



**GOVERNING COUNCIL**

Regular Meeting of the SAMS Academy Governing Council on  
Thursday, February 16<sup>th</sup>, 2017

**BOARD MEMBERS PRESENT**

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

**BOARD MEMBERS ABSENT**

None

**ALSO IN ATTENDANCE**

Kirk Hartom, Coreen Carrillo, Ronda Joyce, Sharon Huber, and Carol Jester

**PUBLIC**

Becky Kaccus

These minutes were approved on 3-16-17

By a vote of 4 yes 0 no 1 absent 0 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 February 16<sup>th</sup>, 2017 at 7:34 AM in the conference room at SAMS Academy, 4100 Aerospace Parkway Northwest, Albuquerque, New Mexico 87120.

**A. Roll Call**

Larry asked for Tasha to call roll. Tasha called Larry Kennedy, Roland Dewing, LyDawn Blount, Farrah Nickerson, and Tiffany Roth.

**B. Pledge of Allegiance**

Larry led the Pledge of Allegiance. Thank you, Larry.

**C. Adoption of Agenda**

Larry called for a motion to approve the agenda. Farrah made a motion to approve the agenda and LyDawn seconded the motion. Larry called for a voice vote to approve the agenda, and hearing none opposed, the motion carried.

**D. Review/Approval of Minutes from the January 19<sup>th</sup>, 2017 Meeting**

Larry asked if there was any questions or concerns for the January 19<sup>th</sup>, 2017 regular meeting minutes. Hearing none, Larry called for a motion to approve the minutes. Roland made a motion to approve the minutes from the January 19<sup>th</sup>, 2017 meeting and Farrah seconded the motion. Larry called for a voice vote, and hearing that none opposed the motion carried.

**II. Closed Session**

Larry made a motion for the SAMS Governing Council move to close session at 7:38 am to discuss the limited personnel matters pursuant to NMSA 1978, Section 10-5-1(H)(2), employee complaint and Head Administrator Evaluation or matters pertaining to the attorney-client privilege pertaining to threatened or pending 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 Tasha to call roll for the closed session. Tasha called Larry Kennedy, Roland Dewing, LyDawn Blount, Farrah Nickerson, and Tiffany Roth.

**III. Open Session**

Larry made a motion that SAMS Academy move back into open session at 9:39 am and to affirm that only the items on the agenda were discussed, Farrah seconded the motion. Larry asked Tasha to call roll. Tasha called Larry Kennedy, Roland Dewing, LyDawn Blount, Farrah Nickerson, and Tiffany Roth.

**A. Discussion/Action on Matters Discussed in Closed Session**

Farrah moved that the SAMS Governing Board has reviewed the grievance and because of its' lack of jurisdiction over the issues presented, but because of its' jurisdiction over a common head administrator, and based on the recommendation of its' legal counsel, the board moves to ask its' legal counsel to engage in an independent review of the allegations in the grievance by a qualified education professional. Roland seconded the motion. Larry called for a voice vote, and hearing no objection the motion carried.

#### **IV. Ongoing Business Matters**

##### **A. Governing Council Member Recruitment**

Larry reiterated that we are always looking for Governing Council members, if anyone knows of anyone. We actively have on the website the nomination form. It is an ongoing thing that we want to keep active as much as possible. Not only are we fully compliant, our board policy says five to nine members, so we have room in the policy for new members.

Kirk brought to light something new from the charter school division, PEC, starting next year they are going to have charter schools proclaim how many actual board members will be on the board. Most policies are written five to nine, they will be asking SAMS to say how many board members we have.

##### **B. Aviation Program Update**

Daren was out flying the plane, but provided a report that Larry delivered:

On February 3<sup>rd</sup>, 2017, Daren met the FAA out in Clovis, NM to get approval for the ENMU Roswell credit/FAR (Federal Aviation Regulations) Part 141 Certification. Similar to an annual visit from PED. SAMS passed with "flying" colors on all the criteria: aircraft, personal credentials, and curriculum!

