

SOUTHWEST AERONAUTICS



MATHEMATICS & SCIENCE ACADEMY

GOVERNING COUNCIL

Regular Meeting of the SAMS Academy Governing Council on
Thursday, November 17th 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, Ronda Joyce, Sharon Huber and Darren Encino

PUBLIC

None

These minutes were approved on _____

By a vote of ___ yes ___ no ___ absent ___ abstained

_____ President

_____ Secretary

I. Call to Order

Larry called to order the Regular Meeting of the Governing Council for the Southwest Aeronautics, Mathematics and Science Academy on November 17th 2016 at 7:30 AM in the conference room at SAMS Academy, 4100 Aerospace Parkway Northwest, Albuquerque, New Mexico 87120.

A. Roll Call

Larry warmly welcomed and introduced the new secretary of the board, **Tasha Duran**, to the board and asked her to call roll. **Tasha** called **Ted Spitzmiller**, **Larry Kennedy**, **Roland Dewing**, **LyDawn Blount**, and **Farrah Nickerson**.

B. Pledge of Allegiance

Larry led the Pledge of Allegiance. Thank you, **Larry**.

C. Adoption of Agenda

Larry called for a motion to approve the agenda. **Farrah** made a motion to approve the agenda and **Ted** seconded the motion. **Larry** called for a voice vote, and hearing none opposed the motion carried.

D. Review/Approval of Minutes from the October 20th 2016 Meeting

Larry asked if there was any questions or concerns for the October 20, 2016 meeting minutes. Hearing none, **Larry** called for a motion to approve the minutes. **Roland** made a motion to approve the minutes from the October 20th 2016 minutes and **Farrah** seconded the motion. **Larry** called for a voice vote, and hearing that none opposed the motion carried.

II. Closed Session

Larry stated no need for a Closed Session today.

III. Open Session

Larry stated that since no Closed Session occurred the meeting was still in Open Session.

IV. Ongoing Business Matters

A. Governing Council Member Recruitment

Larry expressed that he is still looking through applications for new Governing Council Members, and if there is any interest in the position to please let him know.

B. Aviation Program Update

Darren proclaimed that the avionics is fixed in the aircraft by the maintenance technician and students have been able to help daily with putting it back and running safely and soon as possible. It should have been able to fly by Monday, November 14, 2016 but it was discovered to have an issue with the wingtips. The mold does not fit right. This is something that could have been caught sooner if not for the issues with the avionics, but it is being fixed promptly and hopefully without too much cost incurred.

On November 6-7, 2016 **Darren, Coreen, Robert,** and **LyDawn** were in Seattle, Washington to present to the AOPA High School Symposium. They had two presentations cementing the fact that we are the only aviation program in the United States that is doing this level of program. **Coreen** mentioned that the feedback was positive, and phenomenal, with many in amazement of the kind of program provided by SAMS. **Darren** mentioned he fielded many questions, even during the breaks, regarding the program. And SAMS has been invited to return next year. He took almost 200 email addresses of those interested in knowing more. Two schools have already emailed **Darren** with requests of help to get their programs up and running. There are many high schools that want what SAMS can provide especially at the level of quality the school is running. One of the representatives of the FAA was present at the symposium and will come around February to inspect the school.

Ted inquired of the PR the school might be getting locally. **Coreen** stated that a marketing representative from Channel 13 is coming to see the school. Also, efforts have been placed to advertise the school to increase public awareness.

Roland inquired of the number enrolled in the aviation program at SAMS and how many are qualified for flight instruction in the air. **Darren** answered that 87 are enrolled in the program and 35 Juniors and Seniors will be qualified by the end of the semester.

Darren and **Coreen** stated that there are ads being placed for flight instructors in the Albuquerque Journal on Sunday, November 13, 2016. There will also be ads placed in the future for flight instructors through JS Firm AOPA job board, and the National Association of Flight Instructors.

Ted suggested that because of the significant investment in the simulators and the airplane he encouraged **Darren** to provide the statistics of how much the simulators and airplane are being used. The stage checks, for example, are important milestones that should be tracked to make sure and validate the use of these very expensive resources.

