

SOUTHWEST AERONAUTICS



MATHEMATICS & SCIENCE ACADEMY

GOVERNANCE COUNCIL

Special Meeting of SAMS Academy Governing Council
Monday, November 16, 2015

Board Members Present

Justin Lindgren, Phyllis Chavez,
Pauline Keithley, Larry Kennedy

Board Members Absent

None

Also in attendance

Sharon Huber, Coreen Carrillo, Daren Gallacher,
Ronda Joyce, Kyle Hunt, Kirk Hartom

Public in attendance

Ted Spitzmiller

These Minutes were approved on _____.
by a vote of ___ yes ___ no ___ Absent ___ abstained.

President

Notary Seal and Signature

**Submitted by
Christine Herron**

CALL TO ORDER

Larry called the special meeting of the Southwest Aeronautics, Mathematics, and Science (SAMS) Academy Governing Council to order on Monday, November 16, 2015 in the Conference Room of 4100 Aerospace Parkway NW at 7:33 am.

ROLL CALL

Larry asked Christine to call roll. Christine called Justin Lindgren, Here; Pauline Keithley, Here; Larry Kennedy, Here; Phyllis Chavez, Absent.

Phyllis arrived at 7:34 am.

PLEDGE OF ALLEGIANCE

Coreen informed Larry that the flags were not flying today due to the weather and asked Larry if he would like Coreen to get a flag. Larry answered that the Governing Council would skip this until a flag could be present.

ADOPTION OF THE AGENDA

Larry asked for a motion to approve today's agenda. Justin made the motion and was seconded by Pauline. Larry called for a voice vote and hearing none as opposed, Motion carried.

REVIEW / APPROVAL OF MINUTES from October 26, 2015

Larry asked if anyone had any questions or discussion regarding the minutes from the special Governing Council meeting held in the Conference Room of SAMS Academy on Monday, October 26, 2015. Phyllis commented that she was the one that stated that the Council would approve the staff handbook as a skeleton, not Pauline.

Larry asked for a motion to approve the minutes from the October 26, 2015 meeting. Justin made the motion and Pauline seconded the motion.

CLOSED SESSION

Larry stated that he continues to keep this as an agenda item in case the Governing Council needs to move into Closed Session. Larry stated that the Governing Council didn't need to move into Closed Session and there was not any further action that was needed at this time.

OPEN SESSION

Larry stated that the Governing Council did not move into Closed Session, so the Governing Council remained in Open Session.

ONGOING BUSINESS

Larry stated that Daren was not in attendance for his report and Kirk stated that he could provide the Council the *Aviation Update* that he had.

- Kirk informed the Council that the **RFP (Referral for Proposal)** has been finalized.
- Kirk updated the Council on **Flight Instruction**.
 - Kirk informed the council members that Daren is working with the Senior students to get flight time before graduation.
 - Kirk stated that the school is working with Bode Aviation regarding aviation instruction and flight instruction for the Junior students receive half of their flight time this year and the remaining half of their flight time next year.
- Kirk informed the Council that the school has received their approved Purchase Orders (POs) for the **Fuel Cards** for refueling the school's airplane for flight instruction.
- Kirk updated the Council where the school is with regards to the aircraft **Title**.
 - Kirk explained that Mark, the school's attorney, sought help from a legal firm who is experienced with titles and title processes.
 - Kirk explained that the title is taking time to receive because the aircraft needs to be appraised.
- Larry asked Kirk where the school stood on **aircraft insurance**. Kirk stated that the school's aircraft has been insured for students, instructor, and aircraft.

- Larry asked where the school was at with the **aircraft hangar**. Kirk answered that there are hangar charges that haven't been paid, but he is working with the finance office and the landlords to rectify the unpaid balances.
 - Kirk explained that the Purchase Requisitions (PRs) were submitted to PED (Public Education Department) for approval and the hangar charges will be built out monthly for the remaining of the FY 16 year.
 - Kyle, from the Vigil Group, added that he has coded the PRs and should receive PED approval this week.

Larry moved to the next item of Ongoing Business, ***Governing Council Member Recruitment***.

- Larry asked Christine to send another email blast advertising open Governing Council member positions.

Larry moved to the last item of Ongoing Business, ***Governing Council Member Application***.
Larry introduced Ted Spitzmiller.

