

SOUTHWEST AERONAUTICS



MATHEMATICS & SCIENCE ACADEMY

GOVERNING COUNCIL

Regular Meeting of the SAMS Academy Governing Council on Thursday October 20th 2016

BOARD MEMBERS PRESENT

Larry Kennedy, Ted Spitzmiller, Roland Dewing, Farrah Nickerson and LyDawn Blount

BOARD MEMBERS ABSENT

None

ALSO IN ATTENDANCE

Kirk Hartom, Coreen Carrillo, Carol Jester, Joseph Lucero and Ronda Joyce

PUBLIC

None

These minutes were approved on 11/17/16 by a vote

Of 5 yes 0 no 0 absent 0 abstained

Larry Kennedy President

Tasha Surin Secretary

Prepared by: Tracey Nelson

I. CALL TO ORDER

Larry called the Regular Meeting for the Governing Council for the Southwest Aeronautics, Mathematics and Science Academy to order on October 20, 2016 at 7:30 AM, in the conference room at SAMS Academy 4100 Aerospace Pkwy NW, Albuquerque, New Mexico, 87120.

ROLL CALL

Larry asked Tracey to call roll. Tracey called Larry Kennedy, Roland Dewing, LyDawn Blount, Ted Spitzmiller and Farrah Nickerson.

PLEDGE OF ALLEGIANCE

Larry asked Ted Spitzmiller to lead us in the Pledge of Allegiance. Thank you Ted.

ADOPTION OF AGENDA

Larry asked if there were any questions or concern. Hearing none Larry called for a motion to approve. Farrah made the motion to approve the agenda, LyDawn second. **Larry called for a voice vote, hearing none opposed, motion carried.**

REVIEW/ APPROVAL OF THE SEPTEMBER 29TH 2016 MINUTES

Larry asked if there were any questions or concerns for the September 29th 2016 special meeting minutes. Hearing none, Larry asked for a motion to approve. **Roland made the motion to approve the minutes from the special meeting on September 29th, 2016, Ted second. Larry called for a voice vote, hearing none opposed, motion carried.**

II. CLOSED SESSION

Larry stated that there was no need for a CLOSED SESSION today

III. OPEN SESSION

Larry stated that since no closed session occurred the Board is still in OPEN SESSION.

IV. ON GOING BUSINESS

A. GOVERNING COUNCIL MEMBERSHIP: Larry stated that at the last meeting he received 5 to 7 applications for the board. He is currently going through them and will report back to the board with findings.

B. AVIATION PROGRAM UPDATE: Daren was running late so Kirk started the update. We changed the RFP to an IFB, it is not in the ad section it is in the legal section. We have had someone try to submit but it was outside the window they will resubmit in the window. Kirk was not sure of the status of the airplane, Daren will let us know when he arrives. Ted commented on the ad that there was no SPEC's for the plane. How will someone know what we are looking for? Larry asked if there was some packet that when they people call they will receive about what we are looking for. Kirk stated that would he would get a standard packet together with all the information.

Ted stated that after the last meeting he and Roland went over to talk with Dave Espinoza, they had a great meeting with him that day. They stated that a STOL kit was being put on the aircraft and that is what is slowing the process down. A STOL allows an airplane to fly slower and land in shorter fields. There is a STOL kit on the plane already, it is not what is holding it up. Daren also stated that he gave parents Dave's # to voice their complaints too. Daren stated that Dave still has Garman product to install and being that he is the only Garman certified dealer in Albuquerque we cannot change. Last time Daren spoke with Dave it was to be done and ready for the other workers October 21st.

C. AIRCRAFT PURCHASE: Ronda stated that she will be the first contact for any questions, Daren and Kirk cannot because they will be evaluating the bids for the purchase. Kirk stated that we have verbal approval from David Craig for the lease option to end on June 30, 2017 with a purchase. Joseph stated that he would feel better about this agreement by having it in writing. Kirk said he will talk with David Craig.

V. NEW BUSINESS

A. FACILITY MASTER PLAN: Kirk stated that as a school that is going to be renew we need to put together a Master Facility Plan. PSFA has created a fund that will help the schools pay for this. We would need this application turned in tomorrow. Kirk spoke to a person at Architectural Research Consultant, they are willing to do the Master Plan and work with PSFA. Kirk stated that a Facility Plan is around \$25,000 to have done. The award is based on the square footage of the facility, SAMS is about 26,000 sq ft. Larry stated that we would qualify for the .37 cent per sq. ft. Larry stated that what Kirk is asking for today is approval from the board to have Larry sign the agreement for the Master Plan award funds. **Larry asked for an approval of the Master Plan Development Application. Roland motion LyDawn second. Larry called for a voice vote, hearing none opposed, motion Carried.**

B. PERSONAL RECORDS AND FILIES POLICY: Kirk stated that we moved our business office out to SAMS for all schools. So we looked at the current district policy to see who has command of the files. The SILC board has an HR Specialist on board, Debra Lanza, she volunteered to do a committee to look at what this policy should be. The first meeting with this committee will be next week. Larry stated that we need board representation on this committee. Farrah volunteered for the committee as long as the timing works. **Larry made a motion that SAMS has Farrah act as our representative for the committee on Personal Records Policy Development, Roland second. Larry called for a voice vote, hearing none opposed, motion carried.**

