

SOUTHWEST AERONAUTICS



MATHEMATICS & SCIENCE ACADEMY

GOVERNANCE COUNCIL

Meeting of SAMS Academy Governing Council on
Tuesday, February 23, 2016

Board Members Present

Larry Kennedy, Ted Spitzmiller,
Rowland Dewing

Board Members Absent

Justin Lindgren


Also in attendance

Ronda Joyce, Daren Gallacher,
Joseph Lucero, Sean Fry,
Coreen Carrillo, Sharon Huber

Public in attendance

Tim Walsh, APIC Solutions

These Minutes were approved on 3-22-16.
by a vote of 3 yes 0 no 1 Absent 0 abstained.



President



Notary Seal and Signature

Submitted by
Christine Herron

CALL TO ORDER

Larry called the Southwest Aeronautics, Mathematics and Science (SAMS) Academy to order on February 23, 2015 at 7:30 am in the Conference Room of SAMS Academy at 4100 Aerospace Parkway NW.

ROLL CALL

Larry asked Christine to call roll. Christine called Rowland Dewing, here; Ted Spitzmiller, here; Larry Kennedy, here; Justin Lindgren, absent.

PLEDGE OF ALLEGIANCE

Larry asked everyone to stand and join Coreen Carrillo in the Pledge of Allegiance.

ADOPTION OF THE AGENDA

Larry moved to change today's agenda by conducting the Finance Report before the Closed Session and Ted seconded the motion. Larry called for a voice vote and hearing none as opposed, Motion carried.

APPROVAL / REVIEW OF MINUTES from January 26, 2016

Larry asked for questions or comments regarding the regular SAMS Academy Governing Council minutes from the meeting on January 26, 2016 at SAMS Academy. There were none and Larry asked for a motion to approve the minutes.

Ted made the motion and Rowland seconded the motion. Larry called for a voice vote and hearing none as opposed, Motion carried.

APPROVAL / REVIEW OF MINUTES from February 4, 2016

Larry asked for questions or comments regarding the joint Governing Council minutes from the joint meeting with Southwest Primary Learning Center, SPLC; Southwest Intermediate Learning Center, SILC; and Southwest Secondary Learning Center, SSLC on February 4, 2016 at Southwest Learning Center located at 10301 Candelaria Rd. NE. There were none and Larry asked for a motion to approve the minutes.

Rowland made the motion and Ted seconded the motion. Larry called for a voice vote and hearing none as opposed, Motion carried.

FINANCE REPORT

Larry asked Joseph for the *Business Office Operations Update*. Joseph reported that the finance committee met Monday, February 22, 2016.

- Joseph presented each council member a copy of the financial notes from the finance committee meeting, the financial packet, and pie graphs of the finances as requested by Ted.
- Joseph informed the Council that he reconciled the January financials,
 - Joseph stated that the expenditures and revenues were good and predictable for the time of year.
- Joseph addressed the negative line functions regarding transportation and food services.
- Joseph spoke about the Budget Adjustment Requests (BARs) regarding Activity Fund, Title 1 Funds, Ancillary, and Salaries.
 - Sean informed the Council that the Registration Fees needed to be deposited into the Activities Fund, but the Registration Fees were not labeled as Activity Fees.
 - Sean reminded the Council that the state (PED, Public Education Department) controls the school and Governing Council's finances; which means the school can't spend the money from the Activity Fund without the state's permission.
 - Rowland asked Sean and Joseph if they were able to inform the Council how much each student cost.
- Joseph informed the Council that the school is waiting on the award of the state regarding the SB (Senate Bill) 9 money.
 - Sean reminded the Council that this money is used for facility and technology expenditures.
- Joseph informed the Council that the school is waiting for cash carryover from the state.
 - Sean added that this was an accounting error at the state level.
- Joseph informed the Council that the school has received a copy of their Draft Audit, but that the figures can't be discussed because it's not of public record at this time.
- Joseph stated the school's cash balance is healthy.
- Joseph informed the Council of a Library Grant that the school received and needed to complete their purchases by the end of 2014 or the remaining funds will be reverted back to

the state and if the funds aren't reverted back the state can request and receive a refund from the school.

