

SENDERO SCHOOL OF ACADEMICS AND CAREER PREPARATION

Governing Board Meeting Minutes

Date: Wednesday, August 19, 2026

Time: 4:33 PM – 5:46 PM

Location: Sendero Prep, 1405 South Solano Drive, Las Cruces, NM

Meeting Type: Regular Monthly Governing Board Meeting (Open Session)

Presiding: Patricia Gonzales (Madame President)

Attendees

Governing Board Members

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

Angela McNeely, Board Member, was not present at this meeting. A quorum was confirmed with the three members present.

Staff / Presenters

- Matt Sandoval, Superintendent/Executive Director
- Priscilla Cabral, Business/Finance Manager
- Dr. Valery Ratliff Parker, Principal

Call to Order / Roll Call

The meeting was called to order at 4:33 PM and opened with a roll call. The Board President noted for the record that a quorum was present. The Pledge of Allegiance was recited.

Approval of Agenda and Prior Meeting's Minutes

The July meeting's minutes and the August agenda, previously circulated to the board in the board packet, were reviewed.

MOTION

To approve the agenda and the prior meeting's minutes, as presented.

Moved by: Mr. Quezada Seconded by: Mr. Davis **Result: Carried unanimously (no opposition)**

Open Forum

No members of the public were waiting to address the board, either in person in the school lobby or via the Zoom waiting room.

PEC Indicators of Success Grant Survey (Mrs. Gonzales)

Mrs. Gonzales led the board through New Mexico's required annual governing-board self-assessment survey, screen-sharing the survey instrument and facilitating a category-by-category discussion and consensus rating (1–5 scale) across Leadership, Governing Board, Operations, Finance, Talent and Culture, Instruction, and Mentoring.

- The board reached consensus ratings across all 48 indicators, with most categories scoring 4–5. Board members discussed each rating openly, including areas for growth.
- Areas the board identified as needing the most attention (average ratings of 4 or below) included: leadership's trust with staff (reflecting a recent leadership transition); board meeting attendance consistency (reflecting a previously absent member); the board's engagement with school staff and community; a process for operational decisions to be checked by another staff member with override authority; and, most notably, student attendance/chronic absenteeism, which the board rated as its lowest-scoring area given the school's mobile student population.
- Dr. Parker and the Superintendent noted that several school policies and board bylaws are outdated and recommended engaging outside consultant Dan Hill to help update the policy folder, particularly to support the school's ongoing attendance improvement plan and student/family handbook work.
- The board discussed and supported using potential PEC improvement grant funding (up to \$10,000, available beginning September 1 for indicators rated 1–4) toward this policy-update consulting support.
- The board also affirmed interest in serving as a mentor board for other charter schools navigating similar leadership transitions, as invited by this year's survey.

Mrs. Gonzales will finalize and submit the board's survey on behalf of the full board.

MOTION

To submit the PEC Indicators of Success Grant Survey as reviewed during the meeting.

Moved by: Mr. Davis Seconded by: Mr. Quezada **Result: Carried unanimously (no opposition)**

Financial Report (Priscilla, Business/Finance Manager)

Fund and Function Dashboards

- As expected early in the fiscal year, year-to-date expenditures (including encumbered salaries/benefits and open purchase orders) are tracking well below full-year allocations across grant funds.
- The lease assistance award and the Innovation Zones budget are not yet reflected in the dashboard: the lease assistance application was submitted last week with a decision expected this quarter, and the Innovation Zones application is due in September.
- Two functions are running slightly over budget due to benefits/payroll tax lines (FICA, Medicare, Social Security) tied to offered contracts; a correcting Budget Adjustment Request (BAR) will be presented at next month's meeting.

New Standing Financial Reports (per CSD guidance)

Priscilla introduced a new monthly reporting dashboard, developed in response to CSD guidance on additional required board-level financial reporting. The dashboard includes a Statement of Net Position, Budget-to-Actuals, a Statement of Revenues, Expenditures, and Changes in Fund Balance, and a Cash Flow Statement, populated with monthly data from July 2025 through June 2026.

- The PEC performance framework's minimum standard is 60 days cash on hand (“Meets Standard” rating); the school met this standard for most of the year.

- At the June 2026 close, the school had approximately 39 days cash on hand, reflecting elevated year-end expenditures (extra instructional payroll, closing purchase orders, and late-arriving NextGen CTE expansion grant activity in May/June).
- The board requested that the dashboard include a brief explanatory note in any month the school falls under the 60-day standard, to document context for future audits.
- Per CSD guidance, this report must be presented by a member of the finance committee; it will become a standing monthly agenda item.

