



NOTICE AND AGENDA  
SPECIAL MEETING OF THE GOVERNING COUNCIL OF  
SOUTHWEST AERONAUTICS, MATHEMATICS & SCIENCE ACADEMY  
(See Special Procedures Below)

October 15, 2020

4:00 p.m.

Internet/Call-in

SAMS MISSION

The mission of the Southwest Aeronautics, Mathematics and Science Academy is to prepare students, with attention to high-risk students, in grades 7-12 in an integrative STEM 21st century educational environment which offers a unique option in aeronautics. Students will be competent in the reading, writing, mathematics, science, technology and problem solving skills necessary for success in post-secondary education, high-tech, or aviation related careers.

- I. Call to Order
  - A. Roll Call
  - B. Adoption of the Agenda\*
  - C. Review/Approval of Minutes from October 5, 2020 Special Meeting\*
- II. Closed Session \*
  - A. Real Property Acquisition, pursuant to NMSA 1978, Section 10-15-1(H)(8).
- III. Open Session \*
  - A. Action on matters discussed in Closed Session
- IV. Public Comment (comments will be limited to two minutes) – see attached Special Procedures for more information
- V. Administrative Update
  - A. Home Visits
  - B. SAT Tests
- VI. Ongoing Business Matters
  - A. Aviation Program Update
- VII. New Business Matters
  - A. Facility Committee (discussion/action)\*
  - B. Grievance Policy Revision (discussion/action)\*
  - C. Attendance Policy Revision (discussion/action)\*
  - D. Resolution for Governing Council to Commit Fund Balances for the Acquisition of Real Property (discussion/action)\*
  - E. 2020 Open Meetings Resolution Revision (discussion/action)\*



VIII. Finance Report

- A. Business Office Operations Update
- B. Voucher Approvals (discussion/action)\*
- C. Budget Adjustment Requests (discussion/action)\*

IX. Announcements

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

X. Adjournment\*

Note: \* Indicates Action Item

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact Jill Brame at (505) 338-8601 or [jbrame@samsacademy.com](mailto:jbrame@samsacademy.com) least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact Ms. Brame at the phone number or email address above if a summary or other type of accessible format is needed.



## Special Procedures for October 15, 2020 SAMS Governing Council Meeting

In response to the Governor's declaration of a Public Health Emergency and restrictions on public gatherings, the SAMS Governing Council Meeting on October 15, 2020 at 4:00 pm will be limited to no in-person attendance.

No one will be permitted to be at SAMS to physically attend the meeting. However, the public, Governing Council Members and SAMS staff will have the ability to view and hear the meeting via the internet using Zoom. The procedures for accessing the meeting are as follows:

**From a computer, tablet or smartphone**, enter the following URL:

<http://zoom.us/j/9231897874>

OR

**Call one of the following numbers:**

1-669-900-6833

1-301-715-8592

1-253-215-8782

*(Because of the increase of Zoom for meeting use, the phone numbers may appear to be busy at first. Keep trying until you get through.)*

Meeting ID: 923 189 7874

You will also be asked to enter your (optional) participant ID. Just follow the spoken directions (press #) to skip this step, as it is not needed for this meeting.

Public comment will be allowed during the meeting via Zoom. To speak during public comment, please email your request to speak with your name to [jbrame@samsacademy.com](mailto:jbrame@samsacademy.com) up to twenty four hours prior to the meeting. Requests to speak made after twenty four hours prior to the meeting will not be honored. Speakers will be un-muted in order to address the Governing Council. Public comments will be limited to two minutes. The public may email comments to Jill Brame at [jbrame@samsacademy.com](mailto:jbrame@samsacademy.com). Email comments will be kept with the records of the meeting.

Should the Governing Council vote to close the meeting in order to discuss items allowed by the Open Meetings Act, the Zoom application has a means to do so.

Audio and video recording of the open meeting will be available upon request.



Above. And beyond.

Should anyone wishing to join the meeting via the internet have issues accessing the meeting you may contact Jill Brame at 505-918-3850.

These procedures are subject to revision given changing circumstances. Please check the SAMS website for any updates to these procedures.



**GOVERNING COUNCIL**

Special Meeting of the SAMS Academy Governing Council on  
Monday, October 5, 2020

Zoom.us

**BOARD MEMBERS PRESENT**

Alex Carothers, Farrah Nickerson, Roland Dewing, LyDawn Blount, Mike Romo, and Larry Kennedy

**BOARD MEMBERS ABSENT**

Ed Smith

**ALSO IN ATTENDANCE**

Bridget Barrett, Nathan Hardin, Sean Fry, and Dan Castille

**PUBLIC**

None

These minutes were approved on \_\_\_\_\_

By a vote of \_\_\_ yes \_\_\_no \_\_\_absent \_\_\_abstained

\_\_\_\_\_ President

\_\_\_\_\_ Secretary

## **I. Call to Order**

Larry called to order the Special Meeting of the Governing Council for the Southwest Aeronautics, Mathematics, and Science Academy on October 5, 2020 at 4:01 PM on zoom.us.

### **A. Roll Call**

Larry asked Jill to call roll. Jill called Alex Carothers, Farrah Nickerson, Roland Dewing, and Larry Kennedy. Mike Romo and LyDawn Blount were absent during roll call. Ed Smith was absent

### **B. Adoption of the Agenda\***

Larry asked for a motion to approve the agenda. Alex made a motion to approve the agenda. Farrah seconded the motion. Larry called for a roll call vote to approve the agenda. Jill called Alex Carothers, Farrah Nickerson, Roland Dewing, and Larry Kennedy; all voted yes. The motion carried unanimously.

### **C. Review/ Approval of Minutes from September 17, 2020 Regular Meeting\***

Larry asked for a motion to approve the minutes from the September 17 regular meeting. Roland made a motion to approve the minutes from September 17. Farrah seconded the motion. Larry called for a roll call vote to approve the September 17 minutes. Jill called Alex Carothers, Farrah Nickerson, Roland Dewing, and Larry Kennedy; all voted yes. The motion carried unanimously.

### **D. Review/ Approval of Minutes from September 21, 2020 Special Meeting\***

Larry asked for a motion to approve the minutes from the September 21 special meeting. Farrah made a motion to approve the minutes from September 21. Alex seconded the motion. Larry called for a roll call vote to approve the September 21 minutes. Jill called Alex Carothers, Farrah Nickerson, Roland Dewing, and Larry Kennedy; all voted yes. The motion carried unanimously.

## **II. Closed Session \***

### **A. Real Property Acquisition, pursuant to NMSA 1978, Section 10-15-1(H)(8).**

Larry made a motion to go into closed session for real property acquisition, pursuant to NMSA 1978, Section 10-15-1(H)(8). Farrah seconded. Larry called for a roll call vote to approve moving to closed session. Jill called Alex Carothers, Farrah Nickerson, Roland Dewing, and Larry Kennedy; all voted yes. The motion carried unanimously.

Larry invited Sean Fry, Dan Castille, and Bridget Barrett to closed session.

Closed session began at 4:04PM.

LyDawn joined the meeting and closed session at 4:04PM.

Mike joined the meeting and closed session at 4:08PM.

### **III. Open Session\***

#### **A. Action on matters discussed in Closed Session**

Larry made motion to move back into open session and affirmed that only items on the agenda were discussed. Mike seconded the motion. Larry called for a roll call vote to approve moving back to open session. Jill called Alex Carothers, Farrah Nickerson, Roland Dewing, LyDawn Blount, Mike Romo and Larry Kennedy; all voted yes. The motion carried unanimously.

Open session resumed at 5:11PM.

Alex made a motion that SAMS Academy Governing Council authorizes Board President Larry Kennedy, to enter into an agreement with Rachel Matthews Development concerning the payment of earnest monies initially not to exceed \$10,000, but up to an additional \$15,000 for the purchase acquisition of real property pending legal review. Mike seconded. Larry called for a roll call vote to approve the motion. Jill called Alex Carothers, Farrah Nickerson, Roland Dewing, LyDawn Blount, Mike Romo and Larry Kennedy; all voted yes. The motion carried unanimously.

### **IV. New Business Matters**

#### **A. Sale of the Simulator\***

Nathan said that the simulator has been sold. The payment will go through on 10/6/20 and it will be moved out by 10/9/20. The governing council was excited with this news. Nathan is requesting that Bridget be granted permission to sign the contract to sell the simulator. Farrah made a motion to allow Bridget to sign any needed documents for the sale of the simulator. Alex seconded. Larry called for a roll call vote to approve the motion. Jill called Alex Carothers, Farrah Nickerson, Roland Dewing, LyDawn Blount, Mike Romo and Larry Kennedy; all voted yes. The motion carried unanimously.

#### **B. Budget Adjustment Request\***

Sean explained that a CTE (Career Technical Education) grant was made available to us. The grant was completed and accepted. Sean explained that the grant will be used toward the salary and benefits of the aviation teacher. Farrah made a motion to approve BAR 4-IB. Roland seconded. Larry called for a roll call vote to approve BAR 4-IB. Jill called Alex Carothers, Farrah Nickerson, Roland Dewing, LyDawn Blount, Mike Romo and Larry Kennedy; all voted yes. The motion carried unanimously.

