				
11000	2600	53000	Total: Purchased Professional and Technical Services	25,044	0.00	25,000	0.00
11000	2600	54000	Purchased Property Services				
11000	2600	54000	Total: Purchased Property Services	100,965	0.00	104,585	0.00
11000	2600	55000	Other Purchased Services				
11000	2600	55000	Total: Other Purchased Services	55,712	0.00	20,075	0.00
11000	2900	58000	Debt Service and Miscellaneous				
11000	2900	58000	Total: Debt Service and Miscellaneous	0	0.00	40,000	0.00
11000	2000		Total: Support Services	415,276	2.80	411,429	2.00
11000			Total: Operational	877,526	10.80	700,439	7.00
14000			Total Instructional Materials Sub-Fund				

State of New Mexico
Public School Operating Budget Expenditure

Budget Sandoval Academy (SABE) 2017-2018 Name:							
FD	FN	OBJ	Description	Estimated Amt	Estimated FTE	Projected Amt	Projected FTE
14000	1000		Instruction				
14000	1000	56000	Supplies				
14000	1000	56000	Total: Supplies	0	0.00	2,389	0.00
14000	1000		Total: Instruction	0	0.00	2,389	0.00
14000			Total: Total Instructional Materials Sub-Fund	0	0.00	2,389	0.00
23000			Non-Instructional Support				
23000	1000		Instruction				
23000	1000	53000	Purchased Professional and Technical Services				
23000	1000	53000	Total: Purchased Professional and Technical Services	600	0.00	400	0.00
23000	1000	55000	Other Purchased Services				
23000	1000	55000	Total: Other Purchased Services	1,201	0.00	200	0.00
23000	1000	56000	Supplies				
23000	1000	56000	Total: Supplies	8,466	0.00	1,864	0.00
23000	1000		Total: Instruction	10,267	0.00	2,464	0.00
23000			Total: Non-Instructional Support	10,267	0.00	2,464	0.00
24000			Federal Flow-through Grants				
24101			Title I - ESEA				
24101	1000		Instruction				
24101	1000	55000	Other Purchased Services				
24101	1000	55000	Total: Other Purchased Services	10,092	0.00	8,892	0.00
24101	1000		Total: Instruction	10,092	0.00	8,892	0.00
24101			Total: Title I - ESEA	10,092	0.00	8,892	0.00
24154			Teacher/Principal Training & Recruiting				
24154	1000		Instruction				
24154	1000	53000	Purchased Professional and Technical Services				
24154	1000	53000	Total: Purchased Professional and Technical Services	0	0.00	2,475	0.00
24154	1000		Total: Instruction	0	0.00	2,475	0.00
24154			Total: Teacher/Principal Training & Recruiting	0	0.00	2,475	0.00
24000			Total: Federal Flow-through Grants	10,092	0.00	11,367	0.00
31200			Public School Capital Outlay				
31200	4000		Capital Outlay				
31200	4000	54000	Purchased Property Services				
31200	4000	54000	Total: Purchased Property Services	58,900	0.00	0	0.00
31200	4000		Total: Capital Outlay	58,900	0.00	0	0.00
31200			Total: Public School Capital Outlay	58,900	0.00	0	0.00
31700			Capital Improvements SB-9				
31700	4000		Capital Outlay				
31700	4000	57000	Property				
31700	4000	57000	Total: Property	0	0.00	4,443	0.00
31700	4000		Total: Capital Outlay	0	0.00	4,443	0.00
31700			Total: Capital Improvements SB-9	0	0.00	4,443	0.00
			Total: Expenditure	956,785	10.80	721,102	7.00

State of New Mexico
Public School Operating Budget - Actuals Expenditure Rollup Report
Sandoval Academy (SABE) 2017-2018 - Fifth Month (Nov) - Expenditure
UnSubmitted

Fund	Func	Obj	Job	Description	Budget	Adjustments	Adjusted Budget	Current Period	YTD	Encumbrance	Budget Balance	FTE
11000				Operational Instruction								
	1000			Salaries Expense								
11000	1000	51100	1411	Teachers-Grades 1-12	\$94,552.00	\$2,018.00	\$96,570.00	\$10,889.44	\$43,557.76	\$98,005.24	(\$44,993.00)	3.00
11000	1000	51100	1413	Teachers-Early Childhood Ed	\$92,302.00	\$0.00	\$92,302.00	\$7,100.16	\$28,400.64	\$63,901.36	\$0.00	2.00
11000	1000	51100	1713	Instructional Assistants-Early Childhood Education	\$18,201.00	\$0.00	\$18,201.00	\$1,400.08	\$5,600.32	\$12,600.68	\$0.00	1.00
11000	1000	51100		SUBTOTAL Salaries Expense	\$205,055.00	\$2,018.00	\$207,073.00	\$19,389.68	\$77,558.72	\$174,507.28	(\$44,993.00)	6.00
		51300		Additional Compensation								
11000	1000	51300	1411	Teachers-Grades 1-12	\$0.00	\$3,971.00	\$3,971.00	\$753.84	\$3,015.36	\$1,984.64	(\$1,029.00)	0.00
11000	1000	51300	1413	Teachers-Early Childhood Ed	\$0.00	\$0.00	\$0.00	\$76.92	\$307.68	\$692.32	(\$1,000.00)	0.00
11000	1000	51300		SUBTOTAL Additional Compensation	\$0.00	\$3,971.00	\$3,971.00	\$830.76	\$3,323.04	\$2,676.96	(\$2,029.00)	0.00
11000	1000	52111		Educational Retirement	\$25,973.00	\$0.00	\$25,973.00	\$2,810.66	\$11,242.64	\$24,060.05	(\$9,329.69)	0.00
11000	1000	52112		ERA - Retiree Health	\$3,738.00	\$0.00	\$3,738.00	\$404.43	\$1,617.72	\$3,462.11	(\$1,341.83)	0.00
11000	1000	52210		FICA Payments	\$11,585.00	\$0.00	\$11,585.00	\$1,212.03	\$4,881.13	\$10,883.85	(\$4,179.98)	0.00
11000	1000	52220		Medicare Payments	\$2,710.00	\$0.00	\$2,710.00	\$283.46	\$1,141.57	\$2,545.42	(\$976.99)	0.00
11000	1000	52311		Health and Medical Premiums	\$29,856.00	\$0.00	\$29,856.00	\$1,007.84	\$3,232.68	\$8,728.02	\$17,895.30	0.00
11000	1000	52312		Life	\$282.00	\$0.00	\$282.00	\$28.20	\$101.05	\$249.10	(\$68.15)	0.00
11000	1000	52313		Dental	\$1,246.00	\$0.00	\$1,246.00	\$116.96	\$417.53	\$1,034.94	(\$206.47)	0.00
11000	1000	52314		Vision	\$262.00	\$0.00	\$262.00	\$20.38	\$71.33	\$181.23	\$9.44	0.00
11000	1000	52315		Disability	\$697.00	\$0.00	\$697.00	\$18.62	\$71.85	\$158.27	\$466.88	0.00
11000	1000	52500		Unemployment Compensation	\$2,560.00	\$0.00	\$2,560.00	\$277.02	\$1,610.83	\$1,358.74	(\$409.57)	0.00
11000	1000	52710		Workers Compensation Premium	\$46.00	\$0.00	\$46.00	\$0.00	\$13.80	\$41.40	(\$9.20)	0.00
11000	1000	53330		Professional Development	\$0.00	\$0.00	\$0.00	\$0.00	\$322.31	\$0.00	(\$322.31)	0.00
11000	1000	53414		Other Services	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$464.97	\$0.00	\$4,535.03	0.00
11000	1000	56118		General Supplies and Materials	\$0.00	\$599.00	\$599.00	\$0.00	\$315.22	\$1,648.22	(\$1,364.44)	0.00
11000	1000			SUBTOTAL Instruction	\$289,010.00	\$6,588.00	\$295,598.00	\$26,400.04	\$106,386.39	\$231,535.59	(\$42,323.98)	6.00
	2000			Support Services								
	2100			Support Services-Students								
11000	2100	53211		Diagnostics - Contracted	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00
11000	2100	53214		Therapists - Contracted	\$0.00	\$0.00	\$0.00	\$0.00	\$174.38	\$0.00	(\$174.38)	0.00
11000	2100	53218		Specialists - Contracted	\$0.00	\$0.00	\$0.00	\$70.14	\$70.14	\$179.86	(\$250.00)	0.00
11000	2100	53330		Professional Development	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$60.00	(\$60.00)	0.00
11000	2100	53414		Other Services	\$6,925.00	\$0.00	\$6,925.00	\$1,653.58	\$3,240.57	\$6,261.42	(\$2,576.99)	0.00
11000	2100			SUBTOTAL Support Services-Students	\$16,925.00	\$0.00	\$16,925.00	\$1,723.72	\$3,485.09	\$6,501.28	\$6,938.63	0.00
	2200			Support Services-Instruction								
11000	2200	53414		Other Services	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$32.96	\$0.00	\$1,967.04	0.00
11000	2200	56118		General Supplies and Materials	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$1,740.26	\$0.00	\$2,259.74	0.00
11000	2200			SUBTOTAL Support Services-Instruction	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$1,773.22	\$0.00	\$4,226.78	0.00
	2300			Support Services-General Administration								

