



**GOVERNING COUNCIL**

Regular Meeting of the SAMS Academy Governing Council on

Thursday, May 18<sup>th</sup>, 2017

**BOARD MEMBERS PRESENT**

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

**BOARD MEMBERS ABSENT**

None

**ALSO IN ATTENDANCE**

Kirk Hartom, Coreen Carrillo, Ronda Joyce, William Taylor and Sharon Huber

**PUBLIC**

Lorena O'Brien, Dave Yellott, and Mike Madrid

These minutes were approved on 6-15-17

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

Larry Kennedy President

Tasha Duran 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 **May 18<sup>th</sup>, 2017 at 7:30 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 asked for a motion to approve the agenda. Farrah made a motion to approve the agenda. LyDawn 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 April 20<sup>th</sup>, 2017 Regular Meeting

Larry called for a motion to approve the minutes. Tiffany made a motion to approve the minutes from the April 20<sup>th</sup>, 2017 meeting 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.

### E. Review/Approval of Minutes from the May 11<sup>th</sup>, 2017 Special Meeting

Larry called for a motion to approve the minutes. Roland made a motion to approve the minutes from the May 11<sup>th</sup>, 2017 meeting 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.

## II. Closed Session

- A. **Limited Personnel Matter, head administrator contract, pursuant to NMSA 1978, Section 10-15-1(H)(2) or matters subject 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).**

Larry made a motion to go into closed session to discuss a Limited Personnel Matter, head administrator contract, pursuant to NMSA 1978, Section 10-15-1(H)(2) and/or matters subject 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. Tasha called Larry Kennedy, Roland Dewing, Farrah Nickerson, LyDawn Blount and Tiffany Roth.

**The Board went into Closed Session at 7:32am.**

## 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 Tasha to call roll.

Tasha called Larry Kennedy, Roland Dewing, Farrah Nickerson, LyDawn Blount and Tiffany Roth. The Board resumed Open Session at 7:46 am.

**A. Discussion/Action on matters discussed in Closed Session**

Larry asked for a motion to renew the Head Administrator's contract. LyDawn made a motion to renew the Head Administrator's contract. Tiffany 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.

## **IV. Ongoing Business Matters**

**A. Governing Council Member Recruitment**

Larry thanked Roland for doing his part in bringing William Taylor to be a prospective member. It is an ongoing thing.

**B. Aviation Program Update**

Daren was out flying so Larry delivered his report.

For May 2017, the Hobbs numbers of flight for the: Cessna N739HK was 38.4 hours, 31.7 hours in the Diamond N806ER, 49.08 hours in the SAMS Redbird MCX AATD "Simulator", and 19.77 hours in the SSLC Redbird MCX AATD "Simulator".

He conducted four Pre-Solo written exams, two student Solo flights, two student solo cross-country flights, and eight dual cross-country flights. He conducted over 120 hours of pre/post flight briefings and ground instruction.

The new instructors, Mr. Wolfe and Mr. Liebig, helped out in the MCX's.

Cessna had airworthiness issues discovered at the 100-hour inspection. The brakes are not holding pressure. The left Magneto was not producing enough power. Parts were on back-order for over two weeks and came in this week. Hope to have it up and running by Monday. He has been flying students in the Diamond.

A lot of weather in April and May this year has really slowed student progress. That is aviation-safety first.

Larry wanted to know if everything was up to date with Bryan Liebig and PED, which it was verified affirmatively by Kirk.

There was discussion of the aviation students at SSLC switching to SAMS, and SSLC no longer offering aviation, with SAMS being the only aviation school.

**C. Parent Member for Audit Committee**

Larry repeated that we still in need of a parent for the audit committee. It is only once a month during the audit, the required meeting is the entrance and exit, but he is going to push that this audit committee meet monthly. This was a suggestion by PED. The meetings are September until December 2017.

**D. Governing Council Bylaws**

Larry mentioned last month the draft for bylaws for the board to review. Farrah mentioned some typos, she did want to add under Article 11, the Governing Body Meeting Agenda, an aviation report.

Larry proceeded to address the typos in the bylaws, so that Kirk could be correct them for the final draft. They also discussed changing wherever the document says Governing Body to Governing Council.

Larry asked for a motion to approve the bylaws of the Governing Council of SAMS Academy, with the corrections. Farrah made a motion to approve the bylaws with the corrections. LyDawn seconded the motion. Larry asked for a voice vote to approve, and those present did so. He asked for any opposed and showing none opposed, the motion carried.