**V. Announcements**

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

The next regular meeting will be special as the time has changed; October 15, 2020 at 4:00 PM.

**VI. Adjournment\***

Larry called for a motion to adjourn. Alex made a motion to adjourn. Mike seconded the motion. Larry called for a roll call vote to approve moving back to open session. Jill called Alex Carothers, Farrah Nickerson, Roland Dewing, LyDawn Blount, Mike Romo and Larry Kennedy; all voted yes. The motion carried unanimously.

The special meeting of the Governing Council for the Southwest Aeronautics, Mathematics and Science Academy adjourned on October 5, 2020 on zoom.us at 5:18PM.



be the same as when the persons were discharged or terminated. Additional points for qualified education earned after the discharge or termination which is directly related to the District educational program will be credited and considered.

- C. *Response to Offer of Recall.* Any person selected for recall hereunder will receive written notification of the recall, by certified mail, at the address provided. The recalled person must accept the position offered in writing within fifteen (15) calendar days from the date of mailing the notice to the person. Rejection of the offer, in writing or by failure to timely respond, will result in forfeiture by the recalled person of any further recall rights under this procedure. Thereafter, an offer of recall will be made to the next person qualified to be recalled, or if there is none, the position will be filled by another qualified applicant.
- D. *Restoration of leave upon rehire.* Any person recalled pursuant to this procedure will have all accrued but unused sick leave restored and will be given credit for all years of actual service at the District for salary purposes. However, whether the employee is restored to his/her prior salary or level of benefits is at the discretion of the Head Administrator consistent with the school's budget and current school policies.
- E. *Expiration of rights to recall.* After the one-year recall period has expired, any person discharged or terminated under this procedure will no longer have any right to be recalled. Such persons who wish to be reemployed thereafter will file applications for employment and will be treated as would any other applicant for a vacant position.

- 1. *Modification of this Regulation.* The Governing Council may amend this Regulation from time to time at its sole discretion. Any modification to the Regulation shall be effective immediately.
- 2. *Mandated Reductions in Force.* If legislation is passed which requires the District to reduce licensed school personnel, for any reason and such legislation alters the procedures described herein, the District will follow the legislative procedures, in lieu of this procedure.

Countervailing valid orders of the Secretary of the New Mexico Public Education Department will override this procedure. Unless a different procedure is mandated by law, the termination or discharge of school employees shall be in compliance with the New Mexico School Personnel Act, NMSA 1978 §§22-10A-1, *et seq.* as amended.

## **18. Conflict Resolution Policy**

### **Employee-to-Employee Grievance Procedure**

#### **SOUTHWEST AERONAUTICS, MATH, AND SCIENCE ACADEMY**

##### **EMPLOYEE-TO-EMPLOYEE GRIEVANCE PROCEDURE**

*Aggrieved must always begin with Level I*

##### **Level I Principal**

Resolves issue, followed by written response to the employee(s) filing grievance.

Timeline: Within 3 working days. If the Head Administrator is the object of the grievance then the grievance would continue to Level III with the Head Administrator and Principal.



**Level II**  
**Head Administrator-Principal- Aggrieved Employee**

**IF** issue is still not resolved then a meeting with the Lead Principal and Head Administrator will be scheduled after the person filing the grievance files a formal grievance with the Head Administrator and Principal. Timeline: Within 5 working days.



**Level III**  
**Head Administrator**

If issue is not resolved then it continues with the SAMS Head Administrator who will review all documentation surrounding the grievance and issue a written resolution to the employee filing the grievance. The Head Administrator at their discretion may convene a school Governing Council Sub-Committee in reviewing the complaint. The determination of the Head Administrator is final.

All written documents prior to this step must be available for the Head Administrator's review.

### ***SAMS Resolution of Employee-to-Employee***

#### ***Conflicts Procedure:***

A grievance will be defined as a dispute between two employees of any Southwest School. The school's conflict resolution (i.e. grievance) procedure is designed to ensure an employee and the school a fair hearing of legitimate grievances.

***The Head Administrator will determine if the dispute merits exercising the Conflicts Resolution Procedure, and the Head Administrator will determine if the dispute merits exercising the procedure if the Principal or Head Administrator is the object of the dispute.***

An employee should make a reasonable effort to resolve the issue with the other employee before deferring to the grievance procedures.

A written record of each meeting will be made and kept as part of the personnel file of the aggrieved employee.

Timeline: Within 5 working days

#### ***19. Staff Participation in Political Activities***

The school prohibits employees seeking political office or participating in a political campaign from conducting campaign activities on school premises during regular working hours, disallows employees from using students in any campaign activity during school hours and bans employees from using school equipment or materials to produce campaign literature.

#### ***20. Background Investigations***

The school recognizes that all applicants for employment with the school are subject to work history, education history, reference checks and criminal background investigations including, but not limited to, applicants for substitute and temporary positions, non-paid volunteers, mentors, and contractors or contractor's employee(s) with unsupervised access to students. Newly hired employees are responsible for the cost of any needed certifications and background checks. The school administration will make a final determination and the action taken if an employee background investigation reveals that an employee has participated in criminal activity that could potentially jeopardize the safety of students.

#### ***21. Records and Certification***

The employee shall furnish the Head Administrator with the following: (a) a valid license for the position to be held; (b) appropriate endorsement(s) for the position to be held; (c)

## Proposed Change

### **SouthWest Aeronautics Mathematics & Science Academy Complaint Procedure for Parents, Students, and Community Members**

The Southwest Aeronautics Mathematics & Science Academy Charter School (SAMS) Governance Council recognizes that inquiries, concerns and complaints received from the public, including matters of instruction, operation, finance, and personnel issues, must be resolved as expeditiously and satisfactorily as possible.

For any concern or complaint regarding any SAMS Academy school policy, practice, or procedure; any school site practice or procedure; or a school employee:

- Step 1: Initial Inquiry: Informal Resolution
- Step 2: Initial Grievance Process: Filing a Written Formal Complaint
- Step 3: Head Administrator's Hearing (within 15 working days)
- Step 4: Requesting a Governance Board Hearing (within 5 working days)

#### **A. Complaints Regarding School Employees**

To promote prompt and fair resolution of the complaint, the following procedure shall govern the resolution of complaints against district employees:

##### **Step 1: Informal Resolution**

Every effort should be made to resolve a complaint at the earliest possible stage. Whenever possible, the complainant should communicate directly with the employee involved in order to resolve concerns. If the complainant is unable or unwilling to resolve the complaint directly with the employee, he/she may file a written complaint directly with the Head Administrator. (Step 2)

##### **Step 2: Filing a Written Formal Complaint**

Written complaints shall be made using the school's Complaint Form (Exhibit A). All complaints must include:

- a. The full name of each employee involved;
- b. A brief but specific summary of the complaint and the facts surrounding it, and;
- c. A specific description of any prior attempt to discuss the complaint with the employee and the failure to resolve the matter. If the complainant is unable to prepare the complaint in writing, administrative staff shall help him/her to do so.

##### **Step 3: Head Administrator's Hearing**

The Head Administrator shall attempt to resolve the complaint to the satisfaction of the person involved within fifteen (15) days of receiving the appeal. The Director will communicate the findings and resolution to all parties in writing within ten (10) working days of the hearing. Both the complainant and the employee against whom the complaint was made may appeal the decision of the Director to the Governance Board. The request must be made in writing and submitted to both the Governance Board and Director within five (5) working days of the Director's response.

**Step 4: Governance Board Hearing for any Complaint Regarding a District Policy, Site Practice or Policy and Complaint about an Employee**

1. Before any Council consideration of a complaint, the Head Administrator shall submit the Council a written report concerning the complaint, including but not limited to:

- a. The full name of each employee involved;
- b. A brief but specific summary of the complaint and the facts surrounding it, sufficient to inform the Board and the parties as to the precise nature of the complaint and to allow the parties to prepare a response;
- c. A copy of the signed original complaint;
- d. A summary of the action taken by the Head Administrator, together with his/her specific finding that the problem has not been resolved and the reasons.

The Council may uphold the Head Administrator's decision without hearing the complaint. If the Council decides not to hold a hearing, the Head Administrator will notify the complainant of the Council's decision to uphold the Head Administrator's decision. Typically, the Governing Council will NOT review administrative decisions regarding the following: student discipline less than a long term suspension or expulsion, student placements (in special education or regular education classes), complaints about a staff member's performance (except the Head Administrator), matters particularly within the expertise of the educational staff and administration.

2. All parties to a complaint may be asked to attend a Council meeting in order to clarify the issue and present available evidence.
3. A closed session may be held to hear the complaint in accordance with law.
4. The decision of the Governing Council shall be final.

**B. Complaints Regarding School Policies, Practices or Procedures**

1. If the complaint regards school policy, practice, or procedure the complaint process shall begin with Step 2 – Filing a Written Formal Complaint. All subsequent steps must be followed.
2. When examining complaints regarding policy, practices, or procedures the Head Administrator may act to interpret the rules of such documents.
3. The Head Administrator may also recommend to the Governing Council changes to school policy and administrative regulations in order to rectify a complaint if it is found to be in the best interests of all students.
4. The complainant has the right to appeal all decisions made by the Head Administrator with the Governing Council.