State of New Mexico
Public School Operating Budget - Actuals Expenditure Rollup Report
Sandoval Academy (SABE) 2017-2018 - Fifth Month (Nov) - Expenditure
UnSubmitted

Fund	Func	Obj	Job	Description	Budget	Adjustments	Adjusted Budget	Current Period	YTD	Encumbrance	Budget Balance	FTE
		51100		Salaries Expense								
11000	2300	51100	1111	Superintendent	\$60,000.00	\$0.00	\$60,000.00	\$5,000.00	\$27,500.00	\$37,500.00	(\$5,000.00)	1.00
11000	2300	51100		SUBTOTAL Salaries Expense	\$60,000.00	\$0.00	\$60,000.00	\$5,000.00	\$27,500.00	\$37,500.00	(\$5,000.00)	1.00
11000	2300	52111		Educational Retirement	\$8,340.00	\$0.00	\$8,340.00	\$695.00	\$3,822.50	\$5,212.50	(\$695.00)	0.00
11000	2300	52112		ERA - Retiree Health	\$1,200.00	\$0.00	\$1,200.00	\$100.00	\$550.00	\$750.00	(\$100.00)	0.00
11000	2300	52210		FICA Payments	\$3,720.00	\$0.00	\$3,720.00	\$310.00	\$1,705.00	\$2,325.00	(\$310.00)	0.00
11000	2300	52220		Medicare Payments	\$870.00	\$0.00	\$870.00	\$72.50	\$398.75	\$543.75	(\$72.50)	0.00
11000	2300	52311		Health and Medical Premiums	\$9,587.00	\$0.00	\$9,587.00	\$0.00	\$0.00	\$0.00	\$9,587.00	0.00
11000	2300	52312		Life	\$55.00	\$0.00	\$55.00	\$4.70	\$23.50	\$39.95	(\$8.45)	0.00
11000	2300	52313		Dental	\$400.00	\$0.00	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00	0.00
11000	2300	52314		Vision	\$84.00	\$0.00	\$84.00	\$0.00	\$0.00	\$0.00	\$84.00	0.00
11000	2300	52315		Disability	\$224.00	\$0.00	\$224.00	\$18.86	\$94.29	\$160.31	(\$30.60)	0.00
11000	2300	52500		Unemployment Compensation	\$9.00	\$0.00	\$9.00	\$68.50	\$376.75	\$255.83	(\$623.58)	0.00
11000	2300	52710		Workers Compensation Premium	\$822.00	\$0.00	\$822.00	\$0.00	\$2.30	\$6.90	\$812.80	0.00
11000	2300	53330		Professional Development	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$540.00	(\$540.00)	0.00
11000	2300	53411		Auditing	\$13,000.00	\$0.00	\$13,000.00	\$0.00	\$0.00	\$17,297.60	(\$4,297.60)	0.00
11000	2300	55400		Advertising	\$0.00	\$0.00	\$0.00	\$0.00	\$725.20	\$564.05	(\$1,289.25)	0.00
11000	2300			SUBTOTAL Support Services-General Administration	\$98,311.00	\$0.00	\$98,311.00	\$6,269.56	\$35,198.29	\$65,195.89	(\$2,083.18)	1.00
	2400			Support Services-School Administration								
		51100		Salaries Expense								
11000	2400	51100	1217	Secretarial/Clerical/Technical Assistants	\$27,125.00	\$0.00	\$27,125.00	\$2,086.54	\$10,432.70	\$16,692.30	\$0.00	1.00
11000	2400	51100		SUBTOTAL Salaries Expense	\$27,125.00	\$0.00	\$27,125.00	\$2,086.54	\$10,432.70	\$16,692.30	\$0.00	1.00
11000	2400	52111		Educational Retirement	\$3,771.00	\$0.00	\$3,771.00	\$290.02	\$1,450.10	\$2,320.16	\$0.74	0.00
11000	2400	52112		ERA - Retiree Health	\$543.00	\$0.00	\$543.00	\$41.74	\$208.70	\$333.92	\$0.38	0.00
11000	2400	52210		FICA Payments	\$1,682.00	\$0.00	\$1,682.00	\$97.52	\$505.32	\$764.24	\$412.44	0.00
11000	2400	52220		Medicare Payments	\$394.00	\$0.00	\$394.00	\$22.80	\$118.15	\$178.67	\$97.18	0.00
11000	2400	52311		Health and Medical Premiums	\$4,335.00	\$0.00	\$4,335.00	\$748.48	\$3,325.17	\$6,736.32	(\$5,726.49)	0.00
11000	2400	52312		Life	\$56.00	\$0.00	\$56.00	\$4.70	\$21.15	\$42.30	(\$7.45)	0.00
11000	2400	52313		Dental	\$181.00	\$0.00	\$181.00	\$15.58	\$70.11	\$140.22	(\$29.33)	0.00
11000	2400	52314		Vision	\$38.00	\$0.00	\$38.00	\$6.30	\$28.35	\$56.70	(\$47.05)	0.00
11000	2400	52315		Disability	\$102.00	\$0.00	\$102.00	\$0.00	\$0.00	\$0.00	\$102.00	0.00
11000	2400	52500		Unemployment Compensation	\$372.00	\$0.00	\$372.00	\$28.58	\$142.90	\$228.64	\$0.46	0.00
11000	2400	52710		Workers Compensation Premium	\$9.00	\$0.00	\$9.00	\$0.00	\$2.30	\$6.90	(\$0.20)	0.00
11000	2400	53711		Other Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$600.00	\$1,050.00	(\$1,650.00)	0.00
11000	2400			SUBTOTAL Support Services-School Administration	\$38,608.00	\$0.00	\$38,608.00	\$3,342.26	\$16,904.95	\$28,550.37	(\$6,847.32)	1.00
	2500			Central Services								
11000	2500	53414		Other Services	\$53,000.00	\$0.00	\$53,000.00	\$293.78	\$734.81	\$55,000.00	(\$2,734.81)	0.00
11000	2500	56113		Software	\$8,925.00	\$0.00	\$8,925.00	\$0.00	\$4,685.63	\$10,750.13	(\$6,510.76)	0.00

