



GOVERNING COUNCIL

Regular Meeting of the SAMS Academy Governing Council on

Thursday, January 19th 2017

BOARD MEMBERS PRESENT

Larry Kennedy, Roland Dewing, and Farrah Nickerson

BOARD MEMBERS ABSENT

LyDawn Blount

ALSO IN ATTENDANCE

Kirk Hartom, Coreen Carrillo, Ronda Joyce, Sharon Huber, Daren Gallacher, Tiffany Roth and Joseph Lucero

PUBLIC

None

These minutes were approved on 2/16/17

By a vote of 5 yes 0 no 0 absent 0 abstained

Larry Kennedy President

Tasha Duran 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 January 19th 2017 at 7:30 AM in the conference room at SAMS Academy, 4100 Aerospace Parkway Northwest, Albuquerque, New Mexico 87120.

A. Roll Call

Larry asked for Tasha to call roll. Tasha called Larry Kennedy, Roland Dewing, and Farrah Nickerson. LyDawn Blount was absent.

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 Roland seconded the motion. Larry made a motion to approve a slight change to the agenda by asking the board if he could move Item 4-A, Governing Council Member Recruitment, Item 1-E. Roland seconded the motion. Larry called for a voice vote to approve the change, and hearing none opposed, the motion carried. Larry called for a voice vote to approve the agenda, and hearing none opposed, the motion carried.

D. Review/Approval of Minutes from the December 15th 2016 Meeting

Larry asked if there was any questions or concerns for the December 15th 2016 meeting minutes. Hearing none, Larry called for a motion to approve the minutes. Roland made a motion to approve the minutes from the December 15th 2016 meeting and Farrah seconded the motion. Larry called for a voice vote, and hearing that none opposed the motion carried.

E. Governing Council Member Recruitment

Larry announced that Ted Spitzmiller has resigned from the board due to personal and professional reasons. We will miss you Ted!

In our ongoing effort to recruit governing council members, Tiffany Roth will be joining the board. Tiffany had two sons attending SAMS, one is graduating this year and the other graduated, being at SAMS since its inception. She has worked for a public charter school for about three years as an administrative assistant, so she has a little bit of knowledge about the general running of a public charter school. She wanted to serve on the governing body council because she feels very strongly in the public charter school movement; she thinks it's necessary to keep our public education system improving and she thinks it's a key catalyst for improvement; and she also feels very strongly in the model SAMS provides. Her sons were not the most motivated individuals, but they have been far more successful in this model and she is far more comfortable with the education they have received than in other public school systems. She feels very strongly that the school has a good governing council that is supportive of the endeavors of the staff. If she can help in that endeavor, she would be happy to, this is her key motivation. She did not want to be a board member when her children were here, but because her youngest is almost done, she believes that now would be a good time to serve. She currently works for a local workforce board, the federal grant that handles training services, a flow through grant called Workforce Investment Opportunity Act. She is the operations manager for the 12 counties on the eastern side.

Larry asked for questions and upon hearing none made a motion to accept Tiffany Roth's membership to the SAMS Governing Council. Farrah seconded the motion. Larry called for a voice vote, and hearing no opposition, the motion carried.

Welcome aboard **Tiffany!**

Kirk noted that with Mr. Spitzmiller gone and having Ms. Roth, we need to have a change form to the state to make sure that they know there has been some changes on the board.

II. Closed Session

Larry made a motion for the governing body move to close session at 7:38 am to discuss the limited personnel matter pursuant to NMSA 1978, Section 10-5-1 (H)(2), employee complaint. **Farrah** seconded the motion. **Larry** asked **Tasha** to call roll for the closed session. **Tasha** called **Larry Kennedy, Roland Dewing, and Farrah Nickerson;** with **LyDawn Blount** absent.

III. Open Session

Larry made a motion that **SAMS Academy** move back into open session at 8:27 am and to affirm that only the items on the agenda were discussed in closed session was the personnel matter identified on the agenda, **Farrah** seconded the motion. **Larry** asked **Tasha** to call roll. **Tasha** called **Larry Kennedy, Roland Dewing, and Farrah Nickerson;** with **LyDawn Blount** absent.

Farrah moved that the Board President reiterate in writing to the employee to present a written complaint and supporting documents for the Board's Closed Session consideration at the next meeting in February. **Roland** seconded the motion. **Larry** called for a voice vote, and hearing no objection the motion carried.