Complainant's Name (Student's name, if applicable) \_\_\_\_\_

Complainant's Phone Number\_(\_\_\_\_)\_\_\_\_\_

Complainant's Address \_\_\_\_\_  
*Street City State Zip*

Complainant's email address \_\_\_\_\_

I certify that the information I have provided relative to this complaint is true and correct.

Complainant's Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

**Step 1: Informal Resolution**

Every effort should be made to resolve a complaint at the earliest possible stage. Whenever possible, you should communicate directly with the employee involved in order to resolve concerns.

If you are unable or unwilling to resolve the complaint directly with the employee, you may file a written complaint directly to the Head Administrator (Step 2).

**Step 2: Filing a Written Formal Complaint**

If the complaint was not resolved informally (Step 1), you may submit a formal written complaint to the Head Administrator using the Complaint Form. If this complaint is against the Head Administrator, it should be filed with the Governing Council. A formal written complaint must include: the name of the employee, policy, procedure or practice involved; a brief but specific summary of the complaint; and a description of any prior attempt to resolve the complaint informally.

**Step 3: Head Administrator's Hearing**

The Head Administrator shall confer with the parties within fifteen (15) working days of the receipt of the appeal. The Head Administrator, (505) 338-8601 or designee shall send a response, in writing, to the parties within ten (10) working days of the conference. If the Head Administrator's decision does not resolve the complaint, any party may appeal the decision to the Governance Council. The request must be made in writing and submitted to the Governing Council within five (5) working days of the Head Administrator's response.

Request for Governance Board Hearing of Initial Complaint

Complainant \_\_\_\_\_ Date \_\_\_\_\_

**Step 4: Requesting a Governing Council Hearing**

The Council may elect to hold a hearing and render a finding or support the finding made at Step 3 without holding a hearing. The decision of the Council is final and will be communicated to the complainant by the Head Administrator.

## **Employee Grievance Procedures**

SAMS Academy recognizes that most personnel-related conflicts arise from a lack of communication. This procedure is designed to provide a formal mechanism for promoting or restoring such communication so that problems may be resolved before more serious difficulties arise. The purpose of this policy and these procedures is to provide for the reporting and resolution of legitimate employment-related concerns of the employees of SAMS Academy at the earliest possible time and with the least possible expense, disruption and friction.

*Nothing contained herein will be construed to limit in any way the ability of SAMS Academy and the grievant to resolve any grievance by informal means. An employee's decision to refrain from the grievance procedure in lieu of alternative dispute mechanisms may limit the administration's ability to promptly and completely resolve the employee's concerns. You are encouraged to use this process to ensure timely and satisfactory resolutions.*

**No employee will suffer retaliation, recrimination, discrimination, harassment, or be otherwise adversely affected because of his or her use of this grievance procedure.**

### **Definitions**

- a. "Grievant" means an employee who is personally and directly affected by a condition for which he or she seeks a resolution.
- b. "Grievance" means an allegation by an employee that the treatment he or she has received from a superior is unfair or improper, or that there has been a violation, a misinterpretation or an inequitable application of school policy, administrative rules or procedures that directly and adversely affect the grievant. A single grievance may be submitted jointly by more than one grievant.
- c. "Resolution(s)" means the proposed written decision by the appropriate administrator(s), grievance review committee, or SAMS Governing Council, in response to the grievance.
- d. "Parties in interest" means the grievant and the superior or other employee(s) of SAMS Academy whose conduct or actions are the subject of the grievance.





### **Limitations to Grievance Procedure.**

A former employee cannot file a grievance after the effective date of termination or discharge of employment.

The following situations are not covered by this grievance procedure and are therefore not a grievance under this policy:

- a. The discretionary act(s) of professional judgment relating to the evaluation of the work performance of any employee by his or her immediate supervisor.
- b. Any personnel decision made by the SAMS Academy Governing Council, including, but not limited to a refusal to re-employ, a discharge, a demotion, or any other action directly and adversely affecting the employment of an employee.
- c. Situations in which the SAMS Governing Council and Head Administrator are without authority to act.
- d. Situations in which the remedy for the alleged violation exclusively resides in some person, agency, or authority other than the SAMS Academy Governing Council.
- e. Situations as to which a different procedure with SAMS Academy is prescribed by a state or federal authority.
- f. Situations as to which a different procedure or remedy has been provided by the SAMS Academy Governing Council.
- g. Situations involving a grievance by a contractor with SAMS Academy.

### **General Procedural Requirements.**

- a. A grievance must be initiated at Level 1 within ten (10) workdays of the date upon which the grievant became aware of the circumstances, which gave rise to the grievance.
- b. Whenever possible, any grievance conference or hearing at any level will be scheduled during a mutually convenient time that does not conflict with the regularly scheduled school program.
- c. A grievant requiring the attendance and testimony of other employees will have the right to bring such witness as are willing to testify in his or her behalf, and any necessary substitutes or release time will be provided and the expense borne by SAMS when hearings must be scheduled during the school day.
- d. A separate file will be maintained by the Head Administrator for grievances. All documents produced during the processing of a grievance will be kept in the separate file.
- e. All parties shall maintain confidentiality with regard to proceedings, and the resolution of the grievance, to the extent possible, and the proceedings will not be made public unless agreed to by the grievant and the Head Administrator or SAMS Governing Council or unless the grievant pursues the matter beyond this policy.
- f. The grievance file will be maintained for one (1) year after being cleared according to the New Mexico State Records Center and Archives, and access to the file will be limited to the grievant, the immediate supervisor, the Head Administrator and the members of the SAMS Governing Council.
- g. A grievant may terminate the process at any level if he or she indicates in writing a desire to do so, accepts the resolution at that level, or fails to pursue his or her grievance by filing at the next level within the specified time period or refuses to attend a scheduled meeting even if that meeting must occur after school.

- h. All grievances will be filed and processed on grievance forms prepared by SAMS Academy and available in the office of the Head Administrator.
- i. The time limits at any level may be extended by mutual agreement between the grievant and the Head Administrator, review committee or SAMS Governing Council.
- j. Except as otherwise provided herein, unless a party can demonstrate prejudice arising from a departure from the proceedings established in this policy, such departure will be presumed to be harmless error.

### **Procedural Steps.**

1. *Level 1 (Informal Conference)* Prior to the filing of a formal written grievance, the grievant will first discuss the grievance with her or his supervisor in a good faith attempt to resolve the grievance prior to the filing of a formal grievance. In the case of a claim of sexual harassment in which the grievant's supervisor is the subject of the claim, the grievant may initiate the grievance at the next supervisory level above that of the immediate supervisor.
2. *Level 2 (Head Administrator)* If the grievant is not satisfied with the discussion and disposition of the grievance at Level 1, he or she may file a written grievance with the supervisor (Head Administrator) within fifteen (15) days of the disposition. The Head Administrator will communicate her or his proposed resolution in writing to the grievant within five (5) workdays from the filing of the written grievance. If the proposed resolution is not acknowledged or approved by the grievant within five (5) workdays, the Head Administrator has the discretion to require a hearing or conference and gather such evidence prior to the preparation of the decision as she or he feels would assist in any appropriate resolution of the grievance. The hearing or conference will occur within five (5) workdays of the grievant's action/inaction regarding the Head Administrator's proposed resolution. The hearing or conference should be as informal as possible and will be conducted as the Head Administrator feels is appropriate for a full understanding of the grievance, the position of the grievant and the evidence supporting the position. The Head Administrator will have the right to ask any question of the interested parties, as she or he deems necessary. Within five (5) workdays following the hearing, the Head Administrator will render his or her written proposed resolution to the grievant.
3. *Level 3 (SAMS Academy Governing Council)* If the grievant is not satisfied with the resolution of the grievance at Level 2, or if the Head Administrator fails to issue a proposed resolution within the specified time limit, the grievant may make a written request to the Head Administrator for a hearing with the SAMS Governing Council within ten (10) work days after the Head Administrator's resolution was rendered or due, if none was received. At its sole option, the SAMS Governing Council may appoint a Grievance Review Committee to hear the grievance. The Grievance Review Committee will be comprised of three (3) persons, one from each of the following staff categories: Certified School Instructor; Administrator (other than the immediate supervisor or Head Administrator involved) and one SAMS Governing Council member.

The SAMS Governing Council will appoint the members. The Committee will select its Chairperson prior to the processing of the grievance. The Chairperson of the Committee will schedule an informal hearing within ten (10) workdays of receipt of the grievance. If a Committee member is unable to participate in the informal hearing, the Chairperson will designate a substitute from within the employee category of the non-attending member.

### **Procedure for Hearing before SAMS Governing Council Committee.**

The following procedure will be used at hearings before the SAMS Governing Council Committee.