Darren made the announcement that Roswell has expanded and lengthened their main runway. SAMS and ENMU Roswell will be collaborating the flight program to facilitate students to be able to stay in the state. SAMS is invited to attend an open house/ribbon cutting ceremony on Monday, November 21, 2016 from 10 AM to 1 PM and on December 7, 2016 opening for the Redbird Simulator.

Larry mentioned that he thanked Lt. Governor Sanchez for all his help with the program. The room agreed that he has been instrumental in support.

Farrah asked about the issues with the FAA paperwork regarding the airplane. **Darren** said that it all taken care of.

C. Aircraft Invitation for Bid

Larry stated that bids are due no later than November 28, 2016. At that time the evaluation time will be able to make recommendations.

V. New Business Matters

A. PEC Charter Renewal Meeting December 8-9, 2016

Kirk mentioned that the finalized agenda will be sent the last week of the month of November. The academics look good, a few of the things that need addressing are very minimal, one example being the ELL program. Mentorship is something that the PEC board will be expecting and SAMS has responded with a mentorship meeting that took place already. Everything is going to be in place for the renewal meeting and full reports will be sent out to the board. **Coreen** agreed that everything mentioned in the report sent is nothing that can't be taken care of easily.

Larry suggested that as soon as the exact date is known for the charter renewal that it should be made known to parents as well so that they may also attend and show support for the school. He also extended an invitation to the board members to also be present.

B. Facility Master Plan Development

Kirk told everyone that at the end of last month we submitted to the PSofA regarding a grant program for putting together a Facility Master Plan, so that SAMS can get subsidized, and everyone can get involved. It's important to prioritize what needs to be done first.

C. Personnel Records and Files Policy

Kirk declared that the issues that came up during the audit was that personnel procedures were needed to operate. The highlights are that the files need to be at the school that they are associated with. So, if someone needs to see their files, the files need to be logged out and reason given so all files are accounted for. Next, with the help of document imaging, files are being digitized for each of the schools. This way files do not need be shipped physically. If a legal team wants access to the files, they would have to go through the legal channels and through the Head Administrator to grant approval.

Larry called for a motion to approve the Personnel Records and Files Policy. Farrah made a motion to approve the Personnel Records and Files Policy, and Ted seconded the motion. Hearing no questions or comments, Larry for a voice vote, hearing no opposition, the motion carried.

D. Fundraising Policy

Larry confirmed with Ronda that a motion is not necessary because it can be combined with the cash receipts policy as a procedure for fundraising. No motion necessary.

E. Spring Governing Council Meeting Schedule

Farrah pointed out that the wrong day is posted for the months of April and May. The dates do indeed point to meetings being on a Thursday but a typo states Monday. Thank you for catching that Farrah!

F. HA Evaluation Timeline

Larry declared that the evaluation will be tabled and should be completed by the January meeting. Kirk mentioned that the contract stipulates a motion needs to be carried out by February.

VII. Administrative Report

A. IT Report

Kirk delivered the IT report. It's time to change the servers, they are at maximum capacity. It's not just changing the servers but also having an engineer on site reconfiguring everything. For everything to work thoroughly, it needs to go through one company instead of parceling it out. **Coreen** said that Carol is going to collect bids and all information for an RFP for the board to consider by the December meeting.

B. Data Team Report

Sharon declared they started their 40-day reporting on October 12th, 2016 and finished it on November 15th, 2016. We started with 259 students at SAMS and are up to 266 now. There is a notice on the website that SAMS is now enrolling. As of now, there is no waiting list. Students are allowed in until the 120th day. Children who have been expelled from a charter school are not allowed into another charter school per APS. All students need to have all shot records, full transcripts, and complete IEP, if it pertains. A policy needs to be put into place regarding students that they have achieve and maintain certain grades and criteria to stay at SAMS, as is the case with other charter schools in the area. **Kirk** agreed that expectations need to be put in place when students come in, so that they are aware that SAMS is a rigorous school. There is a high bar that needs to be met by new students.

