



GOVERNING COUNCIL

Regular Meeting of the SAMS Academy Governing Council on
Thursday, March 15, 2018

4100 Aerospace Parkway NW
Albuquerque, NM 87120

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

Tiffany Roth

ALSO IN ATTENDANCE

Coreen Carrillo, Ronda Joyce, Paul Burns, Michael Vigil, Alice Chavez

PUBLIC

None

These minutes were approved on 4-19-18

By a vote of 6 yes 0 no 0 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 March 15, 2018 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, LyDawn Blount, Farrah Nickerson, Roland Dewing, 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. Ed 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.

D. Review/ Approval of Minutes from the February 15, 2018 Regular Meeting

Larry called for a motion to approve the minutes. Roland made a motion to approve the minutes from the February 15, 2018 and Ed 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, 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). LyDawn seconded the

motion. Larry asked Jill to call roll. Jill called Larry Kennedy, Ed Smith, LyDawn Blount, Farrah Nickerson, and Roland Dewing. Coreen Carrillo was asked to stay in the meeting.

The board went into closed session at 8:32 a.m.

III. Open Session

A. Action on matters discussed in Closed Session

Larry made a motion that the 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, Ed Smith, Roland Dewing, and Farrah Nickerson.

The board resumed open session at 8:47 am.

Farrah made a motion to appoint Coreen Carrillo as the Head Administrator of SAMS Academy. Her contract will be renewed for the 2018 through 2020 school years. Roland seconded the motion. Larry asked Jill to take a roll call vote. Jill called Larry Kennedy, Roland Dewing, LyDawn Blount, Ed Smith, and Farrah Nickerson. With all "aye" votes, the motion passed.

IV. Ongoing Business Matters

A. Aviation Program Update

Paul reported on the following items:

- Program status: formalizing flight schedule process
- Students: Academic standards are being enforced; no simulators or flight time if behind in Edgenuity.
- Airplanes: C-172 is currently flying consistently up to 3 times/day; DA-40 is completed with maintenance here and will soon go to Denver for further repairs.
- Ground & Flight Courses: students have taken the FAA test; students are flying and using the flight simulator. One to three students may graduate with their private pilot's license.
- ENMU-R: Paul visited the ENMU-R campus. SAMS will continue offering on-line, dual-enrollment courses through them.
- Visitors: The president of the local EAA chapter visited the school. Also, State Senator, Jim White, toured the school.

V. New Business Matters

A. Legal Services RFP 01-2019*

The school listed an RFP for legal services and had 2 responsive and 1 unresponsive (late on the time turned in). A committee made up of Coreen Carrillo, Kenneth Lairsey, and Sean Fry looked at and scored the proposals. Using the score sheet, Ronda proposed to the board to go with Cuddy/McCarthy for legal services for the next fiscal year. Larry called for a motion to contract with Cuddy/McCarthy. Farrah made a motion to contract with Cuddy/McCarthy for the next fiscal year. 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. Kenneth Lairsey as Designated Signature*

Currently Farrah Nickerson is the only person approved to sign on purchase orders or travel reimbursements for Coreen Carrillo. Ronda is proposing that Kenneth Lairsey, Assistant Principal, be added to the signing authority. Larry called for a motion to approve Kenneth Lairsey as a Designated Signature. Roland made a motion that Kenneth Lairsey be added to signing authority for purchases or travel reimbursement made by the Head Administrator. LyDawn 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. Accounting Policies and Procedures Manual Update*

This manual was updated by several people. It is a fluid document and may need changes and will get that approval as the time comes. At the moment this is the best APP Manual that the school has had. Larry called for a motion to approve the Accounting Policies and Procedures Manual. LyDawn made a motion to approve the manual. 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.

VI. Administrative Update

A. Schedule of site visit

Schedules for the May 1st PED site visit were given to the board members. Board members will probably be asked to come that day for interviews by PED.

B. 2017 – 2018 School Calendar Revision*

Coreen explained that because of Graduation on May 17th, we needed an additional instructional day for students. She proposed making April 2nd an

instructional day (currently an in-service) and make May 18th an In-service day (currently an instructional day). The days would just be swapped so students could have another instructional day before graduation. Larry called for a motion to approve the date change. Farrah made a motion to approve April 2nd an instructional day and May 18th an in-service. LyDawn 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. 2018 – 2019 School Year Calendar*

Coreen presented two calendars for the 2018-2019 school year. One for Instruction Staff and one for non-instructional staff. Larry called for a motion to approve the calendars. Roland made a motion to approve the two 2018 – 2019 school year calendars. 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.

D. Open House Update

The Open House on March 1st was a success. About 50 – 60 families were present. Students of SAMS Academy helped give tours and answer questions and really did a fabulous job.

E. Lottery/ Enrollment Data

We currently have 264 student enrolled at SAMS. The lottery for the 2018-19 school year was last Monday and 85 seats were drawn, the whole list. We are already receiving yes replies.

F. Graduation rate for 2017

Graduation rates for the 2017 cohort were released recently and the graduation rate for SAMS was 80.9%. This is much higher than the previous year.

G. Charter Renewal Discussion

SAMS Academy will be up for renewal in the next school year. Coreen discussed our options for this. We can stay with the PEC as our authorizer or go to APS as our authorizer. Coreen said we can have the APS director of charter schools come give the board some info if wanted.

VII. Finance Report

A. Business Office Operations Update

The finance committee met prior to the board meeting. Michael Vigil and Alice Chavez will now be the business managers over the school. Ronda reported that

the ImpactAid is being audited currently. Audits were released and SAMS had a clean audit. More information will be given at the next meeting.

Bank Activity for January:

- Revenue are 64.93% of budget
- Expenditures are 51.58% of budget
- No negative funds

B. Voucher Approvals*

Larry recommended the check register for approval and called for a motion. Farrah made a motion to approve the check register. 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.

C. Budget Adjustment Requests*

Michael told the board that there were four BARS.

1. 0018-I: Increase due to revenue received for PNM Electric Appliance Recycling. Farrah made a motion to approve BAR 0018-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.
2. 0019-I: increase due to revenue received for E-Rate. Farrah made a motion to approve BAR 0019-M. 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.
3. 0020-I: increase due to revenue received for activities. Farrah made a motion to approve BAR 0020-M. 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.
4. 0021-I: increase due to revenue received from vending machines. Farrah made a motion to approve BAR 0021-M. 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.

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, April 19 at 8:30 A.M.

X. Adjournment

Larry called for a motion to adjourn. Farrah made a motion to adjourn. 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.

The Regular Meeting of the Governing Council for the Southwest Aeronautics, Mathematics, and Science Academy adjourned on March 15, 2018 in the conference room at SAMS Academy, 4100 Aerospace Parkway Northwest, Albuquerque, NM 87120 at 9:46 A.M.