1. The parties in interest will submit written statements of position, which will be delivered to the SAMS Governing Council Committee Chair at least five (5) days prior to the hearing. In addition, any other documentary evidence desired to be reviewed by the SAMS Governing Council Committee will be submitted at that time.
2. The grievant will present his/her grievance first through testimony, witnesses, documents, etc. Cross-examination will not be allowed by the other party in interest, if any.
3. The other party or parties in interest, if any, will present their responses to the grievance. Cross-examination will not be allowed.
4. The Committee members may ask any questions that it deems necessary.
5. Arrangements to make a taped recording or to keep minutes of the proceeding will be made by the Chair. A verbatim transcript is not required, but any minutes or other written record will fairly reflect the substance of the hearing.
6. Within five (5) days following the date of the hearing, the Committee will transmit its findings and recommendations for proposed resolutions to the SAMS Governing Council. Within ten (10) working days, the SAMS Governing Council shall consider the recommendations of the Committee. The SAMS Governing Council may accept the recommendations as presented, impose a lesser sanction if disciplinary action was recommended, or decide to hold a new hearing on the grievance.
7. If the SAMS Governing Council rules that it is appropriate to hear the grievance, it will set the date for such hearing and the parties in interest will be notified by the SAMS Governing Council Chairperson. If the SAMS Governing Council adopts the recommendations of the SAMS Governing Council Committee, the decision shall be final.

### **Hearing before full SAMS Governing Council.**

If the SAMS Governing Council decides to grant a new hearing the following procedures will be followed:

1. Each party in interest will have the opportunity to present oral statements limited to thirty (30) minutes each.
2. The presentation will be limited to a review of evidence previously presented, unless the SAMS Governing Council, in its discretion, allows new evidence to be presented during the hearing.
3. Evidence may not be cross-examined by the other party in interest; however, the SAMS Governing Council may ask questions of any party, as it deems necessary or appropriate.
4. Hearings will be conducted in a closed session, unless the grievant requests that the hearing be held in a public meeting.
5. The SAMS Governing Council will render a written decision within 10 working days after the hearing. In arriving at its decision, the SAMS Governing Council has complete discretion in fashioning such relief, if any, as it believes is appropriate, regardless of the relief requested. The SAMS Governing Council's decision is final.

should be taken. The Hearing Authority may request additional evidence from the parties. The student shall have the right to comment upon the evidence orally and/or in writing. The Hearing Authority shall serve its written decision on the parties, stating his/her findings, conclusions and implementations, within ten (10) days after hearing the evidence. The Hearing Authority's decision shall take effect immediately and shall continue in force during any subsequent review.

## TIME LIMITS

Subject to applicable rules and upon agreement of the parent and hearing authority, the hearing authority shall have the option to extend the time limits after a showing of good cause.

## SCHOOL ATTENDANCE

Regular class attendance by school age persons at all grade levels is not only an essential component in the learning process, in the development of self-discipline, and in preparation for post-secondary training, education and employment, it is also a requirement of New Mexico's Compulsory School Attendance Law, NMSA 1978 §22-12-1, et seq. ("Law"). Southwest Aeronautics, Mathematics & Science Academy's Governance Board and Administration is responsible for the enforcement of this law.

Habitual truant students and parents are subject to the provisions of the Children's Code [32A-1-1 NMSA 1978]. New Mexico law dictates that:

- (1) Students between the ages of 5 and 18 years of age are mandated to attend public school, private school, home school or a state institution.
- (2) Schools will provide intervention strategies that focus on keeping students in school.
- (3) Habitual truants are reported to appropriate authorities such as CYFD staff, Juvenile Probation and Parole, District Attorney, Truancy Court and the State of New Mexico.
- (4) Parents may be subject to criminal sanctions for violation of the law.

The Southwest Aeronautics, Mathematics & Science Academy (SAMS) encourages parents to ensure their child attends school to maximize their learning and increase their chances of having a successful academic career. The school understands families may need support to help their child be successful. The Governance Board, Administration and Staff will work so that all concerned will be provided the guidance and resources necessary to assure success.

The Southwest Aeronautics, Mathematics & Science Academy attendance policy has the following components:

1. The Southwest Aeronautics, Mathematics & Science Academy's goal is 94% attendance for all students in each grading period. On time attendance to regularly scheduled sessions is mandatory for students to derive maximum benefit from SAMS' instructional program. This means that no more than the equivalent of 5 absences per student, per semester, is acceptable. Parents will be notified by mail on a student's 5<sup>th</sup> and 10<sup>th</sup> absence.
  2. Attendance will be taken in every session and class.
  3. The parent/guardian will notify the school when the student will be absent by sending an email to [SAMSattendance@samsacademy.com](mailto:SAMSattendance@samsacademy.com) or calling 505-338-8601.
  4. The Southwest Aeronautics, Mathematics & Science Academy will contact parents/guardians informing them of their child's absence when the school does not receive prior notification.
  5. Absences that are not excused beforehand and cannot be verified by parent contact will be considered unexcused. Parents may subsequently excuse absences.
  6. Absences will be excused for the following reasons:
    - Illness
    - Family emergencies
    - Medical condition/emergency
    - Religious Commitments
    - Death in the family
    - Diagnostic testing
    - Medical appointment
    - School sponsored activity
    - Extenuating circumstances approved by school administration
- School-related absences are not included when evaluating excused, unexcused and excessive absences.
  - Parents should notify the school of all situations that will result in prolonged absences.
  - Parents are discouraged from taking their children out of school for vacations. While students missing school due to vacations is not condoned, it is recognized that there are situations when a student must be absent due to parental vacation or travel requirements.
  - Students will be encouraged to make up all absences by attending extra main lab sessions in addition to their regularly scheduled sessions.
  - A student who falls below a 94% attendance rate may be excluded from intramural activities at the school.

In accordance with the New Mexico Compulsory Attendance Law, parents will be notified by mail on the student's 3<sup>rd</sup>, 5<sup>th</sup>, 7<sup>th</sup>, and 10<sup>th</sup> unexcused absence. Parents are requested to contact their child's sponsor teacher upon receipt of the 5<sup>th</sup> unexcused absence notification letter to discuss remedies. Following a student's 7<sup>th</sup> unexcused

absence, parents will be contacted to arrange a conference with their sponsor teacher to develop possible interventions. On a student's 10<sup>th</sup> unexcused absence parents will meet with the SAMS administration. Parents will be advised of their legal obligation to ensure their child's regular attendance. The SAMS administration will continue to work to resolve the issues leading to the student's excessive absenteeism. Further unexcused absences will be referred to the Children's, Youth and Families Department for investigation and potential prosecution by the District Attorney's Office (Children's Court Attorney) with the Judicial District Court of the State of New Mexico and to the Juvenile Probation and Parole Office in our community.

## ACADEMIC ABSENCES

### Attendance Policy

Attendance at SAMS Academy is both physical (face-to-face classes) and Academic (engaging in digital coursework). Please note the following:

All student activity is recorded. This includes Edgenuity login and logout time, lessons completed, time spent on assignments, grades and information about work completed and current status in each course. Students have a beginning and ending date for each course and a weekly work schedule to keep pace with the semester timeline.

### Recorded Absences:

- Academic Absences: Students can receive an Unexcused Academic Absences for lack of progress in their classes. When the student reaches below 70% actual grade in any class, the student and parent are given a written warning for lack of progress. If the student does not meet their target in every class within one week or continues to fall behind, an Academic Absence is recorded. If the student continues to stay behind in work, the advisor may place the student on a Student Success Contract. Students on contract are required to attend the SAMS Academy Student Success Lab until they have caught up with their course work, no Academic Absences are accrued.
- Physical Absences: Students will also receive an Unexcused Physical Absence when not in attendance for scheduled sessions.
- Once a student has 10 recorded absences it will be reported to the local truancy agency. Parents are notified with a warning at 5 absences. Students not in attendance, physical and/or on-line, for 10 consecutive school days or 20 absences will voluntarily relinquish lottery position unless arrangements have been made with the Head Administrator prior to the absences.

## SUPPLEMENTAL SCHOOL ATTENDANCE POLICY DURING PANDEMIC PERIOD(S)

Students are expected to attend in-person or remote instructional programs, as provided by the School, each day. Attendance will be officially recorded and reported to the New Mexico Public Education Department, whether school is conducted online or in-person. The school further will track online participation. The New Mexico Attendance for Success Act requires that districts and charter schools provide interventions to students based on the percentage of absences students have accrued.

Hybrid Model: For hybrid learning models in which students attend in-person classes on some

# Proposed Change

## School Attendance

Regular class attendance by school age persons at all grade levels is not only an essential component in the learning process, in the development of self-discipline, and in preparation for post-secondary training, education and employment, it is also a requirement of the *Attendance for Success Act*, NMSA 1978 § 236-924 ("Law"). The ASA requires schools school districts and charter schools to classify each student into one of four attendance intervention tiers, based on the percentage of class period and school day absences. Southwest Aeronautics, Mathematics & Science Academy's Governing Council and Administration is responsible for the enforcement of this law.

The Southwest Aeronautics, Mathematics & Science Academy (SAMS) encourages parents to ensure their child attends school to maximize their learning and increase their chances of having a successful academic career. The school understands families may need support to help their child be successful. The Governing Council, Administration and Staff will work so that all concerned will be provided the guidance and resources necessary to assure success.

SAMS Academy attendance policy has the following component:

1. The SAMS Academy's goal for attendance is 100% attendance for all students in each grading period. On time attendance to regularly scheduled sessions is mandatory for students to derive maximum benefit from SAMS Academy's instructional program.
2. Attendance will be taken in every session and class.
3. The parent/guardian will notify the school when the student will be absent by sending an email to [samsattendance@samsacademy.com](mailto:samsattendance@samsacademy.com) or calling 505-338-8601.
4. The SAMS Academy will contact parents/guardians informing them of their child's absence when the school does not receive prior notification.