Ted inquired to the provisions given to students with IEPs. **Coreen** mentioned that SAMS has counselors to deal with students with behavioral IEPs. **Kirk** chimed in with whatever is needed, i.e. speech therapists, occupational therapists, social workers, for students with disabilities is provided. Although the state does give extra money to subsidize specialists, the money is not enough to cover expenses. **Sharon** stated that they are ready for such students and the extra work that goes into helping them.

Farrah asked about students coming in at this point in the semester and how were they able to catch up. **Coreen** answered that the percentage of curriculum is adjusted depending on when they arrive. **Kirk** added that whatever work they completed in their previous school, they would be given credit. **Coreen** pointed out that when a student does not graduate within four years, the school will get penalized. **Kirk** mentioned that this year the graduation rate has gone up. **Sharon** avowed that 33 will graduate and an additional 10 that might be on track to join. **Coreen** proudly proclaimed that 3 are early graduates.

Sharon shared that SAMS is trying to get eRATE ELITE, which will help to subsidize the \$4,000 per month fiber optics for the school.

VIII. Finance Report

A. Business Office Operations Update

Ronda filled in on behalf of Joseph that revenues are at 28.07% which are a little low for this time of year, but SAMS is still waiting to receive disbursements from the state because PED is behind, but that is the case with all schools.

Expenditures are 70.61% to budget because of a lot of P.O.'s in place that are encumbered for the whole year not just what we've actually used. Larry helped clarify that this means that this is money already spoken for not spent.

Negative Funds/Functions: 11000-2600 is the facilities and plant account, SAMS has not received the lease reimbursement yet, so that is why that account is still negative. Account 31700, there is a journal entry for \$48,143.98 because SB-9 has been split into two different accounts; SB-9 and SB-9Local. A transfer needs to be approved by the board to balance out those accounts. The accounts are the capital funds used for things for the school, i.e. the server change over that Kirk mentioned.

The revenues exceeded expenditures for October by \$6,194.61. That is great. Total reconciled cash is over one million, with an outstanding balance of \$94,729.30 as of October 30th. The oldest item is dated 9/2/2016, that is older than we need, it appears that they received the check and not deposited it or have not received the check yet, so Ronda will call and see if another check needs to be reissued.

The trial balance will need to revert \$4,588.10 from the closed fund 24146, but in order to do that the state has to request that money. Overall still very healthy cash position.

Larry pointed out that the Permanent Cash Transfer is not stipulated on the agenda so it cannot be put into motion until it is stated on the agenda. Once the agenda has been posted for 72 hours prior to the meeting, items cannot be added. It must wait until next time when it is properly stated on the agenda.

Ronda respectfully asked for the Permanent Cash Transfer to be added to next meeting's agenda. **No motion at this time.**

B. Voucher Approvals

Larry called for questions. Ted wanted to know what is the association with the Airforce Association. Ronda answered that it's for the Cyber Patriot Club, in which the school will be reimbursed 100%.

Larry called for a motion to approve the Check Registry. Ted made a motion to approve the Check Registry, Farrah seconded the motion. Larry called for a voice vote, and after hearing no objection the motion carried

IX. Announcements

A. Date for next Regular SAMS Academy Governing Council Meeting

Larry proclaimed that the next meeting will be December 15th, 2016. Ted made the announcement that he will not be able make next month's meeting, as he will be out of town. This meeting also marks one year that Ted has been on the board. We're so honored to have you!

Larry stated that the Audit Exit meeting will be held the afternoon of November 17th, 2016. We will be getting information about the audit, but not be able to share it until it is made public.

Kirk mentioned an opportunity that came to his attention for a fundraising opportunity with PSofA. They will give funds to help with broadband deficiencies. Larry stated that the board would have to give permission when it is an agenda item at an open future meeting. Kirk must find out the deadline. If need be, Larry asserted that a Special Meeting can be called. The rest of the board agreed they would be willing to hold one.

Farrah had the idea to post on the weekly announcements email to parents when the board meetings are so that more parents will have the option to show up. The room agreed that it was an excellent idea.

X. Adjournment

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