He was finally able to get 739HK flying with students February 1<sup>st</sup>, 2017. He was able to conduct 11 of 17 orientation/introduction flights on the 1<sup>st</sup> and two more early in the morning on the 2<sup>nd</sup>. Of the 17 seniors between both schools, he is flying with 12 fulltime - 3 days a week, which is the most that he can handle alone. Five seniors have not responded to his emails, which were sent out to the students and parents, to contact him regarding their intentions. He has been conducting six flights a day, Monday through Saturday, from the hours of 8:00 am to 6:30 pm since February 2<sup>nd</sup>, 2017, except for the one day he had to meet with FAA and two days of bad weather. However, on the days of bad weather, he was still able to get six flights in. We already have seven students nearing their solo stage check and one who will solo this afternoon, Thursday, February 16<sup>th</sup>, 2017. Between February 1<sup>st</sup> and February 15<sup>th</sup>, he has flown a total of 69.4 hours and given 33.5 hours of ground instruction, pre/post flight briefings, to the seniors. This does not include the hours he comes to the school to address the issues of the parents and Dual Enrollment of students, FAA records, etc.

We were able to get a part-time instructor through Kelly Services, an employment service, on Monday, February 13<sup>th</sup>, 2017. So soon we will have help with the Juniors in the simulators, while he is up in the air flying. He does not know where SAMS stands with a potential full-time flight instructor. Kirk mentions that we have interviewed potentials by Skype, there is a very good candidate, but they need to be licensed as an instructor through PED.

He brought up a concern addressing the issue of SSLC students using SAMS plane DA40. For safety reasons, there is one SSLC student who will have to use the DA40 because they cannot reach the rudder pedals in the Cessna, and the DA40 has adjustable rudder pedals. He recommends a flat hourly rate of \$100 be billed to SSLC to cover the fuel/maintenance cost. He is trying to find some removable shoe-sole extension/lifts that actually attach to the bottom of the shoe. If he can't, then the only other option is the DA40.

We need to discuss the school finding a grant writer/grant company to begin the process of helping procure a Carl Perkins Grant, as well as other philanthropic grants/donations from companies such as Boeing, Lockheed Martin, Honeywell, any of the airlines, and all companies in the aviation industry. **Larry** asked if there was a need for a grant writer. **Kirk** and **Sharon** attested to how difficult the Carl Perkins Grant is to write. It is very time intensive for whoever is taking the application process on. **Larry** asked if the return on the investment worth the grant or contracting out to a grant writer. **Sharon** answered that the grant is very time consuming, but the benefit is there. **Coreen** added that is something of interest to the school, but with the charter school renewal this year, it was not something the staff on hand would have time for. **Kirk** believes that there is room in the operations budget to hire a grant writer.

The Aviation Award Banquet is tentatively scheduled for Saturday, May 13<sup>th</sup>, 2017 for the evening. **Larry** encouraged the board to pencil it in. It is always helpful, and boosts the confidence of students and parents when the board members show up to these events. Plus it's fun, it's really cool to see these kids get awards based on the hard work that they have done in the aviation program.

#### **C. New Aircraft Update**

On February 14<sup>th</sup>, 2017, we finally received the signed contract for the plane and have been moving rapidly to actually get it here. The PO's that already approved are: Aircraft Lease-to Purchase, aircraft insurance, the flight to get it, and the pre-purchase inspection. We are still waiting on PO's for: the hangar contract to be signed and PO approval, and change requests for fuel and maintenance services. ETA for the new plane is Monday February 27<sup>th</sup>, 2017 because the pre-purchase inspection takes a week and could not fit into the schedule until Tuesday, February 21<sup>st</sup>, 2017.

#### **D. Parent Member for Audit Committee**

**Larry** brought up last month the need for a parent for the audit committee. He asked if **Coreen** or **Kirk** if they had any contact with a parent that may possibly want to serve on the audit committee, but we do need a parent for the audit committee. **Coreen** said she could put it in the newsletter. **Kirk** said he could put it out on school messenger.