- Sean added that the school had remaining funds in this allocation and the school will be refunding the state for the remaining funds.
- Joseph informed the Council that a payment was made to the Vigil Group for their services, but a check refund was going to be issued, because the check was neither cashed nor recovered.
 - Sean added that a stop payment has been issued on the initial check.
 - Sean stated that this is important in order for the school to not receive a finding by the Auditors.
- Sean informed the Council that they have the Travel Reimbursement Policy in their packets and explained the need for this to become Policy.
- Sean stated that the Council has the Tuition Reimbursement Policy in their packet, but it is Sean's knowledge that this Policy is being postponed until next year's budget is determined.
- Joseph provided a legislative update regarding the school's finances.
 - Joseph stated that the transportation bill is still talk amongst the legislators and part of the legislative session.
 - Joseph added that the Vigil Group is working with the school on the school's budget, because it is budget season.
 - Larry stated that the Transportation Bill has been placed with the Governor and the Governor and she is trying to line veto this line item.
 - Larry added that the state is underfunded, so the schools are going to receive less funding next school year.

Joseph presented the *Voucher Approvals*. Joseph asked the council members if they had any questions regarding the Check Registry. There were none and Larry stated that the finance committee could recommend the finances for approval.

Larry asked for a motion to approve the Check Registry. Larry made the motion and Ted seconded the motion. Larry called for a voice vote and hearing none as opposed, Motion carried.

Joseph informed the Council that the Vigil Group didn't have any *BARs* for the SAMS Academy Governing Council to approve today.

CLOSED SESSION

Larry moved for the SAMS Academy Governing Council to move into Closed Session to discuss “Matters subject to the attorney-client privilege pertaining to threatened or pending litigation in which the public body is or may become a participant pursuant to NMSA 1978, Section 10-15-1 (H) (7)” and “Limited personnel matters pursuant to NMSA1978, Section 10-15-1 (H) (2)” and invite the school’s attorney, Mark Baker; Ted seconded the motion. Larry called for a roll call vote. Christine called Rowland Dewing, yes; Ted Spitzmiller, yes; Larry Kenney, yes; Justin Lindgren, absent. Larry closed the meeting at 8:00 am.

OPEN SESSION

Larry moved for the SAMS Academy to proceed into Open Session and stated that the only matters discussed were those on the agenda with no action and Ted seconded the motion. Larry called for a roll call vote. Christine called Rowland Dewing, yes; Ted Spitzmiller, yes; Larry Kennedy, yes; Justin Lindgren, absent. Larry opened the meeting at 8:50 am.

ONGOING BUSINESS MATTERS

Larry moved to the first item, ***Governing Council Member Recruitment***. Larry reminded his fellow council members that the SAMS Academy Governing Council still has a couple of vacancies and until these vacancies are filled, Larry will continue to keep this business item on the agenda.

Larry moved to the next item, ***Governing Council Member Application***. Larry stated that he thought there was an applicant, but the applicant has not submitted his application. Larry stated that there was not any further action regarding this business item.

Larry moved to ***Tuition Reimbursement Policy***. Larry stated that this Policy has been handed over to the school’s attorney for legal review and advice.

Larry asked for a motion to table this Policy until the Governing Council receives the legal review. Rowland made the motion and was seconded by Ted. Larry called for a voice vote and hearing none as opposed, Motion carried. Larry stated that this Policy has been tabled.

Larry moved on to the next item of business, ***Travel and Per Diem Policy***. Larry stated that the council members have the Travel Policy, the Per Diem regarding the Policy, and the legal revisions in their council packet.

- Larry reminded his fellow council members that this Policy is the one that Sean mentioned in the Finance Report.
- Larry reported that this Policy has had legal review and complies with the statute that has been provided.
- Larry reported that this would allow staff members to attend Professional Development trainings and conferences with 80% paid at the initial submission without the staff members having to front all of the cost.
- Larry asked for a motion to approve the Travel Reimbursement Policy. Rowland made the motion and was seconded by Ted. Larry called for a voice vote and hearing none as opposed, Motion carried.

Larry moved on to the next item, ***Head Administrator Evaluation***. Larry reminded his fellow council members that he asked for SSLC's Charter Contract and Performance Framework and he received those.