## **V. New Business Matters**

### **A. Title I and Title II Applications**

Coreen needs the approval of the SAMS Board to act as representative for the Title I and Title II. Kirk educated the board, per request of Larry, that Title I is basically to help children with special needs, such as ELL and economically disadvantaged. Title II is for the professional development of the teaching staff.

Larry asked for a motion to approve the Title I and Title II application. Roland made a motion to approve Title I and Title II application. Farrah seconded the motion. Larry asked for a voice vote to approve, and those present did so. He asked for any opposed and showing none opposed, the motion carried.

### **B. IDEA-B Application**

Coreen announced this is an application for children with disabilities, CES, speech, OT and PT.

### **C. Portable Buildings**

Kirk found five portables in Rio Rancho in the disposal process. It will be a lot of cost to move them. SAMS would need city approval to put a portable up. If we need it, then it will be presented back to the board.

### **D. Leave Exchange Policy**

Kirk had brought to the board's attention last month a new leave exchange policy that is now open for approval. Farrah wanted to change the July 31<sup>st</sup> deadline in the policy. *The room discussed the deadline.* The date settled upon was the end of September.

Larry asked for a motion to approve the Leave Exchange Policy with the correction from July 31<sup>st</sup> to September 30<sup>th</sup>. Farrah made a motion to approve the Leave Exchange Policy with the date change to September 30<sup>th</sup>. LyDawn seconded the motion. Larry asked for a voice vote to approve, and those present did so. He asked for any opposed and showing none opposed, the motion carried.

### **E. Alternative Demonstration of Competency**

Kirk reported that during competency exams, some students aren't able to pass the competency tests, i.e. PARCC. The state has issued schools and charters the option to provide alternatives for competency. A school, can develop their own test. It will enable them to still walk the line and receive a certificate of completion rather than a diploma. They have the choice of competency that is chosen by the board and state. We need to get the ball rolling for future students in place.

Lorena is the Director of Special Ed. She noted that ADC not only applies to the SPED population but students, that might give up hope of graduation. The state needs to approve of the method. It is more of a last resort, but a resort nonetheless.

This is something that will be presented to the board for approval next board meeting.

Tiffany left the meeting at 8:32 am.

## **VI. Administrative Report**

### **A. IT Report**

Carol delivered the report. She was saddened by the fact that she has not gotten the signed contract from the state to start the upgrades. If she does not receive it by Tuesday, she will be forced to cancel the entire project.

A lively discussion ensued about the reasons why the state is apprehensive in signing the contract and the process to respond to push the signature. There is a great necessity for this upgrade, everyone is very anxious about this getting approved.

Carol impressed upon the board that the greatest holdup was why the lowest vendor did not receive the contract, and the simplest answer was that the lowest vendor did not provide all the costs upfront (thus not making them cheaper) and the lack of experience.

Larry urged all to persist in making sure the state signs this contract and knows of its importance. The administration proceeded to explain what they are doing to justify their decision to the state. It is an all hands-on deck moment.

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

Sharon announced that in terms of the Lottery, 87 of the 94 spots are filled. There are three more on the waitlist.

- ✓ Tested 98%, only 95% required, of students for PARCC.
- ✓ STAR testing starts.
- ✓ Data Conference on May 3<sup>rd</sup>-4<sup>th</sup>, 2017 at Tamaya announced a new system called NMDASH which will replace WEBEPS. School grade is now based on proficiency, rather than growth.
- ✓ Civil Rights Data is finished.
- ✓ 45 Graduate on May 19<sup>th</sup>, 2017 at the Kiva Auditorium.

## **VII. Finance Report**

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

- Through the month of April 2017 revenues came in at 81.01% of budgeted.
- Expenditures are at 76.56% to budget.
- The bank activity expenditures exceeded revenue by \$14,605.58
- \$50,323.98 in outstanding items as of April 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 asked if there were any questions regarding the check register. There is one more payment and SAMS owns the plane.

Larry asked for a motion to approve the check register. Farrah made a motion to approve the check register. Roland seconded the motion. Larry asked for a voice vote to approve, and those present did so. He asked for any opposed and showing none opposed, the motion carried.

**C. Budget Adjustment Requests**

BAR 1617-0024-I is to increase budget per award letter from the Title II in the amount of \$9,569.

