

# SOUTHWEST AERONAUTICS



## MATHEMATICS & SCIENCE ACADEMY

### GOVERNANCE COUNCIL

Regular meeting of SAMS Academy Governing Council On Tuesday July 26, 2016

### Board Members Present

Roland Dewing, Ted Spitzmiller, Larry Kennedy

### Board Members Absent

None

### Also in Attendance

Kirk Hartom, Coreen Carrillo, Ronda Joyce, Joseph Lucero, LyDawn Blount, and Farrah Nickerson

### Public

None

These minutes were approved on \_\_\_\_\_  
by a vote of \_\_\_yes\_\_\_no\_\_\_absent\_\_\_abstained

\_\_\_\_\_  
President

\_\_\_\_\_  
Notary Seal and Signature

Submitted By:  
Tracey Nelson

## **CALL TO ORDER**

Larry called the Southwest Aeronautics, Mathematics and Science Academy Governing Council Meeting to order on Tuesday July 26, 2016 at 7:30 am in the conference room of SAMS Academy on 4100 Aerospace Parkway NW, Albuquerque, NM. 87120.

## **ROLL CALL**

Larry asked Tracey to call roll. Tracey called Ted Spitzmiller, Roland Dewing and Ted Kennedy. All Board members present

## **PLEDGE OF ALLEGIANCE**

Larry asked everyone to stand and lead us in the Pledge of Allegiance.

## **ADOPTION OF THE AGENDA**

Larry made a change in the order numbers on the agenda, he moved items 2 and 3, open and closed session to after the finance report. Larry asked for a motion to approve the agenda, Roland made a motion for accept the agenda with the changes and Ted second. Larry called for a voice vote, unanimous yes, motion passes.

## **REVIEW/APPROVAL OF MINUTIES June 28, 2016**

Larry asked for a motion to approve the minutes from the June 28, 2016 meeting. Ted made the motion to approve, Roland second. Larry called for a voice vote, hearing none opposed, motion passes.

## **ON GOING BUSINESS**

- A.** Larry states that the board is always looking for new members for the Governing Council. Kirk asked that when it comes to registration if the board will man a table to speak with parents and potential members for the board? Larry said he would like to see this happen. Ted asked "what is manning the table?" Coreen stated that during registration, a week from today, parents come in with their student to meet their sponsor teacher. In the lobby we set up a table for the Board to meet and recruit new members. SAMS will make sure the Board has the hours, if they are not available SAMS will make sure the material is there for the parents. Coreen said she will put a schedule together and e-mail it.

### **B. AVAITION UPDATE**

Larry stated that Daren is out on vacation, Kirk has the information for the Board.

Kirk stated the Mr. Gallacher did interviews for Flight Instructors, he found an instructor out of Colorado that would fit the criteria, the instructor would like to move here and be full time. Kirk stated that what they would like to do instead of making him an employee of the school is to do an outside contract. So that would mean he would get paid on an hourly rate when he flies with the students. Kirk stated that we need to look at the budget and figure it out with Joseph and the Vigil Group.

Joseph stated that once they know what he will be paid they can look in the budget. Joseph does not foresee it being an issue.

Kirk stated the going rate is about \$40,000 annual. Ted stated that if he is paid for flight hours that would be less. Coreen stated yes it would be \$25 to \$30 dollars an hour. Ted asked if he gets paid for ground time and will the rate be different? Kirk stated that he is known to be a very good teacher and we would need to figure all the rates out. If we do not do the outside contract then it would be salary plus benefits. Coreen stated that he may not need the benefits he is retired from teaching. Ronda asked if he was still a license teacher. Coreen stated that yes he is and keeps it current. Ted asked if it was just a teacher license or a CFI? Coreen stated that he has both.

