

SOUTHWEST AERONAUTICS



MATHEMATICS & SCIENCE ACADEMY

GOVERNANCE COUNCIL

Meeting of SAMS Academy Governing Council
Tuesday, April 26, 2016

Board Members Present

Roland Dewing, Ted Spitzmiller,
David Woodward (conference call), Larry Kennedy

Board Members Absent

None

Also in attendance

Kirk Hartom, Coreen Carrillo,
Sharon Huber, Ronda Joyce,
Sean Fry and Joseph Lucero with the Vigil Group,

Public in attendance

Daren Gallacher (Aviation Director)
Tim Walsh (IT Director)
Savannah Lopez (Receptionist)

These Minutes were approved on MAY 17, 2016.
by a vote of 3 yes 0 no 0 Absent 0 abstained.

Larry Kennedy
President

Christine Herron
Notary Seal and Signature

Submitted by
Christine Herron

CALL TO ORDER

Larry called the regular Southwest Aeronautics, Mathematics and Science (SAMS) Academy Governing Council meeting to order on Tuesday, April 26, 2016 at 7:30 am in the Conference Room of SAMS Academy located at 4100 Aerospace Parkway NW.

ROLL CALL

Larry asked Christine to call roll. Christine called David Woodward, here by conference call; Roland Dewing, here; Ted Spitzmiller, here; Larry Kennedy, here. All SAMS Academy Governing Council members are present.

PLEDGE OF ALLEGIANCE

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

ADOPTION OF THE AGENDA

Larry moved to approve today's Governing Council agenda with a change to item A. of Ongoing Business, Election of Officers to 2016-2017 Election of Officers and Ted seconded the motion. Larry called for a voice vote, unanimous yes, Motion passed.

REVIEW / APPROVAL OF MINUTES from March 22, 2016

Larry asked for a motion to approve the minutes from the regular SAMS Academy Governing Council meeting held on Tuesday, March 22, 2016. Roland made the motion and Ted seconded the motion. Larry called for a voice vote, unanimous yes, Motion passed.

CLOSED SESSION

Larry stated that there was not any need for a Closed Session and there was no further action needed.

OPEN SESSION

Larry stated that the SAMS Academy remained in Open Session and there was not any further action needed.

ONGOING BUSINESS

Larry moved to the first item of business, *FY 2016-2017 Election of Officers*. Larry reminded his fellow council members that there is only one elected officer, Governing Council President.

- Larry offered his services as president and continue to hold the president seat if there were no other volunteers.
- Ted liked the idea, so Larry asked for a motion to approve Larry's nomination.
- Ted made the motion and Roland seconded the motion. Larry called for a voice vote, unanimous yes, Motion carried.

Larry moved on to the next item, *Annual Open Meetings Resolution*. Larry informed his fellow council members that this is an annual resolution made by the Governing Council to establish the Council's meeting time and date.

- Larry asked his fellow council members if the time of 7:30 am and the date of the fourth (4th) Tuesday of each month worked for each of them.
- Since the council members agreed to leave the current schedule, Larry asked for a motion to establish the Open Meetings Act for the SAMS Academy Governing Council to read that the Council will meet on the 4th Tuesday of each month at 7:30 am. Roland made the motion and Ted seconded the motion, unanimous yes, Motion passed.

Larry moved on to *Governing Council Member Recruitment*. Larry informed everyone that Justin Lindgren submitted his resignation letter effective immediately.

- Larry thanked Justin for his time and dedication. Larry added that Justin was not able to attend the Council meetings due to work and school conflicts.
- Larry reminded the Council that their Governing Body Policy Manual allows for a range of five (5) to nine (9) members.
- Larry stated that the SAMS Academy Governing Council needs a minimum of one additional member.

Larry moved on to the next item, ***Head Administrator (HA) Evaluation***. Larry reminded everyone that Ted Spitzmiller is the SAMS Academy Head Administrator Evaluation Survey Committee member and asked Ted for an update.

