



GOVERNING COUNCIL

Special Meeting of the SAMS Academy Governing Council on
Thursday, September 21, 2017

BOARD MEMBERS PRESENT

Larry Kennedy, Roland Dewing, Farrah Nickerson,
LyDawn Blount, and Ed Smith

BOARD MEMBERS ABSENT

Tiffany Roth

ALSO IN ATTENDANCE

Coreen Carrillo, Ronda Joyce, Carol Helms, Carol Jester, Paul Burns

PUBLIC

None

These minutes were approved on 10-20-17

By a vote of 4 yes 0 no 2 absent 0 abstained

Larry Kennedy President

Jill Brame 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 September 21, 2017 at 8:30 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, Roland Dewing, Farrah Nickerson, LyDawn Blount, and Ed Smith. Tiffany Roth was absent.

B. Pledge of Allegiance

Larry led 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 August 17, 2017 Regular Meeting

Larry called for a motion to approve the minutes. Roland made a motion to approve the minutes from the August 17, 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. Ed Smith abstained from voting as he needs to complete state-mandated board training.

II. Closed Session

A. Limited personal matters, interim 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, interim head administrator contract, head administrator investigation, pursuant 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). Farrah seconded the motion. Larry asked Jill to call roll. Jill called Larry Kennedy, Roland Dewing, Farrah Nickerson, and LyDawn Blount. Ed Smith abstained from voting as he needs to complete state-mandated board training.

The board went into closed session at 8:33 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, Roland Dewing, Farrah Nickerson, and LyDawn Blount. Ed Smith abstained from voting as he needs to complete state-mandated board training.

The board resumed open session at 9:44 am.

A. Action on matters discussed in Closed Session

No action was taken.

IV. Ongoing Business Matters

A. Governing Council Member Recruitment

Larry announced that there are a two of interested applicants. Larry will contact the interested applicants this week.

B. Aviation Program Update

Paul gave a hand out of a summary of the aviation program. He said that the program is stable at the moment. He developed a mission statement for the aviation program, it is as follows: "Prepare SAMS Academy students for successful careers in the aviation industry. Provide a head start in this endeavor by exposing them to a disciplined, professional environment that requires commitment and adherence to established standards of performance and behavior. Offer an extraordinary opportunity to participate in an entry level flight training program." He is working on figuring out where to go from here as the program grows with budget, staffing, and airplane availability.

Paul is working on a screening process for students wanting to fly next semester. This would include a letter, interview, and a drug test. Paul has talked with the lawyers about the legal aspects of a drug test.

Paul is still working on staffing for flight instructors. There has been some interested, but no one taking the job yet. Farrah asked where he is advertising and he responded with the AOPA site, the local paper, and a website he has used before. This would need to be a full-time instructor as the instructor would be flying 10 times/week. They need to be in charge of all the flying, the equipment, two airplanes and two SIMs. At the moment Paul is flying 4 times/week. Paul questions the need for two airplanes. He stated he doesn't think it is beneficial to students to be switching back and forth between two different kinds of airplanes. Larry said he trusts Paul's judgment. Paul would get a second opinion before he would make any large decisions about the airplanes.

At the moment, there are 8 seniors flying. They get to fly once every two weeks for about one hour sessions. After the new CFI is hired, students will be flying every week. Students would use the SIM as needed with Ed Wolfe, a parent volunteer. The SIM is proving their worth; students are often landing the airplane on their first lesson- which Paul said is unheard of. In addition to the 8 students flying now, there will be 14 more students beginning in January.

The C-172 is up and running after some maintenance. The DA-40 is down for engine mount crack. Jason Manzarez will now be the main maintenance contact. This should help get the planes fixed quicker. The Diamond will need the Airworthiness Directive by August 2018. This will be a three day fix in Denver and cost about \$1000.

The current relationship with ENMU-R is tenuous. The assumptions regarding the vision with working with ENMU-R is flawed. Paul is working with the CNM aviation maintenance program and sees some potential synergy. Their students would maybe be able to help with maintenance guided by the instructor. He will also be taking the students on a field trip to CNM to visit this program.

Paul also handed out accident/incident liability protection forms. He had Cuddy Law firm help him make this form.

C. Parent Member for Audit Committee

Larry said that no parent has contacted him about being on the Audit Committee. This committee meets about three times in a year. Farrah said her husband can be on the committee.

V. New Business Matters

A. Open Meetings Resolution Revision

Since the finance committee is now meeting at 7:30 A.M. before the board meeting, the regular governing council meeting will now be at 8:30 A.M. Also, because of this and the new secretary, there needs to be an Open Meetings Resolution. Larry asked for a motion to approve the Open Meetings Resolution Revision. Roland made a motion to approve the Open Meetings Resolution Revision. 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. Ed Smith abstained from voting as he needs to complete state-mandated board training.