Revenue

- July revenue reflects approximately \$683,000 in RFRs that were pending as of the June close and have since posted, primarily lease assistance reimbursements (covering January–March and April–June) and the operational SEG payment, which was received at the end of July, consistent with historical timing.

Disbursements

- Total July disbursements were approximately \$259,000, reflecting roughly two weeks of expenditures and payroll early in the fiscal year, along with annual software subscriptions and the annual NMSIA risk/insurance payment.

Action Items: Fiscal (Budget Adjustment Requests)

1. BAR – Fund 27584, Attendance Success Initiative Grant: Establishes initial FY27 budget authority of \$50,000, approved by PED. Budget includes funding for two staff members' work beyond contract time and a \$24,000 contract with ACES for needs assessment, reporting, and coordination with the school and CYFD/CIS to support accurate, timely attendance data and in-person collaboration with school administration on parent engagement.
2. BAR – Carryover Decrease (small grant fund): Reduces a previously projected FY27 carryover amount after the fund's full award was expended by the June 30 close — including the purchase of two 85-inch interactive Promethean touchscreen boards (one installed upstairs, one downstairs, for common use) — and the associated RFR was received before the fiscal year-end deadline. This BAR trues up the FY27 budget to remove the carryover that is no longer expected.

MOTION

To approve the fiscal action items (BARs) as presented.

Moved by: Mr. Davis Seconded by: Mr. Quezada **Result: Carried unanimously (no opposition)**

Superintendent's Report (Informational, unless noted)

Enrollment Update (Matt)

Enrollment is now a standing agenda item, tracked longitudinally with a new spreadsheet/visual, per the board's prior request.

- True freshmen: 12 in July, now 16 — an increase from a historical standpoint.
- Current grade-level counts: 64 ninth graders (inclusive of repeat 9th graders), 58 tenth graders, 42 eleventh graders, and 31 twelfth graders.
- Total enrollment: 203 at the June close, dipping to 195 after graduating 33–35 seniors last spring (most seats have already been backfilled).

- 40-day enrollment goal: 201 students; the school is only 6 students shy, with daily parent inquiries and pending enrollment packets supporting confidence in reaching the goal by the mid-October 40th day.
- Board request: add a visual goal line to the enrollment trend charts, and track a specific retention goal for the 31 current seniors (target: retain all 31 through graduation, with visibility into any dip by grade level).

Senior Progress Update (Matt) — New Standing Item

- The master scheduler and CTE team have met individually with every current senior to build individualized graduation plans outlining expectations for the year.
- These meetings will continue each term; students who fail a class will receive intervention meetings and an adjusted credit-recovery plan to stay on track for graduation.
- Term 1 concludes this week (Thursday); a full senior progress update — including how many seniors are on track versus needing a recovery plan — will be presented at next month's meeting.

Board Training and Board Vacancy (Matt)

- No new in-person training opportunities to report since last month; Canvas courses remain available.
- The board currently has one vacancy. A community member has expressed interest in joining; he works for a large mining company that hires across CTE trade pathways and offers student internship opportunities.
- The Superintendent will circulate the prospective member's letter of interest and resume to the board, with filling the vacancy proposed as a discussion/action item at next month's meeting.

MRI Designation Strategic Plan Update (Matt)

- The school now has full budget authority to begin expending funds and submitting/processing RFRs under the MRI grant.
- The first RFR will cover ongoing on-site PBL Works professional development (facilitator Kristen), which will continue as a recurring expenditure throughout the year.
- The first strategic-plan milestone — individualized graduation plans for all current seniors — has been completed (see Senior Progress Update above).
- Mandatory Priority Schools Bureau “Navigate” team trainings begin in September for the Superintendent, Dr. Parker, and Ms. Leslie; the Superintendent (as lead Navigator) will also attend two additional in-person trainings and 6–8 virtual/Zoom sessions, per a training schedule released last week.

No further questions were raised.

Closing Remarks

Board members thanked Priscilla for the new financial reporting dashboard and thanked staff for their continued work heading into the school year.

Adjournment

With no further business, the meeting was adjourned at 5:46 PM. The next meeting will be held at 4:30 PM, one month from this meeting.

Summary of Motions and Votes

Item	Action	Moved By	Seconded By	Result
Approval of Agenda and Prior Minutes	Approved as presented	Mr. Quezada	Mr. Davis	Carried unanimously, no opposition
PEC Indicators of Success Grant Survey	Approved for submission as reviewed	Mr. Davis	Mr. Quezada	Carried unanimously, no opposition
Fiscal Action Items (BARs: Attendance Success Initiative; carryover decrease bar)	Approved as presented	Mr. Davis	Mr. Quezada	Carried unanimously, no opposition

Note: These minutes were prepared from an auto-transcribed recording.

APPROVED