

# SOUTHWEST AERONAUTICS



## MATHEMATICS & SCIENCE ACADEMY

### GOVERNING COUNCIL

Regular Meeting of the SAMS Academy Governing Council on

Thursday, December 15<sup>th</sup> 2016

### BOARD MEMBERS PRESENT

Larry Kennedy, Roland Dewing, Farrah Nickerson and LyDawn Blount

### BOARD MEMBERS ABSENT

Ted Spitzmiller

### ALSO IN ATTENDANCE

Kirk Hartom, Coreen Carrillo, Ronda Joyce, Sharon Huber and Daren Gallacher

### PUBLIC

Jill Stafford, Mylenda Madrid, Mike Madrid

These minutes were approved on January 19<sup>th</sup>, 2017

By a vote of 3 yes 0 no 1 absent 0 abstained

 President  
 Secretary

He was there December 14<sup>th</sup> with a student to demonstrate the use and usefulness of the simulators that we have. We were able to get one procured for ENMU Roswell for their program, so they were showing it off and trying to drum up some booster business. He was able to network with a few folks down there, and possibly see if we could get some interest for our school as well.

The wingtips mold was finished on late Friday, December 9<sup>th</sup> 2016, and delivered on Thursday, December 15<sup>th</sup> 2016 due to weather issues. So, if there is no holdup, we can potentially get the wingtips can be put on Friday, December 16<sup>th</sup> 2016 and he can to the maintenance flights either Friday night or Saturday and get it checked out. Then he can start flying kids.

He has been to Santa Fe twice to plead dual enrollment. PED is trying to tweak dual enrollment requirements which would greatly hinder everything that we have worked for in the aviation program. They have asked him to write a summary of how SAMS utilizes dual enrollment for our program, which he will complete this weekend.

We had 27 kids in ground school, and all 27 kids passed. The room was enthusiastic. **Kirk** asked if these students were a part of the dual credit side. **Daren** answered only 12 of the 27 took the dual credit. This was their final. They are going to take three practice tests before they take their FAA written.

**Daren** informed everyone that at a college level, for flight training, New Mexico has zero colleges, we're building one. Texas has 12. Phoenix has 12. Colorado has 5. Utah has 5. Therefore, the relationship with ENMU Roswell that we are building and nurturing is imperative because we have everything that we need at our fingertips, meaning that this is the ideal spot. So, we have the one program and ENMU Roswell needs our one program to justify their one program. In turn, the support from ENMU Roswell is tremendous, which we appreciate as a school.

As soon as we get the plane up and running and as soon we get one, hopefully two more instructors, we can spend the whole semester flying with the students. **Roland** asked how many hours are spent on the simulators. **Daren** answered that it is used about 3.5 hours Monday through Saturday, except for two Friday's a month when he is in Roswell making sure there are classes to send the students for dual credit. He makes sure the students have the procedures down and there are stage checks for the aircraft. He is very confident and excited to see how well the students do when they are put in the actual plane. It will be wonderful to see how well it transitions. This will be able to tell us how well these systems are.

**Roland** asked in behalf of Ted if we could get a report saying what the average student gets how many hours in the airplane and how many hours in the simulators.

**Larry** did see the Lt. Governor and Mark on Sunday, December 11<sup>th</sup> 2016, and he thanked them for what they have done and Mark was very happy to help. Anything that can be done to keep them involved because they are huge champions of SAMS.

### **C. New Aircraft Lease to Purchase Agreement**

**Kirk** stated that it is all in the works, pretty much everything is good to go. We had a small issue, we had contracts going back and forth. We tried to give the buyer a good chunk of money to get it going, but Mr. Craig really thought that we needed to spread the payments out equally over the next six months. The aircraft should be paid by the end of June. As soon as the board approves it, he'll sign off on the lease to purchase.

## **E. Charter School Monitoring Timeline**

**Kirk** said that the Charter School Division put a system together on how they are going to visit schools. We have been through a review almost every three months. The next one is scheduled on January 17<sup>th</sup> for a site visit. **Roland** asked for specifics. **Kirk** explained that it is a monitoring visit, they send their team of people, including people from Title 1, and special education. This is something done only for charter schools.

## **F. Leadership and Teacher Evaluation Process**

**Kirk** informed the board how the process works, what the leadership and professional development plans are, and how the evaluation system works. We use the Bembridge model for all our leaders in all our schools. With leadership, we focus on: sustainable results, engaging the team, impacted influence, holding people accountable for school performance, commitment to the students, conceptual thinking, and analytical thinking. The first of every year, we do this with the teachers as well, a PPE meeting in which we talk about their goals for the year, what they want to accomplish.

What **Kirk** likes about the model is that it is very specific, shown in the paperwork a principle Implementation Rubric (IR), in which there are three main areas that are focused on with leadership: data analysis, student culture and the staff culture. Within the Implementation Rubric, principal's leadership, we have specific goals that the leadership must accomplish during the year.

With the Teacher Evaluation system, found online in the Oasis system, it really focuses in on: planning and preparation, the learning environment, teaching and learning, and professionalism. Teacher attendance and student surveys are also a part of the overall percentage in the evaluation. We as a leadership team, two evaluate one person per year. We have a rotation where **Kirk**, **Robert**, and **Coreen** do a formal observation in the spring and an observation in the fall. The negative things people hear about the evaluation are really because a lot of it is connected to student test scores. One thing **Kirk** has been opposed to is that 50% of the evaluation is based on student test scores.

Once everything has been input at the end of the year we will get a final evaluation where teachers either are: ineffective, minimally effective, effective, highly effective, or exemplary. SAMS has one exemplary teacher, and a high percentage of highly effective teachers.