Kirk stated the other piece of Aviation update is that SAMS has been looking to buy a 2<sup>nd</sup> aircraft. The aircraft that SAMS owns now is getting up in age and we have been working on maintenance and repairs for the months of June and July. Daren has went out and looked at 6 different aircrafts, in talking with others in the field, we figured out that it will cost around \$120,000. The State to our knowledge would rather that we own the aircraft not lease.

Joseph stated that purchasing an aircraft is really an unprecedented expenditure for any school and that our school is in corrective action it will be interesting to navigate. All purchases will end up on David Craig desk for approval. Ted asked what type of plane is it? Kirk and Coreen were not sure but that Daren did have that information. Kirk stated that we have to consider many different plane then find the one that best suits our needs. Then we can present it to the Board then the State. Between here at SAMS and SSLC we have gone from 30 students in the Aviation program to 100 students. Kirk stated that we did an RFP with Bode but they were never able to fulfil their part of the contract.

Ted asked if Daren presented his numbers for what he flew this past month? Coreen stated No, but that there were no hours because the plane has been undergoing maintenance and not able to be flown.

Larry moved to the next item on the agenda SAMS ATTORNEY. Larry stated that the committee reached a decision, Larry has reached all the other applicants to let them know of the choice. The committee accepted the offer from the Cuddy Law Firm, they have a lot of Charter School experience, with renewals, charter school law and employee issues. They like what all our schools are doing, they have offered training for Governing Council, staff as part of their services, not to be billed for the training. Their hourly rate is a lot less than what we are paying Mr. Bakers firm. The committee extended the offer to the Cuddy Law Firm and they accepted. Kirk is working on the contract for them. Larry stated that 2 of the firms that were interviewed had zero charter school experience. Larry stated that there is no Board action that needs to happen. The dollar amount for each school is less than the \$60,000 threshold.

Larry moved to the next item on the agenda *GOVERNING COUNCIL NEW MEMBERS*, we have 2 ladies that have put in their application for the Board. Larry introduced them Farrah

Nickerson and LyDawn Blount. Larry stated that he has met with both the ladies, they both have students at SAMS.

LyDawn Blount stated that she had 3 children ages 25, 18 and 15, plus 2 grandbabies. The 15 year old is here at SAMS and that her husband is Air Force S.F.

Farrah Nickerson stated that she had 3 children ages 14, 10 and 2. Farrah stated that her 14 year old is at SAMS, he wants to be a pilot and plans on getting his personal pilots licence with SAMS.

Roland stated that in America we are falling short of good pilots and the Air Force is also.

Larry asked for a motion to accept Mrs. Farrah Nickerson on to the SAMS Governing Council Board. Roland made the motion and Ted 2<sup>nd</sup> it. Larry called for a voice vote, in hearing none opposed, motion carries.

Larry asked for a motion to accept Mrs. LyDawn Blount on to the SAMS Governing Council Board. Roland made the motion and Ted 2<sup>nd</sup> it. Larry called for a voice vote, in hearing none opposed, motion carries.

Larry moved to the next agenda item **SAMS Governing Council Meeting** times, Farrah has a conflict on meeting on Tuesdays and asks if the Board can change the meeting dates to Thursdays at 7:30am. Larry stated that we do our meetings at the end of the month because of the old accountant needed this time to get everything together. Joseph stated that as far as our financials go he has everybody ready by the 12<sup>th</sup> of the month. Larry stated that he likes that the time it is at now because the students and the staff see the Board working. Larry stated that if we were to look at changing dates that we need to change our open meeting resolution, which states when our meeting are. Larry stated that if there are no objections that he can accept a motion to move the meeting to the 3<sup>rd</sup> Thursday of the month and he next meeting will be called a Special meeting and during that meeting he will present a new open meeting resolution for SAMS GC to adopt so that we are in compliance.

Larry called for a motion of moving the date of the meetings to the 3<sup>rd</sup> Thursday of the month, Ted made the motion, Roland 2<sup>nd</sup>. Larry called for a voice vote, in hearing none opposed, motion carries.

