



Governance Council
Regular Board Meeting Minutes of
Thursday, July 20th, 2017

Board Members Present

Larry Kennedy, Roland Dewing
Farrah Nickerson, Tiffany Roth

Board Members Absent

LyDawn Blount

Also in Attendance

Kirk Hartom, Carol Helms
Coreen Carrillo, Ronda Joyce,
Daren Gallacher, Carol Jester

Public in Attendance

Edward Lee Smith

These minutes were approved on 8-17-17
By a vote of 4 yes 0 no 1 absent 0 abstained

Larry Kennedy President

Jill Brame Board Secretary

**Submitted by
Savannah Lopez
Board Secretary**

(Items up for approval in red)

CALL TO ORDER

Larry called to order the Regular Meeting of the Governing Council for the Southwest Aeronautics, Mathematics and Science Academy on July 20th, 2017 at 7:30 AM in the conference room at SAMS Academy, 4100 Aerospace Parkway Northwest, Albuquerque NM 87120.

ROLL CALL

Larry asked for Savannah to call roll. Savannah called Larry Kennedy, Roland Dewing, Farrah Nickerson, Tiffany Roth; present. LyDawn Blount; absent.

PLEDGE OF ALLEGIANCE

Larry asked everyone to join him in the Pledge of Allegiance.

ADOPTION OF THE AGENDA

Larry asked for a motion to adopt the agenda. Farrah made the motion to adopt the agenda and Tiffany seconded the motion. Larry called for a voice vote, unanimous yes, Motion passed.

REVIEW/APPROVAL OF JUNE 15TH, 2017 MINUTES

Larry asked for a motion to approve the minutes. Roland made a motion to approve the June 15th, 2017 minutes and Farrah seconded the motion. Larry called for a voice vote, unanimous yes, Motion passed.

REVIEW/APPROVAL OF JUNE 28TH, 2017 MINUTES

Larry asked for a motion to approve the minutes. Farrah made a motion to approve the June 28th, 2017 minutes and Tiffany seconded the motion. Larry called for a voice vote, unanimous yes, Motion passed.

CLOSED SESSION

Larry made a motion for the SAMS Governing Council to move into closed session at 7:35 AM to discuss limited personnel matters, head administrator evaluation, 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). Farrah seconded the motion. Larry asked Savannah to call roll. Savannah called Larry Kennedy, Roland Dewing, Farrah Nickerson, Tiffany Roth.

Carol Helms was invited in to closed session.

OPEN SESSION

Larry moved for the SAMS Governing Council to go back into an open session and Farrah seconded. Larry stated that no action was taken, only matters discussed were matters on the agenda. Larry called for a voice vote, unanimous yes, motion passed.

ONGOING BUSINESS MATTER

Governing Council Member Recruitment

Larry introduced a prospective member, Edward Lee Smith. Larry thanked Roland for doing his part in finding a prospective member.

Aviation Program Update

Daren Gallacher, the aviation director, informed the Governing Council and others present in the meeting that he will not be returning to SAMS Academy this 2017-2018 school year.

Daren let the Governing Council know that Bryan Liebeg has been working on going with the SAMS Academy students on the simulator training and flying in the Cessna. Daren stated that Mr. Liebeg is not “checked out” in the Diamond airplane at the moment but stated that he hopes he would be able to get him checked out before he parts with the school. Daren stated that he sure if he would be able to give a full 30-days’ notice due to his unknown start-date at his new job.

Daren informed the Council that the Diamond is down for maintenance but should be ready this week according to the mechanic, and the Cessna is down for an oil change which should only take 1 day.

The Council requested the administration to put an ad out for a flight instructor/director at this time.

The Council asked the administration of the split positions between SSLC and SAMS and the administration informed the Council that Coreen, Kirk, Savannah, and Rebekah are the only split positions between SSLC and SAMS at this point.

Parent Member for Audit Committee

Tiffany informed the board that she gave information to a potential member to contact Coreen for more information on how to become a member of the audit committee.

NEW BUSINESS MATTERS

Annual Governing Body Position Report to PED

Larry informed the board that PED sends out an annual request of information stating the number of position on the governing body for the current school year and if the number of positions from the prior year have changed this year.

Larry stated that there are 5 positions on the governing body for the 2017-2018 school year. Larry stated that the governing body did not change the number of positions from the prior school year.

Larry asked for a motion to approve the PED Annual Report Form. Farrah made a motion to approve the Annual Report Form and Roland seconded the motion. Larry called for a voice vote, unanimous yes, Motion passed.

Staff Handbook

Kirk presented the changes made within the Staff Handbook. After briefly looking through the handbook and discussing, the Council moved to table the approval.

Larry moved for the Staff Handbook approval to be tabled. Tiffany seconded the motion. Larry called for a voice vote, unanimous yes, Motion passed.

NMPED Annual 90 Day Plan

Kirk and Coreen informed the Council that there is a 90 day plan PED sent to them that they have to fill out and turn in. This form asks about 90 day goals for the school. The Council requested an update on this item at the next meeting.

ADMINISTRATIVE REPORT

IT Report

Carol informed the Council that the server is done and installed. Carol stated that she feels very good about how the transition of servers went.

Data Report

Coreen stated that SAMS has an enrollment of 278 students and preparation for registration is going smoothly. Kirk stated that the data from Education for the Future will be presented to teachers/staff members at their upcoming Welcome Back meeting.

Upcoming GC Training for 2017-2018

An update of how many training hours Governing Council Members need for this school year will be sent to the members once clarification is received from the state.

Ronda stated that there are no memberships for the SAMS Academy board at this point and would like to talk more about that at the next meeting.

FINANCE REPORT

Ronda provided a detailed update on the July financials.

(If any public would like a copy of the financials for July please contact the Board Secretary at slopez@samsacademy.com, below is a brief summary)

Business Managers have finances for June 2017 for review.

June Finance reports:

- Revenues are 97.61% of budgeted
- Expenditures are 74.39% of budget

All funds/ function ended positive

Bank Activity

- Expenditures exceeded Revenue by \$94,151.77
- Total reconciled cash is \$889,021.35
 - \$3,013.55 Outstanding Items as of June 2017

Larry moved to the next item of the finances, ***Voucher Approvals***. Farrah made the motion to approve the Check Registry and Roland seconded the motion. Larry called for a voice vote, unanimous yes, Motion passed.

Larry moved to the next item of the finances, ***Budget Adjustment Requests (BARs)***. NONE

Larry moved on to the next item of the finances, ***Fixed Asset Policy and Procedure***. After an explanation and brief discussion of the policy... Larry asked for a motion to approve the Fixed Asset Policy and Procedure. Tiffany made the motion, Farrah seconded the motion. Larry called for a voice vote, unanimous yes, Motion passed.

Larry moved on to the next item of the finances, *Purchasing Policy and Procedure/Accounts Payable Processing*. After an explanation and brief discussion... Larry asked for a motion to approve the Purchasing Policy and Procedure/Accounts Payable Processing. Farrah made the motion, Tiffany seconded the motion. Larry called for a voice vote, unanimous yes, Motion passed.

PUBLIC COMMENT

None.

ANNOUNCEMENTS

Larry stated that the date of the next Regular Board Meeting is August 17th 2017 at 7:30 AM.

ADJOURNMENT

Larry asked for a motion to adjourn today's special SAMS Governing Council meeting. Farrah made the motion and Tiffany seconded the motion. Larry called for a voice vote, unanimous yes, Motion passed. Larry adjourned the meeting at 9:51 A.M.