

SOUTHWEST AERONAUTICS



MATHEMATICS & SCIENCE ACADEMY

GOVERNANCE COUNCIL

Special Meeting of SAMS Academy Governing Council
Tuesday, January 26, 2016

Board Members Present

Ted Spitzmiller, Phyllis Chavez,
Larry Kennedy

Board Members Absent

Justin Lindgren

Also in attendance

Ronda Joyce, Joseph Lucero,
Sean Fry, Kirk Hartom, Coreen Carrillo,
Daren Gallacher

Public in attendance

Rowland Dewing, Robin Warner

These Minutes were approved on 2-23-16
by a vote of 3 yes 0 no 1 Absent 0 abstained.



President

Notary Seal and Signature

Submitted by
Christine Herron

CALL TO ORDER

Larry called the Southwest Aeronautics, Mathematics, and Science (SAMS) Academy Governing Council meeting to order on Tuesday, January 26, 2016 at 7:32 am in the Conference Room of SAMS Academy located at 4100 Aerospace Parkway NW.

ROLL CALL

Larry asked Christine to call roll. Christine called Ted Spitzmiller, here; Phyllis Chavez, here; Larry Kennedy, here; Justin Lindgren, absent.

PLEDGE OF ALLEGIANCE

Larry asked everyone to stand and join him in the Pledge of Allegiance.

ADOPTION OF THE AGENDA

Larry asked for a motion to approve today's agenda and stated there was not going to be a Closed Session.

Phyllis made the motion and Ted seconded the motion. Larry called for a voice vote and hearing none as opposed, Motion carried.

REVIEW / APPROVAL OF MINUTES from November 16, 2015

Larry asked if there were any questions or comments regarding the November 16, 2015 special SAMS Academy Governing Council meeting. Since there were no comments, Larry asked for a motion to approve the minutes from this meeting.

Ted made the motion and was seconded by Phyllis. Larry called for a voice vote and hearing none as opposed, Motion carried.

REVIEW / APPROVAL OF MINUTES from December 22, 2015

Larry asked if there were any questions or comments regarding the December 22, 2015 special SAMS Academy Governing Council meeting. Since there were no comments, Larry asked for a motion to approve the minutes from this meeting.

Ted made the motion and was seconded by Phyllis. Larry called for a voice vote and hearing none as opposed, Motion carried.

CLOSED SESSION

Larry stated that there was not a Closed Session for today and there is no further action needed.

OPEN SESSION

Larry stated that the SAMS Academy Governing Council did not move into Closed Session and remained in Open Session.

ON GOING BUSINESS MATTERS

Larry moved to the first item of business, ***Governing Member Recruitment***. Larry stated that the SAMS Academy needs more council members to hold a council membership on the SAMS Governing Council meeting.

Phyllis announced that this was her last SAMS Academy Governing Council meeting. Phyllis read her resignation letter and provided Christine a copy for the SAMS Academy council minutes. Coreen presented Phyllis a card and plant on behalf of SAMS Academy and its staff for the time and dedication that Phyllis contributed as a SAMS Academy Governing Council member.

Larry moved to the next item, ***Governing Council Member Application***. Larry introduced a member of the public, Rowland Dewing. Larry stated that there is another individual of the public that is interested in the SAMS Academy Governing council member position, but was unavailable to attend today's meeting.

- Larry explained that Rowland submitted his Nomination Application and Larry had a chance to meet with Rowland.
- Ted spoke about Rowland's character and stated that Rowland would be an asset to the SAMS Academy Governing Council.
- Larry asked his fellow council members if they had any further comments or questions regarding Rowland. Since there were none, Larry asked for a motion to approve Rowlands nomination and accept Rowland as a SAMS Academy Governing Council member.
 - Ted made the motion and was seconded by Phyllis. Larry called for a voice vote and hearing none as opposed, Motion carried. Rowland picked up his belongings and joined the remainder of the SAMS Academy Council.

Larry moved to the last item of business, *Aviation Program Update*. Larry informed everyone that Rowland helped establish the Civil Air Patrol for SAMS Academy.

- Daren stated that SAMS Academy held their first solo flight for aviation student, Tristan Warner.
 - Daren explained Tristan's flight and how Tristan's flight went.
 - Daren informed the Council and Administration that Daren has 6 additional solo flights scheduled for next month.
- Daren informed the Council where he stood with other aviation students.
 - Daren reminded the Council that there are 91 students between SAMS Academy and SSLC that make up the Aviation Program.
 - Daren informed the Council that 19 of these students are completing their Ground School and proceeding on to the SIMS training.
- Daren reminded the Council that Aviation Day at the Legislative session was January 22, 2016.
 - Daren informed the Council that Daren had a booth at the session to promote SSLC and SAMS Academy.
 - Daren informed the Council that Daren and the students that attended with Daren met the President of the Navajo Nation as well as other public officials.
- Daren reminded the Council that Daren is working with Administration and ENMU (Eastern New Mexico University, Roswell NM) to complete the Dual Enrollment Agreement for aviation students.
- Daren informed the Council that Aerospace Day at the Legislative Session is on February 5, 2016 in Santa Fe, NM.
 - Daren explained that Aviation Companies from around the state will be in attendance.
 - Daren informed the Council that the aviation students from SSLC and SAMS Academy will be attending the session.
- Daren stated that his qualifications have come into question and Daren is working with PED (Public Education Department) regarding his qualifications and making sure that this is in order.
- Kirk informed the Council that Kirk has contacted Bode Aviation and presented Bode a copy of the Purchase Order regarding flight instruction and aircraft support.
- Kirk updated the Council regarding the school's aircraft.
 - Kirk stated that Mark Baker, the school's attorney, is involved in retrieving the school aircraft and complete the title to secure the aircraft in the school's name.
 - Kirk stated that Jim Fleming, former Aviation Director, has received the legal paperwork to sign.
- Ted asked Daren for statistics of aviation students.
 - Ted asked how many students in the aviation program flew last month and how many hours each of these students have earned; Daren answered that he would get Ted these numbers. Ted asked for this to be a regular part of the Aviation Update.
- Daren informed the Council that Daren has been attending regular maintenance sessions with the school's aircraft.