### **V. New Business Matters**

#### **A. Acceptance for Broadband Deficiencies Correction Program Award**

**Larry** proclaimed this is an award that we applied for from the public-school capital outlet counsel, and it requires his signature and **Kirk's** signature to accept it. It's in the amount of \$3,744.

**Larry** asked for a motion to be made to accept the Broadband Deficiencies Correction Program Award. **Tiffany** made a motion to accept the Broadband Deficiencies Correction Program Award, **Farah** seconded the motion. **Larry** called for a voice vote, and after hearing no opposition, the motion carried.

#### **B. Joint Powers Agreement**

**Kirk** elucidated that this is a was something that needed to be certified in regards to the facility. SAMS falls in the guidelines of being in a public building with the city. In order to get the lease assistance money, we have to have certain certifications go forward. We did it once with PSFA, and we have done it for the renewal.

This Joint Powers Agreement is stating the landlord/owners of the building are entrusted with major maintenance and replacements as far as this building is concerned. This is a good thing to have on file with PSFA. He would like to get the Board's approval of this, but he was also told that this particular document would also float up to Mr. Aguilar for his signature as well.

**Larry called for a motion to be made to accept the Joint Powers Agreement. Farrah made a motion to accept the Joint Powers Agreement, Roland seconded the motion. Larry called for a voice vote, and after hearing no objection, the motion carried.**

## **VI. Administrative Report**

### **A. IT Report**

**Carol** delivered the IT report. The RFP for the infrastructure upgrade has made it, with the help of Ronda, onto our website.

Our Cyber Patriot group, got first place in the State Silver Competition. They did Regional Competition and that is a huge region, including Texas, Oklahoma, Colorado, and Arizona, and they took Silver Award Second place for the region. The room was ecstatic. **Larry** wanted to make sure that the students are congratulated by the board.

**Coreen** added that the Science Olympiad team qualified for state.

**Larry** asked if the schedule was on track. **Carol** answered yes. The RFP has been on the website since February 15<sup>th</sup>, 2017. The proposal evaluation is March 15<sup>th</sup>, 2017. The evaluation committee will go over it and notify the finalists on the 16<sup>th</sup> of March. **Ronda** mentioned that the board meeting is the same day, so they planned to present the finalist to the board during the meeting, and then after the board meeting contact them that they were rewarded.

### **B. Data Team Report**

**Sharon** declared that we have sent out letters of intent to return to SAMS for next year. There was a glitch with InfoSnap and some of the letters were returned. So, she sent word to the main labs that the letters of intent have been sent out and if someone did not get one to email her and she will send it out again. They have until the 24<sup>th</sup> of February, but we would like to know as soon as possible. InfoSnap did put the patch on it to fix it. For SAMS, she sent out approximately 160 and they have heard back from 102 returning students. Letters of intent for new students are 84 in grades 7-12. They have finished up the 120-day reporting, and we ended up with 266, which is two more students than the 80-day report of 264. The funding will be based on the average of the 265.

The lottery will be March 8<sup>th</sup>, 2017.

They are going to Power School University February 26<sup>th</sup>, 2017.

A spring data conference is coming up, it both summarizes this year and gives instruction that will be due next year.

**Carol** and **Jill** have attended epic training.

The seniors' testing is doing good. We are expecting more than 50 to graduate and upwards of 56. This is going to be a record year for SAMS. The first year there was 7.

### **C. Monthly Progression of SAMS**

**Kirk** informed that there has been several visits this year: i.e. the renewal, and state monitoring visit. We report out different items, findings we need to address in the school through WebEps System. After the state left, he got messages from WebEps. There are still findings and reports coming in.

We have made a lot of progress with our ELL situation in the sense that trying to get the home language survey, making sure that all of our students through registration fill out the home language survey. If they indicate another language is spoken in the home, that triggers WAP testing, meaning do we need to provide accommodations for a student and their English Language Proficiency. We only have one or two students at this time.

