

# SOUTHWEST AERONAUTICS



## MATHEMATICS & SCIENCE ACADEMY

### **GOVERNANCE COUNCIL**

Regular Board Meeting Minutes of Monday,  
October 26, 2015

#### **Board Members Present**

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

#### **Board Members Absent**

None

#### **Also in attendance**

Coreen Carrillo, Ronda Joyce,  
Kirk Hartom, Daren Gallacher,  
and Kyle Hunt

#### **Public in attendance**

Carol Jester, IT

These Minutes were approved on \_\_\_\_\_.  
by a vote of \_\_\_ yes \_\_\_ no \_\_\_ Absent \_\_\_ abstained.

\_\_\_\_\_  
President

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

**Submitted by  
Christine Herron**

## **CALL TO ORDER**

Larry called the special meeting of Southwest Aeronautics, Mathematics, and Science (SAMS) Academy Governing Council to order on Monday, October 26, 2015 in the Conference Room of SAMS Academy at 4100 Aerospace Parkway NW at 7:31 am.

## **ROLL CALL**

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

Justin arrived at 7:35 am.

## **PLEDGE OF ALLEGIANCE**

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

## **ADOPTION OF THE AGENDA**

Larry asked for a motion to approve today's agenda. Pauline made the motion to adopt today's agenda as written and Phyllis seconded the motion. Larry called for a voice vote and hearing none as opposed, Motion carried.

## **REVIEW / APPROVAL OF THE MINUTES from September 22, 2015**

Larry asked his fellow council members if they had any questions or discussion regarding the minutes from the special Governing Council meeting held on September 22, 2015 and there were none. Larry asked for a motion to approve these minutes. Phyllis made the motion and was seconded by Pauline. Larry called for a voice vote, hearing none as opposed, Motion carried.

## **REVIEW / APPROVAL OF THE MINUTES from October 14, 2015**

Larry asked his fellow council members to review the minutes from the joint Governing Council meeting held on October 14, 2015 and for questions and discussion. Since there was none, Larry asked for a motion to approve these minutes. Phyllis made the motion and Larry seconded the motion. Larry called for a voice vote and hearing none as opposed, Motion carried.

## **CLOSED SESSION**

Larry stated that there wasn't any business items that needed to be discussed in Closed Session, so the Southwest Aeronautics, Mathematics, and Science Academy's Governing Council remained in open session.

## **OPEN SESSION**

Larry stated that the Southwest Aeronautics, Mathematics, and Science Academy's Governing Council remained in Open Session and there was not any further action that needed to be taken at this time.

## **ONGOING BUSINESS MATTERS**

Larry stated the first item of business is *Head Administrator Expectations*. Larry presented each council member a copy of the updated expectation outline of the school's Head Administrator that Dr. Dan Patterson completed from the joint Governing Council meeting held on October 14, 2015 in the Conference Room of Southwest Learning Center.

Larry stated that this document is a good foundation of what the Council expect, can look forward to receiving, and growing with regards to their Head Administrator, Kirk Hartom.

Kirk added that he was appreciative of the joint meeting, for insight into what the council's expectations are, how the councils from the four schools (Southwest Primary, SPLC; Southwest Intermediate, SILC; Southwest Secondary, SSLC; and SAMS Academy) are alike and different, and what he can do to best communicate between Administration and the Governing Council.

- Kirk informed council members that he sent out his first piece of communication this past week by email to all of the Governing Council members of the different councils.
  - Phyllis thanked Kirk for this communication.

- Larry stated that this is a nice change from a year of putting out fires, meeting expectations that the Councils didn't have before, and not receiving push back from the Governing Councils previous Head Administrator, Scott Glasrud.
  - Kirk stated that he likes data. Kirk explained that he doesn't agree with survey results, but that these surveys are good for the PEC (Public Education Commission) and plays in the school's favor for educational needs met.
  - Kirk explained that the state has high expectations for the school's teachers and educational assistants (EAs) and the schools are meeting those expectations.
- Larry informed everyone that he wants to make sure that the staff is aware and using the chain of command. Larry explained that if the staff have concerns, they should bring those to their principal, Coreen Carrillo; then address with Head Administrator, Kirk Hartom; and if needed brought to the Governing Council.
- Larry stated that this should be followed at the other schools (SPLC, SILC, and SSLC) as well with the only difference being the principal, Robert Pasztor.