IV. Ongoing Business Matters

A. Aviation Program Update

Daren announced that the avionics guy got the wingtips on, making sure that everything was on correctly, circuit breakers work great. As we were doing that the GPS lit up like a Christmas tree, and then we went to the program screen, our avionics guy that we used did not program our GPS systems. It will take a day for each unit, they have to do one first, setup the database, and then the other one. He has been out of town on vacation. He's here today, **Daren** called over to make sure he is there today, he is going to go after the board meeting to babysit him and make sure he is working on it.

We got some really good news on the contract for the aircraft, the Diamond. We are awaiting a final signature on the contract and we can move forward with that. The PO's has been approved for inspection and insurance. We can get the PO's for the actual lease-to-purchase of the aircraft and the hangar. The inspection will take three days and he called the guys today to let them know it's coming and they put us temporarily on the docket for Monday to inspect that aircraft and it will be ready by the end of business Wednesday. If everything works out, he can pick it up Thursday.

As far as instructors go, we interviewed a local man who would have been a great candidate but we are a little under market for what we are paying for instructors and so he turned down the position. We have a gentleman in California who will hopefully be available. We have a plan to advertise again in the newspaper, and with AOPA.

ENMU Roswell recognized the school on Friday 13, 2017 at their in-service. Their enrollment is up. They have the highest enrollment increase in the state last semester and this semester, mostly because of our program. They had an 8% increase in enrollment for the fall semester and a 9% increase in enrollment for the spring semester. **Ronda** asked if that was due to our high school students, **Daren** answered affirmatively. There was 52 dual enrollments last semester, and 64 this semester. President Maddon of ENMU Roswell said next time any of the faculty are in Albuquerque to see SAMS Academy. **Farrah** pitched in that her son is doing dual enrollment and the staff has been phenomenal. When she has questions, they respond promptly, and actually return phone calls.

Roland inquired if we have a schedule for maintenance of the aircraft, i.e. 100-hour inspections. **Daren** answered that 100 hour and 50 hour inspections are conducted, especially since doing a 50-hour inspection warrants a cheaper rate on the insurance, up to three in a calendar year. They also conduct the annual inspection. **Roland** also queried if there was a written agreement with the mechanics, or a plan detailing that if something goes wrong we will go to this person. **Daren** answered no, because to the hassle that the PO's present. **Roland** parried with it being beneficial whoever does the repairs have to have a certain amount of insurance to work on the plane. **Kirk** chimed in that he believes there are agreements in place, but the contract fell through because they don't have the man power to do it. Whatever the aircraft needs, there are PO's put into place. **Joseph** alleged with the current mechanic, he would have to look back at the agreement we have with him. He suggests putting a clause in the next agreement saying if services and maintenance isn't provided in a timely manner deemed so by the school, then we will look for other avenues to get the airplane fixed. **Larry** interjected that these are different things, there is maintenance on the aircraft and there is the GARMIN issue. **Daren** agreed that the issue that the school is having is the avionics man.

Daren proved because of the inept timeframe that the school has had to endure proves the need for avionics in this state, and what SAMS is doing as a school is sorely needed. **Roland** asked how many students are interested in mechanics. **Daren** mentioned three from SAMS and one from SSLC enrolling in March. Avionics and pilots are in dire need in this state.

Larry asked when the plane is supposed to be promised. **Daren** answered this weekend. **Larry** reiterated that parents are unhappy. Not to mention an unhappy board. If an attorney needs to get involved, we should.

Kirk summed that SAMS can begin to look for someone else. We are starting to make things systemic, scheduling things when they need to be scheduled. Getting contracts done early. Working with the state, as long as we plan way ahead, giving ourselves that time. If we need to go to Alamosa, it is easily justifiable, because we haven't had a plane in the air for five or six months. We just need a pathway in which to do that.

Roland interjected that it is even more important with two planes. **Daren** knew that the plane was going to be down for three weeks, that is what we have planned for, actually he had planned for a month, which is why we had this scheduled for this past summer. Hindsight is 20/20. Now we know this guy is horribly inept. We will have to take it to Alamosa, CO, Phoenix, AZ, or Midland, TX. We have viable options.

Larry asked that if he is not able to get it done by the weekend as promised, is it flyable? **Daren** answered promptly, yes. He will get a form with the FAA. He will fly it via far day, because he does not have to have the GPS to do so. He has a handheld transceiver which will satisfy two-way radio communication and he can fly it anywhere to get it done. We just have to get the PO.

