

SOUTHWEST AERONAUTICS



MATHEMATICS & SCIENCE ACADEMY

GOVERNANCE COUNCIL
Regular Board Meeting Minutes of Tuesday,
July 28, 2015

Board Members Present

Larry Kennedy, Pauline Keithley,
Phyllis Chavez, and Justin Lindgren

Board Members Absent

None

Also in attendance

Coreen Carrillo, Sharon Huber, and Joseph Lucero

Public in attendance

None

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

President

Notary Seal and Signature

Copy
Approved 8/24/2015

**Submitted by
Christine Herron**

CALL TO ORDER

Larry called this Governing Council meeting of Southwest Aeronautics, Mathematics, and Science (SAMS) Academy to order at 7:35 am.

ROLL CALL

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

PLEDGE OF ALLEGIANCE

Larry asked everyone to stand and join him for the Pledge.

ADOPTION OF THE AGENDA

Larry asked for a motion to accept and adopt today's, July 28th, Regular Governing Council Meeting Agenda. Justin made the motion that was seconded by Phyllis. Larry called for a voice vote; hearing none as opposed, Motion carried.

REVIEW / APPROVAL OF MINUTES FROM June 9, 2015

Larry asked for a motion to approve the minutes from the regular Governing Council meeting held on June 9, 2015. Pauline made the motion that was seconded by Phyllis. Larry asked for any discussion and a voice vote; hearing none as opposed, Motion carried.

REVIEW / APPROVAL OF MINUTES FROM June 25, 2015

Larry asked for a motion to approve the minutes from the joint Governing Council meeting with Southwest Secondary Learning Center (SSLC), Southwest Intermediate Learning Center (SILC), and Southwest Primary Learning Center (SPLC) held on June 25, 2015. Justin made the motion and was seconded by Pauline. Larry asked for an amendment to the first page to replace "Saturday" with "Thursday". Larry asked for any other discussion and a motion to approve the amended minutes. Justin made the motion for a second time and was seconded for a second time by Phyllis. Larry called for a voice vote and hearing none as opposed, Motion carried.

CLOSED SESSION

Larry stated that the school's attorney, Mark Baker, wasn't in attendance and the Council didn't have anything to discuss in Closed Session.

OPEN SESSION

Larry stated that the Council didn't proceed into Closed Session, so the Council remained in Open Session.

ONGOING BUSINESS MATTERS

Larry moved to the next agenda item **FY 2015-2016 Election of Officers**. Larry stated that this item of business was tabled at the last meeting, June 9th, until all Governing Council members could be present. Larry volunteered to continue to hold the presidency of the SAMS Academy Governing Council. Justin made a motion to accept Larry as the SAMS Academy Governing Council President and was seconded by Pauline. Larry called for a voice vote and hearing none as opposed, Motion carried.

Larry moved to the next item of business, **Aviation Program / RFP Update**. Coreen informed the Council that Daren had an Aviation Information Meeting at SAMS Academy last evening, July 27, 2015 and explained that he was running late this morning. Coreen asked the Council if they could come back to this item of business when Daren could be in attendance and the Council said "Yes".

Larry moved on to **Governing Council Member Recruitment**. Larry asked Christine to send out another parent email blast. Sharon informed the Council that Southwest Primary's Governing Council was going to recruit during the upcoming registration process. Sharon explained that each Governing Council would need to put together their own Nomination Packets and set up their own table, but that the Governing Councils would be allowed a location at registration. Pauline suggested that the Council provide a flyer for SAMS Academy's Sponsor Teachers to hand out during their sponsor teacher meetings. Coreen stated that she would inform Alex Banoczi, SAMS Academy's receptionist, to post the information on the lobby television.

- Larry asked about the process of registration and Coreen answered his questions. Larry asked for a copy of the registration schedule and Sharon provided the Council the dates and times. Larry stated that he could give some of his time to be present at registration and try to recruit new Governing Council members. Larry asked if any

of the other members could do the same and each Council member signed up for a day to attend registration to try and recruit new members.

ADMINISTRATIVE REPORT

Larry asked for the first item of Administrative Business, **Joint Powers Agreement with Cooperative Educational Services, CES**. Coreen asked Sharon to explain this agreement. Sharon informed the Council that this agreement is between SAMS Academy and CES to provide Ancillary Services. Sharon explained that the four schools seek their own speech and language therapist, social worker, occupational therapist (OT), IEP (Individualized Educational Plan) support, physical therapist (PT), and rehab counselor. Sharon stated that this contract was in place earlier but all four schools, Southwest Primary Learning Center (SPLC), Southwest Intermediate Learning Center (SILC), Southwest Secondary Learning Center (SSLC), and SAMS Academy were all combined in one. Sharon informed the Council that to be in compliance with New Mexico Public Education Department (NMPED), each school needed their own contract with CES.