State of New Mexico
Public School Operating Budget - Actuals Expenditure Rollup Report
Sandoval Academy (SABE) 2017-2018 - Fifth Month (Nov) - Expenditure
UnSubmitted

Fund	Func	Obj	Job Description	Budget	Adjustments	Adjusted Budget	Current Period	YTD	Encumbrance	Budget Balance	FTE
11000	2500		SUBTOTAL Central Services	\$61,925.00	\$0.00	\$61,925.00	\$293.78	\$5,420.44	\$65,750.13	(\$9,245.57)	0.00
	2600		Operation & Maintenance of Plant								
11000	2600	53711	Other Charges	\$25,000.00	\$0.00	\$25,000.00	\$4,811.29	\$13,144.61	\$13,065.02	(\$1,209.63)	0.00
11000	2600	54411	Electricity	\$12,000.00	\$0.00	\$12,000.00	\$2,051.17	\$8,554.67	\$5,317.33	(\$1,872.00)	0.00
11000	2600	54412	Natural Gas (Buildings)	\$5,000.00	\$0.00	\$5,000.00	\$119.84	\$433.55	\$3,766.45	\$800.00	0.00
11000	2600	54416	Communication Services	\$3,000.00	\$0.00	\$3,000.00	\$428.76	\$1,034.33	\$1,772.13	\$193.54	0.00
11000	2600	54610	Rental - Land and Buildings	\$75,660.00	\$0.00	\$75,660.00	\$9,945.73	\$45,262.82	\$29,837.19	\$559.99	0.00
11000	2600	54630	Rental - Computers and Related Equipment	\$8,925.00	\$0.00	\$8,925.00	\$369.48	\$1,454.76	\$1,314.40	\$6,155.84	0.00
11000	2600	55200	Property/Liability Insurance	\$20,075.00	\$0.00	\$20,075.00	\$0.00	\$17,471.00	\$0.00	\$2,604.00	0.00
11000	2600	55915	Other Contract Services	\$0.00	\$0.00	\$0.00	\$300.00	\$398.36	\$2,022.00	(\$2,420.36)	0.00
11000	2600	56118	General Supplies and Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$265.50	(\$265.50)	0.00
11000	2600	57332	Supply Assets (\$5,000 or less)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$759.00	(\$759.00)	0.00
11000	2600		SUBTOTAL Operation & Maintenance of Plant	\$149,660.00	\$0.00	\$149,660.00	\$18,026.27	\$87,754.10	\$58,119.02	\$3,786.88	0.00
	2900		Other Support Services								
11000	2900	58213	Emergency Reserve	\$35,000.00	\$0.00	\$35,000.00	\$0.00	\$0.00	\$0.00	\$35,000.00	0.00
11000	2900	58215	Restricted Expenditures	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0.00
11000	2900		SUBTOTAL Other Support Services	\$40,000.00	\$0.00	\$40,000.00	\$0.00	\$0.00	\$0.00	\$40,000.00	0.00
11000	2000		SUBTOTAL Support Services	\$411,429.00	\$0.00	\$411,429.00	\$29,655.59	\$150,536.09	\$224,116.69	\$36,776.22	2.00
11000			TOTAL Operational	\$700,439.00	\$6,588.00	\$707,027.00	\$56,055.63	\$256,922.48	\$455,652.28	(\$5,547.76)	8.00
14000			Total Instructional Materials Sub-Fund								
	1000		Instruction								
14000	1000	56111	Instructional Materials Cash - 50% Textbooks	\$2,389.00	\$1,289.00	\$3,678.00	\$0.00	\$49.74	\$3,628.00	\$0.26	0.00
14000	1000		SUBTOTAL Instruction	\$2,389.00	\$1,289.00	\$3,678.00	\$0.00	\$49.74	\$3,628.00	\$0.26	0.00
14000			TOTAL Total	\$2,389.00	\$1,289.00	\$3,678.00	\$0.00	\$49.74	\$3,628.00	\$0.26	0.00
			Instructional Materials Sub-Fund								
23000			Non-Instructional Support								
	1000		Instruction								
23000	1000	53711	Other Charges	\$400.00	\$0.00	\$400.00	\$110.00	\$170.00	\$90.00	\$140.00	0.00
23000	1000	55817	Student Travel	\$200.00	\$400.00	\$600.00	\$201.25	\$574.25	\$0.00	\$25.75	0.00
23000	1000	56118	General Supplies and Materials	\$1,864.00	\$9,576.00	\$11,440.00	\$690.50	\$690.50	\$4,860.00	\$5,889.50	0.00
23000	1000		SUBTOTAL Instruction	\$2,464.00	\$9,976.00	\$12,440.00	\$1,001.75	\$1,434.75	\$4,950.00	\$6,055.25	0.00
23000			TOTAL Non-Instructional Support	\$2,464.00	\$9,976.00	\$12,440.00	\$1,001.75	\$1,434.75	\$4,950.00	\$6,055.25	0.00
24000			Federal Flow-through Grants								

State of New Mexico
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Sandoval Academy (SABE) 2017-2018 - Fifth Month (Nov) - Expenditure
UnSubmitted

