



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

I. Call to Order

Larry called to order the Regular Meeting of the Governing Council for the Southwest Aeronautics, Mathematics and Science Academy on **April 20th, 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, Farrah Nickerson, and LyDawn Blount. Tiffany Roth was absent.

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 revised 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 13th, 2017 Special Meeting

Larry called for a motion to approve the minutes. This was a Special Meeting to approve the IT RFP. Roland made a motion to approve the minutes from the April 13th, 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, employee complaint, 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, employee complaint, 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). Roland seconded the motion. Larry asked Tasha to call roll. Tasha called Larry Kennedy, Roland Dewing, Farrah Nickerson, and LyDawn Blount. 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 and no action was taken. Farrah seconded the motion. Larry asked Tasha to call roll. Tasha called Larry Kennedy, Roland Dewing, Farrah Nickerson, and LyDawn Blount with Tiffany Roth absent.

A. Discussion/Action on matters discussed in Closed Session

Farrah moved that based on the independent review of the employee's grievance, there has been no violation of policy including, but not limited to Section 24. However, I move that the board

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.

Coreen introduced the new flight instructor, who just walked into the meeting, **Bryan Liebig**, from California, to the board. **Bryan** mentioned how he met **Daren** yesterday, April 19th, 2017, and they were excited to work with each other. He is grateful for this opportunity. He was with the Air Force Reserves and Coast Guard for 36 years. He made it up to Chief. He loves teaching.

Ronda went through a cost break-down of the Aviation Program. What she handed the board does not include **Bryan's** prospective salary. So, adding \$21,000 will give the Current & Projected cost to \$275,936.05. The current total is what we have spent so far on the program, and the projected is what we plan on spending for the remainder of the school year.

Roland asked if the projected for next year would be less, since we are not buying a plane. **Ronda** answered yes. There has been talk about purchasing SSLC's share of that airplane, but without a value of it at this point, she has no idea what the cost might be. SSLC has spent approximately \$36,000 on the aviation program, so if SAMS absorbs that money next year it would be plus the \$36,000 minus the \$120,000. **Roland** concluded that we do not do the budget yet, and asked when we do the budget. **Larry** answered next month.

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 we had a draft for bylaws, and what we decided to do was take those and review them and come back this month and go through them, but in the packet today there is another version. **Kirk** confirmed there was. What you have in front of you is also what you have in the Governing Council Manual in terms of how we conduct board business. These will in effect become the bylaws. **Larry** offered two paths, either to take some time and review these new bylaws here today, or table approval of these until our next meeting, so we have time to review these. **LyDawn** and **Farrah** wanted to take some time to review them.

Larry asked for a motion to table these until the next meeting. **LyDawn** made a motion to table the bylaws presented until the next meeting. **Farrah** 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.

V. New Business Matters

A. 2017-2018 Election of Officers

Larry stated that April is the time we use this board meeting as an organizational meeting for the year, so with that, currently we only have one officer for the board and that is President. In the bylaws, more officers can be added. He wanted to open the floor to discussion for officer or officers, and proceed with an election. Given that, he will offer to continue as board president, unless there is anyone else who would like to take on that position.

Roland made a motion for **Larry Kennedy** to retain the Presidency. **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 opposed, the motion carried.

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

opposed, the motion carried.

E. Proposed Leave Exchange

Kirk noticed that during the salary committee meetings this came up from a couple of employees. It is for people that need to work during the designated time off, i.e. maintenance. We almost have school all the time, so exchange time allows them to work when we have designated time off, and exchange it for five days off of their choosing, in which they would let it be known by July 1st, 2017. **Coreen** asked if this was only for Non-Instructional. **Kirk** answered yes. **Larry** summed that if they have to work during holiday they can exchange it for another day off later in the school year. **Ronda** added that it is based on school needs.

Larry asked for it to be brought up next month for approval.