- Larry informed his fellow council members that he met with Ted and invited Ted to today's Governing Council meeting.
- Larry stated that after meeting with Ted, Larry would recommend Ted for a Governing Council member seat on the SAMS Academy Governing Council.
 - Pauline informed her fellow council members that Ted is the aviation instructor that used to work for Southwest Secondary Learning Center (SSLC) and SAMS Academy. Pauline stated that Ted is the reason her son, Jeffrey, became interested and has remained interested in the aviation program.
 - Larry added that Ted comes with a long resume, is a hard worker, and has an aviation background that the SAMS Academy Governing Council has been looking for.
 - Larry asked his fellow council members if they had any other questions and Phyllis asked how Ted heard about the SAMS Academy Governing Council. Ted addressed the Governing Council and stated that he attended an aviation meeting at SSLC and has been interested in the school's success with the

aviation program.

- Ted stated that he has not been employed by the school for a while, but still wants the school's program to succeed and Ted has been watching the schools and the aviation program for the last four (4) years.
 - Ted added that he is excited about the students and the chance to help see the program succeed.
- Larry asked if there were any other comments, questions, or a motion to approve Ted Spitzmiller joining the SAMS Academy Governing Council.
- Pauline made the motion and was seconded by Justin. Larry called for a voice vote and hearing none as opposed, Motion carried.

ADMINISTRATIVE REPORT

Larry asked Kirk for his Administrative Report. Kirk presented each council member a copy of the *Staff Handbook Procedures*.

- Kirk reminded the Council that they approved the Staff Handbook Skeleton and that Kirk will be presenting 4-5 procedures for Governing Council approval that will be placed in the Staff Handbook once they have been approved.
- Kirk explained that the procedures that he is presenting the Governing Councils (SPLC, SILC, SSLC, and SAMS Academy) are a running document for the Governing Councils to review, make changes, and approve before the final procedure is placed in the Staff Handbook.
 - Larry asked Kirk to make sure that the Staff Handbook contains SAMS Academy Language and the procedures are pertinent to SAMS Academy.
 - Phyllis asked if Kirk is having staff members involved with review of the staff handbook and Kirk answered, yes a representative of each school.
- Kirk explained the colors of the staff procedures that the council members are reviewing. Kirk stated that red is the initial procedure, that blue is the amendments to the initial procedure, and that green is the color of approval.
- Kirk explained that the procedures that he brought before the Council today are for council members to review, notify Kirk of changes, and for approval at the

December meeting.

- Kirk informed the SAMS Academy Council that the Southwest Intermediate Learning Center (SILC) Governing Council reviewed these procedures and have made their recommendations that Kirk placed in blue.
 - Larry stated that he likes having the procedures brought before the council members, that the council members have time to review the procedures, and then approve the procedures before they are placed in the Staff Handbook.
- Kirk informed the Council of the significant changes that SILC pointed out to Kirk.
- SILC's Governing Council asked Kirk to work on a few wordsmithing issues.
 - SILC's Governing Council made a few changes to number 3, regarding classification of employees. Kirk informed council members that the 250 day employees would be referred as non-instructional staff and 186 day employees would be referred as instructional staff.
 - SILC's Governing Council made a few changes to number 14, regarding ARA (Attendance Reimbursement Account) and adding an additional 5 days for instructional staff for a total of 10 days. Kirk stated that 5 of these days could be reimbursed and the remaining could be carried over for the next school year. Kirk added that he would be working with PED for approval of ARA in the spring.
 - Kirk also stated that SILC's Governing Council made a change to number 14, regarding Bereavement Leave. Kirk informed the Council that the staff handbook currently states that an employee has one time per year to use their Bereavement Leave, but SILC would like to increase that to two times per year.
 - Kirk stated that SILC's Governing Council would like to make a change to number 14, regarding Professional Development (PD) days and the need for mandatory attendance.
 - Kirk added that SILC's Governing Council addressed the Sick Leave Donation. SILC set a rough outline how this would be used (first employees uses all ARA days, then uses FMLA days and then uses donated time from other employees), how the time would be donated (only if the employees who is donating only has more than 5 days), and how the remaining unused time would revert back (time donated by that employee returned to that employee).
 - Kirk stated that SILC's Governing Council addressed number 16, Personal Evaluations. Kirk informed the Council that all employees would have a yearly

evaluation. Kirk informed the council members that he has Christine helping Kirk with the job descriptions and preparing the evaluations for non-instructional staff.