- Ted reported that the committee met on Saturday, March 26, 2016 for three (3) hours.
 - Ted informed the Council that the committee was able to develop the questions.
 - Ted gave kudos to the Southwest Primary Learning Center (SPLC) Governing Council President, Ken Chapman, for his leadership of the committee and help with the process.
- Ted asked his fellow council members if they had any questions.
 - Larry asked if the committee finished the questions and Ted answered yes, the committee members finalized the questions through email and the questions are ready to be uploaded with Question Pro, the outside survey firm.
- Kirk informed the Council that the Purchase Orders (POs) for Question Pro are ready.
 - Larry asked what the next steps are and Ted explained the remainder of the process.
 - Larry thanked Ted for serving on the HA Evaluation Survey Committee.

Larry moved on to ***Aviation Program Update***. Larry asked Daren for his report.

- Daren informed the Council that he had a Southwest Secondary Learning Center (SSLC) student, Maggie Jean Martinez, complete her solo flight yesterday.
- Daren informed the Council that SAMS Academy student, Tristan Warner, is ready to complete his cross country flight.
- Daren stated that the school aircraft did not pass the 24 month inspection.
 - Daren reminded the Council that the aircraft is a 1970 plane.
 - Daren informed the Council that the avionics need to be updated to 2020.
 - Daren informed the Council that the transponder needs to be replaced.
- Daren stated that the school plane is having trouble with altitude because of the struts and the plane needs updates.
- Daren informed the Council that Senator Pierce will be visiting SAMS Academy on May 4, 2016 to discuss his “around the world flight” at 2:00 pm.
 - Daren stated that Pierce is starting his flight at SAMS Academy and will finish his flight at SAMS Academy.
- Daren informed the Council that he and two (2) aviation students represented SAMS Academy at the Spaceport.
- Daren invited council members to attend the end of the year aviation banquet on Saturday, May 14, 2016 at SAMS Academy from noon to 3:00 pm.

- Daren presented council members a copy of the monthly aviation statistics.
- Daren informed the Council that he met with the FAA yesterday and discussed the process of registering the school plane with the FAA.
- Daren stated that he held a competition at SAMS Academy and SSLC in regards to the new aviation wings that the aviation students can earn.
 - Daren presented the Council a copy of the wings that won the completion by an SSLC student, Hidaya Hassan.
 - Daren reported that the wings should be complete in time for graduation for aviation senior students to wear.
- Daren informed the Council that the Kirtland Airforce Base reporter of the Nucleus magazine wrote another article about SAMS Academy.
- Coreen stated that the new website is in the works and will feature the aviation department and aviation news.
- Kirk informed the Council that the school will be featured in Albuquerque the Magazine and will be printed in the May edition.
- Larry thanked Daren for his hard work and for his monthly reports.

Larry moved on to **SAMS Attorney**. Larry informed his fellow council members that the school currently has an attorney, Mark Baker, who is a criminal attorney.

- Larry explained that Mark is expensive because of the type of attorney that he is.
 - Larry explained that Mark is not well versed in school law and when items pertain to school law, Mark subcontracts these issues out to school law firms.
 - Larry stated that this process is expensive and unnecessary if the Governing Council hires a school law attorney.
 - Larry informed everyone that Mark Baker will handle the FBI investigation.
- Larry informed his fellow council members that he has spoken with the other Governing Council presidents about forming a School Attorney Search Committee to look for, interview, and bring back to their individual Councils a candidate.
- Kirk reminded the council members that there are four (4) different Governing Councils, four (4) different schools, and four (4) different budgets.
 - Kirk stated that the Councils do not need to agree on the same attorney, but will need to make sure that the attorney the different attorneys are part of the budget (as Larry indicated).
 - Kirk asked the Council to be cognizant of the legal fees that the schools have accrued.
 - Kirk informed the Council that Kirk has received push back from the state regarding the legal fees.
 - Kirk added that the current attorney is charging the schools (SPLC, SILC, SSLC and SAMS Academy) the same price, regardless if the legal item belongs to a specific school and the attorney isn't breaking out the price per school.

- Sean stated that the Committee should ask the new attorney to bill by the school.
- Sean reminded the Council that if the legal fees are more than \$60,000.00, then the Governing Councils will need to submit an RFP and proceed through the bidding process.
- Larry volunteered to be the SAMS Academy representative on the attorney search committee.
 - Larry stated that he loves the school, he is not going anywhere, and he wants to see the school succeed.
 - Larry added that he wants to see the students prosper and achieve higher goals.
- Larry asked for a motion to approve his nomination to reside on the School Attorney Search Committee. Ted made the motion and Roland seconded the motion. Larry called for a voice vote, unanimous yes, Motion passed.