Larry states that with these changes our next meeting will be August 18<sup>th</sup> at 7:30am at SAMS.

Kirk stated that Mr. Brody might have an issue with the finance meeting being the night before if it is changed. Coreen stated that Monday was his only issue and that the rest of the days would work. Larry stated the Finance meeting will meet the night before the GC meeting, so finance will meet on Wednesday night at 5pm at SLC and the GC meeting on Thursdays at 7:30 am at SAMS. Larry stated that getting another board member on the finance committee will be the next thing to look at now that we have 5 members.

## ADMINISTRATIVE REPORT

Larry moved to the next item on the agenda.

- a. Kirk started with the **BACK TO SCHOOL** report, gearing up for registration. What we did this year with the INFOSNAP Program that we have is work the lottery and with the accepted kids they get a snap code in an email, they go on the web site register and make an appointment with their sponsor teacher. This has made it easier on all.

Coreen stated that we here at SAMS are NCAA Approved! This is a huge plus for the school.

Ted asked if we have a JrROTC here at SAMS? Coreen said that we do not at this time but would welcome one. Also that Pauline Keithley is starting a Science Olympiad this year along with a class that she will be offering here at SAMS. Pauline took a class at UNM for Computer Programming can take it here at our school and get credit for it at UNM.

Coreen also stated that we are now dual enrollment with Eastern New Mexico Roswell. Any student in our Aviation program that take a class with get credit at Eastern New Mexico University.

Coreen stated that our Core Curriculum has changed we are getting Edgenuity 5 this year is a good thing for both the teachers and the students. Roland asked if all are dual enrollment information is written down for the students and parents or on the Website? Coreen stated that it was not but Carol Jester, our IT Lady, will be putting the NCAA on the website, we can ask her to put the Dual Enrollment information also.

Roland believes it should be up on the websites for all students and parents to see.

- b. Kirk stated that at the **Budget Review, Internal Controls and the Finance** meeting with NMPED went well. That each person has a packet about Accounting Policies and Procedures. This is what we are going by here at SAMS. Mrs. Joyce helped me go through this and you will see in GREEN the actual policies we added these year. Some were added because it was Mandatory for certain purchases Mr. Augular up at state wanted us to take a look at these policies and add to them to help them work for us. Kirk stated that Ronda Joyce and Himself will go through the manual and come back with recommended changes for the Board to approve.  
Kirk stated that the PED is giving more access to the Vigil group which in turn that opens up a little more access to Mrs. Joyce and Mrs. Riley in the business offices for the schools. Joseph stated that when the Vigil group came on and the site managers were hire, APTDA copies the rights to the access rights of the former CFO and allowed the Vigil group to use it. But with that the state limited certain portals of use to the Vigil Group so PO's still need approval from the state. Kirk stated that opposed to last year all employees that requested ARA were paid. A lot of the work this year was to place the

employee in the correct school for payment. Mrs. Joyce has worked with Kirk this year to correct all the schools.

Larry stated that the meeting he had with Paul Agular, as Paul put it "This is not a BUTT CHEWING meeting" and that it went very well.

Larry stated for the new board members that Paul Agular is the Deputy Secretary for PED for Finance. He is the gentleman that signs everything we send up the Santa Fe. David Craig is the Finance Director, he is the new guy. Joseph states that his firm works directly with David Craig

Kirk stated that he is on the Public School Outlay Task Force, they talked a lot about Charter schools and the facilities for Charter schools.

- c. Kirk stated that we already discussed the Board schedule
  
- d. Kirk moved to the **Renewal Process**. He will have Mrs. Carrillo talk about the trains that have happened and Tracey will pass around the renewal packet. Every 5 years in charter school we must declare ourselves and renew the charter. We at SAMS are at our 5 years so we are setting up the renewal for the next 5 years. Application needs to be turned in October 1, 2016. Mrs. Carrillo stated that this is a series of event that we go through, visits and trainings. The trainings have been very well done from PED, once the application is done we have a site visit in October. Mrs. Carrillo will let the board know when the PED will want to speak to them, to student and staff. Ted stated that the process looks very well organized. Mrs. Carrillo agrees.