Fund	Func	Obj	Job	Description	Budget	Adjustments	Adjusted Budget	Current Period	YTD	Encumbrance	Budget Balance	FTE
24101				Title I - ESEA								
	1000			Instruction								
24101	1000	55915		Other Contract Services	\$8,892.00	\$0.00	\$8,892.00	\$0.00	\$0.00	\$0.00	\$8,892.00	0.00
24101	1000			SUBTOTAL Instruction	\$8,892.00	\$0.00	\$8,892.00	\$0.00	\$0.00	\$0.00	\$8,892.00	0.00
24101				TOTAL Title I - ESEA	\$8,892.00	\$0.00	\$8,892.00	\$0.00	\$0.00	\$0.00	\$8,892.00	0.00
24106				Entitlement IDEA-B								
	1000			Instruction								
24106	1000	53330		Professional Development	\$0.00	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00
24106	1000	53414		Other Services	\$0.00	\$5,500.00	\$5,500.00	\$0.00	\$0.00	\$0.00	\$5,500.00	0.00
24106	1000	55915		Other Contract Services	\$0.00	\$5,500.00	\$5,500.00	\$0.00	\$0.00	\$0.00	\$5,500.00	0.00
24106	1000	56118		General Supplies and Materials	\$0.00	\$543.00	\$543.00	\$0.00	\$0.00	\$0.00	\$543.00	0.00
24106	1000			SUBTOTAL Instruction	\$0.00	\$12,043.00	\$12,043.00	\$0.00	\$0.00	\$0.00	\$12,043.00	0.00
	2000			Support Services								
	2100			Support Services-Students								
24106	2100	53218		Specialists - Contracted	\$0.00	\$0.00	\$0.00	\$2,067.40	\$3,913.06	\$7,827.60	(\$11,740.66)	0.00
24106	2100			SUBTOTAL Support	\$0.00	\$0.00	\$0.00	\$2,067.40	\$3,913.06	\$7,827.60	(\$11,740.66)	0.00
				Services-Students								
24106	2000			SUBTOTAL Support	\$0.00	\$0.00	\$0.00	\$2,067.40	\$3,913.06	\$7,827.60	(\$11,740.66)	0.00
				Services								
24106				TOTAL Entitlement	\$0.00	\$12,043.00	\$12,043.00	\$2,067.40	\$3,913.06	\$7,827.60	\$302.34	0.00
				IDEA-B								
24109				Preschool IDEA-B								
	1000			Instruction								
24109	1000	53414		Other Services	\$0.00	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00
24109	1000	55915		Other Contract Services	\$0.00	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00
24109	1000	56118		General Supplies and Materials	\$0.00	\$41.00	\$41.00	\$0.00	\$0.00	\$0.00	\$41.00	0.00
24109	1000			SUBTOTAL Instruction	\$0.00	\$441.00	\$441.00	\$0.00	\$0.00	\$0.00	\$441.00	0.00
	2000			Support Services								
	2100			Support Services-Students								
24109	2100	53218		Specialists - Contracted	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$441.00	(\$441.00)	0.00
24109	2100			SUBTOTAL Support	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$441.00	(\$441.00)	0.00
				Services-Students								
24109	2000			SUBTOTAL Support	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$441.00	(\$441.00)	0.00
				Services								
24109				TOTAL Preschool	\$0.00	\$441.00	\$441.00	\$0.00	\$0.00	\$441.00	\$0.00	0.00
				IDEA-B								
24154				Teacher/Principal								
				Training & Recruiting								
	1000			Instruction								
24154	1000	53330		Professional Development	\$2,475.00	\$0.00	\$2,475.00	\$0.00	\$0.00	\$0.00	\$2,475.00	0.00
24154	1000			SUBTOTAL Instruction	\$2,475.00	\$0.00	\$2,475.00	\$0.00	\$0.00	\$0.00	\$2,475.00	0.00

State of New Mexico
Public School Operating Budget - Actuals Expenditure Rollup Report
Sandoval Academy (SABE) 2017-2018 - Fifth Month (Nov) - Expenditure
UnSubmitted

Fund	Func	Obj	Job	Description	Budget	Adjustments	Adjusted Budget	Current Period	YTD	Encumbrance	Budget Balance	FTE
24154				TOTAL	\$2,475.00	\$0.00	\$2,475.00	\$0.00	\$0.00	\$0.00	\$2,475.00	0.00
				<i>Teacher/Principal Training & Recruiting</i>								
24000				TOTAL Federal Flow-through Grants	\$11,367.00	\$12,484.00	\$23,851.00	\$2,067.40	\$3,913.06	\$8,268.60	\$11,669.34	0.00
27000				State Flow-through Grants								
27107				2012 GOBond Student Library SB-66 Support Services								
	2000			Support Services-Instruction								
27107	2200	56114		Library And Audio-Visual	\$0.00	\$2,315.00	\$2,315.00	\$0.00	\$0.00	\$0.00	\$2,315.00	0.00
27107	2200			SUBTOTAL Support Services-Instruction	\$0.00	\$2,315.00	\$2,315.00	\$0.00	\$0.00	\$0.00	\$2,315.00	0.00
27107	2000			SUBTOTAL Support Services	\$0.00	\$2,315.00	\$2,315.00	\$0.00	\$0.00	\$0.00	\$2,315.00	0.00
27107				TOTAL 2012 GOBond Student Library SB-66	\$0.00	\$2,315.00	\$2,315.00	\$0.00	\$0.00	\$0.00	\$2,315.00	0.00
27000				TOTAL State Flow-through Grants	\$0.00	\$2,315.00	\$2,315.00	\$0.00	\$0.00	\$0.00	\$2,315.00	0.00
31200				Public School Capital Outlay								
	4000			Capital Outlay								
31200	4000	54610		Rental - Land and Buildings	\$0.00	\$58,900.00	\$58,900.00	\$12,387.61	\$21,737.20	\$37,162.80	\$0.00	0.00
31200	4000			SUBTOTAL Capital Outlay	\$0.00	\$58,900.00	\$58,900.00	\$12,387.61	\$21,737.20	\$37,162.80	\$0.00	0.00
31200				TOTAL Public School Capital Outlay	\$0.00	\$58,900.00	\$58,900.00	\$12,387.61	\$21,737.20	\$37,162.80	\$0.00	0.00
31700				Capital Improvements SB-9								
	4000			Capital Outlay								
31700	4000	57332		Supply Assets (\$5,000 or less)	\$4,443.00	\$0.00	\$4,443.00	\$0.00	\$0.00	\$1,447.00	\$2,996.00	0.00
31700	4000			SUBTOTAL Capital Outlay	\$4,443.00	\$0.00	\$4,443.00	\$0.00	\$0.00	\$1,447.00	\$2,996.00	0.00
31700				TOTAL Capital Improvements SB-9	\$4,443.00	\$0.00	\$4,443.00	\$0.00	\$0.00	\$1,447.00	\$2,996.00	0.00
ALL				TOTAL BUDGET	\$721,102.00	\$91,552.00	\$812,654.00	\$71,512.39	\$284,057.23	\$511,108.68	\$17,488.09	8.00

School District: PED
 Charter Name: Sandoval Academy of Bilingual Education
 Month/Quarter 11/30/2017

**PED Cash Report
 for 2017-2018 Fiscal Year**

County: Sandoval
 PED No.: 563-001

Previous Year Report ending date	6/30/2017 11/30/2017	OPERATIONAL FUND 11000	TEACHERAGE FUND 12000	TRANSPORTATION FUND 13000	INST. MATERIALS FUND 14000	FOOD SERVICES FUND 21000	ATHLETICS FUND 22000	NON-INSTRUCT. FUND 23000
Refer to "Instructions for PED Cash Report" for details on how to properly complete this form.								
Total Cash Balance 6/30/2017	+OR-	(73,770.88)	0.00	0.00	6,296.91	0.00	0.00	4,965.76
Current Year Rev. to Date (Per Receipts Report-excluding Refunds & including any Deposits in Transit)	+	300,059.93	0.00	0.00	2,389.06	1,249.00	0.00	10,036.49
Prior Year Warrants Voided	+	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Resources to Date for Current Year 11/30/2017	=	226,289.05	0.00	0.00	8,685.97	1,249.00	0.00	15,002.25
Current Year Expenditures to Date Enter as a Minus (Per Expenditure Report)	-	(256,922.48)	0.00	0.00	(49.74)	0.00	0.00	(1,434.75)
Permanent Cash Transfers/Reversions * Provide Full Explanation on Last Page	+OR-	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Cash	=	(30,633.43)	0.00	0.00	8,636.23	1,249.00	0.00	13,567.50
<u>Other Reconciling Items</u>								
Payroll Liabilities	+	11,545.07	0.00	0.00	0.00	0.00	0.00	0.00
**Adjustments - Provide Full Explanation on Last Page	+OR-	23,899.87	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL RECONCILED CASH BALANCE 11/30/2017	=	4,811.51	0.00	0.00	8,636.23	1,249.00	0.00	13,567.50
Total Outstanding Loans *** Provide Full Explanation on Last Page	+OR-	(428.57)	0.00	0.00	0.00	0.00	0.00	0.00
Total Ending Cash 11/30/2017	+OR-	4,382.94	0.00	0.00	8,636.23	1,249.00	0.00	13,567.50