Larry moved to the next item, *Aviation Update*. Larry asked where Daren Gallacher, Aviation Director, was and if this meeting time worked for Daren; Coreen answered, yes he was planning on being in attendance.

- Kirk stated that he could speak about the Contract portion of the Aviation Program while the Council waited for Daren to arrive.
- Kirk informed the council that the school's Cessna airplane has been inspected and that the maintenance needed during the inspection has been completed.
  - Kirk stated that Daren has taken a few students up in the aircraft.
  - Kirk informed the Council that Kirk and Daren met with the insurance agency that will provide insurance, that this meeting went well, and NMPSIA is OK providing the liability insurance.
  - Kirk stated that there are charges remaining on the hangar, but that these have been sent to PED (Public Education Department) for approval and payment.
  - Kirk informed council members that he didn't have an update on the Title of the school's aircraft. Kirk explained that the school's attorney, Mark Baker, passed this on to a Santa Fe firm that has experience with this type of case and the firm is still

working on this.

- Larry asked Kirk to speak with Mark regarding the title and the outcome of the title process.
  - Kirk stated that the information for a fuel card to fill the school's aircraft has been put together and turned into the finance department to start the financial process.
  - Kirk explained that there is an outside contractor willing to help the school get another school aircraft, but contracts haven't been drawn up at this time.
  - Daren arrived and updated the council members that he is working with this outside contractor (parent), Mr. Fuqua, and Administration regarding this contract and Daren is hopeful that the school will have a second aircraft by the holidays.
  - Kirk informed the Council that the Cessna aircraft doesn't have insurance at this time, but the finance department received the documents they needed to pursue aircraft insurance. Larry spoke up and was alarmed by this. Kirk explained that the students and instructor are covered under NMPSIA, but the plane itself doesn't have insurance. Larry asked if this insurance was in the school's budget and Kyle answered, yes.
  - Larry questioned Daren about flying without insurance. Daren informed Larry and the other council members that the students and instructors are covered by insurance. Daren explained that he met with an Aviation Insurance firm, AOPA; that this firm would provide liability insurance that covers the aircraft and the hangar; and that he turned the information over to the finance department to obtain insurance.
  - Daren explained that the school, through Scott, had fuel cards, but these have been closed and Daren is applying for new fuel cards.
  - Justin asked Daren to get the aircraft insured through the proper process and with the proper title.
- Daren informed the Council of a meeting he had Friday with UNM Aerospace Department.
- Daren explained that UNM is working with SAMS Academy on a waiver to provide Dual Enrollment for 10<sup>th</sup> graders, because normally UNM's Dual Enrollment is open to 11<sup>th</sup> and 12<sup>th</sup> graders.
  - Daren added that UNM is only opening the Dual Enrollment for SAMS Academy and SSLC Aviation students and primarily for engineering credit.

- Daren stated that Texanna, the mother of one of his student's mom, is helping the school in a liaison position between SAMS Academy and UNM. Daren added that she is a UNM staff member in the Engineering Department.
- Daren informed council members that he has started Aviation field trips with the aviation students.
  - Daren reminded the Council that Daren, parents, and students attended the NMAAA Expo at Kirtland Air Force Base.
- Daren stated that he has been investigating other aviation support for the Aviation Department.
  - Daren informed the Council that he has submitted Aviation Instructor resumes for consideration. Daren explained that he has heard from three (3) Bode employees willing to leave Bode Aviation and join the Aviation team at SAMS Academy.
- Daren informed the Council that Aviation Day in Santa Fe, NM is being held on January 22, 2016. Daren explained that SAMS Academy didn't attend this event last year, but he would like to take the aviation students from SAMS Academy and SSLC to Aviation Day this year.
  - Larry reminded everyone that he has been asked to attend this event as well. Larry added that he would like for the Aviation students and Daren attend Aviation Day.
  - Daren was instructed to get Ronda the information, so the finance process can be completed and the Aviation Department can be in attendance.
- Daren updated the Council of the Dual Enrollment progress with ENMU and CNM.
  - Daren stated that the two schools are coming out to complete the paperwork.