Larry asked for a motion to approve BAR 544-000-1617-0024-I. Farrah made a motion to approve Budget Adjustment Request 544-000-1617-0024-I. LyDawn seconded the motion. Larry called for an affirmative voice vote. Next, he called for any opposition and upon hearing none, the motion carried unanimously.

BAR 1617-0025-I to increase budget from the final 15% of dual credit instructional material \$552.

Larry asked for a motion to approve BAR 544-000-1617-0025-I. LyDawn made a motion to approve Budget Adjustment Request 544-000-1617-0025-I. Farrah seconded the motion. Larry called for an affirmative voice vote. Next, he called for any opposition and upon hearing none, the motion carried unanimously.

**D. Fixed Asset Inventory Status**

Ronda conveyed that through Weiner Co. for inventory over \$5,000. The struggle is how to record in the assets items that still have use for the school but have depreciated. There will not be an issue having a report prior to June 30<sup>th</sup>, 2017.

**E. Edgenuity 2017-2018 Quote**

Ronda informed that edgenuity is the main curriculum program that that students use. The quote for next year is \$105,125. This provides the software for the whole next year's curriculum. This is a part of next year's budget.

Larry asked for a motion to approve the edgenuity 2017-2018 quote. Farrah made a motion to approve the edgenuity 2017-2018 quote. 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.

Farrah asked we got any of this reimbursed. Joseph answered no, that it will come right out of the operational budget. This is an annual basis recurring item.

**F. Permanent Cash Transfers**

There are no cash transfers at this time.

**G. Inventory Disposal**

Ronda presented the disposal of the server in the expectation that we will be replacing it. It will go to Adelante! With the board's approval, it will be sent to PED for their approval. Farrah asked if it should wait until we know what is happening with the pending contract for new equipment. Joseph and Carol declared no, it takes them a long time to approve. Farrah countered asking, if everything goes badly it does not have to be given away, to which she was reassured it will not be given away.

Larry asked for a motion to approve the inventory disposal. Roland made a motion to approve the inventory disposal. LyDawn seconded the motion. Larry called for an affirmative voice vote. Next, he called for any opposition and upon hearing none, the motion carried unanimously.

**H. 2017-2018 Budget Approval**

Joseph announced the State Equalization Guarantee from the budget analyst at PED is \$2,126,531.22. He has projected that the cash carryover will be \$466,674.87 on top of the 2.1 million.

- ✚ For the instruction, salaries and benefits totaled \$1,059,634.
- ✚ The student services like OT, speech, counselor, etc. will be a \$103,433.
- ✚ The support staff for the instruction including Data and IT and software will be \$396,630.

- ✎ The Head Administrator and board expenses, including legal which he budgeted at \$153,840.
- ✎ The salaries and benefits for the principal and administration is \$296,760.
- ✎ Central services is salaries and benefits for side business managers is \$133,010.
- ✎ Operation and Maintenance which includes salaries for maintenance personnel and rent, utilities and any operation costs or supplies is \$449,899.
- ✎ The operational budget total will be \$2,593,206.
- ✎ The transportation allocation for next year is \$193,349.
- ✎ For instructional material, \$7,250.
- ✎ The activities fund estimates at \$11,200.
- ✎ Title I and IDEA-B have not sent their allocations yet.
- ✎ Dual Credit has not issued their credit either.
- ✎ Title II award is \$15,277.
- ✎ Lease Reimbursement estimates at \$158,470. Joseph proceeds to explain the formulas he used to estimate lease reimbursement.
- ✎ The total between all funds is anticipated at \$3,459,394.

Larry asked for a motion to approve the 2017- 2018 budget. LyDawn made a motion to approve the 2017-2018 budget. Farrah seconded the motion. Larry called for an affirmative voice vote. Next, he called for any opposition and upon hearing none, the motion carried unanimously.

Joseph needed signatures from all board members present, two original copies.

## VIII. Public Comment

There was no public comment.

## IX. Announcements

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

Larry decreed that the next meeting will be June 15<sup>th</sup>, 2017 at 7:30 am.

### B. Graduation May 19<sup>th</sup> at Kiva Auditorium Convention Center

## X. Adjournment

Larry called for a motion to adjourn. Roland made a motion to adjourn. Farrah 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 **May 18th, 2017 in the conference room at SAMS Academy, 4100 Aerospace Parkway Northwest, Albuquerque, New Mexico 87120 at 9:17am.**