Farah brought up the valid point of how the people would know what they need to have off by July 1st, 2017, i.e. what if something crucial came up on Memorial of 2018. **Ronda's** solution was to amend the policy to state that it would be proposed 30 days before said exchange.

VI. Administrative Report

A. IT Report

Carol was busy, so **Ronda** delivered the report. The status of the RFP for the IT Infrastructure upgrade is that PED has it for approval. As soon as they have approved it and signed it, then she can request a Purchase Order. She thanked the board for their special meeting.

Roland asked for an email update when they get the Purchase Order.

B. Data Team Report

Coreen announced that PARK testing will be done next week. Quality of Education surveys have been turned in and we are starting to tally them in. Civil Rights data is due.

Larry asked where we were graduation-wise. **Coreen** answered 47. Graduation is 4:00 pm May 19th, 2017 at the Kiva Auditorium.

Coreen announced the Data Conference is May 3rd-4th, 2017 at Tamaya.

She also mentioned an extended school time for students that are behind, ten days after the school year is over. We've hired a teacher and Educational Assistant to catch up and finish.

VII. Finance Report

A. 2017-2018 Budget Update

Larry wanted to know where we were in the budget process. **Kirk** reported the unit value per pupil went up by \$13. Contracts will begin early June for all of the staff.

Ronda informed that Kirk, Coreen and herself went to the School Budget Conference last week. The unit value we received per student is \$4,053.55. SAMS has been given the official 9-10-B5, which is SEG funding for next year. The SEG is \$2,126,531.22, which we should receive over the course of next year. The budget due date is May 18th, 2017 at 8am. **Larry** reassured that the board doesn't have to approve the budget until June, it just has to be submitted to the state by May 18th.

B. Results of T&E Audit 2015

Ronda informed that T&E is Training and Experience. The gist is that we will not be charged anything next year for the errors in our training and experience recordings for 2015. Whenever you do a contract for a teacher, the contract should have their license level, it should their level of

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.

Kirk announced we are coming out of Corrective Action.

E. Business Office Operations Update

Through the month of March 2017 revenues came in at 74.89% of budgeted.

Expenditures are at 75.02% to budget.

The bank activity expenditures exceeded revenue by \$224,027.21

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.

Ronda reported a school law conference at Hotel Albuquerque June 1st, 2nd, and 3rd, put on by NMSBA. SAMS does have a PO for the Board members to attend. If you want to go, let her know.

Kirk noted that we are working on our Lease Assistance Application. There's a lot of supplemental documentation that we have to send with the city. We've got some preliminary numbers as far as going forward with our lease. We will have that turned in May 17th, 2017. That is the deadline on that. **Larry** asked he was working on Lease Negotiations with the city and if it required board approval. **Ronda** said yes. They have provided us with a first renewal form that has been forwarded to Cutty for review and your signature line will be added to it.

F. Voucher Approvals

Larry asked if there were any questions regarding the check register.

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 the those present did so. He asked for any opposed and showing none opposed, the motion carried.

G. Budget Adjustment Requests

BAR 1617-0021-I is to increase budget authority per FY16 Audit to SB-9 Local in the amount of \$2,810.

Larry asked for a motion to approve BAR 544-000-1617-0021-I. **Roland** made a motion to approve Budget Adjustment Request 544-000-1617-0021-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 1617-0022-I to increase budget authority per state match award by \$6,224.

Larry asked for a motion to approve BAR 544-000-1617-0022-I. **Farrah** made a motion to approve Budget Adjustment Request 544-000-1617-0022-I. **LyDawn** seconded the motion. **Larry** asked for a voice vote and hearing no opposition the motion carried.

BAR 1617-0023-I to increase budget per carryover award letter, Title I by \$30,340.

Larry asked for a motion to approve BAR 544-000-1617-0023-I. **LyDawn** made a motion to approve Budget Adjustment Request 544-000-1617-0023-I. **Farrah** seconded the motion. **Larry** asked for a voice vote and hearing no opposition the motion carried.

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 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.