Larry moved to the last item of Ongoing Business, ***Governing Council Member Recruitment.***

- Larry stated that the council had a couple of interests, but these interests haven't resulted in council members.
  - Christine informed council members that it seems to be the date and time of the SAMS Academy meetings.
  - Council members talked about coming to the next meeting with ideas of recruiting Governing Council members.

## ADMINISTRATIVE REPORT

Kirk addressed the Governing Council and presented each council member a copy of his report. Kirk started his report by congratulating Coreen on her new addition to her family, her granddaughter.

Kirk moved to the first item on his report, ***School Board Retreat***. Kirk presented each council member a draft copy of Kirk's School Board Retreat draft agenda.

- Kirk explained that he wanted to have the retreat before the holidays, but it has been brought to Kirk's attention that after the holidays would be better.
- Kirk explained that Friday would be a dinner with a focus on school law. Saturday would be a half day with focus on educational plans. Kirk added that this would contain operational and financial frameworks.

Kirk moved to the next item, ***NMSBA Annual Conference December***. Kirk presented each council member a copy of the NMSBA Conference dates. Larry stated that the Council voted to become members of the New Mexico School Board Association.

- Kirk asked the Council which members would be able to attend the December conference, so the financial process can be completed.
- Larry asked if the conferences are paid for the members who attend or for the Council as a whole and Kirk answered, as a whole.
- Justin asked if you had to attend both days and Kirk, answered, No; but if you do, you receive about 20 hours of Governing Council training.
  - Justin stated that he couldn't attend the October NMCCS training, nor the December training, but would probably be able to attend the February training.
  - Pauline stated that Fridays are a hard day for her to complete trainings, but if she doesn't have to attend both days; she can complete a Saturday training.

Kirk moved on to ***CFO Search and Interviews***. Kirk updated the Governing Council where the Administration team stands on filling the Business Office open positions.

- Kirk introduced Ronda Joyce to the SAMS Academy Governing Council as the Business Manager of SAMS Academy and SPLC.

- Kirk informed the council members that they hired Heather Riley as the Business Manager of SSLC and SILC.
  - Kirk explained that PED approved the two Business Managers.
  - Kirk added that PED is thinking about turning over the finances back to the schools and the Governing Councils.
  
- Kirk informed the Council that Sean with the Vigil Group is working on new Salary Schedules and will be ready to present those to the Councils in November.
  - Kirk explained that the contracts for the 2015-2016 school year will not be changed, but that these new salary schedules will be for the 2016-2017 contracts.
  - PED (Public Education Department) has instructed the Vigil Group, the Administration team, and the Governing Councils to work and approve these before next year.
  
- Kirk updated the Council as to where the school stands with Payroll. Kirk explained that there were a couple of issues with a couple of employee's payrolls, but these have been fixed.
  - Kirk informed council members that PED wants the payroll amounts before next year's budget.
  - Kirk explained that he is still working with the Vigil Group to complete the details.
  
- Larry asked Kirk where the school stands with hiring a CFO (Chief Financial Officer).
  - Larry explained that his understanding is that the Business Managers report to the Vigil Group who reports to PED, making the Vigil Group the schools CFO.
  - Larry added that he would like to see the Governing Councils get their finances back and then hire a CFO.
  - Larry stated that he was excited to hear that the four schools have business managers working at the school and completing the finance process that has experienced several delays.
  - Kirk explained that there wasn't money in the school's budget to have a business manager and a CFO, so the Administration decided to take the salary of the CFO and split it amongst the two Business Managers.