Larry agreed that the problem is paying for it. Farrah asked if the mechanic we have now has already been paid. Larry answered yes. The problem is paying someone else to do it. Joseph said it was justifiable. Larry asked if a PO could be done in one day. Joseph assured that he could make some phone calls and see if he could get an emergency PO. Daren said he was more than happy to start making phone calls and putting W-9's in place, everything needed to set Phoenix up as vendors. Larry said this was a good idea. Ronda said moving forward we can set up another maintenance agreement with someone else starting July.

Larry mentioned that last meeting Daren was asked to provide figures of training hours. Daren reported that SAMS has had 424 hours since the start of the fall semester, averaging about 32 hours per student for the 13 seniors in the simulators. He now has the juniors that have just finished ground school and we have been working with them three days in the simulators, and having the seniors help teach, so it helps cement it. If you can teach it, you know it.

B. Facility Master Plan Development

Kirk conveyed that the forms are submitted to PSFA to receive the extra grant money, to subsidize the master facility plan. We have not heard back from the state on whether they are going to grant that. We can move forward; however, he estimates it will cost \$25,000 and we will be subsidized about \$14,000. He feels confident that it will happen. Now that we are renewed, we officially must do it anyway. Now we can solicit vendors. We did get some help, from ARC, in putting together the plan to give to the state.

V. New Business Matters

A. Parent Member for Audit Committee

Larry announced that something that is required is to have parent for the audit committee. He asked Kirk if he knew a parent that might want to serve in that capacity. It will probably evolve into more than it has been as far as duties. Kirk said that getting the word out to the parents is relatively simple, using the various media outlets, like school messenger and email blasts.

B. Certificate of Agreement to Extend Deadline for Entering a Contract PED

Larry explained that this is a was something that the Board President was supposed to sign a return within two days. He is notifying the board of his actions. He received and signed it on January 4th because it was due the 6th of January. It is an agreement to develop our renewal contract no later than June 30th 2017.

Kirk expounded on this that once they have made the decision to renew the charter, the law states that they have one month to get the actual school under a charter contract. Since there is no way they can do this with all the charter schools, they do an agreement to extend this. Larry chimed in that a mutual agreement is taking place.

C. Network Infrastructure Update

Carol professed the estimate of \$150,000. Using pictures, she explained where the current servers were and the basic infrastructure we presently have. The UPS backup has already been replaced last year, so that would not have to be something we need to replace at this time. In this infrastructure upgrade, we are not just doing the equipment, we are also five years behind the operating systems. Both the virtual and physical operating machines are at 280 when they need to be at 260. The BM ware is at 5, it needs to be at 6.5.

These things work 24/7, so the physical environment is going to wear out and evidence of that has been the storage drives have started to go out. She has a maintenance agreement with these, so they send her a new piece in four hours so that she does not have any down time. Last year, she had the board approve 9TB of storage, she is going to use that 9TB as backup, it is more reliable than tapes.

Kirk informed the board that it would not come out of operational monies. We have HB-33 and SB-9 monies that can be used specifically for this cause. **Joseph** added being that the purchase is well over the threshold of \$60,000 we need to have board approval for the purchase. There is \$162,000 available in HB-33 and \$117,000 available in SB-9, both of those capitals are available for items such as server and other construction costs and improvements on the building. Being that it's a public building, actual construction is a little bit iffy, but being that it's a server for the infrastructure for the school, it should not be an issue. **Ronda** asked if the board's approval today was the first step towards an RFP. **Joseph** answered affirmatively.

Larry asked why the board needed to approve something that was not an RFP yet. **Kirk** and **Carol** answered that because it is over \$60,000 the board needs to approve in order to move forward with the RFP. **Larry** did not believe that the board needed to issue approval to gain an RFP. **Joseph** said he'd have to look into it.

Just to be safe **Larry** made a motion to issue an RFP for the new servers' system. **Roland** seconded the motion. **Larry** called for a voice vote and after hearing no opposition, the motion carried.

Farrah asked if this includes a five-year warranty. **Carol** replied yes. **Farrah** also queried as to the timeframe of installation. **Carol** responded the whole month of June.

Joseph added that once we have the final dollar amount we can get board approval, and simultaneously we will enter the requisitions as well.

VI. Administrative Report

A. IT Report

Carol delivered the IT report with the item V-C.