Kirk stated that with that being done Sharon is on vacation and Tim was not there. Kirk officially ends the Administrative Report for July 26, 2016.

Larry added one thing that the Cuddy Law firm has a lot of experience in renewals and that we should utilize them for this process.

Ted asked if this application formally go by Cuddy? Kirk answered yes it does. Kirk says mid-September we will be able to give them the rough draft.

Roland asked if it is good to give the whole thing to them or bit as we go? Kirk says that we will give those pieces as we go that way if they had questions or need us to revise certain policies we can do that. Kirk stated that the middle of September we can give them the whole draft to go over.

## **FINANCE REPORT**

Larry stated that we would move on to the FINANCE REPORT. Joseph stated that he would do a brief finance report. Joseph stated that another graph was requested, a trim line report, but due to the end of the year reports took time.

Joseph explains that the 2<sup>nd</sup> page is the graph showing expenditures through the end of the FY-16 years. The next page is revenue report, Joseph explained the revenue page to

the Board. If you see a difference in the negative then we need to do a BAR to true this money up. Through the end of the year SAMS brought in 92% of what was budgeted, which is very good for the school. Then Joseph went to expenditures and explained them. SAMS spent 77% of budget and a carryover of 23%

Joseph stated that we finish closing out FY-16 yesterday. Joseph stated that SAMS is still in a healthy outcome for the year and start of next year FY-17

Joseph stated that when we do write or send out a check he prepares it then sends it to PED when they are done reviewing and send it back it is a process that takes 11/2 to 2 weeks to receive it back here. This is a better process than what it was in previous times.

Larry stated that one of the thing that the Board does do is approve the check register. This is the chance of the Board to ask questions about the checks that have been written.

Larry asked for a motion to approve the check register. Ted made the motion, Roland 2<sup>nd</sup>. Larry called for a voice vote, hearing none opposed, motion carried.

Larry moved to the next item for approval the **Budget Adjustment Request**. Joseph explained the BAR for the activities fund based on the projected about of students that will attend SAMS next year. This BAR is put that money toward supplies for the school and student's needs.

Roland made the motion to approve the BAR, Ted 2<sup>nd</sup>. Larry called for a voice vote, hearing none opposed, motion carried.

Larry moved to the next item, **SAMS Property Disposal**. Larry explained why we do a form for our property disposal.

Ronda stated that we are disposing of the old security camera equipment, we replaced these over the summer with new equipment. Also the monitors and towers that we replaced in Main lab for the students. These items will go to Adelate, a non-profit organization. Roland asked if all the new stuff was in? Coreen stated that it was.

Ronda asked Larry for a motion to approve the disposal of the old towers, monitors and security system items.

Roland made the motion for the approval, Ted 2<sup>nd</sup> it. Larry called for a voice vote, hearing none opposed, motion carried. Tracey will place the names on the form for PED.

Larry moved to **TUITION REIMBUURSMENT**. Kirk stated that the Board approved this police in January. This is so that an employee at SAMS went to school to further education the school would reimburse them for their classes and books through professional development monies. We have one person apply for it that is Mrs. Hall for her school in the fall. Ted asked for the details of her courses? Kirk stated that he has not seen these yet.

Larry stated that we moved **CLOSED SESSION** to now on the agenda. Larry made the motion that SAMS move into closed session pursuant to a personal matter MSN1978-10-15-1H2. Roland 2<sup>nd</sup> the motion. Larry invited Mr. Hartom stay as well as the new board members. Larry asked Tracey to make the roll call vote to move into Closed Session.

Tracey called Larry Kennedy, Roland Dewing and Ted Spitzmiller. All members present. Larry closed the session at 9:15 am.

