



**GOVERNING COUNCIL**

Regular Meeting of the SAMS Academy Governing Council on  
Thursday, September 20, 2018

4100 Aerospace Parkway NW  
Albuquerque, NM 87120  
Conference Room

**BOARD MEMBERS PRESENT**

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

**BOARD MEMBERS ABSENT**

None

**ALSO IN ATTENDANCE**

Coreen Carrillo, Nathan Hardin, Ronda Joyce, Alice Chavez

**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 Regular Meeting of the Governing Council for the Southwest Aeronautics, Mathematics, and Science Academy on September 20, 2018 at 8:31 AM in the conference room at SAMS Academy, 4100 Aerospace Parkway Northwest, Albuquerque, NM 87120.

### **A. Roll Call**

Larry asked Jill to call roll. Jill called Larry Kennedy, Roland Dewing, Ed Smith, Farrah Nickerson and LyDawn Blount. Tiffany Roth was phoned in then showed up in person (noted later).

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

Larry led the Pledge of Allegiance.

### **C. Adoption of the Agenda\***

Larry asked for a motion to approve the agenda with items II and III removed. Farrah made a motion to approve the amended 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.

### **D. Review/Approval of Minutes from August 16, 2018\***

Larry asked for a motion to approve the Minutes from the August 16 regular meeting. Farrah made a motion to approve the minutes. LyDawn seconded the motion. Larry called for a voice vote to approve the minutes from the August 16 meeting, all board members present approved. Next, he called for any opposition and upon hearing none, the motion carried unanimously.

## **II. Ongoing Business Matters**

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

Nathan reported that he will be creating more aviation in house for second semester and next fall. There are still 17 students in ground school, there are 9 flyers, and probably 2 students that will solo this semester. The Diamond airplane is back from Denver. The Cessna just finished the 100-hour check. Larry asked Nathan if the Diamond will be flown. Nathan said he will fly it, but it needs to be flown a little before he trusts students to be in there.

### III. New Business Matters

#### A. Inventory Disposal Resolution 2019-01\*

Ronda presented several items that need to be removed from the school due to damage or being broken: a camera, iPad, software, and TV. Larry asked if this would affect the fixed asset list and Ronda replied that it won't affect that list.

*Tiffany arrived in person to the meeting (previously on the phone).*

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

#### B. Student Handbook Revision –Credit Approval for Non-Accredited Schools or Home School \*

Coreen presented the revision to the student handbook. This policy will set the terms for new students that come from Home-school or non-accredited schools. Larry called for a motion. Farrah made a motion to accept the revision to the Student Handbook Revision. LyDawn seconded the motion. Larry called for a voice vote to approve the policy revision, all board members present approved. Next, he called for any opposition and upon hearing none, the motion carried unanimously.

#### C. FMLA Policy Removal\*

Ronda said there is some conflicting information about FMLA and what the school needs to provide. She asked if this item could be tabled. Larry called for a motion to table this item. LyDawn made a motion to table the FMLA Policy Removal. Ed seconded the motion. Larry called for a voice vote to table the FMLA Policy Removal, all board members present approved. Next, he called for any opposition and upon hearing none, the motion carried unanimously.

#### D. Tuition Reimbursement Policy Update\*

Ronda presented the tuition reimbursement policy and explained that this will limit the amount of tuition reimbursement each semester and remove the summer reimbursement. This has been approved by the lawyers and will start December 1, 2018. In the policy, the wording "Executive Director" will be changed to "Head Administrator." Larry called for a motion to approve the tuition reimbursement policy with the change in wording. Farrah made a motion to approve the tuition reimbursement with the wording change. LyDawn seconded the motion. Larry called for a voice vote to update the tuition reimbursement policy, all board members present approved. Next, he called for any opposition and upon hearing none, the motion carried unanimously.

**E. Purchase Policy/Procedure Update\***

Ronda presented this policy update explaining that sometimes vendors do not add in tax and/or shipping in the total, then the invoice doesn't match the original Purchase Order. The new policy will state: "The PO must tie to the invoice not including tax or shipping. A change order is necessary if the invoice is over 10% of the original PO amount not to exceed \$100. This has been approved by the lawyers. Larry called for a motion to approve the Purchase Policy/Procedure. Roland made a motion to approve the Purchase Policy/Procedure. Farrah seconded the motion. Larry called for a voice vote to update the Purchase Policy, all board members present approved. Next, he called for any opposition and upon hearing none, the motion carried unanimously.

