SENDERO SCHOOL OF ACADEMICS AND CAREER PREPARATION

Governing Council Meeting Minutes

June 17, 2026

Date:	June 17, 2026
Location:	Sendero Prep, 1405 South Solano Drive Las Cruces, NM
Meeting Type:	Regular Monthly Governing Council Meeting (Open Session, resumed following Executive Session)
Presiding:	Patricia Gonzales (Madame President)

Note: Attendee names were not consistently stated in the recording. Where speakers identified themselves or were addressed directly by name, those names are reflected below; other contributions are attributed by role/title.

Attendees

Governing Council Members

- Patricia Gonzales (Madame President / Chair, presiding)
- Mr. Jaime Quezada, Board Member
- Mr. Michael Davis, Board Member

Staff / Presenters

- Matt Sandoval, Co-Executive Director / Incoming Executive Director (transition)
- Caz Martinez, Co-Executive Director
- Priscilla Cabral, Business/Finance Manager
- Lezlie Loera, Enrollment staff
- Laura Hurtado, Enrollment staff (referenced)
- Dr. Valerie Ratliff Parker, Incoming Principal (guest, introduced during meeting)

Call to Order / Resumption of Open Session at 11:07am

The meeting resumed in open/live session following a closed Executive Session. The Board President noted that action was pending on items discussed in executive session, specifically regarding the Executive Director and Transition Director contracts (Item A) and the 2026–2027 Sendero Prep Governing Council Annual Resolution (Item B).

A motion to come out of executive session and resume open session had been made prior to the resumption of the public recording.

Action Item A: Executive Director and Transition Director Contracts

The Board President called for a motion to approve Item A, the Executive Director and Transition Director contracts, as presented to the board.

> **MOTION**
> To approve Item A, the Executive Director and Transition Director contracts, as presented to the board.
> *Moved by: Mr. Davis* *Seconded by: Mr. Quezada* ***Result: Carried unanimously (no opposition)***

Following the vote, the incoming Executive Director thanked the Board President and board members for their support, guidance, and trust in the leadership transition plan.

Action Item B: 2026–2027 Sendero Prep Governing Council Annual Resolution (Exhibit B)

Priscilla presented a summary of the annual resolution, noting it is a standard, legally required resolution adopted each year. Key points:

- States that regular board meetings are held the third Wednesday of every month (unchanged).
- States the meeting location as the school site, 1405 South Solano Drive.
- Outlines requirements under the Open Meetings Act, including posting of documents and required posting time periods.
- The resolution and supporting exhibits were made available to the board in advance via Google Drive.

No questions were raised by the board on the resolution.

> **MOTION**
> To approve Item B, the 2026–2027 Sendero Prep Governing Council Annual Resolution, Exhibit B.
> *Moved by: Mr. Quezada* *Seconded by: Mr. Davis* ***Result: Carried unanimously (no opposition)***

Financial Report (Priscilla, Finance/Business Manager)

Priscilla presented the monthly financial report, previously circulated via Google Drive. Highlights:

Fund Dashboard

- Year-to-date amounts are tracking on target with awarded grant funding for the year, with the exception of carryover funds (e.g., activity accounts, Medicaid, Spaceport grant), which are not expected to show significant year-to-date expenditure.
- The construction activity account is currently in deficit due to costs for building lemonade stands for a local elementary school; the fund is expected to return to a positive balance once payment for the stands is received.

Fund Summary / Function Dashboard

- One function — Student Nutrition — is overextended by approximately $1,700 relative to its award amount.
- This will be resolved via a journal entry charging the overage to the operational account before fiscal year-end close, ahead of next month's financial presentation.
- Priscilla and Matt explained the overage is a recurring, historically normal occurrence: the school is reimbursed for only one qualifying meal per student (meeting all required meal components), and costs such as second helpings or surplus food are not reimbursed, creating a small annual gap.

Revenue (May 2026)

- Total May revenue: $289,990, reflecting operational SEG, adult meal fees, student fees (e.g., Yondr pouches, charger replacements), RFRs, and HB33 collections.
- Pending RFRs (Requests for Reimbursement) through June total approximately $349,000, expected to be received in the coming weeks.

Disbursements (May 2026)

- Total May disbursements: $417,669 — higher than revenue for the month due to invoices/purchase orders closing out and the second and final installment of staff stipends being paid.

Budget Adjustment Requests (BARs)

- BARs 60–68 presented as routine, end-of-year maintenance adjustments (e.g., benefits lines, workers' compensation, minor supply adjustments); BAR 67 was voided (created in error).
- BAR for Fund 24189: approximately $1,500 increase from a late-year funding increase, applied to the annual JARC services budget line.
- Title II funding: $8,334 late-year carryover increase for professional development; eligible to be budgeted into FY27.
- Fund 31200 and Student Nutrition fund: technical "true-up" adjustments in OBMS to align budget authority with final cash position/audit numbers and current-year allotments; no new journal entries or additional budget result from these adjustments.
- PEC Performance Framework Improvement Grant: additional $5,550 awarded for student testing incentives (see discussion below).
- Perkins funding (Fund 24172): $39 true-up adjustment.
- Additional small true-up adjustment: $33.75.
- Capital Improvements Fund (31600): $1,800 adjustment to the supply/assets budget line.