Larry called for motion to **Open Session** SAMS Board meeting at 9:40 am. Ted made the motion, Roland 2<sup>nd</sup>. Larry called for a voice vote, hearing none opposed, motion carried.

Larry moved to next item **PUBLIC COMMENT**. Larry stated that there were no public present. Larry stated that the next Board meeting will be August 18<sup>th</sup> 7:30am at SAMS. Larry stated that the joint council meeting may be around September but will keep us informed for the date

Larry called for a motion to adjourn. Roland made the motion and Ted 2<sup>nd</sup>. Larry called for a voice vote, hearing none opposed, motion carried 9:46am.



# STATE CHARTER SCHOOL CHANGE OF GOVERNING BODY MEMBERSHIP FORM

Please complete and submit this form to: Charter Schools Division, Public Education Department, charter.schools@state.nm.us, Room 301, 300 Don Gaspar, Santa Fe, NM 87501

Name of State-Chartered School: Southwest Aeronautic Mathematics & Science Academy  
Click here to enter text.

Date submitted: July 31, 2016  
Click here to enter a date.

Contact Name: T Tracey Nelson  
Click here to enter text.

E-mail: TNelson@swmsacademy.com  
Click here to enter text.

Governing Board Member Name	Action	Date of Action	Reason for removal or resignation	Term of Service
Click here to enter text. <u>Farrak Nickerson</u>	Choose an item. <u>APPOINT to Council Board</u>	Click here to enter a date. <u>7/26/2016</u>	Click here to enter text. <u>NONE</u>	From: Click here to enter a date. <u>July 26, 2016</u> To: Click here to enter a date.
Click here to enter text. <u>Ly Dawn Blount</u>	Choose an item. <u>Appoint to Council Board</u>	Click here to enter a date. <u>7/26/2016</u>	Click here to enter text. <u>NONE</u>	From: Click here to enter a date. <u>July 26, 2016</u> To: Click here to enter a date.
Click here to enter text.	Choose an item.	Click here to enter a date.	Click here to enter text.	From: Click here to enter a date. To: Click here to enter a date.

Original Signature of Governing Council President or Designee: [Signature] Date: 7-26-16

Printed Name of Governing Council President or Designee: LARRY KENNEDY

**Required Attachments:**

This Form **MUST** include each of the following, as applicable:

- i. Notices of Resignation or Removal
  - a. The governing body minutes showing the vote to remove the member, or
  - b. The resigning member's signed and dated written resignation;
- ii. Notices of Designation:
  - a. An updated "STATEMENT OF GOVERNING BODY TO CONSULT WITH PED" signed by all current governing body members, and
  - b. An "AFFIDAVIT OF GOVERNING BODY MEMBER" signed by the new governing body member and verified by a notary public.

**AFFIDAVIT OF GOVERNING BODY MEMBER**

STATE OF NEW MEXICO )  
 )  
COUNTY OF )

I, Joyce LyDawn Blount after being duly sworn, state:

1. My name is Joyce LyDawn Blount and I reside in Albuquerque, New Mexico.

2. I am a member of the governing body of the Southwest Aeronautics, Mathematics and Science Academy in Albuquerque, New Mexico.

3. I attest that I am currently not a current governing body member of any other charter school authorized in the state of New Mexico.

4. I have never been a governing body member of a charter school that was suspended or failed to receive or maintain their board of finance designation.

5. I understand that as a member of the Southwest Aeronautics, Mathematics and Science Academy governing body, I am entrusted with oversight of expenditure of public funds in accordance with all applicable laws, regulations and rules, including but without limitation any laws or rules pertaining to conflicts of interest, public school finance, and procurement.

Joyce LyDawn Blount  
[Signature]

07-26-2016  
Date

Joyce LyDawn Blount  
[Print]

**VERIFICATION**

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 26<sup>th</sup> day of July, 2016.

[Notary Seal:]

Jordan Padilla  
NOTARY PUBLIC

My commission expires: 1-7-, 2016.