### Tiers of Support

#### Tier 1: The Whole School Prevention Tier

- Students who have missed less than 5% of class or school days for ANY reason.
  - Our school attendance initiative includes, but is not limited to, phone calls, emails, attendance competitions, or other positive interventions/incentives.

#### Tier 2: The Individualized Prevention Tier

- Students who have missed 5% or more but less than 10% of classes or school days for ANY reason.
  - Includes Tier 1 interventions. Sponsor teacher will communicate via phone call or email with student/parent/family of attendance history, the impact of student absences on academic outcomes, interventions or services available to the student or family and the consequences of further absences.

#### Tier 3: The Early Intervention Tier

- Students who have missed 10% or more but less than 20% of classes or school days for ANY reason.

- In addition to Tiers 1 and 2, the attendance team shall notify the parent/family in writing of the student's absenteeism. Tier 3 requires a student/parent meeting with sponsor teacher to develop intervention strategies that focus on keeping the student in an educational setting. A specific intervention plan for the student that includes establishes weekly progress monitoring and a contract for attendance.

#### Tier 4: The Intensive Supports Tier

- Students who have missed 20% or more of classes or school days for ANY reason.
  - In addition to Tiers 1, 2, and 3, the attendance team shall notify the parent/family in writing of the student's absenteeism. Tier 4 requires a student/parent meeting with school administration to establish non-punitive consequences at the school level, identify appropriate specialized supports that may be needed to help the student address the underlying causes of excessive absenteeism and apprise the student and family of the consequences of further absences.

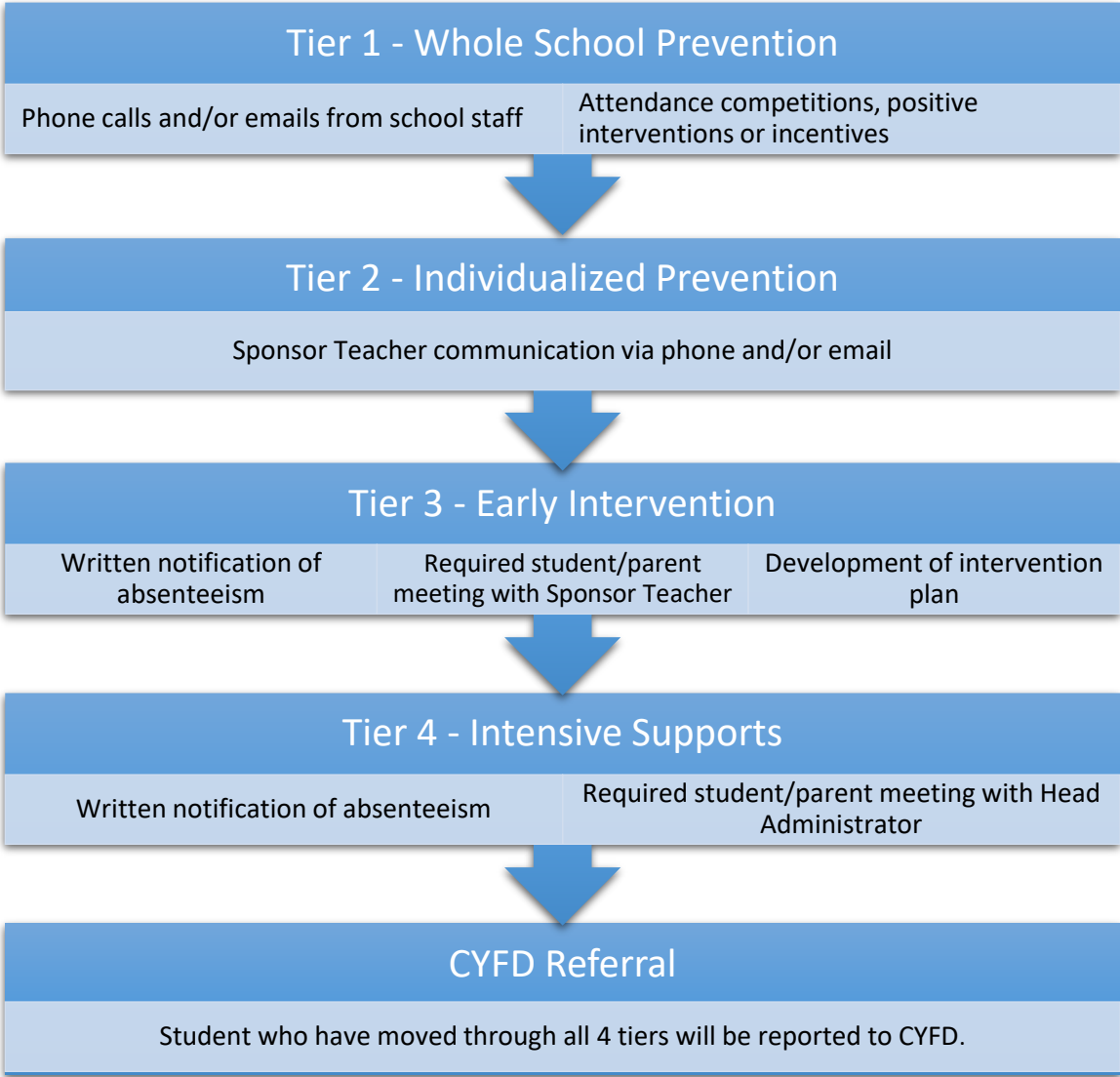
#### Students Referral to CYFD

- Students who have moved through all four tiers and continue to have excessive absences shall be reported to the judicial district in which the student resides (Attendance for Success Act, Section 12.B.).

#### Medical Absences

- Medical absences will not be counted as an absence if the status of the student is disclosed to appropriate school personnel and relevant documentation is provided.





**GOVERNING COUNCIL RESOLUTION No. 2020/2021-0003**  
**Commitment of Fund Balances**  
**School Year 2020/2021**

WHEREAS, the Southwest Aeronautics, Mathematics and Science Academy Governing Council approved a revision to their Fund Balance Reporting Policy per GASB 54 on October 23, 2012; and

WHEREAS, Southwest Aeronautics, Mathematics and Science Academy's Fund Balance Reporting Policy assigns the Governance Council of the Southwest Aeronautics, Mathematics and Science Academy the authority to set aside funds for a specific purpose; and

WHEREAS, the Southwest Aeronautics, Mathematics and Science Academy Governing Council met in special session on September 21, 2020 and authorized Administration to move forward with investigating the acquisition of a new facility.

NOW, THEREFORE, BE IT RESOLVED by the Southwest Aeronautics, Mathematics and Science Academy Governing Council that:

1. \$500,000.00 of the Fiscal Year 2021 fund balance of the Operational Fund (11000) be set aside for the sole purpose of inclusion in the eventual down payment for a new facility.

Passed and approved by the Southwest Aeronautics, Mathematics and Science Academy Governing Council this 15th day of October, 2020.

\_\_\_\_\_  
Larry Kennedy, President

\_\_\_\_\_  
Farrah Nickerson, Vice President

SOUTHWEST AERONAUTICS, MATHEMATICS & SCIENCE  
ACADEMY  
OPEN MEETINGS RESOLUTION

RESOLUTION NO.   21-02  

WHEREAS, the Governing Council of Southwest Aeronautics, Mathematics & Science Academy (“SAMS”) met in special session via Zoom (internet) on October 15, 2020 at 4:00 pm as required by law; and

WHEREAS, Section 10-15-1(B) of the Open Meetings Act (NMSA 1978, Sections 10-15-1 to -4) states that except as may be otherwise provided in the Constitution or the provisions of the Open Meetings Act, all meetings of a quorum of members of this SAMS Governing Council held for the purpose of formulating public policy, discussing public business or for the purpose of taking any action within the authority of or the delegated authority of such body, are declared to be public meetings open to the public at all times; and

WHEREAS, any meetings subject to the Open Meetings Act at which the discussion or adoption of any proposed resolution, rule, regulation or formal action occurs shall be held only after reasonable notice to the public; and

WHEREAS, Section 10-15-1(D) of the Open Meetings Act requires SAMS Governing Council to determine annually what constitutes reasonable notice of its public meetings;

NOW, THEREFORE, BE IT RESOLVED by SAMS Governing Council that:

1. All meetings shall be held at 4100 Aerospace Parkway NW, Albuquerque, New Mexico or via Zoom at 4:00 pm or as indicated in the meeting notice.
2. Unless otherwise specified, regular meetings shall be held each month on the third Thursday. The agenda will be available at least seventy-two (72) hours prior to the meeting from the Director of Operations, Jill Brame [jbrame@samsacademy.com](mailto:jbrame@samsacademy.com) whose office is located at 4100 Aerospace Parkway, NW, Albuquerque, New Mexico, at SAMS’s website, [www.samsacademy.com](http://www.samsacademy.com). Notice of any other regular meetings will be given with at least 72-hour notice in advance of the meeting. The notice shall indicate how a copy of the agenda may be obtained, if the notice and agenda are not provided at the same time.