Board discussion: A board member asked about the purpose of the $5,000 testing-incentive funding. Matt explained that the funding originated from a conversation with the Director of the Charter School Division, who offered additional funds the school could apply toward priorities; given that testing (including ACT WorkKeys) is a high priority under the school's charter contract, the funds are being used to purchase incentive prizes (e.g., gaming consoles, tablets, and similar items) for a periodic random drawing among students who test and demonstrate effort, which has proven effective in motivating student participation.

> **MOTION**
>
> To approve all Budget Adjustment Requests (BARs) as presented and itemized in the agenda, including BARs for Funds 27552, 11000, 11000, 11000, 24101, 24106, 24106, 27595, 31703, 24819, 24154, 31200, 21000, 26107, 11000, 24172, 24174, and 31600.
>
> *Moved by: Mr. Quezada* *Seconded by: Mr. Davis* ***Result: Carried unanimously (no opposition)***

Priscilla also presented the second financial action item: Resolution No. 26-27-01, the FY27 Annual BAR Resolution, which formalizes the board's process for approving budget adjustment requests through OBMS each fiscal year.

> **MOTION**
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> To approve Resolution No. 26-27-01, the Annual Budget Adjustment Request (BAR) Resolution for Fiscal Year 2027.
>
> *Moved by: Mr. Quezada* *Seconded by: Mr. Davis* ***Result: Carried unanimously (no opposition)***

The Board President thanked Priscilla for the clarity and detail of her financial presentations.

Superintendent's Report (Informational — No Action Items)

Enrollment Update (Lezlie)

- Approximately 57 inquiries from prospective families for the upcoming school year.
- Approximately 10 of those families have already returned completed registration packets.
- Phone outreach to confirm registration packet availability began the prior week.
- Matt noted this is significantly ahead of pace compared to prior years, when packets had typically not yet been issued at this point in the summer, and thanked Lezlie and Laura for the early start.
- Goal is to fully enroll as many prospective students as possible prior to the first day of school, July 15.

Personnel Update (Matt)

- Principal vacancy: Dr. Valerie Ratliff Parker has been hired as Principal for the 2026–2027 school year, returning to Sendero Prep after previously serving in administration and as a math teacher, followed by leading her own school and working at the state level (during which she completed her doctorate). Dr. Parker joined the meeting and introduced herself to the board.

- Front Office / Attendance Liaison: position filled; new hire (Lori) starts July 1. She has approximately 10 years of front-office experience at a large comprehensive high school.
- English Language Arts teacher: position posted; four to five applicants identified; interviews to be scheduled.
- Science teacher: position posted; two to three potential applicants identified to date.

No board questions were raised on personnel.

Board Training

- Reminder issued that all board members must complete required training hours (via Canvas courses) by the June 30 deadline.
- Staff will follow up individually with board members to confirm completion status.

MRI (Math, Reading, Improvement-type) Application Update (Matt)

- Application relates to the school's designation for low graduation rate.
- Application included over 240 questions and totaled approximately 95 pages; it has been submitted, along with the associated budget, to the Priority Schools Bureau at the Public Education Department.
- The Bureau will review the application over approximately 15–20 days, followed by a period of revisions and feedback.
- Much of the underlying work involved tightening school-level systems and aligning budget priorities to improve graduation rates.
- Funding associated with the application/plan is $200,000 for the current fiscal year.
- This item will become a standing monthly Superintendent's Report item; Matt will provide monthly updates on progress, goals, and expenditures, and will produce a condensed summary report once a final plan is approved.

Miss Gonzalez noted she has been reviewing the MRI application together with Matt to ensure readiness for submission. No further questions were raised.

Leadership Transition Update

- Following board approval of the Executive Director and Transition Director contracts (Item A), the outgoing and incoming Executive Directors, along with incoming Principal Dr. Parker, are actively preparing for the 2026–2027 school year.
- Staff return date: July 13. First instructional day: July 15.
- Work is underway with PBL Works (project-based learning partner) to finalize teacher team and student cohort structures.
- Professional development is planned for the first few days of the school year, along with a kickoff/jump-start day for new students to ensure proper scheduling into pathways.
- The outgoing Executive Director will continue supporting the incoming Executive Director and Principal through the transition, including state correspondence, partner contracts, grant requirements, platform logins, and required paperwork with the Charter School Division and the Public Education Commission (PEC).

- A board transition may also occur: Mr. Frietas has verbally indicated he intends to step away from the board; staff will confirm and obtain a formal letter of resignation if applicable, with an update expected at next month's meeting.
- Newly retired former principal Gabe Estrada has expressed interest in joining the board, to be considered by the board at the appropriate time.
- Coordination continues with the school's facilities partner (Las Cruces Public Schools) regarding building-related matters.

Closing Remarks

Board members offered closing comments expressing appreciation for the school staff and board's work over the past year, enthusiasm for upcoming changes and the direction of the school, and a formal welcome back to Dr. Valerie Ratliff Parker as incoming Principal.

Adjournment

With no further business, the meeting was adjourned at 11:54pm

Summary of Motions and Votes

Item	Action	Result
A — Executive Director / Transition Director Contracts	Approved as presented	Carried unanimously, no opposition
B — FY26–27 Annual Governance Resolution (Exhibit B)	Approved	Carried unanimously, no opposition
Budget Adjustment Requests (BARs), various funds	Approved as presented	Carried unanimously, no opposition
Resolution No. 26-27-01 — FY27 Annual BAR Resolution	Approved	Carried unanimously, no opposition