In the interim, we also said let's get more involved in some of these trainings with multicultural unit. We had six people go to differentiated instruction, linguistic training sponsored by WEDA. The company that puts out the English Language Proficiency tests each year. The instruction received was phenomenal. It's not all about the proficiency in English as it is providing different kind of accommodations for student that may be struggling. Especially in an online environment, how can we do things different for students that may be struggling, especially in reading. So, if 90% of the things we are doing, to get through the curriculum are reading, then we have to address that.

We've already started setting training for August 1<sup>st</sup> & 2<sup>nd</sup>, 2017. The teachers that have went are very appreciative, seeing kids that they know this particular strategy is going to work with. It improves overall teaching in the whole school.

The numbers he is not sure of yet, but is going to check with Ms. Kappus that we are going on the right road as far as our data and what we need to do to improve in the academic areas.

#### **D. Results of NMPED Monitoring Site Visit**

**Kirk** reported the results in VI-C.

He also mapped out the progress and things that need to be addressed in the future for the board.

### **VII. Finance Report**

#### **A. Business Office Operations Update**

**Joseph** is attending a conference that he is required to be at, so **Ronda** is going to deliver the finance report for him.

Through the month of January, revenues came in at 58.31% of budgeted.

Expenditures are at 74.73% to budget.

Negative Funds/Functions:

The Transportation and Instructional Materials will need a BAR next month.

The bank activity revenues exceeded expenditures by \$84,930.12, increasing the reconciled cash. The outstanding items totaled \$76,653.85, as of January 2017.

Trial balance will need to revert the startup balance of \$4,588.10 once the public education department catches up on and tells us to do so. SAMS is in a very healthy cash position.

#### **B. Voucher Approvals**

**Larry** called for a motion to approve the check register. **Farrah** made a motion to approve the check register, **Roland** seconded the motion. **Larry** called for a voice vote, and after hearing no objection the motion carried.

#### **C. Budget Adjustment Requests**

BAR 1617-0014-M is adjusting the budget for current expenditures IDEA B 1000 for instructional material to true up the account.

BAR 1617-0015-M is adjusting the budget for current expenditures IDEA B 2100 for support services to true up the account.

BAR 1617-0016-I to revert money back to the transportation department of the state. We visited this earlier in the year to revert 50% back. This is from previous years of transportation money that has been given to SAMS Academy and we didn't use it that year, and it was never paid back to the state, so now we are now paying all of it back to the state in the amount of \$195,049.

Larry asked for a motion to approve BAR 544-000-1617-0014-M. Roland made a motion to approve Budget Adjustment Request 544-000-1617-007-M. Farrah seconded the motion. Larry asked for a voice vote and hearing no opposition the motion carried.

Larry asked for a motion to approve BAR 544-000-1617-0015-M. Farrah made a motion to approve Budget Adjustment Request 544-000-1617-0015-M. LyDawn seconded the motion. Larry asked for a voice vote and hearing no opposition the motion carried.

Larry asked for a motion to approve BAR 544-000-1617-0016-I. Tiffany made a motion to approve Budget Adjustment Request 544-000-1617-0016-I. Farrah seconded the motion. Larry asked for a voice vote and hearing no opposition the motion carried.

### **VIII. Public Comment**

Roland would like in the aviation report to get the Hobs reading numbers to see how often the airplane is flown. We need to tighten it up and make sure it's done right.

Farrah reminded that the board meeting needs to be posted in the newsletter/activity calendar.

Larry mentioned a Board training on Wednesday, February 22<sup>nd</sup>, 2014 and Saturday, February 25<sup>th</sup>, 2017 and encouraged attendance.

Coreen made a note that SAMS will be open during Spring Break for students who need to catch up.

### **IX. Announcements**

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

Larry decreed that the next meeting will be March 16<sup>th</sup>, 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 a voice vote and after hearing no objection, the motion carried.