- Pauline asked about short term and long term disability. Kirk answered that this is a part of an employee's options that they are allowed to participate in when they become an employee and these are covered through NMPSIA (New Mexico Public Insurance Authority).
- Sharon asked if she was allowed to address the Governing Council and ask a question and Larry answered, Sharon needs to follow the chain of command (Coreen first, then Kirk, and then the Governing Council). Phyllis stated that she would be ok if Sharon had a comment to bring that to the Governing Council.
 - Sharon stated that she is having a hard time with the Administrative Assistant handling the job descriptions and Kirk stated that he could take care of Sharon's concern outside of the Governing Council meeting.

Kirk moved on to **PARCC**. Kirk turned this business item over to Sharon to present the Governing Council.

- Sharon thanked Jill Brame, Data Coordinator Assistant, for her hard work on the graphs presenting the PARCC scores for each of the schools compared to APS and the state.
 - Sharon explained the scores. Sharon explained that a score of 1 or 2 are below proficient. Sharon explained that this year 3, 4, and 5 are above proficient. Sharon reminded council members that 3 next year will probably only count as proficient.
- Sharon explained that SAMS Academy's scores were terrific and above the other schools in the state.
 - Larry stated that this is great, especially considering the bad publicity that PARCC has received.
 - Sharon informed the Council and Administration that Robert has been approached by Channel 23 to be interviewed regarding PARCC and the schools.
 - Ted asked how the other schools (SPLC, SILC, and SSLC) did. Sharon answered great and shared the graphs of those schools with the Governing Council.
- Sharon informed the Council that the scores have been mailed home to the parents.

- Sharon added that last year PARCC consisted of two (2) testing windows, but this year there will only be one (1) testing window.
 - Sharon informed the Council that the 11th graders took the test seriously, because it is a graduation requirement.
 - Pauline stated that she is not surprised that the SAMS Academy students did well since PARCC was online and the students are used to completing tests online.
 - Sharon thanked Christine Culley and Laurie Hall for scheduling make up tests for students and making sure that these students completed their PARCC exams.

- Kirk informed the council members that he looked at other states and found that SAMS Academy students did better than student in New Jersey.
 - Kirk stated that this re-establishes credibility and promotes the schools.
 - Phyllis asked about SAMS Academy versus other Charter Schools in Albuquerque and the State compared to SAMS Academy. Sharon answered that anyone can go to the PED website and look at PARCC results for these scores.

- Kirk informed the Council that he attended the last PEC (Public Education Commission) meeting and the commissioners asked Kirk about the school's PARCC scores.
 - Coreen stated that she would like to start a leadership team to investigate the scores and review the data.
 - Sharon informed the Council that Herb, previous Interim Head Administrator and Adela Candelaria, previous Language Arts teacher, were able to see the results of all four school's scores.
 - Larry asked Administration to thank the teachers for their hard work.

Coreen informed the Council that Congressman Pierce came to SAMS Academy, took a tour, and spoke with the students. Coreen stated that the congressman was humble and enjoyed his time with the staff and students.

Coreen informed the Council that the Lieutenant Governor will be visiting SAMS Academy next week.

Coreen stated that both of these officials contacted the school and asked if they could come for a visit.

Coreen informed the Council that the school is interviewing for a counselor position. Coreen stated that the current Science Instructor, Geoffrey Schaffer-Harris, is moving back to Japan, so the school is interviewing for a new Science Instructor. Coreen added that the school didn't have to advertise for these positions, because applications were submitted without the need to advertise.

Coreen informed the Council that the school has a new Administrative Assitant, Tracey Nelson, and Ronda is training her. Coreen stated that the school has a new Receptionist to fill Alex Banoczi's position and her name is Savannah Baca.

Kirk moved to the next item of the Administrative Report, *NMSBA*. Kirk presented each council member a copy of the New Mexico School Board Association Conference schedule.

- Kirk asked the council members to review the schedule and notify Christine of the conferences that council members want to attend.
 - Kirk reminded the Council that he presented this with a copy of an old agenda to the SILC Governing Council and they concluded that there would be credit for Friday afternoon and during the breakouts Saturday morning.
 - Larry informed Ted that Governing Council members are required to complete 5 hours of mandated training between July 1st of the beginning of the school year and June 30th at the end of the school year in order to be in state compliance for a Governing Council member.
 - Kirk informed the Council that the NMCCS (New Mexico Coalition of Charter Schools) expected a better attendance for their Conference in October and the Coalition is willing to work with Kirk for the schools Governing Council members to receive their mandated training and for the Coalition to recoup costs.