We are also working on another grant, Pay for Performance, extra monies for teachers who have consecutive years of being highly effective. That would provide incentive pay. We want to use the evaluation system, not as a negative thing, but as a way in which to spur better teaching.

**Larry** appreciated the time spent doing the whole evaluation process, and asked for questions. **Mike** asked, "In the evaluation of teachers and principals, are peer evaluations taken into consideration as well as the students and the leaders?" **Larry** advised the question be directed to **Coreen** or **Kirk**, because the board does not evaluate teachers nor staff members. The board only evaluates the Head Administrator.

## **G. Head Administrator Evaluation Timeline**

**Larry** informed **Kirk** that the evaluation will happen in January's board meeting in closed session.

In terms of lottery for next year, January 4<sup>th</sup> the Letter of Intent will be ready on the website. This is for new students coming in for grades 7-12. In February, the Letter of Intent will be sent out for current students letting us know they plan on returning next year. If all goes well, we will do our lottery the first week in March. She hopes the earlier admission will help with our numbers. **Coreen** added that advertising for enrollment in New Mexico Kids, a digital advertisement in Albuquerque Magazine, and KRQE are in effect.

There are currently 44 seniors on track to graduate.

## **VII. Finance Report**

### **A. Business Office Operations Update**

**Joseph** reported that revenues are 35% of budgeted through 40% of the year. We will be submitting request for reimbursement for second quarter in January. The school will see more money trickling in as time goes on.

Expenditures are 64.42% to budget, which is perfectly fine.

Negative Funds/Functions: There is some issues with Idea B as the school received an increase allocation in the special education rather than their funding for instructional materials, that fund will decrease. SB-9 still holds a negative balance, which will be rectified with the Permanent Cash Transfer.

The bank activity revenues exceeded expenditures. The outstanding items totaled \$13,796.13. The oldest item dated 9/2/2016, the check needs to be reissued as we have confirmed with the vendor that they have not received it. However, we must go through a formal process with the state, and have requested them to do so as of these reports being run, and it has not been done. He hopes it is completed before to the end of next week. **Farrah** asked who the vendor was. **Joseph** answered it is to the Accountability and Compliance Resource. The school is in a very healthy cash position.

The PED issued a final memo detailing the 1.5% decrease in state funding the school receives every year. They decided to decrease the unit value to calculate the SEG. The unit value was, when the budget was submitted over the summer was, \$4,040.27. They decreased that number by 1.5% to \$3,979.63. They recalculated your SEG for the remainder of the year. SAMS SEG will decrease just over \$33,000. Per month, the SEG will decrease by \$5,500, but being that the revenues already exceed expenditures, this should not be an issue. Operationally the schools will be fine.

### **B. Cash Transfer**

**Joseph** asked for a Cash Transfer from SB-9 to SB-9 Local.

**Larry** asked for a motion to be made. **Roland** made a motion to approve the Cash Transfer, and **Farrah** seconded the motion. **Larry** called for voice vote, hearing no opposition, the motion carried.

**Joseph** informed that **Larry** needs to sign and it needs to be kept in the board book for documentation, if they ever question when it was done.

### **C. Voucher Approvals**

**Larry** called for a motion to approve the vouchers. **LyDawn** made a motion to approve the Vouchers, **Farrah** seconded the motion. **Larry** called for a voice vote, and after hearing no objection the motion carried.

**Mylena Madrid** is a counselor for SAMS. She had an issue that began November 14<sup>th</sup>, 2016. It involves the Head Administrator. She addressed it immediately to her supervisor and the Head Administrator. After several weeks, it wasn't getting resolved. She believed it involved ethical and educational possible violations. She chose to contact the board president. She requested in be addressed in a sensitive manner. She asked for a closed session. The response she received was that she had to follow the conflict resolution procedure in the handbook. She was reaching out to the board per Section 24 of the employee handbook, which she felt completely appropriate in doing.

**Larry** responded that **Mylena's** contact with him did not indicate Section 24. **Mylena** replied that she didn't specifically say Section 24, but she did say it was a very sensitive, confidential matter. **Larry** rebutted that indicates to him that it was something that was not dealing with Section 24. If this is something that is dealing with Section 24, then it is a different matter, and should be taken up in a closed session. What he asks that the process is followed per Section 24 as a personnel issue. **Mylena** asked if it had been discussed with the Head Administrator. **Larry** reiterated that it would have been, since the Section 24 clause was not stated as in the email.

**Mylena** asked about the timeline concerning this issue. **Larry** said that there will have to be a specific indication of what the concern is and the next scheduled board meeting is January 19<sup>th</sup> 2017. **Mylena** would like to go on record saying that she is coming to the board with this. **Larry** confirmed that they will do so in the next meeting.

**Mike Madrid** is **Mylena's** husband. He supports her. He believes that **Larry** is being unprofessional in blaming her to not indicate a very specific clause in the handbook. He thinks that since she came to him with a concern, that it rests with **Larry** to go in and ask the question, "What is this concerning?" **Larry** went to the person she wanted to talk to him about without knowing what it was about. He did not take the time to ask the questions, but went straight to the Head Administrator. **Mike** believes it should have been handled differently.

## **IX. Announcements**

### **A. Date for next Regular SAMS Academy Governing Council Meeting**

**Larry** proclaimed that the next meeting will be January 19<sup>th</sup>, 2017.

## **X. Adjournment**

**Larry** called for a motion to adjourn. **Farrah** made a motion to adjourn, **Roland** seconded the motion. **Larry** called for a voice vote and after hearing no objection, the motion carried.