- Kirk informed the Councils that PED wants the schools to continue to operate as their own individual schools and complete the checks and balances. Larry added that this is a good move in the right direction to ultimately get out from under PED and be able to terminate the relationship with the Vigil Group.
- Kirk update the Council that the Purchase Requisition (PR) process has been taken off of the Administrative Assistants and back to the Business Managers where it belongs. Phyllis added that this speaks to the credibility of the Governing Councils.
- Kirk explained that there are more eyes on the money coming in and going out of the school, two Business Managers, Governing Finance Committees, fulfilling Vigil Group and PED expectations; showing transparency.

Kirk moved to the last item of his report, *Staff Handbook*. Kirk presented each council member a copy of the Staff Handbook that he used at his previous school (Cuba Independent School District) and a copy of the Staff Handbook that SILC's President (Judy Chapman) adopted for the schools of Southwest Learning Center.

- Kirk stated that he would like the SAMS Academy Governing Council to ignore the Cuba Staff handbook and focus on the SILC Handbook that has been revised with the SAMS Academy language, mission statement, and is ready for procedures.
  - Kirk stated that this handbook coincides with the approved Governing Body Policy Manual of SAMS Academy.
  - Kirk stated that Judy created the handbook by aligning to section G of the Governing Body Manual.
  - Kirk reminded council members that the Council approved the Conflict Resolution Policy and has adopted it in the Staff Handbook under number 22.
- Kirk asked the Council to approve this Staff Handbook, Pauline called it the "Staff Handbook Skeleton" and Kirk will bring the procedures to the Council meetings for approval and acceptance to be placed in the Staff Handbook.
  - Larry asked his fellow council members if they were ok approving the skeleton staff handbook and then the procedures as they are presented and the council members were ok with this.
  - Kirk added that this allows the Governing Council the knowledge of the Staff Handbook, the determined staff procedures and an approval of the handbook and

procedures.

- Justin asked when the Council can expect the Staff Handbook to be completed and Kirk answered by May 2016 and this would be put into place for FY17.
- Daren asked if the staff member's Contract supersedes the Staff Handbook and Kirk answered, Yes. Kirk added that the contract is being aligned with the Staff handbook, so there will not be any questions or concerns for the future.
  - Kirk reminded council members that the employee's ARA days aren't in the staff handbook and the Administration is working on the amount of ARA days that 186 day employees receive. Kirk informed council members that 186 day employees receive 5 ARA days, but Administration is looking to add an additional 5 days for a total of 10 days.
  - Kirk reminded the Council that 186 day employee's attendance is part of their evaluation and by not having an addition to their ARA days this can hurt their evaluation.
  - Coreen asked if Kirk has received a written approval of ARA days and Kirk answered not at this time.
  - Kirk informed everyone that ARA days weren't paid out last year for 186 day employees, because they were getting paid for time that these employees weren't at work. Kyle explained that the Vigil Group has worked with PED to extend the amount of paychecks from 24 to 26 to pay the 186 day employees their full contracts and provide them with funds while they are absent during the summer break.
  - Kirk stated that the contracts are built along with the school calendars. Kirk reminded the Council that both of these have to have PED approval.
  - Larry stated that this stems from Scott and the employees are paying for his poorly written contracts and loss of time for 186 day employees.
  - Larry reminded his fellow council members that this came to light when Herb came in and he started working on this for these 186 day employees.
  - Kyle reminded the Council that employees being paid before services rendered is against the anti-donation clause written in the Charter.

Larry moved to approve the Skeleton Staff Handbook and to receive procedures for the Staff Handbook as they are presented monthly to the Governing Council for approval. Justin seconded Larry's motion. Larry called for a voice vote and hearing none as opposed, Motion carried.

## FINANCE REPORT

Larry asked Kyle for the *Business Office Update*. Kyle, from the Vigil Group, presented each council member the financial packet and the financial outline of the September finances.