School District: PED		PED Cash Report				County:	Sandoval	
Charter Name: Sandoval Academy of Bilingual Education		for 2017-2018 Fiscal Year				PED No.:	563-001	
Month/Quarter 11/30/2017								
		FEDERAL FLOWTHROUGH FUND 24000	FEDERAL DIRECT FUND 25000	LOCAL GRANTS FUND 26000	STATE FLOWTHROUGH FUND 27000	STATE DIRECT FUND 28000	LOCAL OR STATE FUND 29000	BOND BUILDING FUND 31100
Total Cash Balance 6/30/2017	=	(680.15)	0.00	0.00	0.00	0.00	0.00	0.00
Current Year Rev. to Date (Per Receipts Report-excluding Refunds & including any Deposits in Transit)	+	3,514.98	0.00	0.00	0.00	0.00	0.00	0.00
Prior Year Warrants Voided	+	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Resources to Date for Current Year 11/30/2017	=	2,834.83	0.00	0.00	0.00	0.00	0.00	0.00
Current Year Expenditures to Date Enter as a Minus (Per Expenditure Report)	-	(3,913.06)	0.00	0.00	0.00	0.00	0.00	0.00
Permanent Cash Transfers/Reversions * Provide Full Explanation on Last Page	+OR-	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Cash	=	(1,078.23)	0.00	0.00	0.00	0.00	0.00	0.00
<u>Other Reconciling Items</u>								
Payroll Liabilities	+	0.00	0.00	0.00	0.00	0.00	0.00	0.00
**Adjustments - Provide Full Explanation on Last Page	-	(2,285.50)	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL RECONCILED CASH BALANCE 11/30/2017	=	(3,363.73)	0.00	0.00	0.00	0.00	0.00	0.00
Total Outstanding Loans *** Provide Full Explanation on Last Page	+OR-	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Ending Cash 11/30/2017	+OR-	(3,363.73)	0.00	0.00	0.00	0.00	0.00	0.00

School District: PED
 Charter Name: Sandoval Academy of Bilingual Education
 Month/Quarter 11/30/2017

**PED Cash Report
 for 2017-2018 Fiscal Year**

COUNTY: Sandoval
 PED No.: 563-001

B	C	D +	E +	F +OR-	G +OR-	H +	I	J +OR-
From Bank Statements				Adjustments to Bank Statement		Adjusted Bank Balance	Description	Adjustment Amount
Account Name/Type	Bank	Statement Balance	Overnight Investments	Net Outstanding Items (Checks) Deposits	Outstanding Interbank transfers		From line 12 Grand Total All	
Checking		43,171.22	0.00	(18,699.28)	0.00	24,471.94		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
Totals		43,171.22	0.00	(18,699.28)	0.00	24,471.94		24,471.94

0.00

Please provide Page 1 of each of your Bank Statement(s).

NOTE: Total Column H must
 equal total Column J

* PERMANENT CASH TRANSFERS/REVERSIONS (LINE 6)

Please identify all cash transfers and reversions
 per school district general ledger. Enter the name or fund
 number on the FROM FUND and TO FUND columns.
 Please list each transaction separately.

FROM FUND	AMOUNT FROM	TO FUND	Explicit Explanation
	0.00		
	0.00		
	0.00		

** OTHER RECONCILING ITEMS (LINE 8 & 9)

Please identify all reconciling adjustments
 per school district general ledger. Enter the name or fund
 number on the FROM FUND and TO FUND columns.
 Please list each transaction separately.

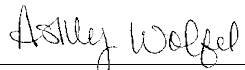
FROM FUND	AMOUNT FROM	TO FUND	Explicit Explanation
11000	23,899.87	11000	Amount owed back to PED
24000	(2,285.50)	24,000	RFR from FY2017 that was booked in FY2018
31200	(15,503.87)	31,200	RFR from FY2017 that was booked in FY2018

*** TOTAL OUTSTANDING LOANS (LINE 11)

Please identify all outstanding loans
 per school district general ledger. Enter the name or fund
 number on the FROM FUND and TO FUND columns.
 Please list each transaction separately.

FROM FUND	AMOUNT FROM	TO FUND	Explicit Explanation
11000	428.57	31200	Reimbursement Fund

I, hereby, certify that the information contained in this cash report reconciles to the General Ledger.


 Signature of Licenced Business Manager

12/7/17
 Date

From: [Schools, Charter, PED](#)
To: [Pierce, Laurel, PED](#)
Subject: Fw: Letter of Corrective Action
Date: Friday, December 22, 2017 8:07:59 AM
Attachments: [Screen Shot 2017-12-21 at 4.48.03 PM.png](#)
[Screen Shot 2017-12-21 at 4.54.29 PM.png](#)
[Screen Shot 2017-12-21 at 4.49.00 PM.png](#)
[Screen Shot 2017-12-21 at 4.49.31 PM.png](#)
[PEC Plan December 2017 Items 1-2.docx](#)
[Enrollment Forms 2018-2019 SY.doc](#)
[Admissions & Lottery 17-18SY.docx](#)

From: Jackie Rodriguez <jrodriguez@nmsabe.org>
Sent: Thursday, December 21, 2017 5:51 PM
To: Schools, Charter, PED; Armbruster, Karyl Ann; Wolfel, Ashley
Cc: bt@torreslawnm.com
Subject: Re: Letter of Corrective Action

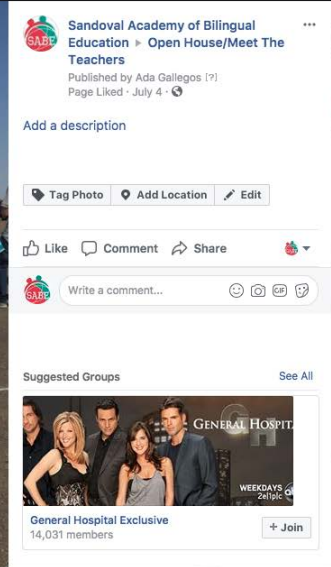
Good evening.

Attached you will find the two required plans that are due today in reference to the letter dated December 3, 2017.

You will also find some evidence attached that supports the implementation of the plan, including photos.

If anything else is needed, please feel free to contact me.