Larry moved on to the next item, **2016-2017 Instructional and Non-Instructional Calendars**. Larry reminded his fellow council members that they each received a copy of these calendars at the March meeting and need to approve them today.

- Larry asked if there were any questions, since there were none, Larry asked for a motion to approve the Instructional and Non-Instructional Calendars.
- Roland moved to approve the calendars and Ted seconded the motion. Larry called for a voice vote, unanimous yes, Motion passed.

Larry moved to the last item of business, **ARA Policy**. Kirk presented each council member a copy of the ARA Policy for Council approval.

- Kirk explained the colors (blue and black) of the ARA Policy.
 - Kirk stated that the blue is the Policy that corresponds with the Leave Policy that the Governing Council approved.
 - Kirk stated that the green is the Policy that corresponds with the approved Leave Policy, but with the removal of the Public Education Department (PED).
 - Kirk explained that the PED stated that this is a school policy, that even though the school is in corrective action, PED does not want to be written into a school's policy.
- Kirk informed the Council that if the Council approves the policy, PED will pay staff for their ARA days up to five (5) that remain.
- Larry asked for a motion to approve ARA Policy number B. Ted made the motion and Roland seconded the motion. Larry called for a voice vote, unanimous yes, Motion passed.

NEW BUSINESS

Larry moved to the first item, *Sue Griffith, SAMS Lobbyist Report*. Larry introduced Sue Griffith, the republican school lobbyist to the SAMS Academy Governing Council.

- Larry explained what the school lobbyists do for the schools.
- Kirk added that at the last meeting in Santa Fe, NM, Sue told Kirk not to attend.
- Larry brought the Council back to the item of business and turned the meeting over to Sue to present her report.
- Sue addressed the Governing Council, thanked the Council for having her, and introduced herself.
 - Sue reported that she has been with all four schools since they opened.
 - Sue stated that the other school democratic lobbyist couldn't be her this morning, but she provided Richard Romero's biography.
 - Ted asked Sue where she was from and she stated New Mexico.
- Sue explained that the **legislative sessions** are held in two (2) different sessions, a thirty (30) and sixty (60) day.
 - Sue informed the Council that this 30 day session was an easy session without concerns regarding the four schools and without issues surrounding the four schools.
 - Sue informed the Council that legislatures asked how the schools are doing, how the staff and how the students are. Sue stated that she and Richard answered, stable.
 - Sue informed the Council that the rumors at the legislative session were good.
- Sue informed the Council that there was not any additional funding given to the education department for public or charter schools.
 - Sue stated that the additional funding was awarded to State Police, Correction Officers, CYFD, Medicaid, and Colleges regarding campus security.
 - Sue added that the lack of funding was due to the drop in gas and oil prices.
- Sue informed the Council of four (4) different spreadsheets that were all different by the LESC, LFC, and PED among legislatures for approval.
 - Sue informed the Council that the spreadsheets were approved with the Senate but stopped by the House of Representatives.
 - Sue informed the Council that she and Richard are working with the Education Commission, LESC, and LFC during the interim sessions.
 - Sue added that these meetings are usually about Charter Schools, but the legislators don't involve the Charter School representatives, but rather talk at the lobbyists.
- Sue informed the Council that one of the issues being discussed during the Interim Session is in regards to **small school size adjustment (Bill # 141)** and a law suit that is being brought about regarding this matter.
 - Kirk informed everyone that he went before the PEC (Public Education Commission) on April 6, 2016 regarding the small school size adjustment in regards to SILC, SSLC, SAMS Academy, and SPLC.