3. Special meetings may be called by the Chairman or a majority of the members upon reasonable number of days based on community served but not less than 72 hours' notice. The notice shall include an agenda for the meeting or information on how members of the public may obtain a copy of the agenda. The agenda shall be available to the public at least seventy-two (72) hours before any special meeting at [www.samsacademy.com](http://www.samsacademy.com), 4100 Aerospace Parkway NW, Albuquerque, NM.
4. Emergency meetings will be called only under unforeseen circumstances that demand immediate action to protect the health, safety and property of citizens or to protect the public body from substantial financial loss. The SAMS Governing Council will avoid emergency meetings whenever possible. Emergency meetings may be called by the Chairman or a majority of the members upon twenty-four (24) hour notice, unless threat of personal injury or property damage requires less notice. The notice for all emergency meetings shall include an agenda for the meeting or information on how the public may obtain a copy of the agenda. Within ten days of taking action on an emergency matter, the SAMS Governing Council shall report to the attorney general's office the action taken and the circumstances creating the emergency; provided that the requirement to report to the attorney general is waived upon the declaration of a state or national emergency
5. For the purposes of regular meetings described in paragraph 2 of this resolution, notice requirements are met if notice of the date, time, place and agenda is located at [www.samsacademy.com](http://www.samsacademy.com), 4100 Aerospace Parkway NW, Albuquerque, NM. Copies of the written notice shall also be mailed to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation that have made a written request for notice of public meetings, if any.
6. For the purposes of special meetings and emergency meetings described in paragraphs 3 and 4 of this resolution, notice requirements are met if notice of the date, time, place and how to obtain an agenda is posted at [www.samsacademy.com](http://www.samsacademy.com), 4100 Aerospace Parkway NW, Albuquerque, NM. Telephone notice also shall also be given to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation that have made a written request for notice of public meetings, if any.
7. In addition to the information specified above, all notices shall include the following language:

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the meeting, please contact the Director of Operations, Jill Brame at [jbrame@samsacademy.com](mailto:jbrame@samsacademy.com) at least one (1) week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the Director of

Operations, Jill Brame at [jbrame@samsacademy.com](mailto:jbrame@samsacademy.com) if a summary or other type of accessible format is needed.

8. SAMS Governing Council may close a meeting to the public only if the subject matter of such discussion or action is exempted from the open meeting requirement under Section 10-15-1(H) of the Open Meetings Act.
  - (a) If any meeting is closed during an open meeting, such closure shall be approved by a majority vote of a quorum of SAMS Governing Council taken during the open meeting. The authority for the closed meeting and the subjects to be discussed shall be stated with reasonable specificity in the motion to close and the vote of each individual member on the motion to close shall be recorded in the minutes. Only those subjects specified in the motion may be discussed in the closed meeting.
  - (b) If a closed meeting is conducted when SAMS Governing Council is not in an open meeting, the closed meeting shall not be held until public notice, appropriate under the circumstances, stating the specific provision of law authorizing the closed meeting and the subjects to be discussed with reasonable specificity is given to the members and to the general public.
  - (c) Following completion of any closed meeting, the minutes of the open meeting that was closed, or the minutes of the next open meeting if the closed meeting was separately scheduled, shall state whether the matters discussed in the closed meeting were limited only to those specified in the motion or notice for closure.
  - (d) Except as provided in Section 10-15-1(H) of the Open Meetings Act, any action taken as a result of the discussions in a closed meeting shall be made by vote of SAMS Governing Council in an open public meeting.
9. A Governing Council member may participate in a meeting of the SAMS Governing Council by means of a conference telephone or other similar communications equipment when it is otherwise difficult or impossible for the member to attend the meeting in person, provided that each member participating by conference telephone can be identified when speaking, all participants are able to hear each other at the same time and members of the public attending the meeting are able to hear any member of the public body who speaks during the meeting. This rule shall not apply unless a quorum of the members is physically present at the beginning of the meeting at which such member or members are participating by conference telephone or other similar communications equipment. In the event a quorum ceases to be physically present during such meeting, the meeting may continue as long as a quorum exists as to those members physically present and those participating by conference telephone or other similar communications equipment.
10. Agendas for regular, special and emergency meetings will include public comment at the discretion of the Governing Council President according to the current Governing Council Policy concerning addressing the Governing Council.

Passed by the Governing Council of Southwest Aeronautics, Mathematics & Science Academy this day of October 15, 2020.

\_\_\_\_\_  
President

\_\_\_\_\_  
Member

# Southwest Aeronautics Mathematics and Science Academy

## Revenue Report Through September 2020

Description	Budget (YTD)	Actual (YTD)	Available (YTD)
Investment Income	\$5,100.00	\$1,672.64	\$3,427.36
Insurance Recoveries	\$225.00	\$0.00	\$225.00
Refund of Prior Year's Expenditures	\$1,000.00	\$186.85	\$813.15
State Equalization Guarantee	\$2,438,109.00	\$617,830.00	\$1,820,279.00
Impact Aid, Public Law 103-382	\$6,003.00	\$0.00	\$6,003.00
Access Board (e-Rate)	\$29,606.00	\$4,720.03	\$24,885.97
<b>Fund 11000 - Operational</b>	<b>\$2,480,043.00</b>	<b>\$624,409.52</b>	<b>\$1,855,633.48</b>
<b>Fund 13000 - Pupil Transportation</b>	<b>\$ 147,358.00</b>	<b>\$ 38,085.00</b>	<b>\$ 109,273.00</b>
<b>Fund 23000 - Non-Instructional Support</b>	<b>\$ 30,000.00</b>	<b>\$ 4,895.00</b>	<b>\$ 25,105.00</b>
<b>Fund 24101 - Title I - IASA</b>	<b>\$ 76,177.00</b>	<b>\$ -</b>	<b>\$ 76,177.00</b>
<b>Fund 24106 - Entitlement IDEA-B</b>	<b>\$ 88,805.00</b>	<b>\$ -</b>	<b>\$ 88,805.00</b>
<b>Fund 24154 - Teacher/Principal Training &amp; Recruiting</b>	<b>\$ 9,294.00</b>	<b>\$ 952.96</b>	<b>\$ 88,805.00</b>
<b>Fund 24301 - CARES ACT</b>	<b>\$ 41,804.00</b>	<b>\$ -</b>	<b>\$ 88,805.00</b>
<b>Fund 27107 - G.O. Bonds-Student Library</b>	<b>\$ 3,966.00</b>	<b>\$ -</b>	<b>\$ 88,805.00</b>
<b>Fund 31400 - Special Capital Outlay-State</b>	<b>\$ 60,000.00</b>	<b>\$ -</b>	<b>\$ 88,805.00</b>
<b>Fund 31600 - Capital Improvements HB-33</b>	<b>\$ 193,250.00</b>	<b>\$ 5,348.51</b>	<b>\$ 88,805.00</b>
<b>Fund 31701 - Capital Improvements SB-9-Local</b>	<b>\$ 97,877.00</b>	<b>\$ 2,687.24</b>	<b>\$ 88,805.00</b>
<b>Grand Total</b>	<b>\$3,228,574.00</b>	<b>\$676,378.23</b>	<b>\$2,687,823.48</b>