- Sharon explained that there are several students that need speech services this year, but that they didn't have a speech and language therapist who would travel to SAMS Academy to provide this service. Sharon stated that CES would post the job position after the agreement was in place and be able to provide an authorized therapist to serve these student's needs. Sharon informed the Council that payment for these services would come from Operational Budget and IDEA B funding. Sharon explained that ancillary service contractors are paid by their service and their hours.
- Sharon stated that there are two types of students, "Gifted" and "Students with Disabilities" that would qualify for the CES needed programming. Sharon informed the Council that SAMS Academy had 4-5 of these classified students last school year (2014-2015), but have tripled to 13-15 of these classified students for the (2015-2016) school year.

Coreen asked the Council to look over the copy of the Joint Powers Agreement that each member was provided. Coreen asked for the Council to accept this agreement to be able to help the school and meet the needs of the school's students. Larry asked for a motion to accept the Joint Powers Agreement with CES. Justin made the motion and Phyllis seconded the motion. Larry called for a voice vote, hearing none as opposed, Motion carried.

Larry moved to the next item on the Administrative Report, **Interim Head Administrator Update**. Larry stated that last Friday, July 24, 2015 at the Joint Governing Council meeting, all four Governing Councils (SPLC, SILC, SSLC and SAMS Academy), elected Kirk Hartom as their individual school's Head Administrator. Larry reminded everyone that Kirk's first day with SPLC, SILC, SSLC, and SAMS Academy will be immediately following his last day in Cuba, New Mexico as Cuba School District's Superintendent. Larry reminded everyone that the Governing Councils approved Kirk's contract with the guidance of the school's attorney, Mark Baker.

Coreen presented each Governing Council a correspondence letter from Herb Torres, Interim Head Administrator, explaining the **current staff changes; current meetings; and current contract changes.**

- Coreen informed the Governing Council that she and Herb attended the last Public Education Commission (PEC) meeting in Santa Fe, New Mexico. Coreen stated that the meeting went very well, that she and Herb were asked several questions regarding all four schools (SPLC, SILC, SSLC, and SAMS Academy) and were able to offer satisfactory answers, and she and Herb were able to “stop rumors” that were circulating among the committee members and legislators.
- Sharon informed the Council that she was able to provide Coreen and Herb the STAR Reading and STAR Math scores for all four schools (SPLC, SILC, SSLC and SAMS Academy). Sharon stated that most students tested above their grade level. Sharon explained that this is a New Mexico required test for 11th graders, but SPLC, SILC, SSLC, and SAMS Academy have students 4th -11th grade take this test as appropriate to their school.
- Justin asked “What were some of the key questions the PEC had regarding the four schools and specifically SAMS Academy?” Coreen answered, the Salary Schedule. Coreen informed the Council members that Herb spoke about the current salary schedule, the new salary schedule that the schools would like to put into place, and the corrections that need to be made to the current salary schedule for the staff not listed on the current schedule.
- Coreen stated that the PEC asked about the schools and their staff. Coreen informed the PEC that the schools are doing well and the staff continued to report to work during the uncertainty and transitional time.
- Coreen informed the Council that Herb spoke to the PEC for about an hour and Herb mentioned the need to have an Administrative representative attend the PEC meetings. Larry stated that this is a must, especially when the schools are an agenda item.
- Coreen gave an update regarding the school lobbyists, Sue Griffith and Richard Romero.
 - Coreen explained that Sue and Rich are still willing to be present in Santa Fe, NM on the school’s behalf. Coreen reminded the Council that the lobbyists see the hard work and dedication of the staff within the school, and Sue and Rich continue stand by the schools.

- Coreen explained that Sue and Rich are willing to cut their FY 15 Contract in half for this next FY 16 year, because of the loss of Capital Outlay.
 - Coreen informed the Council that Sue and Rich are willing to attend the next Governing Council meeting if requested.
- Coreen informed the Council of the current school registration numbers. Coreen explained that the school's goal is 290 students for the 2015-2016 school year, there are currently 285 offers out for students to attend, and there are 257 students registered through the new registration program, Info Snap.
- Sharon explained that this new program is easy for parents and staff to use. Sharon stated that the information is all in one place, the information is all online, and the program will be time saving.
 - Sharon stated that the only glitch is to the "Free and Reduced Lunch" form, so these forms will be collected separately.

FINANCE REPORT

Larry asked for the **Business Office Operations Update**. Larry reminded the Council that all four Councils had an Audit Meeting last week at Southwest Learning Center with the auditors and Herb.