- Larry reminded the Council that the Governing Councils for all four schools are working on a Head Administrator Evaluation that will be used by the Governing Councils to evaluate the Head Administrator.
 - Larry stated that the evaluation needs to remain generic, so that the Evaluation can be used for future Head Administrators.
 - Larry stated that he needs time to review the Head Administrator Evaluations before approving an evaluation.
 - Ted stated that the Head Administrator Evaluation tool that was presented at the joint Governing Council meeting seems to be comprehensive to the Performance Framework.
 - Larry stated that the Head Administrator Evaluation tool seems to be measurable.
 - Rowland asked if any of the other Governing Councils have approved a Head Administrator Evaluation and Sharon answered, yes SILC and SSLC approved the Head Administrator Evaluation tool that was presented at the joint Governing Council meeting.
 - Larry asked Christine if they had the approved Head Administrator Evaluation that was approved and Christine went and made copies for the council members.
- Larry asked for a motion to table this Evaluation until the next meeting when the council members have a chance to review all of the Head Administrator Evaluations before them.

Rowland made the motion and was seconded by Ted. Larry called for a voice vote and hearing none as opposed, Motion carried.

Larry moved to the next item of Ongoing Business, ***Aviation Update***. Larry asked Daren for his report.

- Daren presented each council member a copy of January's aviation students and flight time for each council member's information.
- Ted stated that he has been able to accompany Daren on tours of SAMS Academy that Daren escorts new potential students and parents through.
 - Ted added that Daren provides excitement and enthusiasm during these tours.
- Daren updated the Council on the Dual Enrollment programs that the school is working on with the different universities.
 - Daren stated that he, Coreen, and Kirk have met with ENMU, drawn up a Dual Enrollment Contract, and are awaiting the final contract.
 - Daren stated that he is working with a parent employed by UNM and the engineering department in order to open the Dual Enrollment program open up to 10th graders instead of 11th grade and higher as it is currently.
- Rowland asked Daren to provide the SAMS Academy Governing Council a monthly summary of Aviation projects.
- Ted asked Daren if the Aviation Department is still conducting the classes using the Jeppesen curriculum and Daren answered, yes for Ground School.
- Larry informed Daren that his reports need to have student numbers or initials in place of student names for their protection.

Larry moved to the last item, ***APICS Solutions Security Systems Contract***. Larry informed his fellow council members that he requested APICS presentation through Kirk. Larry asked Tim to give his report and have APICS representatives speak if needed.

- Tim addressed the Governing Council regarding the need for new and additional surveillance needed at SAMS Academy.
- Tim introduced the two representatives, Jesse and Andrew.
- Jesse addressed the Council regarding the design drawings.
 - While the council members were reviewing the drawings, Jesse addressed the different camera styles and types and recording of motion before, during, and after the motion.
 - Jesse addressed the security equipment on the first floor and second floor.
- Jesse stated that the equipment is IT friendly.
 - Jesse explained that the cameras can be accessed at the school or remotely.
- Jesse discussed the installation process and warranty of the products.
- Jesse addressed the Panic System and the equipment that makes up the panic system.

- Jesse reminded the Council that APICS is a CES vendor and the plan is designed as an Educational plan that you could find on other campuses.
- Jesse discussed the price of the equipment, installation, and annual maintenance.
 - Jesse explained that the school's plan includes full service regarding electrical, infrastructure, and security/life safety.
- Coreen added that she has spoken to the city regarding additional lighting outside the school.
- Larry asked his fellow council members if they were ok authorizing Kirk to sign the APICS Contract and spend \$128,000.00. Ted made the motion and Rowland seconded the motion. Larry called for a voice vote and hearing none as opposed, Motion carried.

ADMINISTRATIVE REPORT

Larry informed his fellow council members that Kirk was not at the Governing Council meeting today, because he was at jury duty. Larry asked Coreen for the Administrative Report.

Coreen presented each council member **Staff Handbook E3**. Coreen asked the Council to approve Staff Handbook E3. Larry moved to approve Staff Handbook E3 and was seconded by Rowland. Larry called for a voice vote and hearing none as opposed, Motion carried.

Coreen presented each council member **Staff Handbook F2**. Coreen reminded the Council that these policies in F2 are for the Council to review and approve at their March Governing Council meeting.

Coreen presented each council member the **Petty Cash Policy**. Coreen asked Ronda to explain the Statute and the Policy.