**AFFIDAVIT OF GOVERNING BODY MEMBER**

STATE OF NEW MEXICO )

COUNTY OF BERNALILLO)

I, Farrah Nickerson, after being duly sworn, state:

1. My name is Farrah Nickerson and I reside in Albuquerque, New Mexico.

2. I am a member of the governing body of the Southwest Aeronautics, Mathematics and Science Academy in albuquerque, New Mexico.

3. I attest that I am currently not a current governing body member of any other charter school authorized in the state of New Mexico.

4. I have never been a governing body member of a charter school that was suspended or failed to receive or maintain their board of finance designation.

5. I understand that as a member of the Southwest Aeronautics, Mathematics and Science Academy governing body, I am entrusted with oversight of expenditure of public funds in accordance with all applicable laws, regulations and rules, including but without limitation any laws or rules pertaining to conflicts of interest, public school finance, and procurement.

[Signature]  
[Signature]  
Farrah Nickerson  
[Print]

July 26, 2016  
Date

**VERIFICATION**

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 26<sup>th</sup> day of July, 2016.



OFFICIAL SEAL  
**ANGELINA VELEZ**  
NOTARY PUBLIC STATE OF NEW MEXICO  
My commission expires: April 9<sup>th</sup> 2018

[Signature]  
NOTARY PUBLIC

My commission expires: April 9<sup>th</sup>, 2018

**STATEMENT OF GOVERNING BODY TO CONSULT WITH PED**

We, the undersigned, make up the governing body of the Southwest Aeronautics, Mathematics and Science Academy located in ALBUQUERQUE, New Mexico.


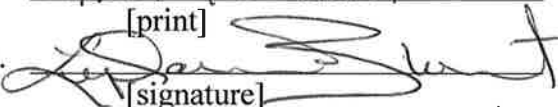
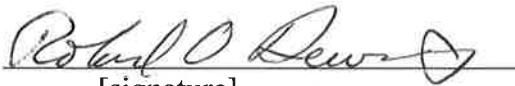
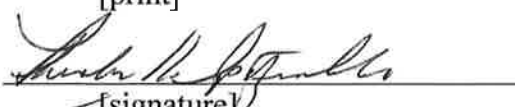
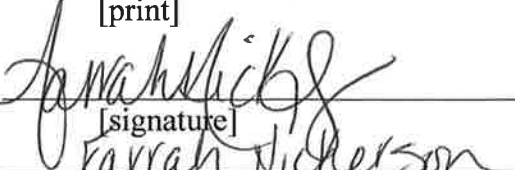
In accordance with 6.80.4.16 NMAC, we agree to consult with the New Mexico Public Education Department on any matter not covered by the manual of accounting and budgeting before taking any action related to funds held as a board of finance.

We make this statement as part of Southwest Aeronautics, Mathematics and Science Academy application to the Public Education Commission for status as a board of finance under 6.80.4.16 NMAC.

We understand that we must retain or hire a Licensed School Business Manager as soon as financial feasible and, thereafter, notify the New Mexico Public Education Commission within 30 days of hiring and/or changing in a Licensed School Business Manager for the school, and a new, signed "Affidavit of Financial Custodian" must be submitted.

We understand that we must submit an Affidavit of Governing Body Member to the Public Education Commission within 60 days of a change in membership of our governing body.

THE FOLLOWING MEMBERS OF THE SOUTHWEST AERONAUTICS, MATHEMATICS AND SCIENCE ACADEMY GIVE THE FOREGOING STATEMENT THIS 26<sup>TH</sup> DAY OF JULY, 2011. 2016

1.   
[signature]  
LARRY KENNEDY  
[print]
2.   
[signature]  
J. LyDawn Blount  
[print]
3.   
[signature]  
ROLAND O DEWING  
[print]
4.   
[signature]  
THEODORE H. SPITZMULLER  
[print]
5.   
[signature]  
Farrah Dickerson  
[print]