



**GOVERNING COUNCIL**

Special Meeting of the SAMS Academy Governing Council on  
Thursday, December 14, 2017

**BOARD MEMBERS PRESENT**

Larry Kennedy, LyDawn Blount, Roland Dewing, Farrah Nickerson, Tiffany Roth, Ed Smith

**BOARD MEMBERS ABSENT**

None

**ALSO IN ATTENDANCE**

Coreen Carrillo, Ronda Joyce, Sean Fry

**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 Special Meeting of the Governing Council for the Southwest Aeronautics, Mathematics, and Science Academy on December 14, 2017 at 8:35 AM in the conference room at SAMS Academy, 4100 Aerospace Parkway Northwest, Albuquerque, NM 87120.

### **A. Roll Call**

Larry asked for Jill to call roll. Jill called Larry Kennedy, LyDawn Blount, Roland Dewing, Farrah Nickerson, Tiffany Roth, and Ed Smith.

### **B. Pledge of Allegiance**

Larry asked Roland to lead the Pledge of Allegiance.

### **C. Adoption of Agenda**

Larry asked for a motion to approve the agenda. Farrah made a motion to approve the agenda. Roland seconded the motion. Larry called for a voice vote to approve the agenda, all board members present approved. Next, he called for any opposition and upon hearing none, the motion carried unanimously. Ed Smith abstained from voting as he needs to complete state-mandated board training.

### **D. Review/ Approval of Minutes from the November 16, 2017 Regular Meeting**

Larry noted that the minutes needed to be amended under the announcements as there was an error about when the next meeting would be. Larry made a motion to amend the minutes for item number 9 to put in the correct language and approve the minutes from the November 16, 2017 and Farrah seconded the motion. Larry called for a voice vote to approve the minutes, all board members present approved. Next, he called for any opposition and upon hearing none, the motion carried unanimously.

## **II. Closed Session**

### **A. Limited personal matters, head administrator contract, head administrator investigation, pursuant to NMSA 1978, Section 10-15-1(H)(2) and matters subject to the attorney-client privilege pertaining to threatened litigation in which the public body is or may become a**

**participant pursuant to NMSA 1978, Section 10-15-1(H)(7).**

Larry made a motion to go into closed session to discuss a Limited Personal Matter, head administrator, pursuant to NMSA 1978, Section 10-15-1(H)(2) and matters subject to attorney-client privilege pertaining to threatened litigation in which the public body is or may become a participant pursuant to NMSA 1978, Section 10-15-1(H)(7). Tiffany seconded the motion. Larry asked Jill to call roll. Jill called Larry Kennedy, LyDawn Blount, Roland Dewing, Farrah Nickerson, Tiffany Roth, and Ed Smith.

Coreen Carrillo was invited to stay for part of the closed session.

The board went into closed session at 8:40 a.m.

### **III. Open Session**

Larry moved that SAMS Governing Council move back into Open Session and only matters on the Closed Session agenda were discussed. Farrah seconded the motion. Larry asked Jill to call roll. Jill called Larry Kennedy, LyDawn Blount, Roland Dewing, Farrah Nickerson, Tiffany Roth, and Ed Smith.

The board resumed open session at 8:53 a.m.

#### **A. Action on matters discussed in Closed Session**

No action was taken.

### **IV. Ongoing Business Matters**

#### **A. Aviation Program Update**

No aviation report. Paul will email the board members with an update.

### **V. New Business Matters**

#### **A. Student Policy – Admission to SAMS with an Expulsion**

Coreen explained this policy would allow the Head Administrator to not accept students that have been expelled from other schools within a year of the expulsion. The board suggested having a committee of staff members to be the deciding factor of these new students. Tiffany questioned some of the wording in the new policy and other members agreed. The lawyers will

work with the school board in developing appropriate wording for the policy. Larry made a motion to table this policy decision. Ed seconded the motion. Larry called for a voice vote, all present approved. Next, he called for any opposition and upon hearing none, the motion carried unanimously.

## **B. Training & Experience Policy Revision**

Ronda explained that this revision is to determine whether prior work experience qualifies and is acceptable for new employees. All documents must be turned in by September 30 of any year to ensure the deadlines for the state are met. Roland made a motion to approve the revised Leave Policy. Farrah seconded the motion. Larry called for a voice vote, all present approved. Next, he called for any opposition and upon hearing none, the motion carried unanimously.

## **C. Compensation and Wages Policy**

Ronda informed the board that the Salary schedules were updated in July 2016 and will be updated again by July 2018. This new policy also explains that overtime would be given in compensatory time instead of paid time and a half. Larry called for a motion to approve the compensation and wages policy. Tiffany made a motion to approve the new policy. Ed seconded the motion. Larry called for a voice vote, all present approved. Next, he called for any opposition and upon hearing none, the motion carried unanimously.