- Kirk added that the law suit is for rural schools. Sue added that this is because the small school size adjustment was established for small schools of rural districts and an item of funding that was never intended for Charter Schools.
- Sue explained that this issue was placed in the PED budget under the Safe and Harmless budget line item. Sue added that this would protect rural schools if the small school size adjustment went away, but would hurt SPLC, SILC, SSLC, and SAMS Academy, because these schools aren't eligible for the line item.
- Roland asked what school size adjustment is and Sue answered his question.
- Kirk added that the small school size adjustment is one of the reasons that the schools are facing consolidation.
- Sue thanked the Administration Team for their help with the recent **mill levy** regarding bond money for public and charter schools.
 - Sue reported that there was a good turnout and the bond was passed.
- Sue informed the Council that **SB 165** was presented during the legislative session.
 - Sue explained that this bill is in regards to the student growth units (SEG) and the double dipping that is occurring.
 - Sue explained that when a student from an APS school withdraws from APS and enrolls at SPLC, SILC, SSLC, and SAMS Academy, there has been funding received by both schools for the same student.
 - Sue informed the Council that the Governor line item vetoed this bill.
- Sue informed the Council that **SB 198** was presented during the legislative session regarding transportation.
 - Sue stated that this bill was placed directly into the PED budget, that there was not a whole lot of discussion, and the Governor line item vetoed this bill also.
- Sue informed the Council that legislatures are ready to provide **Capital Outlay** funding for the schools.
 - Sue informed the legislators that she and Richard were not there to seek Capital Outlay.
 - Sue said that she and Richard will go back during the next session and request a small amount on behalf of each school.
 - Sue stated that Robert informed Sue at a previous Council meeting that the schools need two (2) years of clean audits before they can spend Capital Outlay funds, so she informed the SAMS Academy Governing Council that the lobbyists will wait for the school's ok.
 - Sue informed the Administration Team to let Sue and Richard know when the time would be acceptable for her and Richard to ask for money from the legislators.
- Sue reminded the Council that she and Richard work during the legislative sessions and the interim sessions.
 - Sue added that when she and Richard are in Santa Fe during the interim sessions and she and Richard need Administration, parents, or Council members, she and Richard will contact Kirk.
- Coreen thanked Sue for her and Richard's hard work.

- Ted added that he didn't know how complex her job is and thanked her for her hard work.
- Kirk added that the Lieutenant Governor Sanchez is speaking at Graduation.
- Coreen stated that there was an article in US News regarding "Top ranked High Schools" and SSLC made it on the list.
- Sue stated that she and Richard will keep the schools notified when they need support in Santa Fe, NM.
 - Roland asked if the school attends the Education Day during the legislative session and Sue answered that the schools attend on Charter School Day.
 - Daren reminded the Council that the aviation students and himself attended Aviation Day.
 - Sue told Daren to let her know next time he brings students up, because she and Richard will introduce the students to legislators and provide the students with a tour.
- Larry stated that it is sad the school has to pay for their own lobbyists, but thanked Sue for her hard work and that the money was well spent.

ADMINISTRATIVE REPORT

Larry moved to the Administrative Report and turned the meeting over to Kirk. Kirk addressed the first item, *Budget Process for May and June*.

- Kirk informed the Council that Sean is here to answer any questions that the Council may have.
- Kirk presented an outline of the upcoming Budget Process.
 - Kirk stated that the Instructional and Non-Instructional Calendars need Council approval.
 - Kirk stated that the Instructional and Non-Instructional Salary Schedules need Council approval.
 - Kirk informed the Council that Job Descriptions for all staff positions need to be completed.
 - Kirk reminded the Council that NMPSIA (New Mexico Public School Insurance Authority) benefits are increasing by 8%.
 - Kirk stated that Purchase Orders (POs) need to be submitted, good and services ordered, invoices received and paid, and POs closed.
 - Joseph informed the Council that the Budget Review is scheduled for 1:00 pm in Santa Fe, NM before the Public Education Department (PED). Joseph invited council members to attend as long as there were not enough to create a quorum.

Kirk moved to the next item on his report, **Data Manager and PARCC Update**. Kirk turned this over to Sharon.

