



GOVERNING COUNCIL

Regular Meeting of the SAMS Academy Governing Council on
Thursday, April 20th, 2017

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

Tiffany Roth Absent

ALSO IN ATTENDANCE

Kirk Hartom, Coreen Carrillo, Ronda Joyce, and Bryan Liebig

PUBLIC

None

These minutes were approved on 5-18-17

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

Larry Kennedy President
Tasha Duran Secretary

engage the services of an independent mediator for a half-day mediation to address the findings and recommendations set forth in the independent reviewers Executive Summary. **Roland** seconded the motion. **Larry** called for a voice vote to approve the motion, all board members present approved. Next, he called for any opposition and upon hearing none, the motion carried.

IV. Ongoing Business Matters

A. Governing Council Member Recruitment

Larry echoed that we are always looking for Governing Council members. **Larry** asked if there was an email blast that can be sent forth to the parents. **Coreen** accepted the task. **Farrah** made a point that we serve donuts. **Roland** mentioned the free coffee. **Ronda** wondered if we should send a request to our neighbors at the airport or the shooting range and see if they would want to serve on the board. **Larry** liked the idea, except that with the contract we have with Bodie, a Bodie employee cannot serve on the board. As long as they are not one of our vendors we can invite them on the board.

B. Aviation Program Update

Daren was out flying so **Larry** delivered his report.

For March 2017, the Hobbs numbers of flight for the: Cessna N739HK was 23.6 hours, 108.4 hours in the Diamond N806ER, 22.71 hours in the SAMS Redbird MCX AATD "Simulator", and 9.25 hours in the SSLC Redbird MCX AATD "Simulator".

He conducted four Pre-Solo written exams, two student Solo flights, and two Solo Stage Checks (flight evaluation). He conducted over 10 hours of pre/post flight briefings and ground instruction. The Cessna was down for maintenance in March.

Coreen informed that Bryan Liebig, the new flight instructor, arrived in NM yesterday, April 19th, 2017. We have jumped through the hoops to get his licensure. It should go through within the next few days. He's experienced, mature and a great communicator. She's excited he will be on board. **Kirk** enhanced by saying you have the licensure part of it, but since Daren went through that already, they are aware of what we are doing. There is another part where they have to go in for a background check, so they have to get both parts of that. The minute he gets a license automatically means that he passed the background check as well. **Coreen** proclaimed he is going to be here at 9am to meet the board.

Farrah asked if he was going to be flying the plane or doing the SIMS. **Coreen** answered that he will be flying. Ed is doing the SIMS. He might do the SIMS as well eventually. To help Daren catch up everyone flying is the goal. **Kirk** wondered what would be the best way to bring him on. At first, it's the end of the year. Teaching contracts end the end of May. We know that there is a lot of catch up work to do with the flying. So, we thought would it be better to be a vendor, like we do with our substitutes. Sean said it probably was not the best way to go. It was better to bring him on as an employee. Kirk asked what about in June, because he would be teaching then. What we do with other summer employees, we call it an off-contract work. Basically, we request from the state to pay somebody over a period of time, for example the month of June. Both he and Daren would be flying, so he would get an allotment there, because he's on the teaching contract. Sean said he was most comfortable doing it that way.

Farrah asked the Seniors looked as far as getting done on time. **Coreen** said they will be finished. Daren has been focusing on the seniors and Ed has been focusing on the Juniors in the Simulator. The new instructor will help Daren with Seniors and Juniors.

B. Annual Open Meetings Resolution

Larry announced that we do this every year. This is the same resolution we passed last year, except for changing the dates and taking out Tracey and adding Tasha. This resolution is required every year, so we will affirm that we are following the rules of the Open Meeting Act and how we will conduct the meetings, where we will conduct our meetings, how we will notice our meetings. So, this would be Resolution 2017-1.

Larry asked if there was a motion to approve the Open Meetings Resolution. Farrah made a motion to approve the Open Meetings Resolution. Roland seconded the motion. Larry asked for a voice vote to approve, and the those present did so. He asked for any opposed and showing none opposed, the motion carried.

C. 2017-2018 Calendar Instructional/Non-Instructional

Kirk prefaced we did two calendar committees. The only difference we did this year was add contract days. So instead of giving Non-Instructional people 237-day contract and only 15 days off. We're putting them under a 242-day contract and giving them 20 days off. They are still getting their days off, but they are being given a choice as to when they want them.

Larry asked if there was a motion to approve the 2017-2018 Instructional and Non-Instructional Calendars. Farrah made a motion to approve the 2017-2018 Instructional and Non-Instructional Calendars. Roland seconded the motion. Larry asked for a voice vote to approve, and the those present did so. He asked for any opposed and showing none opposed, the motion carried.