The image shows a Facebook post from the Sandoval Academy of Bilingual Education (SABE). The post features a chalkboard with the word 'Hello!' written in various languages: 'Bonjour', 'Bom dia', 'Guten morgen', 'buongiorno', 'dzien dobry', 'Καλημέρα', 'dobre rano', 'labas rytas', 'dobry den', 'Goeie mornê', 'サヨウナラ', and 'salah uti'. A young girl with brown hair in a ponytail, wearing a white shirt and a pink bow, is standing next to the chalkboard, looking up and resting her chin on her hand in a thoughtful pose. The Facebook interface shows the post was published by Jackie Rodriguez on July 27, has 4,957 people reached, and includes options to tag, add location, edit, love, comment, and share. The bottom of the post shows a comment from Matt Elizabeth Wright.





Sandoval Academy of Bilingual Education shared Ada Gallegos's post.

...

Published by Ada Gallegos (?) · July 4 · 🌐

Gracias por acompañarnos en el desfile de esta mañana...estudiantes, padres y cuerpo docente, nos alegra mucho que hayan podido asistir y representar a nuestra escuela. Viva SABE!

Thank you all for joining this morning at the parade...students, parents and staff, we are so glad you were able to join us. SABE rules!



Ada Gallegos ▸ Fourth of July Parade & Ceremony
July 4 · Rio Rancho, NM · 🌐

Thank you.

Regards,

Jackie Rodriguez
Principal/Director
Sandoval Academy of Bilingual Education
505.771.0555
505.771.9071 (fax)
www.nmsabe.org

*The contents of this e-mail message and any attachments are confidential and are intended solely for addressee. The information may also be legally privileged. This transmission is sent in trust, for the sole purpose of delivery to the intended recipient. If you have received this transmission in error, any use, reproduction or dissemination of this transmission is strictly prohibited. If you are not the intended recipient, please immediately **notify** the sender by reply e-mail or phone and **delete** this message and its attachments, if any.*

On Thu, Dec 7, 2017 at 2:38 PM, Poulos, Katie, PED <Katie.Poulos@state.nm.us> wrote:

Please see attached a letter concerning the PEC's decision at the November meeting.

Please note that I was looking for the email address to email this to your board president, Becky Torres, I noted that we have not received notification of her addition to the board. As you are aware, your contract requires the school to notify us of changes to the board within 30 days. Further, the [PEC's policy](#) clarifies this and provides the [reporting mechanism](#). Please ensure you meet this obligation and that we have been notified of all changes.

Our records currently reflect the following membership:

Brennan	Divett	President
Jeffrey	Stradling	Secretary
Octavio	Muñoz	
Christopher	Gallegos	
Cristina	Benitez De Luna	Member
	Vacant	

Thank you,

Katie

Katie Poulos
Director of Options for Parents and Families
NM Public Education Department
300 Don Gaspar
Santa Fe, NM 87501
c: [\(505\) 469-0373](tel:(505)469-0373)
o: [\(505\) 827-6532](tel:(505)827-6532)
www.ped.state.nm.us

Driving student success in New Mexico by supporting excellent authorizing practices and charter schools that provide innovative, quality education.

Public Education Commission Report

December 12, 2017 Due: December 21, 2017		Item #1 Monthly Fiscal Reporting			
Charter School:		Sandoval Academy of Bilingual		ID Number:	563
Head Administrator:		Jackie Rodriguez, Principal/Director		School Year:	2017-2018
Remediation Strategy(ies)	Action Step(s)	Timeline	Person/Program Responsible for Implementation	Outcome Evidence	Met/ Did Not Meet
A. Governing Council Training – School Finances	1. Contact the PED Finance and Budget Bureau & request and schedule training at SABE for GC members on school finances. 2. Contact the Vigil Group & request and schedule training at SABE for GC members on school finances.	1. Jan 11, 2018 GC Meeting 2. Feb 2018 GC Meeting	Director, J Rodriguez Governing Council Members	Agenda and Sign-In Sheet	1. Scheduled 2. Scheduled
B. Governing Council Training – Financial Requirements	1. Contact the PED Finance and Budget Bureau & request and schedule training at SABE for GC members on school financial requirements. 2. Contact the Vigil Group & request and schedule training at SABE for GC members on school financial requirements.	1. Jan 11, 2018 GC Meeting 2. Feb 2018 GC Meeting	Director, J Rodriguez Governing Council Members	Agenda and Sign-In Sheet	1. Scheduled 2. Scheduled
C. Governing Council Training – Financial	1. Contact the PED Finance and Budget Bureau & request and schedule training at SABE for	1. Jan 11, 2018 GC Meeting	Director, J Rodriguez Governing Council Members	Agenda & Sign-In Sheet	1. Scheduled 2. Scheduled

Public Education Commission Report

Reports	GC members on school financial reports. 2. Contact the Vigil Group & request and schedule training at SABE for GC members school financial reports.	2. Feb 2018 GC Meeting			
D. Governing Council Finance Committee	1. Establish a GC finance committee. 2. GC finance committee to meet monthly prior to GC meetings.	1. Dec 19, 2017 Ongoing	Director, J Rodriguez Governing Council Members Business Manager, Ashley Wolfel (The Vigil Group)	GC Minutes, Agendas & Sign-In Sheets	1. Finance committee members are Octavio Muniz and Becky Torres
E. Targets for financial reserves	1. Align 17/18SY budget to 80 only enrollment at advisement of the Budget & Finance Bureau. 2. Three former positions were consolidated or eliminated. 2. Provide monthly reports to GC. 3. Director and business manager will collaborate weekly and work to eliminate unnecessary spending. 4. Director and business manager will not hire unsupported positions. 5. Director and business manager will meet (in person or by phone) weekly to prioritize spending and payments to meet financial responsibilities.	June 2017 - Ongoing	Director, J Rodriguez Governing Council Members Business Manager, Ashley Wolfel (The Vigil Group)	1. Per PED projections were capped at 80 students for the 16/17 SY. 2. Done in July for beginning of the year 3. Done monthly since July meeting. Minutes online. 4. No new positions were allotted for 16/17 school year 5. J Rodriguez and A Wolfel meet weekly 6. Submitted as 16/17 budget.	Reports from Vigil Group are attached as evidence of financial reserves and planning

Public Education Commission Report

	6. 40,000 line item is created as “restricted expenditures” in the budget to pay off remaining balance with PED				
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Draft

Public Education Commission Report

December 12, 2017 Due: December 21, 2017		Item #2 STUDENT ENROLLMENT			
Charter School:		Sandoval Academy of Bilingual		ID Number:	563
Head Administrator:		Jackie Rodriguez, Principal/Director		School Year:	2017-2018
Remediation Strategy(ies)	Action Step(s)	Timeline	Person/Program Responsible for Implementation	How will you demonstrate success of the Remediation Strategy(ies)	NOTES & Met/ Did Not Meet
A. Recruitment Strategies	1. Participated in the Independence Parade in Rio Rancho. 2. Held two open houses during July to meet parents and offer tours and information to potentially new students. 3. Contacted other charter schools (Cien Aguas, Corrales International School, La Promesa ELC) and request wait lists 4. Identified advertising opportunities using free resources (social media, print media, television media) 5. Reached out to local partners to increase awareness of the school including RR Chamber of Commerce, Work Force Connections, Foster Grandparents Program, and local surrounding businesses	June – July, 2017 July-Aug 2017 July-Dec 2017	Director, J Rodriguez in collaboration with staff and Parent Teacher Association	Increased Enrollment 2016/2017	Met 1. Pictures attached. 3. Registrar called all students on waitlists that were shared (CAIS, LP) 4. SABE was featured in an article in the RR Observer (picture attached) 4. SABE placed an ad in the RR Observer celebrating our B Grade and soliciting more student enrollment (picture attached) 4. Planning meeting was held with all staff and then targeted different areas (child care centers, libraries, stores & restaurants, and social media outlets) ENROLLMENT: Beginning of the year: 80 40 Day Reporting: 95