# Southwest Aeronautics Mathematics and Science Academy

Expenditure Report Through September 2020

Description	Budget (YTD)	Actual (YTD)	Encumbrance (YTD)	Available (YTD)
<b><i>Instructional - 11000</i></b>				
Salaries Expense - ARA Pay	\$ 11,600.00	\$ -	\$ -	\$ 11,600.00
Salaries Expense - Teachers - Grades 1-12	\$ 438,392.00	\$ 57,897.26	\$ 294,029.54	\$ 86,465.20
Salaries Expense - Instructional Assistants - Grades 1-12	\$ 57,288.00	\$ 9,500.04	\$ 47,499.96	\$ 288.00
Salaries Expense - Teachers - Special Education	\$ 79,548.00	\$ 13,464.65	\$ 35,354.68	\$ 30,728.67
Salaries Expense - Teachers - Special Education Gifted	\$ 13,000.00	\$ -	\$ -	\$ 13,000.00
Salaries Expense - Teachers - Vocational	\$ 147,401.00	\$ 41,231.66	\$ 133,357.74	\$ (27,188.40)
Salaries Expense - Teachers - Grades 1-12 - <b>At risk</b>	\$ 121,858.00	\$ 20,484.17	\$ 104,368.03	\$ (2,994.20)
Salaries Expense - Teachers - Vocational - <b>At risk</b>	\$ -	\$ 2,070.60	\$ 10,353.00	\$ (12,423.60)
Salaries Expense - Teachers - <b>At Risk Special Education</b>	\$ 6,865.00	\$ 5,770.55	\$ 15,152.00	\$ (14,057.55)
Additional Compensation - Teachers - Grades 1-12	\$ 3,250.00	\$ 250.00	\$ -	\$ 3,000.00
Additional Compensation - Teachers - Vocational	\$ 3,000.00	\$ -	\$ -	\$ 3,000.00
Employee Benefits	\$ 348,114.00	\$ 48,959.82	\$ 214,848.58	\$ 84,305.60
Professional Development	\$ 3,500.00	\$ -	\$ -	\$ 3,500.00
Other Charges	\$ 3,600.00	\$ -	\$ 185.00	\$ 3,415.00
Other Charges - Aviation	\$ 136,126.00	\$ 19,091.56	\$ 43,720.46	\$ 73,313.98
Renting Land and Buildings	\$ 100.00	\$ -	\$ -	\$ 100.00
Student Travel	\$ 500.00	\$ -	\$ -	\$ 500.00
Employee Travel - Teachers	\$ 300.00	\$ -	\$ -	\$ 300.00
Other Contract Services	\$ 5,200.00	\$ -	\$ 2,000.00	\$ 3,200.00
Other Textbooks	\$ 26,759.00	\$ 103,056.75	\$ 2,630.01	\$ (78,927.76)
Software	\$ 85,000.00	\$ -	\$ -	\$ 85,000.00
General Supplies and Materials	\$ 500.00	\$ -	\$ 3,094.72	\$ (2,594.72)
General Supplies and Materials - Special Ed	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
Fixed Assets (More Than \$5,000)	\$ 166,333.00	\$ -	\$ -	\$ 166,333.00
Supply Assets (\$5,000 or Less)	\$ 15,000.00	\$ -	\$ 34,021.00	\$ (19,021.00)
<b>Function 1000 - Instruction</b>	<b>\$ 1,674,234.00</b>	<b>\$ 321,777.06</b>	<b>\$ 940,614.72</b>	<b>\$ 411,842.22</b>
Salaries Expense - Counselor	\$ -	\$ 3,840.56	\$ 19,202.74	\$ (23,043.30)
Employee Benefits	\$ -	\$ 917.55	\$ 4,645.86	\$ (5,563.41)
Diagnosticians - Contracted	\$ 6,000.00	\$ -	\$ 6,000.00	\$ -
Speech Therapists - Contracted	\$ 6,000.00	\$ -	\$ 6,000.00	\$ -
Occupational Therapists - Contracted	\$ 3,000.00	\$ -	\$ 3,000.00	\$ -
Therapists - Contracted	\$ 6,000.00	\$ -	\$ 6,000.00	\$ -
Psychologists - Contracted Special Ed	\$ 3,000.00	\$ -	\$ 3,000.00	\$ -
Specialists - Contracted	\$ 3,000.00	\$ -	\$ 3,000.00	\$ -
Other Professional/Technical Services	\$ 4,500.00	\$ -	\$ 4,500.00	\$ -
Other Charges	\$ 2,500.00	\$ 2,968.98	\$ 251.02	\$ (720.00)
General Supplies and Materials	\$ 500.00	\$ 125.00	\$ 150.00	\$ 225.00
<b>Function 2100 - Support Services-Students</b>	<b>\$ 34,500.00</b>	<b>\$ 7,852.09</b>	<b>\$ 55,749.62</b>	<b>\$ (29,101.71)</b>
Professional Development	\$ 2,500.00	\$ -	\$ -	\$ 2,500.00
Other Professional/Technical Services	\$ 15,000.00	\$ 1,062.73	\$ 6,211.90	\$ 7,725.37
Maintenance & Repair Furniture/Fixtures/Equipment	\$ 300.00	\$ -	\$ -	\$ 300.00
Employee Travel - Non-Teachers	\$ 500.00	\$ -	\$ -	\$ 500.00
Software	\$ 50,000.00	\$ 16,466.88	\$ 9,687.06	\$ 23,846.06
General Supplies and Materials	\$ 500.00	\$ -	\$ -	\$ 500.00
<b>Function 2200 - Support Services-Instruction</b>	<b>\$ 68,800.00</b>	<b>\$ 17,529.61</b>	<b>\$ 15,898.96</b>	<b>\$ 35,371.43</b>
Salaries Expense - Head Administrator	\$ 90,000.00	\$ 22,500.00	\$ 67,500.00	\$ -
Employee Benefits	\$ 25,662.00	\$ 5,978.33	\$ 19,425.94	\$ 257.73
Professional Development	\$ 1,000.00	\$ -	\$ 2,475.00	\$ (1,475.00)
Auditing	\$ 17,500.00	\$ 10,226.55	\$ 4,606.26	\$ 2,667.19
Legal	\$ 35,000.00	\$ 3,159.27	\$ 23,282.29	\$ 8,558.44
Other Professional/Technical Services	\$ 12,000.00	\$ 1,200.00	\$ 12,000.00	\$ (1,200.00)
Other Charges	\$ 500.00	\$ -	\$ -	\$ 500.00
Advertising	\$ 3,000.00	\$ 16,358.14	\$ 11,790.75	\$ (25,148.89)
Board Travel	\$ 500.00	\$ -	\$ -	\$ 500.00
Board Training	\$ 2,000.00	\$ 4,600.00	\$ -	\$ (2,600.00)
Employee Travel - Non-Teachers	\$ 800.00	\$ -	\$ -	\$ 800.00
General Supplies and Materials	\$ 500.00	\$ 34.75	\$ -	\$ 465.25
Supply Assets (\$5,000 or Less)	\$ 50,000.00	\$ -	\$ -	\$ 50,000.00
<b>Function 2300 - Support Services-General Admin.</b>	<b>\$ 238,462.00</b>	<b>\$ 64,057.04</b>	<b>\$ 141,080.24</b>	<b>\$ 33,324.72</b>



# Southwest Aeronautics Mathematics and Science Academy

Expenditure Report Through September 2020

Description	Budget (YTD)	Actual (YTD)	Encumbrance (YTD)	Available (YTD)
Salaries Expense -Director of Operations	\$ 85,000.00	\$ 21,250.02	\$ 63,749.98	\$ -
Salaries Expense - Clerical	\$ 83,589.00	\$ 22,359.06	\$ 67,076.94	\$ (5,847.00)
Employee Benefits	\$ 73,210.00	\$ 13,589.08	\$ 46,343.40	\$ 13,277.52
Professional Development	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
Other Professional/Technical Services	\$ 1,500.00	\$ 210.74	\$ 842.99	\$ 446.27
Rentals of Computers and Related Equipment	\$ 1,500.00	\$ 866.73	\$ 927.03	\$ (293.76)
Employee Travel - Non-Teachers	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00
Other Contract Services	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00
General Supplies and Materials	\$ 3,452.00	\$ 1,159.12	\$ 6,902.00	\$ (4,609.12)
Supply Assets (\$5,000 or Less)	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00
<b>Function 2400 - Support Services-School Admin.</b>	<b>\$ 270,751.00</b>	<b>\$ 59,434.75</b>	<b>\$ 185,842.34</b>	<b>\$ 25,473.91</b>
Salaries Expense - Business Manager	\$ 70,000.00	\$ 20,738.32	\$ 62,497.16	\$ (13,235.48)
Employee Benefits	\$ 17,123.00	\$ 5,806.45	\$ 22,876.38	\$ (11,559.83)
Professional Development	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00
Other Professional/Technical Services	\$ 88,000.00	\$ 3,437.00	\$ 55,274.50	\$ 29,288.50
Bank, Credit Card and Wire Transfer Fees	\$ 2,000.00	\$ 606.78	\$ -	\$ 1,393.22
Advertising	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00
Software	\$ 16,100.00	\$ 15,772.93	\$ -	\$ 327.07
General Supplies and Materials	\$ 1,500.00	\$ 32.86	\$ -	\$ 1,467.14
Supply Assets (\$5,000 or Less)	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
<b>Function 2500 - Central Services</b>	<b>\$ 199,723.00</b>	<b>\$ 46,394.34</b>	<b>\$ 140,648.04</b>	<b>\$ 12,680.62</b>
Other Charges	\$ -	\$ -	\$ 75.00	\$ (75.00)
Maintenance & Repair Furniture/Fixtures/Equipment	\$ -	\$ -	\$ 217.80	\$ (217.80)
Maintenance & Repair - Buildings And Grounds	\$ -	\$ 37.90	\$ 6,339.70	\$ (6,377.60)
Electricity	\$ 58,000.00	\$ 16,197.40	\$ 41,802.60	\$ -
Natural Gas (Buildings)	\$ 5,000.00	\$ 115.10	\$ 4,884.90	\$ -
Water/Sewage	\$ 28,000.00	\$ 14,437.23	\$ 13,562.77	\$ -
Communication Services	\$ 50,000.00	\$ 12,335.97	\$ 37,007.91	\$ 656.12
Construction Services	\$ -	\$ 58,879.78	\$ -	\$ (58,879.78)
Renting Land and Buildings	\$ 81,934.00	\$ 60,691.53	\$ 182,074.60	\$ (160,832.13)
Rentals of Computers and Related Equipment	\$ 11,500.00	\$ 2,838.36	\$ 8,661.64	\$ -
Property/Liability Insurance	\$ 80,000.00	\$ 77,410.15	\$ 410.85	\$ 2,179.00
Other Contract Services	\$ 40,000.00	\$ 8,200.94	\$ 37,357.47	\$ (5,558.41)
General Supplies and Materials	\$ 5,000.00	\$ 191.58	\$ 3,708.42	\$ 1,100.00
Gasoline	\$ 100.00	\$ -	\$ -	\$ 100.00
Fixed Assets (More Than \$5,000)	\$ 87,500.00	\$ 7,781.84	\$ 546.75	\$ 79,171.41
Supply Assets (\$5,000 or Less)	\$ 46,917.00	\$ -	\$ -	\$ 46,917.00
<b>Function 2600 - Operation &amp; Maintenance of Plant</b>	<b>\$ 493,951.00</b>	<b>\$ 259,117.78</b>	<b>\$ 336,650.41</b>	<b>\$ (101,817.19)</b>
<b>Fund 11000 - Operational</b>	<b>\$ 2,980,421.00</b>	<b>\$ 776,162.67</b>	<b>\$ 1,816,484.33</b>	<b>\$ 387,774.00</b>
<b><u>Student Transportation - 13000</u></b>				
Student Transportation-Contractors	\$ 147,358.00	\$ -	\$ 147,358.00	\$ -
<b>Fund 13000 - Pupil Transportation</b>	<b>\$ 147,358.00</b>	<b>\$ -</b>	<b>\$ 147,358.00</b>	<b>\$ -</b>
<b><u>Activities - 23000</u></b>				
Other Charges	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00
Student Travel	\$ 3,200.00	\$ -	\$ -	\$ 3,200.00
Employee Travel - Teachers	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
Other Contract Services	\$ 2,000.00	\$ -	\$ 1,000.00	\$ 1,000.00
Other Contract Services - Athletics	\$ 6,000.00	\$ -	\$ -	\$ 6,000.00
General Supplies and Materials	\$ 29,248.00	\$ 1,168.65	\$ 715.00	\$ 27,364.35
<b>Fund 23000 - Non-Instructional Support</b>	<b>\$ 46,448.00</b>	<b>\$ 1,168.65</b>	<b>\$ 1,715.00</b>	<b>\$ 43,564.35</b>
<b><u>Title I -24101</u></b>				
Salaries	\$ -	\$ 3,328.16	\$ 16,640.84	\$ (19,969.00)
Employee Benefits	\$ -	\$ 827.66	\$ 4,190.35	\$ (5,018.01)
<b>Function 1000 - Instruction</b>	<b>\$ -</b>	<b>\$ 4,155.82</b>	<b>\$ 20,831.19</b>	<b>\$ (24,987.01)</b>
Salaries	\$ 50,000.00	\$ 2,020.00	\$ 10,100.00	\$ 37,880.00
Employee Benefits	\$ 26,177.00	\$ 167.94	\$ 835.10	\$ 25,173.96
<b>Function 2100 - Support Services-Students</b>	<b>\$ 76,177.00</b>	<b>\$ 2,187.94</b>	<b>\$ 10,935.10</b>	<b>\$ 63,053.96</b>
<b>Fund 24101 - Title I - IASA</b>	<b>\$ 76,177.00</b>	<b>\$ 6,343.76</b>	<b>\$ 31,766.29</b>	<b>\$ 38,066.95</b>