- Larry reminded the Council that SAMS Academy had their Finance Committee meeting with the Vigil Group; committee members; and Richard Brody, Community Member. Justin provided each Governing Council member a report from this meeting.
- Joseph explained that the Vigil Group has reconciled up until June 2015 and have closed all open Purchase Orders (POs). Joseph explained that during this process, the Vigil Group was informed of the number of credit cards held by different Administrators, they determined who had these cards, and the amounts outstanding. Joseph assured the Council that these credit cards have been closed.
- Joseph explained that his group performed the Apta rollover, but the amounts were incorrect, so he fixed the amounts, and resubmitted the FY16 budget.
- Larry asked about the registration fees and the accountability of this money. Coreen explained that Ronda Joyce, SAMS Academy's secretary, and Alex would collect and receipt the money received. Coreen explained that she and Alex would take a final count together and create the daily deposit. Coreen informed the council that she or Alex would bring the money with their corresponding receipts and the total balance sheet to Christine Herron, SAMS Academy's Administrative Assistant at

Southwest Learning Center. Coreen stated that Christine would reconcile the monies against the registration spreadsheet and complete the daily deposit. Coreen informed the Council that Robert would take the monies to the bank and bring back a deposit slip to document the total monies collected and deposited for the day.

- Joseph reminded the Administrators and Council that money had to be deposited within 24 hours of collection. Joseph informed the Council that there haven't been discrepancies with the bank.

Larry asked for the **Voucher Approvals**. Larry asked for any questions and discussion. The Council didn't have any questions or comments, so Larry asked for a motion to approve the May and June check registries. Justin made the motion and was seconded by Phyllis. Larry called for a voice vote, hearing none as opposed, Motion carried.

Larry asked for the **Budget Adjustment Requests**. Joseph stated that he didn't have any to present the Council today and there wasn't further action the Council needed to take.

Justin excused himself from the meeting at 8:59 am.

Daren arrived to the Governing Council meeting and Larry asked him for an **Aviation Program Update**. Daren apologized to the Council for being late. Daren stated that he had an informational meeting for students and parents last night, with that meeting having "the highest attendance any statewide high school aviation program has ever had."

- Civil Air Patrol still interested in housing at SAMS Academy
- SAMS has 12 cadets at appropriate level out of 21.
- SAMS has 8 seniors at appropriate level with 13 pending.
- SAMS had 20 who notified Daren and missed informational meeting, but are still interested.
- 5 students have interviewed for an internship program with Droans at Volo Pervidi.

- This would provide them with experience in survey, engineering, DOE, Bureau of Land Management, and a commercial certified private pilot license.
 - The Company is only looking for students from SAMS and SSLC's Aviation Program.
 - Students would start at \$15.00 an hour until they receive their pilot's license.
 - There are 3 spots available to participate in this program.
 - Daren gave them a tour and a ride in the SIMS.
- Daren is waiting for the materials from ENMU regarding the Dual Enrolment program portion.
- Daren explained that ENMU is waiting for CNM to write the 1st refusal (because they don't offer the correct classes).
 - ENMU's program covers flight, air traffic control, and Droans
- Daren stated that the FAA offers a flight program but isn't as elaborate as the Aviation Program at SSLC and SAMS Academy.
- Daren is working with UTU, Embry- Riddle, and Southern Texas University regarding dual enrollment.
- Coreen stated that Congressman Pierce would like to take off from SAMS Academy for his trip around the world, that this isn't a public event, but is inviting both Governing Councils to come out to SAMS Academy for the event.
- Coreen explained that Congressman Pierce would take off from the new runway.

- Larry, SAMS Governing Council President, asked that SAMS Academy seek permission from Double Eagle.
 - Daren explained that he has sought permission from Double Eagle Tower, is working on two-way communication for FAA compliance, and secured runway.
- Daren stated that the current hangar back invoices have been approved for payment by the PED.
 - Bode took control of the hangar on July 1st and payments will be made to them for previous invoices and future hangar rental.
 - Joseph explained that he isn't sure when SAMS Academy will be able to construct their own hangar.
 - Civil Air Patrol is anxious on when, because they want to lease hangar space from SAMS Academy's hangar.
 - Daren reminded the council that he has approved hangar architectural plans that would house 3 planes and a classroom.
 - Joseph Stated that this would come from Capital Outlay Funds and these won't be available to the school for a couple of years.

ADJOURNMENT

Larry asked for a motion to adjourn the SAMS Academy Governing Council meeting. Phyllis made the motion, seconded by Pauline, and meeting adjourned at 9:10 am.