**F. Renewal Application\***

Coreen presented the Renewal Application that is due on October 1 to the PED. The lobbyist has suggested that the words "at-risk" be added to the Mission Statement, so Coreen will be adding that to the Mission Statement. A report has been sent to Coreen that will be recommending a 5-year renewal. Larry called for a motion to approve the Renewal Application with the change in wording to the Mission Statement. Tiffany made a motion to approve the Renewal Application with the wording change to the Mission Statement. Farrah seconded the motion. Larry called for a voice vote to update the Renewal Application, all board members present approved. Next, he called for any opposition and upon hearing none, the motion carried unanimously.

**IV. Administrative Update**

Coreen gave the following updates and information.

**A. i-Ready Scores**

The new interim assessments, i-Ready, was given to the students during the second week of school. The scores show that the changes that have been implemented: Success Lab, Academic Absences, etc. are working. She said there is work to be done with the students to bring up the grades.

**B. School Grade**

SAMS Academy received a "C" on the most recent PED report card. Coreen pointed out that the "F" on the Lowest-performing Students is evidence that the Success Lab is a good addition to the school, in addition to the Academic Absences, Grade level PLCs, and Parent-teacher conferences.

**C. Renewal Site Visit**

The site visit with PED will be on October 4, 2018. The Governing Council is requested to be present at 10:30 – 11:15 to be interviewed by the PED.

**D. Parent Night Attendance**

Parent night fiesta was a success with over 150 people attending.

**E. Parent-Teacher Conferences/ Fall Break**

There will be Parent-Teacher conferences on October 8-10. This will be the first time SAMS has ever done middle of the year Parent-Teacher conferences. Then Fall Break for students and instructional staff will be on October 11-12.

*Ed Smith left at 9:30 AM.*

**V. Finance Report**

**A. Business Office Operation Update**

Ronda reported that total expenditures exceeded total revenues by \$101K. There are \$1,388.23 in outstanding checks.

**B. Voucher Approvals\***

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

**C. Budget Adjustment Requests\***

1. **BAR 04-IB:** Larry called for a motion to approve BAR 04-IB. Farrah made a motion to approve BAR 04-IB. LyDawn seconded the motion. Larry called for a voice vote to approve BAR 04-IB, all board members present approved. Next, he called for any opposition and upon hearing none, the motion carried unanimously.
2. **BAR 05-T:** This BAR was voided.
3. **BAR 06-M:** Larry called for a motion to approve BAR 06-M. Farrah made a motion to approve BAR 06-M. LyDawn seconded the motion. Larry called for a voice vote to approve BAR 06-M, all board members present approved. Next, he called for any opposition and upon hearing none, the motion carried unanimously.
4. **BAR 07-M:** Larry called for a motion to approve BAR 07-M. Farrah made a motion to approve BAR 07-M. LyDawn seconded the motion. Larry called for a voice vote to approve BAR 07-M, all board members present approved. Next, he called for any opposition and upon hearing none, the motion carried unanimously.

5. **BAR 08-T:** Larry called for a motion to approve BAR 08-T. Farrah made a motion to approve BAR 08-T. LyDawn seconded the motion. Larry called for a voice vote to approve BAR 08-T, all board members present approved. Next, he called for any opposition and upon hearing none, the motion carried unanimously.
6. **BAR 09-M:** Larry called for a motion to approve BAR 09-M. Farrah made a motion to approve BAR 09-M. LyDawn seconded the motion. Larry called for a voice vote to approve BAR 09-M, all board members present approved. Next, he called for any opposition and upon hearing none, the motion carried unanimously.
7. **BAR 10-M:** Larry called for a motion to approve BAR 10-M. Farrah made a motion to approve BAR 10-M. LyDawn seconded the motion. Larry called for a voice vote to approve BAR 10-M, all board members present approved. Next, he called for any opposition and upon hearing none, the motion carried unanimously.

## **VI. Public Comment**

None.

## **VII. Announcements**

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

The next regular meeting will be October 18, 2018 at 8:30AM in the conference room.

## **VIII. 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.

The regular meeting of the Governing Council for the Southwest Aeronautics, Mathematics and Science Academy adjourned on September 20, 2018 in the conference room at SAMS Academy, 4100 Aerospace Parkway Northwest, Albuquerque, NM 87120 at 9:44AM.