- Sharon provided an update to the **Drop Out Rate** that she presented to the Council at their previous meeting.
 - Sharon explained that the initial report indicated a drop out rate of 4.2%, but the finalized report shows a drop out rate of 3.8%.
 - Sharon informed the Council that this is less than 5%, which is really good.
- Sharon informed the Council that the **Graduation Rate** for this year is 61% and this rate continues to climb.
- Sharon informed the Council that students are finishing **PARCC Testing**.
 - Sharon stated that testing went well and there was only one (1) computer glitch.
 - Sharon explained that this glitch occurred on the school's system, that the test was not invalidated and the students affected are attending a make-up session.
 - Sharon informed the Council that there was only one opt out, but since the school does not provide an opt out option, the parents had their child attend the test.
 - Sharon informed the Council that only one (1) student took the test last year, came again, but did not need to repeat the test.
- Sharon reminded the Council that the **Lottery** was held on April 12, 2016 at SSLC located at 10301 Candelaria Rd. NE.
 - Sharon stated that the principals, council presidents (except for SAMS Academy), registrars, and IT department were present at the time of the lottery.
 - Sharon reminded the Council that the lottery was run through the new registration software, Info Snap.
 - Sharon informed the Council that after drawing the students to fill the available seats (60) there are forty-two (42) on the waiting list.
 - Sharon informed the Council that there was a glitch in the program when it came to siblings, but Sharon was able to fix the problem through documentation and the lottery overall is completely transparent.
 - Ted asked when seats that are available become filled and Sharon answered immediately. Sharon added that the school receives funding from the 40, 80, and 120 day counts. Sharon stated that the school does not fill openings after the 120 day count.
 - Coreen reminded the Council that these numbers are without any advertising.

Kirk moved on to **IDEA B Application**. Kirk informed the Council that this application allows the school to seek federal funding for special education.

- Kirk stated that he did not make this an action item, but he will for the next meeting.
 - Sean added that the Council needs to approve the application.

Kirk moved to the next item on his report, ***Graduation Update***. Kirk invited council members to attend the SSLC and SAMS Academy Graduation.

- Kirk stated the graduation is Thursday, May 19, 2016 at 5:00 pm in the Kiva Auditorium.
- Kirk informed the Council that the senior advisor, Laurie Hall, is working hard on getting the seniors through their curriculum and ready for graduation.
- Ted asked if the council members need graduation tickets, Coreen stated yes, and she provided them tickets at the end of the meeting.
- Ted asked how many students are graduating and Sharon answered 25-26 students and making the biggest class so far.

Kirk moved on to ***Positive Behavior Intervention and Supports (PBIS)***. Kirk reminded the Council that SAMS Academy is a public charter school and has to allow all students that apply an education.

- Kirk stated that the population in the school has revolved in regards to academic and behavioral deficiencies.
- Kirk informed the Council that the school has hired a counselor.
- Kirk informed the Council that this item of business was brought and discussed with the staff at the April In Service.
- Kirk stated that this program will help will help with re-entry meetings, interventions, and expectations.

Kirk moved on to ***Teacher Leader Group***. Kirk informed the Council that he has put together a Teacher Leader Group of teachers from all four schools.

- Kirk informed the Council that the first meeting will be held on Friday, May 6, 2016 at SSLC.
 - Kirk explained that this group is going to review the different school programs, work collaboratively with Kirk, set goals, and close communication gaps.
- Kirk stated that he will continue to provide the Governing Councils updates.

Kirk moved to the next item on his report, ***CSD Site Visit Follow Up***. Kirk informed the Council that the Charter School Division of the PED visited SAMS Academy on April 13, 2016.

- Coreen informed the Council that the CSD team fell in love with the school, enjoyed their tour, and loved the staff.
- Kirk informed the Council that there was a finding regarding the Governing Council minutes.

- Kirk explained that instead of Council President called for a voice vote, hearing none as opposed, Motion carried; CSD wants the minutes to read Council President called for a voice vote, unanimous yes, Motion passed.

Kirk moved to the last item of his report, *IT Report*.