D. 2017-2018 Salary Schedule Instructional/Non-Instructional

Kirk provided a salary breakdown of every job at SAMS. There were no increases this year due to budget cuts. We are doing better than our APS counterparts. There are some shared positions that work between the schools, and their salary is shared with the schools they work with. There is a position that is opening up, he doesn't know if we would be able to, budget-wise hire for it. There has been a need to hire, if we can, it would be a shared position with the other schools. It would be an HR Specialist. SSLC pushed to do an Executive Secretary position. It would be responsible for administrative duties, including board secretary. Just because you approve the budget salary as a whole, doesn't mean that we can or will hire for that position.

Ronda asked clarification about the Executive Secretary being a board secretary as well as an employee? Kirk answered that SSLC pointed that he needs a secretary. A lot of his work comes with board notes, minutes, policies, etc. That person would be dedicated to the Head Administrator, as opposed to the school. Ronda wondered if there were laws in place stating that the board secretary couldn't be an administrative assistant. It is something to look into. Larry agreed that an Executive Assistant would be a good idea. He has so much going on all the time, and he looks it as being a person who looks at what he's doing and helps him say things diplomatically, making sure the grammar and punctuation are correct. He has no issue with creating this on the salary schedule. If we could fill this position, he thinks it would be a great idea. Farrah asked if it would be a shared position. Kirk answered yes, it would be 50/50 between SAMS and SSLC, at this juncture.

Larry asked for a motion to approve the 2017-2018 Salary Schedule. Roland made a motion to accept the salary schedule for 2017-2018. LyDawn seconded the motion. Larry asked for a voice vote to approve, and the those present did so. He asked for any opposed and showing none

education, and how many years of verified experience. So, when they do a T&E audit they come and pull the employee files and they look at those three things and the look what was reported to them in experience, and if they don't match, then they have a correction. In SAMS, the few employees that did not match were because they didn't have enough experience reported. They should have had more experience reported. That means that our index factor was below 1.0. Because of that they are not going to take any money away from us, they are not going to penalize us in any way. Now we have an opportunity to look at each one of those employee files and make sure the contract matches all the verified documentation.

C. Final Title I Allocations SY 2016-2017

Ronda stated that the Title I money awarded they have an application and have confirmed a carryover from last year of \$30,340 of Title I carryover that we can use this year, before the end of June. It needs to be used before June 10th, 2017. We are planning to use the contracts for the teacher and EA for the extended school semester. What we are paying them, we are charging to Title I for reimbursement. We have elected to use the carryover to partially pay for SPED coordinators salary, Special Educational Assistant and tutors to work directly one on one with students identified in need of academic assistance.

D. Corrective Action Update

Ronda conveyed that officially last week we turned in a corrective action plan that had five findings listed. The **first findings** were capital assets material weakness. We have contracted with Weiner to place a value to our fixed assets prior to June 30th, 2017, although Kirk is going to request an earlier deadline, so that we can discuss it at our next board meeting.

Kirk noted that it is crucial at this point, because part of our renewal is that we have to come up with at least one year of a clean unmodified audit. The only reason we had a modified audit is because we didn't have values listed with the inventory that we created. The good news is we only have to report inventory items are worth more than \$5,000. That will really shorten the list.

Ronda related that **finding number two** was pledged collateral. The bank has been contacted and procedure put in place to evaluate bank balances for our account, and prepare an increase or decrease in collateralization agreements. We are required by law to ensure that there is collateralization of the bank accounts throughout the year. The Vigil Group is responsible for making sure we are collateralized throughout the whole year, and not just at one time.

Finding Three: Controls over cash disbursements. The school will continue to work with the Public Education Department and the Vigil Group. The school staff have been told they must return items or pay for them solely, if they have not been issued a purchase order prior to the purchase. Site business manager, Ronda, has been in place since November 2015 and is being trained with professional development and the Vigil Group.

Finding Four: Cash Deposit Requirements. School internal policies and procedures have been updated by the Head Administrator and Site Business Manager are being followed to determine money is being deposited within 24 hours of receipt.

Finding Five: Payroll. The school is implementing new policies and procedures to prevent employees approving their own leave and to make sure employees are not overpaid, underpaid or paid by the wrong school. Site Business Managers worked closely with auditors to learn and correct errors in employee filing. The Head Administrator is recommending an HR Specialist and we have discussed a Payroll specialist at time this was submitted. The Head Administrator will be working with the Site Business Manager for getting new contracts.

IX. Announcements

A. Date for next Regular SAMS Academy Governing Council Meeting

Larry decreed that the next meeting will be May 18th, 2017 at 7:30 am.

X. Adjournment

Larry called for a motion to adjourn. Farrah made a motion to adjourn. Roland seconded the motion. Larry called for an affirmative voice vote. 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 April 20th, 2017 in the conference room at SAMS Academy, 4100 Aerospace Parkway Northwest, Albuquerque, New Mexico 87120.