C. USE OF PESTICIDES POLICY: Kirk stated that we have a Chemical Management Program already in place. Larry asked if we have hazardous materials at SAMS and where are they stored? Coreen stated gas for the mower kept in outside storage container, propane for the grill in the back room. Larry asked if they were marked/signed appropriately. Coreen believes that we are but Tracey will go around and make sure and order signage if need be. Larry stated that we have a policy in place so there is no need to approve on new one. **No action was taken.**

D. MCKINNEY-VENTO HOMELESS POLICY: Kirk stated that we do have policy in place in the Governing Board, this is a homeless children act and we do receive federal funding. This where

if the school had any homeless students there are federal funds to help that student. **Larry made a motion that we correct item J17 under the paragraph #2 where it says SPLC to SAMS. Roland second. Larry called for a voice vote, hearing none opposed, motion carried.**

E. FUNDRAISING POLICY: Kirk stated that this was brought to him by Ronda. Ronda ran into an issue that the fundraiser was in process but no P.O. in place. Joseph suggest that we table the item for now so he has time to talk with both Ronda and Kirk about the purpose of this policy. Larry accepted a motion to table this till more discussion has happened. **Ted made the motion to table this policy, Roland second. Larry called for a voice vote, hearing none opposed, motion carried.**

F. PUBLIC FACILITY CERTIFICATION: Larry stated that he did sign this last week so that it could be sent in before Monday. Larry stated that he does not like to sign items before the board sees them and has a say in them. This is a form that says that we as SAMS lease this building from the City of Albuquerque and it is publicly owned. **Larry asked for a motion that the board approve his signature on the certificate. Roland made the motion, Ted second. Larry called for a voice vote, hearing none opposed, motion carried.**

G. TECHNOLOGY PROTECTION PLAN: Carol stated that this document is in compliance with the SEPA rules for the protection of our students being on the internet. It has been fitted to SAMS. Carol asked that the board accept this document also that she found training for the kids through the Attorney General's Office that is free. Carol has set up two days of training one in the morning session and one in the afternoon session. **Larry asked for a motion to approve the Technology Protection Policy. Ted made the motion. Farrah second. Larry called for a voice vote, hearing none opposed, motion carried.**

VI. ADMINISTRATIVE REPORT

A. SAMS CHARTER RENEWAL AND SITE VISIT: Larry stated that for what he witnessed it went very well. He liked having the parents in the conversation. Everything was positive. Roland and Ted had the same experience with their meeting. Kirk pointed out how well Mrs. Carrillo has done with SAMS also. Kirk also thanked Ronda, Heather and Joseph for what they do behind the scene. Kirk also stated that the people from the state were impressed with the Special Ed Department and their paper work on the students. Kirk stated that there will be a commission in December and we can send up people to talk with the board. Each school will have about 15 minutes to talk with them. Coreen stated that this meeting could be December 6th, 7th, 8th, or 9th, it was not firm as of yet. Larry stated that parents would be good as well.

B. IT REPORT: Carol stated that the systems are all running well. Roland stated that SAMS is in the Cyber Patriots. Carol stated yes we are a part of the now.

C. DATA REPORT: Coreen stated that we are at 259 students, would like to be at 280. We are also for the first time advertising in g the city with billboard and magazines about SAMS and who we are as a school. Also we tested about 100 students yesterday for PSAT.

VII. FINANCE REPORT:

Joseph reported that the school revenues came in at 22.89% which is on par with the budget. SAMS expenditures were 72.62% of budget. Negative funds are the Lease payment for the building, Title 1- Realign, IDEA B- Change Order and the movement from 31700 to 31701.

Bank Activity: Revenues Exceeded the Expenditures which is great. Joseph stated the trial balance is good and that he will need a motion to approve the check register report from the board. Larry stated that the finance committee did review the check register at the finance meeting last night and does anyone have questions. **Larry asked for a motion to approve the check register. Roland made the motion for approval, Farrah second. Larry called for a voice vote, hearing none opposed, motion carried.**

BAR #1617-0004 IB: For lease reimbursement award. **Larry asked for a motion to approve BAR 1617-0004IB. Ted made the motion for approval and Farrah second. Larry called for a voice vote, hearing none opposed, motion carried.**

BAR #1617-0005 M: this trues up all negative items on the expenditure report in the 1000 function. **Larry called for a motion to approve BAR 1617-0005 M. Farrah made the motion to approve and LyDawn second. Larry called for a voice vote, hearing none opposed, motion carried.**

BAR #1617-0006 M: this trues up all negative items on the expenditure report for the 2000 function. **Larry called for a motion to approve BAR 1617-0006 M. Roland made the motion Farrah second. Larry called for a voice vote, hearing none opposed, motion carried.**

VIII. PUBLIC COMMENT: Coreen stated that Daren, Robert and herself will be presenting at AOPA in Seattle November 5th, 6th and 7th. Coreen would like to show the board the power point, it would not work in the fishbowl. Coreen invited the board to her office to see it.

IX. Announcements: Next date for Board Meeting is November 17, 2016 at 7:30 AM at SAMS.

X. Adjournment: **Larry called for a motion for adjournment. Farrah made the motion, Ted second. Larry called for a voice vote, hearing none opposed, motion carried.**