B. Revised Leave Policy

The revised Leave Policy gives the instructional employees a FLEX schedule. This would change the instructional staff hours to 7:45 – 3:45 Monday – Thursday and 8:00 – 1:30 on Fridays. This gives them the 35 hours they need to fulfill their contract hours. Also changed is the number of days an employee can take off in **consecutive** days which is 10 days for non-instructional with approval from the Head Administrator. The policy also states that the Board president or designee needs to sign the head administrator's leave slip. Any unexcused leave by any employee to be granted by the head administrator. The word partner will be added next to the word spouse in the bereavement policy. Larry asked for a motion to approve the revised Leave Policy. Farrah made a motion to approve the revised Leave Policy. Roland seconded the motion. Larry calls for a voice vote, all 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.

C. Signature Designee for emergencies in the absence of Principal/Head Administrator

In the case of an extreme emergency, the state has asked for a designee for the Head Administrator/ Principal to sign PRs, leave slips, and contracts. Larry would like to table this motion until next meeting and do some research on who other schools have as a designee. Larry made a motion to table the Signature Designee for emergencies in the absence of Principal/ Head Administrator. Roland seconded the motion. Larry calls for a voice vote, all 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. Accounts Payable Processing Revision

The current policy states that after 60 days of a lost check that the business manager could have it re-issued. It was brought to Ronda's attention that the checks say they are valid for one year. Every time a check needs stop payment it costs \$25. If a second check is needed to be issued within the one year, then it would require other approval than just Ronda. Larry asked for a motion to approve the revised Accounts Payable Processing. Farrah made a motion to approve the revised Accounts Payable Processing. LyDawn 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. Ed Smith abstained from voting as he needs to complete state-mandated board training.

E. Domestic Partner option to NMPSIA Benefit Plan

This would add the domestic partner option to our benefit package. Larry called for a motion to approve the domestic partner option to the NMPSIA benefit plan. Farrah made a motion to approve the domestic partner option to the NMPSIA benefit plan. 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. Ed Smith abstained from voting as he needs to complete state-mandated board training.

F. Compliance with Title IX

Ronda said that we are required to inform the board that we are in compliance with Title IX. The form has been filled out and sent to the state. SAMS Academy is in compliance with Title IX.

G. Overview of the go-day Plan

Part of Coreen doing the PPE, she has developed the go-day plan. She gave the plan to the board. She wants to increase the PARCC scores for the SAMS academy students. Her plan to do this is within Tier 1 interventions and give professional development on this. She is also going to do a monthly non-evaluative walkthrough. These are not the official evaluations. She also leading a core leadership team. The team analyzes the scores, program, and course completion. Farrah asked about the school STAR scores.

VI. Administrative Report

A. IT Report

Carol reports all is well with the computers. She is working on using the laptops in main lab to help the "extras". Carol also reported that Cyber Patriots has started with 11 kids. Sandia Labs has agreed to help with finances to be able to support a second team.

B. Data Team Report

The leadership team is looking into another program to potentially replace the STAR assessment program.

VII. Finance Report

A. Business Office Operations Update

Joseph has left the Vigil Group, so Sean Fry will be taking over as the business manager for SAMS Academy.

B. Voucher Approvals

August Finance report:

- Revenues are 14.8512% of budget
- Expenditures are 16.3733% of budget
- Negative Funds/ Functions:
 - 4 BARS (see Item C)

Bank Activity:

- Expenditures exceed Revenue by \$125,652.70
- Reconciled Cash Balance \$887,787.64
- Outstanding Items total \$114,312.58

Trial Balance

- Will need to revert \$4,588.10 from closed fund 24146

Larry recommended the check register for approval and called for a motion. Roland made a motion to approve the check register. 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. Ed Smith abstained from voting as he needs to complete state-mandated board training.

C. Budget Adjustment Requests

BAR 544-000-1718-0001-M is to adjust budget per current expenses in function 1000's. Larry asked for a motion to approve *BAR 544-000-1718-0001-M*. Roland made a motion to approve *BAR 544-000-1718-0001-M*. Farrah seconded the motion. Larry called for a voice vote, all board members 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.

BAR 544-000-17181-0002-M is to adjust budget per current expenses in function 2000's. Larry asked for a motion to approve *BAR 544-000-1718-0002-M*. Farrah made a motion to approve

BAR 544-000-1718-0002-M. LyDawn seconded the motion. Larry called for a voice vote, all board members 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.

BAR 544-000-1718-0003-T is to transfer per current expenses in function 1000 and 2000's. Larry asked for a motion to approve *BAR 544-000-1718-0003-T*. Roland made a motion to approve *BAR 544-000-1718-0003-T*. Farrah seconded the motion. Larry called for a voice vote, all board members 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.

BAR 544-000-1718-0004-IB is an Initial Balance to Budget Activity fund per Trial Balance. Larry asked for a motion to approve *BAR 544-000-1718-0004-IB*. Farrah made a motion to approve *BAR 544-000-1718-0004-IB*. LyDawn seconded the motion. Larry called for a voice vote, all board members 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.

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, October 19th at 8:30 A.M.

X. Adjournment

Larry called for a motion to adjourn. Farrah made a motion to adjourn. LyDawn 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. Ed Smith abstained from voting as he needs to complete state-mandated board training.

The Regular Meeting of the Governing Council for the Southwest Aeronautics, Mathematics, and Science Academy adjourned on August 17, 2017 in the conference room at SAMS Academy, 4100 Aerospace Parkway Northwest, Albuquerque, NM 87120 at 11:03 A.M.