## **D. Travel and Per Diem Policy**

Ronda explained that this policy would state that an employee shall receive 80% of IRS standard mileage rate set by January 1 of the previous year. Larry asked for a motion to approve the revised Travel and Per Diem Policy. Farrah made a motion to accept the revised Accounts Payable Processing. Roland seconded the motion. Larry called for a voice vote, all board members present approved. Next, he called for any opposition and upon hearing none, the motion carried unanimously.

## **E. Inventory Disposal 02-2018**

This disposal would get rid of some items that are no longer working or broken in the school. Farrah made a motion to accept the inventory disposal. Ed seconded the motion. Larry called for a voice vote, all board members present approved. Next, he called for any opposition and upon hearing none, the motion carried unanimously.

## **VI. Administrative Report**

### **A. Principal's Report**

Coreen reported that SAMS was on a list from the state because of a low graduation-rate. She is working on ways to improve the graduation rate. PSAT scores are in to the students and a breakdown of the whole school scores will be given at the January meeting. On Wednesday, the 15<sup>th</sup>, the staff held Holiday Spirit day for the students with hot cocoa and cookies. The school will be open the 18<sup>th</sup> – 21<sup>st</sup> during break. When the staff returns on January 2<sup>nd</sup>, they will be in an in-service with a program called Time to Teach. Farrah asked Coreen if the school had ever given any thought to an honor roll. Coreen said she will look into and think about it.

## **VII. Finance Report**

### **A. Business Office Operations Update**

Sean reported that the audit is still confidential and will be released when the state releases their report. The finance committee met prior to the board meeting.

Bank Activity:

- Expenditures exceed Revenue by \$4,034.20
- Reconciled Cash Balance \$646,489.46
- Outstanding items total \$6,302.76 – oldest Sept. 29, 2017 (UNM Bookstore)

### **B. Voucher Approvals**

Larry recommended the check register for approval and called for a motion. Farrah made a motion to approve the check register. Tiffany seconded the motion. Larry called for a voice vote, all board members present approved. Next, he called for any opposition and upon hearing none, the motion carried unanimously.

### **C. Permanent Cash Transfer**

Sean explained that this is a fund from FY 14/15 Charter Startup Grant Cash Balance from the Federal Government. The money will be moved to operational funds. Farrah made a motion to approve Permanent Cash Transfer 2018-002. Roland seconded the motion. Larry called for a voice vote, all board members present approved. Next, he called for any opposition and upon hearing none, the motion carried unanimously.

## **D. Budget Adjustment Requests**

Sean told the board that there are five BARS.

1. 0009-I: Operational funds for \$56,731 Farrah made a motion to approve BAR 0009-I. Tiffany seconded the motion. Larry called for a voice vote, all board members present approved. Next, he called for any opposition and upon hearing none, the motion carried unanimously.
2. 0010-I: Instructional Materials for \$9,212 Farrah made a motion to approve BAR 0010-I. Ed seconded the motion. Larry called for a voice vote, all board members present approved. Next, he called for any opposition and upon hearing none, the motion carried unanimously.
3. 0011-I: Activities for \$4,645 Farrah made a motion to approve BAR 0011-I. Ed seconded the motion. Larry called for a voice vote, all board members present approved. Next, he called for any opposition and upon hearing none, the motion carried unanimously.
4. 0012-I: HB-33 for \$160,312 Tiffany made a motion to approve BAR 0012-I. Farrah seconded the motion. Larry called for a voice vote, all board members present approved. Next, he called for any opposition and upon hearing none, the motion carried unanimously.
5. 0013-I: SB-9 local for \$44,197 Farrah made a motion to approve BAR 0013-I. Tiffany seconded the motion. Larry called for a voice vote, all board members present approved. Next, he called for any opposition and upon hearing none, the motion carried unanimously.

## **VIII. Public Comment**

No public comment.

## **IX. Announcements**

### **A. Date for next Regular SAMS Academy Governing Council Meeting**

The next Regular SAMS Academy Governing Council meeting will be Thursday, January 18<sup>th</sup> at 8:30 A.M.

### **B. SAMS Holiday Party – Monday, December 18<sup>th</sup> 7-9**

## **X. Adjournment**

Larry called for a motion to adjourn. Ed made a motion to adjourn. Farrah seconded the motion. Larry called for a voice vote, all board members present approved. Next, he called for any opposition and upon hearing none, the motion carried unanimously.

The Special Meeting of the Governing Council for the Southwest Aeronautics, Mathematics, and Science Academy adjourned on December 14, 2017 in the conference room at SAMS Academy, 4100 Aerospace Parkway Northwest, Albuquerque, NM 87120 at 9:54 A.M.