B. Data Team Report

Sharon professed that we have until February 12th to get our numbers up for the 120 day for funding for next year. At the 80 day, we had 263 students at SAMS. We'd rather have 280, that's what our goal is. Currently, we have 266 students at SAMS, and we have 14 on the waiting list as of yesterday, but they are still applying. In talking with Coreen, we decided that since we are aiming for 280-285, in order to balance this out, she's going to send out all the offers for the people that are still on the waiting list and hopefully we will get a lot of them, but we probably won't get all of them, but we will get as many as we can to get the average up for the 80 and 120 days. Tim, Paula, Terry and Sharon are going to Power School University at the end of February so that on July 1st, 2017 all schools will be cohesive.

We put out the letters of intent online on January 4th, 2017 and by Friday, January 6th, 2017 33 students have responded back for all three schools, not just SAMS. There's a letter of intent to return so students that are here currently have a letter of intent to hold their spot so they don't have to go back into the lottery system, which will be sent out February 1st. We will have the big lottery on March 8th. **Farrah** asked if the letters of intent to return are sent to parents or if they are online. **Sharon** established that they are being sent to parents.

We mailed the report cards out January 18th. February means testing. Jill and Sharon went to training last week that produced very good information and found out they are far ahead of a lot of schools in terms of being ready for testing.

C. Data Analysis for Continuous School Improvement

Kirk reported doing data analysis training for the teachers and teacher leaders, there are people here today, January 19th. The presenter comes from Education for the Future based in California, they are known through education nationally as some of the best training you can get. Basically, taking student information achievement data to inform, instruction, and interventions with kids that we can help. They really push using other information such as demographics and student climate surveys. They look at the whole school and how the demographics, what are the kids coming from, what challenges do they have, this data also informs the way in which to approach improving instruction.

D. NMPED Monitoring Site Visit

Coreen stated they were here January 17th, 2017. Little tweaks are needed to work on: more professional development for the staff, the RTI process, learning more about modifications for special education students. Things that need to stay current anyway. The biggest thing they want us to explain to them is the hours met being an online school. How do we monitor it? We take attendance but also require 20 hours at home online. They want to know how we monitor the students time at home. It's a process we are working on and have been working over the summer. It's going to be a group effort to see how we can do that. She has already called Edgenuity to see if they can help with data, what they can give about kids working. **Ronda** asked if they need spend extra hours at the school, they don't need to come up with the extra 20 at home. **Coreen** is looking into it, she does feel they need to spend extra hours at the school, that the 20 hours at home is too large of a gap.

Kirk thinks you need to be able to formalize what it is that you do, because no matter what you do charter schools are different. Seat time of 6 hours does work for all kids, it's a different environment. They have a hard time wrapping their head around this concept. It's more of a blended learning model. If we formalize the plan for them, show how the kids meet the hours, working with Edgenuity, show this is the actual time the kids are working on their curriculum, he thinks they will be in good shape.

Coreen would like to look into shortening the 20-hour gap. SAMS has opened up on Friday's, students don't usually come on Friday's, but now they come if they can provide their own transportation and surprisingly they come. Teachers can still their work done on Friday's, we rotate teachers to help them. **Kirk** said this is something we need to think about when we put our school calendar together for next year, if we need that extra bus or what have you.

Coreen mentioned how beneficial it is to have 25 laptops in the Smart Lab and 25 laptops in Aviation, so we are ready for extra students here.

Farrah asked how that works for students that don't necessarily need 20 hours. **Coreen** wants to put part of that in the equation, because we have students that know how to work hard. **Kirk** provided an example of a student who finished all her schoolwork in January, and she didn't put 6 hours a day in a classroom in. Adding all the dual enrollment classes help as well. **Sharon** has a daughter who is going to graduate from high school with three associates degrees. She came to a graduation at SSLC when a student did 7th & 8th grade in one year, 9th & 10th grade in one year, 11th & 12th grade in one year, and graduated with her PhD, so she was inspired as well.

Kirk mentioned the disadvantage to seat time for some students that have disabilities, i.e. ADHD. They are almost physically unable to be in a room for 6 hours a day. If we formalize all of these points of how it is beneficial, then the whole seat hour thing will become less and less of an issue. **Sharon** thought we had some waivers in the original charters for SSLC and SAMS that had the justification for not going school 6-8 hours a day, five days a week, and it was approved. **Kirk** agreed that is probably in the original charter itself, he will go through it. This is the whole charter process, as far as finances go, there is a set way to do things, but when it comes to curriculum and innovation, things can be handled differently.

VII. Finance Report

A. Business Office Operations Update

Joseph stated that there are five BARS in need of board approval for this month of January. The reason is because it is a quarter month, so every quarter we do maintenance and transfer BARS to clean up any negative line items in the budget, also we did receive after the 40 day count a decrease of upwards of \$1,000. On the SEG, we also see 1.5% decrease in our monthly deposit on what we see every month for the remainder of the year. All of this came through in the special visit session to help alleviate the short fall in the overall public education department budget. This affects all public schools, not just charters.