Larry stated that he was concerned about the Coalition's training, but stated that this year's Conference was better.

Phyllis added that she thought the Conference was better this year and more informative. Phyllis informed everyone that the Coalition brought in new and old speakers.

Kirk moved on to *School Board Retreat*.

- Kirk presented each council member a copy of a tentative agenda for a school board retreat at the school in February.
 - Kirk reminded the Council that he would like to bring Mark, school's attorney, in to have a presentation.
 - Kirk stated that this is a possibility for training hours with the Coalition.

Kirk moved to the next item, ***Business Manager Update***. Kirk introduced Ronda to the SAMS Academy Governing Council again and reminded the Council that she is the Business Manager for SAMS Academy and Southwest Primary Learning Center.

- Kirk informed council members that Heather Riley is the Business Manager of Southwest Intermediate and Southwest Secondary Learning Center.
 - Kirk added that both Business Managers have an Apta account and can generate PRs and POs.
 - Kyle stated that this has been helpful and cut down on the work load for the Vigil Group.
 - Coreen thanked Ronda for her hard work and she is very happy with the progress of the business office.
 - Larry informed Ted that the CFO (Chief Financial Officer, Bobby Spinelli) left early in the spring and these two business managers were hired by the school's to start the financial process, report to the Vigil Group, and the Vigil Group report to PED.
 - Larry informed Ted that the PR and PO process was slow, but is getting better and progressing.

Kirk moved to the next item of his Administrative Report, ***Salary Schedules***. Kirk presented each council member a copy of the current Salary Schedule that Sean with the Vigil Group designed on the request of PED.

- Kirk reminded council members that the Governing Council's approved a Salary Schedule with Herb and the Vigil Group over the summer, but it didn't include all staff members of the school.

- Kirk informed the Council that PED accepted the previous schedule, ran payroll with the previous schedule, but not all employees fit on the schedule.
 - Larry stated that the Salary Schedule goes to Hannah Skandera for approval and the secretary is expecting a new schedule.
- Kirk informed the Council that this current schedule includes all employees and doesn't cause contract changes.
- Kirk added that the current schedule pays employees more than APS and keeps the schools competitive for new staff members.
 - Phyllis asked if this fits everyone and Kirk answered, yes and allows leverage between this year's contracts and next year's contracts.
 - Kirk asked Kyle to build contracts with an increase of pay to remain above APS and present the effect this would have on the school's budget.
 - Kirk informed council members that employees haven't taken a loss in pay, if they were affected by the Salary Schedule, they received prorated compensation.
 - Kirk informed everyone that the current employees have 14 installments left for this school year.
- Pauline asked what the numbers at the top mean (+15 and +45) and Kyle answered the degree earned and the extra hours that employee has.
- Phyllis asked the finance committee if they have had a chance to review this Salary Schedule and Larry answered, yes at the finance meeting last week.
- Larry stated that he would recommend this current Salary Schedule for the Governing Council's approval.
 - Phyllis stated that she wanted a finance committee member to make the motion for Governing Council approval.
- Justin made the motion to approve the current Salary Schedule that fits all school employees and Ted seconded the motion. Larry called for a voice vote and hearing none as opposed, Motion carried.

Kirk moved on to **PEC Update**. Kirk informed the Council that he attended the last PEC meeting in Santa Fe, NM last Friday.

- Kirk assured the Council that the school was not on the agenda and still isn't a school of concern at this time.
 - Larry informed Ted that the school has been on the PEC agenda up until September.
 - Larry stated that the school has been removed from the agenda because of Coreen's hard work, Kyle's hard work and the hard work of the staff.
- Kirk informed the Council that the Charter School Division is coming out with a plan for the schools and guidance for the schools to proceed in the correct direction.
- Kirk stated that the commission continued to discuss the school's Performance Frameworks.
 - Kirk added that the academics of the school continue to exceed.
- Kirk announced that Carolyn with the PEC is still passionate about the consolidation of SPLC and SILC.
- Kirk presented each council member a copy of a financial procedure for the Accounting Policy Manual that needs to be updated, because it is a 2009 edition.
 - Kirk stated that he would like to work on this manual like he is working on the Staff Handbook.