- Kyle explained that there were not many changes to the budget from the previous month.
  - Kyle stated that the revenue is coming in as scheduled.
  - Kyle stated that the expenses seem to remain the same.
  - Kyle stated that the revenue continues to exceed the expenditures.
- Joseph presented each council member a cash balance report, benefit report, revenue and expenditure report.
- Kyle provided an update where the school stands with the Audit and the Audit committee.
  - Kyle informed the Council that the Audit fieldwork has been completed by the Axiom Firm.
  - Kirk added that the Administration will receive a listing of items pertaining to findings for the next month.
  - Kyle stated that there has not been an Audit Committee meeting at this point in time.
  - Larry asked why there has not been an entrance Audit Committee meeting and Kyle answered that there will probably be a committee meeting scheduled when the audit draft has been received. Larry stated that he wants to meet as a committee before this happens to understand the process, to have the draft findings, and be able to help with the follow-up.
  - Larry asked Kirk and the Vigil Group to arrange an Audit Committee Meeting, because he doesn't want PED to think that the Governing Council is not overseeing the business office or not involved with the school's finances.
  - Kirk informed the Council that he sat down with two of the Auditors from the Axiom group.
- Kirk informed the Council that he still doesn't have permissions to approve BARs (Budget Adjustment Requests), but the Vigil Group is working with PED for Kirk to have permission.

- Kyle informed the Council of a mileage rate update approved by PED.
  - Kyle stated that PED will only approve \$0.46 per mile instead of the national rate.
- Kirk reminded the Council that he is working on a letter addressed to Paul Aguilar of PED regarding Procurement issues. Kirk informed the Council that Paul is accusing the school and the finance department of receiving products and invoices before Purchase Requisitions or Purchase Orders are in place.

Kyle presented each council members the *Voucher Approvals*. Kyle asked the council members to review the school's check registry.

- Larry stated that the Check Registry looked ok and Larry discussed this during the finance meeting.
- Kyle asked for any other questions and Justin had a vendor question.
  - Justin asked about SMG; Kyle answered that this was the Convention Center fee for graduation ceremonies.
- Larry asked for a motion to approve the Check Registry for September 2015. Justin made the motion and was seconded by Phyllis. Larry called for a voice vote and hearing none as opposed, Motion carried.

Kyle moved to the last item of the Finance Report, *Budget Adjustment Request (BARs)*. Kyle stated that he didn't have any BARs for the Governing Council today. Larry stated there was not any further action needed regarding this item of business.

## **NEW BUSINESS**

Larry moved to the next item, *Date for next Regular SAMS Academy Governing Council Meeting*. Larry stated that the next SAMS Academy Governing Council meeting is scheduled for Monday, November 16, 2015 because of the Thanksgiving Holiday. Larry reminded everyone that this meeting will be held in the Conference Room of SAMS Academy at 7:30 am.

- Larry stated that this will be a Special meeting, because it is on a Monday and not on Tuesday according to their Open Meetings Act.
- Larry reminded his fellow council members that the December meeting will be held on Tuesday, December 15, 2015. Larry stated that this meeting will be held at 7:30 am in the Conference Room of SAMS Academy.
- Larry stated the remainder of the 2015-2016 school year Governing Council meetings will be held on Tuesday mornings at 7:30 am.

Larry moved to the last item of business, *Date for Joint Governing Council Meeting*. Larry stated that there has not been business to determine a joint meeting and there is not a date at this time.

## **PUBLIC COMMENT**

Larry stated that an IT staff member was present, but left. Larry stated that there wasn't any other public in attendance, so there was not any public comment.

## **ANNOUNCEMENTS**

Coreen informed the Council that this week was Spirit Week at SAMS Academy.

Coreen reminded council members that SAMS Academy is holding their Fall Social this Friday, October 30, 2015.

Corren informed the Council that Monday was a STEM trip to Pope Joy at UNM to see Sherlock Holmes.

Coreen invited council members to come to school November 4, 2015 for the school's annual Spelling Bee.

## **ADJOURNMENT**

Larry asked for a motion to adjourn the special meeting of the SAMS Academy Governing Council. Phyllis made the motion and was seconded by Justin. Larry called for a voice vote, hearing none as opposed, Motion carried. Larry adjourned today's meeting at 9:20 am.