Through the month of December, revenues came in at 46.05% of budgeted. Within 4% of 50% with half the year, that's not a problem at all.

Expenditures so far are at 74.57% to budget. That is a good point to have because SAMS is ahead of the game, this is what we've planned to spend and we're going to mostly likely spend it.

Negative Funds/Functions:

The Transportation needs to do a change order on the purchase order for the bus due to the decrease in December 2016. SAMS has to revert 50% of their unused fund balance, which has been discovered it has not been done in the past. There is a hefty balance of over \$97,000 that the school has to revert back to the transportation department. It wasn't done timely in the past so the balance just increased over the past few years.

For Instructional Materials, we do have budget the carry over after the reconciled cash balances per the audit. As of right now, we have a negative balance of \$4,302.25, but once we budget the carryover it shouldn't be an issue.

For Title I Function it's \$1,000 pending BAR.

For Dual Credit, the journal entry was prepared for \$559.44, as the approved budget for \$3,127. And the PO reissue for that was \$3,600. Since it was done on January 13th, it does not reflect on these reports. Once the BARS are approved the budget is going to look cleaner.

The bank activity revenues exceeded expenditures by \$50,409.01, increasing the reconciled cash. The outstanding items totaled \$18,934.68, and the oldest item dated on November 4th, 2016, we received January 18th, as there was an issue with the numbers on the check being a little too long, so the account and routing number was cut off at the bottom, so when the vendor tried to deposit the check, they could not do so because of the aforementioned problem. They sent a letter and a carbon copy of the check, so now there is justification for the check being renewed.

Trial balance looks really well, will be reconciling that to the second quarter as well. Will need to revert the startup balance of \$4,588.10 once the public education department catches up on and tells us to do so. SAMS is in a very healthy cash position.

B. Voucher Approvals

Larry called for a motion to approve the check register. **Roland** made a motion to approve the check register, **Farah** seconded the motion. **Larry** called for a voice vote, and after hearing no objection the motion carried.

C. Budget Adjustment Requests

BAR 1617-0007-M is a Title I Maintenance BAR that is to true up the 1000 Function per how the budget has been spent so far. Since the 1000 Function is negative, Joseph needs to do a transfer from the 2100 Function to true up the 1000 Function.

BAR 1617-0011-M is the maintenance BAR for the 1000 Function in Operational. That is to true up all the negative individual lines seen in the budget.

BAR 1617-0012-M for the remaining 2000 Function lines in the budget. Joseph analyzed expenses to determine which expenses high budget authority and true out the negative line items.

BAR 1617-0013-D is the SEG decrease BAR per the 40-day count and that is to take out \$71,387 from the budget. He looked at line items that had little to no expenditures in them, still have a very healthy cash balance, annualized some expenses, and then took money out of the lines accordingly. **Larry** further explained that because SAMS thought to have so many students, we budgeted for so many students, when we hit our 40 days we didn't have that number of students, so we are budgeting that money out.

Larry asked for a motion to approve BAR 544-000-1617-0007-M. **Farah** made a motion to approve Budget Adjustment Request 544-000-1617-007-M. **Roland** seconded the motion. **Larry** asked for a voice vote and hearing no opposition the motion carried.

Larry made a motion to approve BAR 544-000-1617-0008-T. **Roland** seconded the motion. **Larry** asked for a voice vote and hearing no opposition the motion carried.

Larry asked for a motion to approve BAR 544-000-1617-0011-M. **Farah** made a motion to approve Budget Adjustment Request 544-000-1617-011-M. **Roland** seconded the motion. **Larry** asked for a voice vote and hearing no opposition the motion carried.

Larry asked for a motion to approve BAR 544-000-1617-0012-M. **Roland** made a motion to approve Budget Adjustment Request 544-000-1617-012-M. **Farah** seconded the motion. **Larry** asked for a voice vote and hearing no opposition the motion carried.

Larry made a motion to approve BAR 544-000-1617-0013-T. **Farah** seconded the motion. **Larry** asked for a voice vote and hearing no opposition the motion carried.

VIII. Public Comment

No public comment.

IX. Announcements

A. Date for next Regular SAMS Academy Governing Council Meeting

Larry proclaimed that the next meeting will be February 16th, 2017.

X. Adjournment

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