FINANCE REPORT

Kyle addressed the Governing Council. Kyle presented each council member a copy of the **Financial Committee Notes**.

- Kyle stated that the business office is running smoother with Ronda as the site business manager.
- Kyle informed the Council that the expenditures remain below SEG budgeted monies and the school has not used their cash carry over from FY15.
 - Kirk asked Kyle if the school is able to use their cash carry over from FY15 and Kyle answered, yes.

- Kyle informed everyone that Moss Adam didn't complete their audit, but there is a new auditing firm, Axiom.
 - Kirk reminded everyone that Moss Adam has been fired from the state and isn't completing the state funded school's audits.
 - Kyle explained that Axiom is completing the audit where Moss Adam left off and the finances aren't public until they have been approved by the state auditor.
- Kyle stated that the revenue continues to exceed the expenditures.
- Kyle informed the Council that the school's revenue and expenditures weren't very busy this month.

Kyle moved on to the *Voucher Approval*. Kyle asked the council members to review the Check Registry and Kyle was available for any questions.

- Phyllis asked about the problem with the Check registry and Kyle answered, the problem was with reconciling the registry.
- Kyle explained that he couldn't reconcile the Check Registry because of an outstanding expenditure to NM Retiree Health Board.
 - Kyle explained that this was due to an employee's deductions.
 - Kyle added that PED didn't want to allow this expenditure, but PED changed their mind before the reconciliation deadline.
- Justin asked if SAMS Academy fulfilled their contract with Hilltop Landscaping and Kirk answered, yes.
- Kirk informed the Council that Southwest Learning Center is experiencing irrigation problems and the Maintenance Manager is consulting with Hilltop regarding this work.
 - Kirk added that Hilltop is the vendor who installed the original irrigation for the grass field.
- Larry asked if there were any other questions and for a motion to approve the Check registry.

- Justin made the motion and Phyllis seconded the motion. Larry called for a voice vote and hearing none as opposed, Motion carried.

Kyle presented the council members the ***Budget Adjustment Requests (BARs)***.

- Kyle presented BAR # for the Governing Council's approval.
 - Kyle explained that this BAR is for Kyle to clean up line items in the same function.
 - Larry asked for a motion to approve this BAR. Justin made the motion and was seconded by Pauline. Larry called for a voice vote and hearing none as opposed, Motion carried.
- Kyle presented BAR # for the Governing Council's approval.
 - Kyle explained that this BAR is to clean up line items in the same function, also.
 - Larry asked for a motion to approve this BAR. Justin made the motion and Pauline seconded the motion. Larry called for a voice vote and hearing none as opposed, Motion carried.

NEW BUSINESS

Larry moved to the first item of New Business, ***Date for Next Regular Governing Council Meeting***. Larry stated the next regular SAMS Academy Governing Council meeting will be held on December 15, 2015 at 7:30 am in the Conference Room of SAMS Academy.

Larry moved to the last item of New Business, ***Date for Joint Governing Council Meeting***. Larry stated that there has not been discussion regarding the next Joint Governing Council Meeting, so there isn't any further action at this time.

Larry asked Daren, who arrived late if he had any further updates to the ***Aviation Program***. Daren informed the Council that Daren has a meeting with Joyce, Aviation Director for NMAAA, regarding Aviation Day on January 22, 2016 in Santa Fe, NM. Daren invited the council members to attend the Aviation Day. Daren stated that there would be a booth to promote SAMS Academy.

Daren added that he completed a flyover when Congressman Pierce visited SAMS Academy.

ANNOUNCEMENTS

Coreen reminded council members of the Holiday Party and presented each council member an invitation to join the staff for the Holiday Party on December 17, 2015 at SAMS Academy from 6:00-9:00 pm.

Coreen informed the Council that Lt. Governor Sanchez is visiting SAMS Academy on November 23, 2015 at 9:00 am.

PUBLIC COMMENT

Larry stated that there is not any public here today and therefore, no public comment.

ADJOURNMENT

Larry asked for a motion to adjourn the Special SAMS Academy Governing Council meeting. Justin made the motion and Pauline seconded the motion. Larry called for a voice vote and hearing none as opposed, Motion carried.