- Ted asked Daren if he brings aviation students with Daren to the maintenance sessions and if the students work on the aircraft. Daren answered no, because of liability and insurance issued.
- Daren answered that none of the aviation students have an interest in aircraft maintenance at this point in time.

ADMINISTRATIVE REPORT

Larry asked Kirk for his report. Kirk presented *Staff Handbook Revisions, D4*. Kirk presented each council member a copy of this revised set of policies for the Staff Handbook for approval.

Larry asked for a motion to approve D4 and adopt these policies into the Staff Handbook. Ted made the motion and Phyllis seconded the motion. Larry called for a voice vote and hearing none as opposed, Motion carried.

Kirk presented *Staff Handbook E*. Kirk asked the council members to review this copy and Kirk explained that he would seek Council approval at the February SAMS Academy Council meeting.

Kirk moved to the next item, *School Grades*. Kirk presented each council member a copy of the school's grade and explained the grade.

Kirk moved on to *Board Retreat and Training*. Kirk explained that Kirk and Administration team would need a couple of months to organize this retreat.

Larry stated that this item of business would be best addressed at the next Joint Governing Council meeting.

Kirk presented the *Tuition Reimbursement Policy*. Kirk explained that Policy.

- Larry stated that he likes the Policy and Larry thinks it is a good opportunity benefiting staff.
- Larry asked if this is a legal option for SAMS Academy to offer the staff and Sean answered, yes.

- Phyllis stated that there should be two people, Principal and Head Administrator to approve the individual staff member in order to keep a check and balance.
 - Phyllis asked for this to be reflected in paragraph 3 (see attached A).
- The council addressed the process of who would be reimbursed.
 - Kirk stated that this would be a lottery system and Phyllis asked for this to be added as item 2 on attachment A.
- The council asked how the individual would be reimbursed and Kirk answered semester to semester.
 - Phyllis asked for this to be added as item 3 on attachment A.
- Larry moved to table this policy with the amendments until the Policy could be updated and the school's attorney could review the policy and Ted seconded the motion. Larry called for a voice vote and hearing none as opposed, Motion carried.

Kirk moved to the next item of business, ***APS Bond Election***. Kirk explained that the Administration sent out the bond election information and an absentee application for parents to complete and return to the school. Kirk informed the Council that Sue Griffith School's Republican Lobbyist will pick the applications up and mail them on the parent's behalf.

- Kirk reminded council members that the Bond Election is February 2, 2016.
- Kirk stated that if the outcome was successful, APS and Charter Schools would receive additional funds to help with their individual facilities and technology.

Kirk presented each council member a copy of the ***Fall Survey and Parent Comments***. Kirk stated that this survey was conducted in the fall, which the Administration has reviewed the comments and he is presenting copies to each council member for their information.

FINANCE REPORT

Larry stated that he attended the SAMS Academy Finance Committee meeting last night and the finances look good.

Larry asked for the ***Business Office Operations Update***. Sean, business manager of the Vigil Group, addressed the Council.

- Sean informed the Council that their previous business manager, Kyle Hunt, has resigned and their new business manager is Joseph Lucero.
- Sean reminded the Council that Ronda Joyce will remain the SAMS Academy site business manager.
- Sean reminded the Council that the process remains the same with Ronda reporting to Joseph, Joseph reporting to Sean, and Sean reporting to PED.
- Joseph informed the Council that SAMS Academy has a healthy cash balance.

- Joseph informed the Council that the school has not received their awarded Lease Reimbursement funding from the state and this has affected the 2600 line function of the school's budget.
- Joseph informed the Council that SAMS Academy has not received their awarded House Bill (HB) and their Senate Bill (SB) funding from the state.

Joseph moved to the next item, ***Voucher Approvals***. Larry stated that the finance committee reviewed this and recommends the Check Registry for approval. Larry asked for a motion to approve the vouchers.

Phyllis made the motion and was seconded by Ted. Larry called for a voice vote and hearing none as opposed, Motion carried.

Joseph moved to the last item of the finance report, ***Budget Adjustment Requests (BARs)***. Joseph stated that he did not have any BARs for the Governing Council today.

NEW BUSINESS MATTERS

Larry moved to the first item of business, ***Date for next regular SAMS Academy Governing Council meeting***. Larry stated the next regular meeting will be held on Tuesday, February 23, 2016 at 7:30 am in the Conference Room of SAMS Academy.

Larry moved on to ***Date for next joint Governing Council meeting***. Larry stated the next joint meeting will be held on Thursday, February 4, 2016 at 5:00 pm in the Conference Room of Southwest Learning Center.

PUBLIC COMMENT

Larry thanked the public in attendance, Robin Warner, and asked her if she had a comment. Robin addressed the Council and introduced herself, mom of Tristan Warner, and read her thank you letter that she composed.

ANNOUNCEMENTS

Larry asked if there were any announcements for today's meeting and there were none.

ADJOURNMENT

Larry asked for a motion to adjourn the regular SAMS Academy Governing Council meeting. Phyllis made the motion and Rowland seconded the motion. Larry called for a voice vote and hearing none as opposed, Motion carried. Larry adjourned the SAMS Academy Council meeting at 9:35 am.