- Ronda presented each council member the Southwest Statutes and addressed Statute 6.20.2.14 M regarding Petty Cash.
 - Ronda explained that this statute would be imported into the current Accounting Policy and Procedure Manual.
- Coreen informed the Council that she has brought in additional vending machines to replace the snack and lunch fund that was conducted through the front desk.
- Larry moved to approve Statute 6.20.2.14 as the SAMS Academy Petty Cash Policy and was seconded by Ted. Larry called for a voice vote and hearing none as opposed, Motion carried.

Larry asked what discussion and action needed to be taken with the ***Financial Internal Controls***. Coreen stated that she was unsure, but Christine knew why Kirk had this on the Agenda and asked if she could report to the Governing Council; Larry and Coreen answered, yes.

- Christine reported that Kirk was taking a poll from the Governing Councils regarding which template the Councils wanted to use regarding their Accounting Policy and Procedures.
 - Kirk presented an Accounting Policy and Procedure that he used at previous schools or the 2011 Accounting Policy and Procedure Manual currently in place with the school's language.
 - Christine reported that the other Governing Councils kept their own editions and not the version that Kirk brought from previous schools.
- Larry stated that the SAMS Academy Governing Council will keep their 2011 edition and make updates as they come.
 - Christine added that the Petty Cash Policy would be inserted into their 2011 edition.
- Larry stated that no further action was needed regarding this item of business.

Coreen presented each council member a copy of the ***Fall Parent Survey Comments***. Coreen reminded the Council that they discussed these at the January Governing Council meeting and there were not any other updates to this item of business.

Coreen presented each council member Kirk's ***Non-Instructional Job Descriptions and Evaluation*** packet that includes the Trust Survey.

- Coreen explained that Evaluation packet, which the evaluations are a work in process, and what the evaluations look like.

Sharon addressed the Governing Council regarding the ***Testing Calendar and Progress of Seniors***.

- Sharon explained that the upcoming testing for students.

- Sharon explained that students are tested in Reading, Writing, and Math through PARCC testing. Sharon added that this test is for students 7-11th grade.
- Sharon explained that students are tested in Science through SBA testing. Sharon added that this test is for 7th and 11th graders.
- Sharon explained that students are tested in Social Studies through EOC testing. Sharon added that this test is for any student who has completed all of their History requirements.
- Sharon informed the Council that there are 34 seniors that are scheduled to graduate in May of 2016.
 - Sharon explained that out of these 35, 22 are on track to graduate; 3 are questionable; 10 are new students that came to the school behind and are still behind; and 2 are students that should've graduated in 2015.
 - Sharon added that the students that are behind and are not on track to graduate is due to the lack of recruitment for the program that SAMS Academy offers and the increase in Special Education.
 - Coreen added that SAMS Academy continues to have an increase in graduates. Coreen gave the council members an overview that the original graduation was 7 students.
- Coreen added that the Administration with the help of the Special Education Department have added a support lab that is located upstairs in the IEP room.
 - Sharon informed the Council that the Support Lab is being used for students need additional help with Reading and Math.
- Coreen informed the Council of the current withdrawal process and the current enrollment process.
 - Coreen explained that the students who are enrolling from another school are not bringing their withdrawal slip and current transcript with them to registration at SAMS Academy.
 - Coreen added that Administration is working to improve this process.

NEW BUSINESS

Larry moved to the first item, ***Date for Next Regular SAMS Academy Governing Council Meeting.***

- Larry stated the next Regular SAMS Academy Governing Council meeting will be held on March 22, 2016 at 7:30 am in the Conference Room of SAMS Academy at 4100 Aerospace Parkway NW.

Larry moved to the last item, ***Date for Joint Governing Council Meeting.***

- Larry stated that there has not been any action regarding another joint Governing Council meeting at this time.

PUBLIC COMMENT

Larry asked Tim, IT Director, if he had any other comments, because he was the only remaining public.

- Tim stated that he would be willing and excited to offer the Governing Council a monthly report.

ANNOUNCEMENTS

Larry asked if there were any other announcements and there were none.

ADJOURNMENT

Larry asked for a motion to adjourn today's regular SAMS Academy Governing Council meeting. Rowland made the motion and Ted seconded the motion. Larry called for a voice vote and hearing none as opposed, Motion carried. Larry adjourned today's meeting at 10:40 am.