- Tim reported that the new camera system that the Council approved last month has been installed.
- Tim informed the Council that the IT department is working on purchasing laptop computers for the special education department.
- Tim provided Sharon kudos for advocating the need for updated technical items.
 - Tim stated that he is working with Sharon and the registrars to update the student's transcripts to include all test scores with their grades (they currently have).
- Tim gave Sharon Kudos for her hard work and completion of the 2016-2017 lottery.
 - Tim explained that the rules regarding the siblings had to be determined outside of the Info Snap program, that the Administration team was not informed this during training, but has corrected the problem for next year.
- Tim reported that he is working with the Administration team on the Erate Application.
 - Tim explained that the school can receive funding for networking, firewall, switches and cables that are part of technology.
 - Tim added that the fiber is not part of the funding coverage, because the fiber is owned by the city and Albuquerque is not an Erate vendor.
- Tim informed the Council that he is working on a new firewall and a new cable maintenance agreement.
 - Ted asked if there are attacks on the school's firewall and Tim answered, no because the data is hosted by an outside firm and not stored at the school.
 - Ted asked if there are attacks on the educational system and Tim answered, yes but so far not too many shut downs have occurred.
 - Kirk informed the Council that the fiber runs from the airport. Kirk stated that the school wants to own their own fiber and this has to be purchased from the city (Albuquerque).
 - Tim added that the school needs more bandwidth than what is currently provided.
 - Larry asked who the representative on the City Council is for the SAMS Academy area and Sue answered that she was unsure, but that she could look into that.
- Tim reported that the IT department is still working on the school's new website, that the department is looking at copying over the current content and making adjustments as needed.
- Tim asked the Council if they had any other questions, but there were none.

Sue left at 9:27 am.

FINANCE REPORT

Larry moved to the first item on the report, ***Business Office Operations***. Larry stated that the SAMS Academy finance committee met at Southwest Learning Center at 6:00 pm in the Conference Room on Monday, April 25, 2016.

- Joseph reviewed the notes from the finance meeting with the Governing Council.

Joseph presented the ***Voucher Approvals*** for Governing Council approval.

- Joseph asked council members to review the Check Registry and asked if there were any questions.
- Larry stated that he would recommend the Check Registry for approval on behalf of the finance committee.
 - Kirk asked Joseph about “Leaf” and Joseph answered that this was the initial copier contract, but there will not be any more expenditures with them after this month.
- Larry asked for a motion to approve the Vouchers. Roland made the motion and Ted seconded the motion. Larry called for a voice vote, unanimous yes, Motion passed.

Joseph moved to the next item of the report, ***Budget Adjustment Requests (BARs)***.

- Joseph presented BAR # 0023-I, an Initial BAR for the state match Senate Bill (SB) 9 monies.
- Joseph presented BAR # 0024-IB, an Initial Budget BAR for Title II allocations.
- Joseph presented BAR # 0025. Joseph stated that he skipped over this BAR, can’t leave it unissued, so this has to be voided.
- Joseph presented BAR # 0026-M, a Maintenance BAR to true up operational line item.
- Joseph presented BAR # 0027-M, a Maintenance BAR to true up operational line item.
- Joseph presented BAR # 0028-T, a Transfer BAR into the operational line item of the budget.
- Larry asked for a motion to approve BAR # 0023, BAR # 0024, BAR # 0025, BAR # 0026, BAR # 0027, and BAR # 0028. Roland made the motion and Ted seconded the motion. Larry called for a voice vote, unanimous yes, Motion passed.

Joseph asked Larry to add an agenda item to next month’s agenda, ***Cash Transfer***. Joseph stated that the Capital Outlay money received was not spent in a timely manner, has a negative balance, and needs Council approval to transfer funds to bring this line item positive and keep the school from receiving an audit finding.

Kirk informed the Council that there will be a public meeting regarding the school's budget in May before the budget is due to PED on June 3, 2016 at 6:00 am.

Ronda and Tim asked Larry to keep SAMS Academy Disposal of Property on his next agenda, because she has more property to present the Council to discard with their approval.

PUBLIC COMMENT

Larry stated that there was not any public and there was not any public comments.

ANNOUNCEMENTS

Larry stated that the *Next Regular SAMS Academy Governing Council meeting* will be held on Tuesday, May 24, 2016 at 7:30 am in the Conference Room of SAMS Academy located at 4100 Aerospace Parkway NW.

Larry moved to the last item, *Date for Joint Governing Council Meeting*. Larry stated that there has not been a date set and there was no further action needed.

ADJOURNMENT

Larry asked for a motion to adjourn today's regular SAMS Academy Governing Council meeting. Roland made the motion and Ted seconded the motion. Larry called for a voice vote, unanimous yes, Motion passed. Larry adjourned today's meeting at 9:44 am.