Public Education Commission Report

	<p>6. Establish a marketing plan (US mail, social media, print media, television/radio media, door-to-door, etc.)</p> <p>7. Determine locations (community outreach) to reach out to potential students</p> <p>8. Identify charter schools with similar programing to inquire about recruitment plans/strategies</p> <p>9. Collaborate with local school districts (RRPS, BPS) to bring awareness to our program and how we can serve under served students</p> <p>10. Develop a student recruitment plan with staff, PTA, and parents groups(with different marketing techniques, teacher and community involvement, PTA)</p>	<p>Dec-Aug, 2018</p> <p>July-ongoing Jan, 2018-ongoing</p> <p>Jan – July for 17/18SY</p>		<p>Increased Enrollment 2017/2018</p>	<p>Current: 95</p> <p>TBD by beginning of the 17/18SY</p>
B. Enrollment Process & Communication	<p>1. Using the lottery process & dates, develop enrollment forms for returning, sibling and new students</p> <p>2. Post lottery process on our website and FaceBook, Twitter and Instagram profiles</p> <p>3. Enrollment forms have a notice that parents must inform the school should they change the not intend to attend SABE</p> <p>4. Call all potential enrollees weekly to confirm attendance</p> <p>5. Determine realistic projections in collaboration with the Vigil Group and the PED Budget and Finance Bureau based on 2 years of data; for submission to PED for 2018/2019 SY Budget</p>	<p>Nov – July for 17/18 SY Mar, 2018</p> <p>Jun-Aug, 2018 Mar 2018</p>	<p>Director, J Rodriguez</p> <p>Registrar, A Gallegos</p> <p>Teachers</p> <p>Business Manager, A Wolfel (The Vigil Group)</p> <p>PED Budget & Finance Bureau</p>	<p>Reach at least 80% of projected enrollment at the BOY</p> <p>Increased enrollment</p>	<p>Enrollment Forms and Lottery Dates form attached</p>

Public Education Commission Report

Draft



**2018-2019 School Year
Enrollment Form
Returning Student** (Yellow Paper)

Student Name: _____ Current Grade: _____ 2018/2019 Grade: _____

SABE will begin to accept enrollment forms on March 12, 2018.

Please complete this enrollment form to confirm if your child is returning next fall. This form is due by March 19, 2018 at 4:00PM. Enrollment forms returned after that date risk having to be put on waiting list for the new student lottery process.

Important dates to remember for RETURNING STUDENTS:

- **March 19, 2018, 4:00PM:** Enrollment forms for students returning to SABE are due back to the office
- **May 11, 2018:** Notification of Acceptance and Registration Packets available. Please come to the school or call the school for confirmation of acceptance.
- **May 14 & May 15, 2018, 3:00-5:00:** Onsite registration will be held at SABE
- **May 17, 2018:** Last day to turn in registration packets.

_____ My child is currently enrolled at SABE and will NOT be returning next year.

_____ My child is currently enrolled at SABE and will be returning next year.

By signing this enrollment form, I am acknowledging that if my child is accepted, they will be registered and attend SABE for the 2018-2019 school year. Should these circumstances change (ie. moving from area, moving out of state, homeschooling, change in schools), I understand that it is imperative that I notify the school as soon as possible to release my child's position for those on the wait list.

These decisions impact the financial position of the school and the courtesy of notifying the school is very much appreciated.

Parent/ Guardian Signature: _____ **Date:** _____



**2018-2019 School Year
Enrollment Form
*Sibling Student*** (Green Paper)

Student Name: _____ Current Grade: _____ 2018/2019 Grade: _____

SABE will begin to accept enrollment forms on March 12, 2018.

Incoming sibling priority: Siblings of currently enrolled students in grades K-5 will be given registration priority.

Please complete this enrollment form to confirm if your child will register with SABE to begin next fall. We highly encourage that this form be turned in by March 19, 2018 at 4:00PM to secure a spot. The last day to submit the enrollment form is April 27th, 2018.

Important dates to remember for SIBLING STUDENTS:

- **March 19, 2018, 4:00PM:** Enrollment forms for siblings of SABE students are due back to the office. Last day to turn in is **April 27th, 2018 @ 4:00PM**
- **May 10, 2018:** Lottery
- **May 11, 2018:** Notification of Acceptance and Registration Packets available. Please come to the school or call the school for confirmation of acceptance.
- **May 14 & May 15, 2018, 3:00-5:00:** Onsite registration will be held at SABE
- **May 17, 2018:** Last day to turn in registration packets.

By signing this enrollment form, I am acknowledging that if my child is accepted, they will be registered and attend SABE for the 2018-2019 school year. Should these circumstances change (ie. moving from area, moving out of state, homeschooling, change in schools), I understand that it is imperative that I notify the school as soon as possible to release my child's position for those on the wait list.

These decisions impact the financial position of the school and the courtesy of notifying the school is very much appreciated.

Parent/ Guardian Signature: _____ **Date:** _____

It is the responsibility of the students' parent(s) to ensure enrollment forms are submitted and received by the front office prior to the May 10th, 2018 lottery.



**2018-2019 School Year
Enrollment Form
NEW Student** (Purple Paper)

Student Name: _____ Current Grade: _____ 2018/2019 Grade: _____

SABE will begin to accept enrollment forms on March 12, 2018.

Welcome to the Sandoval Academy of Bilingual Education (SABE)!!!

Please complete this enrollment form to enroll your child in our lottery process. This is the first step to register with SABE for the 2018-2019 school year. The lottery process is pursuant to federal law, 20 U.S.C. Sec. 722li and NMSA (1978) 22-8B-4.1

Important dates for NEW STUDENTS to SABE:

- **April 27, 2018, 4:00 PM:** Enrollment forms are due back to the front office.
- **May 10, 2018, 4:00 PM:** Lottery
- **May 11, 2018:** Notification of Acceptance and Registration Packets available. Please come to the school or call the school for confirmation of acceptance.
- **May 14 & May 15, 2018, 3:00-5:00:** Onsite registration will be held at SABE
- **May 17, 2018:** Last day to turn in registration packets.
- **May 22, 2018:** New student orientation and open house (required for newly enrolled students)

By signing this enrollment form, I am acknowledging that if my child is accepted, they will be registered and attend SABE for the 2018-2019 school year. Should these circumstances change (ie. moving from area, moving out of state, homeschooling, change in schools), I understand that it is imperative that I notify the school as soon as possible to release my child's position for those on the wait list.

These decisions impact the financial position of the school and the courtesy of notifying the school is very much appreciated.

Parent/ Guardian Signature: _____ **Date:** _____

Parent/ Guardian Name: _____ **Phone Number:** _____

Parent/ Guardian Name: _____ **Phone Number:** _____

Alternate Contact Name: _____ **Phone Number:** _____

It is the responsibility of the students' parent(s) to ensure enrollment forms are submitted and received by the front office prior to the May 10th, 2018 lottery.



2018-2019 Admissions / Lottery Process

March 12, 2018, 4:00PM: Enrollment Forms Available

Returning students are encouraged to secure their spot by March 19th, 2018, 4:00PM

April 27, 2018, 4:00PM: Last Day to Submit an Enrollment Form

May 10, 2018, 4:00PM: Lottery

May 11, 2018, 4:00PM: Lottery Results Posted at the School

May 14-15, 2018, 3-5PM: On Site Registration

May 17, 2018, 4:00PM: All Registration Packet Due



**STATE OF NEW MEXICO
PUBLIC EDUCATION COMMISSION
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David L. Robbins, Member
District 2, Albuquerque

Carmie Toulouse, Member
District 3, Albuquerque

James Conyers, Member
District 5, Gallup, Farmington

Danielle Johnston,
District 8, Moriarity

Trish Ruiz, Member
District 9, Hobbs

Tim Crone, Member
District 10, Espanola

December 3, 2017

Jackie Rodriguez, Principal/Director
Sandoval Academy of Bilingual Education
jrodriguez@nmsabe.org

Dear Ms. Rodriguez,

As you are aware, on November 17, 2017 the Public Education Commission (PEC) voted to "require the Sandoval Academy of Bilingual Education to take action to remedy the financial problems identified by the PED's School Budget and Finance Analysis Bureau." That vote required the school to:

1. create a plan to improve the governing body's ability to monitor and oversee the school's monthly fiscal reports, which should include specific training on public school finances, financial requirements, and financial reports; specific actions by the finance committee and the whole board; and specific targets for financial reserves;
2. develop a plan to better estimate school enrollment, using best practices from other schools, which should include revising the school's enrollment processes, communications, and recruitment strategies; and
3. submit monthly reporting to the PEC, including monthly reports on student enrollment – including updates on the number of withdrawals and enrollments, actions taken to improve financial management, budget adjustments required to adjust for growth that has not materialized or repayments for prior year repayments, and updated year end position forecasts.

The PEC requests that the school submit the two required plans, identified in items one and two above to charter.schools@state.nm.us no later than December 21, 2017. The PEC further requests that the school submit the monthly reporting required in item three above no later than the first day of each month, beginning with January 1, 2018 to the same email address. The school's plans and first

monthly reporting submission will be reviewed at the PEC's January 12, 2018 meeting. The subsequent monthly reports will be reviewed at each monthly PEC meeting thereafter until the school is removed from monthly reporting by the PED or until the PEC or PED determines that further action is required.

Thank you,

Patricia Gipson, Chair
Public Education Commission

PEG/kmp

cc: Becky Torres, Governing Council President

C. Cariños de los Niños Charter School

Cariños Governance Board Action /Improvement Plan – Approved December 20, 2017

Plan for Number 1.

- Cariños Governance Board Members will attend Board trainings offered by PED approved trainers.
- Contact ACES, NMCCS, and PED conference training related to finances.
- Attend Customized trainings by ACES or NMCCS as arranged, based on needs of the board to better understand and implement policies as related to finances.
- Provide to NMPEC and NMPED specific date's members will be attending these trainings and who will be attending.

Plan for Number 2.

- Assign school administration to be responsible for enrollment.
- Use the subsequent 40th day projections to be equal to or less the number of enrolled students at the time the budget is created (usually in May).
- If additional students enroll, the 40th day projections shall be determined based on commitment letters from families committing to enroll their children in the new grade(s)/classes.

Plan for Number 3.

- Our New STARS Coordinator will submit attendance and withdraws report on a monthly bases as required in order to account for our budget and deal with our financial management and future forecast.
- Our Business Manager is awaiting the completion of the inputting of various transactions (BARS) related to Sept, Oct, Nov, and Dec, which are needed for the reports to be accurate and complete by January of 2018 and thereafter.
- Our NMPED budget analyst will be updated. Monthly reports to be turned in to NMPED upon the completion of the financial reports.

CARIÑOS CHARTER SCHOOL

Improvement/Action Plan to include compliance with monthly financial reporting requirement. Action Plan submitted to NMPEC/NMPED ON December 21, 2017. – Mr. Vernon Jaramillo, Chancellor.

Cariños Governance Board Action /Improvement Plan – Approved December 20, 2017

Plan for Number 1.

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- Our NMPED budget analyst will be updated. Monthly reports to be turned in to NMPED upon the completion of the financial reports.

From: Vernon Jaramillo
To: [Poulos, Katie, PED](#); [Schools, Charter, PED](#); [Gipson, Patricia](#); [Pierce, Laurel, PED](#)
Cc: [doccata3@gmail.com](#); [leo.marquez@63yahoo.com](#); [Glenda Sanchez](#); [Carla Mtz.](#); [bigdaddyisaac60@yahoo.com](#); [Nativa Services LLC](#)
Subject: Carinos Charter School Corrective Action Plan
Date: Wednesday, December 20, 2017 1:12:20 PM
Attachments: [Action Plan for NMPEC - Dec 20, 2017.pdf](#)

Dear Ms. Patrica Gipson and Ms. Katie Poulos,

See Attachment-Ref: Our Carinos Corrective Action Plan.

If you need a difference format , please let me know.

Respectfully,

Vernon Jaramillo, Chancellor

Sent from [Outlook](#)

From: Poulos, Katie, PED <Katie.Poulos@state.nm.us>
Sent: Wednesday, December 6, 2017 12:55 PM
To: Jaramillo, Vernon; Nativa Services LLC; [juanita.cata@carinos.org](#)
Subject: Letter of Corrective Action

Please see attached a letter concerning the PEC's decision at the November meeting.

Katie Poulos
Director of Options for Parents and Families
NM Public Education Department
300 Don Gaspar
Santa Fe, NM 87501
c: (505) 469-0373
o: (505) 827-6532
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Danielle Johnston,
District 8, Moriarity

Trish Ruiz, Member
District 9, Hobbs

Tim Crone, Member
District 10, Espanola

December 3, 2017

Vernon Jaramillo, Chancellor
Cariños de Los Niños Charter School
vernon_jaramillo@hotmail.com

Dear Mr. Jaramillo,

As you are aware, on November 17, 2017 the Public Education Commission (PEC) voted to “require Cariños de Los Niños Charter School to take action to remedy the financial problems identified by the PED’s School Budget and Finance Analysis Bureau.” That vote required the school to:

1. create a plan to improve the governing body’s ability to monitor and oversee the school’s monthly fiscal reports, which should include specific training on public school finances, financial requirements, and financial reports; specific actions by the finance committee and the whole board; and specific targets for financial reserves;
2. develop a plan to better estimate school enrollment, using best practices from other schools, which should include revising the school’s enrollment processes, communications, and recruitment strategies; and
3. submit monthly reporting to the PEC, including monthly reports on student enrollment – including updates on the number of withdrawals and enrollments, actions taken to improve financial management, budget adjustments required to adjust for growth that has not materialized or repayments for prior year repayments, and updated year end position forecasts.

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Thank you,

Patricia Gipson, Chair
Public Education Commission

PEG/kmp

cc: Dr. Juanita Cata, Governing Board President