# Southwest Aeronautics Mathematics and Science Academy

Expenditure Report Through September 2020

Description	Budget (YTD)	Actual (YTD)	Encumbrance (YTD)	Available (YTD)
<b><u>IDEA-B -24106</u></b>				
Salaries - SPED Director	\$ 70,000.00	\$ 8,961.28	\$ 44,806.42	\$ 16,232.30
Employee Benefits	\$ 18,805.00	\$ 2,141.03	\$ 10,840.74	\$ 5,823.23
<b>Fund 24106 - Entitlement IDEA-B</b>	<b>\$ 88,805.00</b>	<b>\$ 11,102.31</b>	<b>\$ 55,647.16</b>	<b>\$ 22,055.53</b>
<b><u>Title II - 24154</u></b>				
Professional Development - Teachers	\$ 5,294.00	\$ -	\$ 500.00	\$ 4,794.00
<b>Function 1000 - Instruction</b>	<b>\$ 5,294.00</b>	<b>\$ -</b>	<b>\$ 500.00</b>	<b>\$ 4,794.00</b>
Professional Development - Head Administrator	\$ 4,000.00	\$ -	\$ -	\$ 4,000.00
<b>Function 2300 - Support Services-General Admin.</b>	<b>\$ 4,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,000.00</b>
<b>Fund 24154 -Teacher/Principal Training &amp; Recruiting</b>	<b>\$ 9,294.00</b>	<b>\$ -</b>	<b>\$ 500.00</b>	<b>\$ 8,794.00</b>
<b><u>CARES Act -24301</u></b>				
Instruction-Supply Assets (\$5,000 or Less)	\$ 41,804.00	\$ -	\$ 41,804.00	\$ -
<b>Fund 24301 - CARES Act</b>	<b>\$ 41,804.00</b>	<b>\$ -</b>	<b>\$ 41,804.00</b>	<b>\$ -</b>
<b><u>G.O. Bonds-Student Library - 27107</u></b>				
Library And Audio-Visual	\$ 3,966.00	\$ -	\$ -	\$ 3,966.00
<b>Fund 27107 - G.O. Bonds-Student Library</b>	<b>\$ 3,966.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,966.00</b>
<b><u>Special Capital Outlay-State - 31400</u></b>				
Capital Outlay-Construction Services	\$ 60,000.00	\$ -	\$ -	\$ 60,000.00
<b>Fund 31400 - Special Capital Outlay-State</b>	<b>\$ 60,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 60,000.00</b>
<b><u>HB-33 - 31600</u></b>				
County Tax Collection Costs	\$ 3,000.00	\$ 52.98	\$ -	\$ 2,947.02
<b>Function 2300 - Support Services-General Admin.</b>	<b>\$ 3,000.00</b>	<b>\$ 52.98</b>	<b>\$ -</b>	<b>\$ 2,947.02</b>
Capital Outlay-Construction Services	\$ 668,023.00	\$ -	\$ -	\$ 668,023.00
Capital Outlay-Fixed Assets (More Than \$5,000)	\$ 198,000.00	\$ -	\$ -	\$ 198,000.00
Capital Outlay-Supply Assets (\$5,000 or Less)	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00
<b>Function 4000 - Capital Outlay</b>	<b>\$ 876,023.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 876,023.00</b>
<b>Fund 31600 - Capital Improvements HB-33</b>	<b>\$ 879,023.00</b>	<b>\$ 52.98</b>	<b>\$ -</b>	<b>\$ 878,970.02</b>
<b><u>SB-9- Local - 31701</u></b>				
Support Services-General Administration-County Tax Collection Costs	\$ 2,000.00	\$ 26.61	\$ -	\$ 1,973.39
<b>Function 2300 - Support Services-General Administration</b>	<b>\$ 2,000.00</b>	<b>\$ 26.61</b>	<b>\$ -</b>	<b>\$ 1,973.39</b>
Capital Outlay-Construction Services	\$ 89,877.00	\$ -	\$ -	\$ 89,877.00
Capital Outlay-Software	\$ 6,000.00	\$ -	\$ -	\$ 6,000.00
<b>Function 4000 - Capital Outlay</b>	<b>\$ 95,877.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 95,877.00</b>
<b>Fund 31701 - Capital Improvements SB-9- Local</b>	<b>\$ 97,877.00</b>	<b>\$ 26.61</b>	<b>\$ -</b>	<b>\$ 97,850.39</b>
<b><u>Capital Projects-SB-9 State Match Cash - 31703</u></b>				
Capital Outlay-Construction Services	\$ 6,991.00	\$ -	\$ -	\$ 6,991.00
<b>Fund 31703 - Capital Projects-SB-9 State Match Cash</b>	<b>\$ 6,991.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,991.00</b>
<b>Grand Total</b>	<b>\$ 4,438,164.00</b>	<b>\$ 794,856.98</b>	<b>\$ 2,095,274.78</b>	<b>\$ 1,548,032.24</b>

# Southwest Aeronautics Mathematics and Science Academy

## Bank Account Register Activity Report for September 2020

Bank		Account Number				
Operating		#7515				
Date	Number	Payee/From	Deposit	Withdrawal	Description	
9/1/2020		NM Public Schools Insurance Authority		\$12,967.66	Payroll Liability	
9/1/2020	00018465	Monthly Analysis Net Settlement Charge		\$43.55	Bank Charges	
9/2/2020	00018466	Bankcard monthly fees		\$68.43	Bank Charges	
9/2/2020	CR09-01	yearbook sales	\$175.00			
9/4/2020	CR09-02	yearbook sales/ registration	\$145.00			
9/8/2020	CR09-03	yearbook sales	\$70.00			
9/9/2020	5342	AIC General Contractor		\$58,879.78	Construction updates to building for COVID separation	
9/9/2020	5343	City of Albuquerque - Aviation Department		\$24,342.50	Building Lease Payment	
9/9/2020	5344	ABCWUA		\$5,135.25	Utilities	
9/9/2020	5345	Albuquerque Office Systems, LLC		\$7,781.84	Lobby Area - Cubicles and front desk	
9/9/2020	5346	APIC Solutions Inc		\$1,062.73	Labor and support for camera and access control	
9/9/2020	5347	Bode Aero Services, Inc		\$325.00	Hangar Rental	
9/9/2020	5348	German & Associates, LLC		\$208.63	Legal	
9/9/2020	5349	Crataegus, LLC		\$3,214.68	Janitorial Services	
9/9/2020	5350	KOB-TV		\$1,179.07	Advertising Payment	
9/9/2020	5351	Lifetouch Yearbooks		\$1,168.65	FY20 yearbook payment	
9/9/2020	5352	Myers-Stevens & Toohey & Co., Inc.		\$3,089.15	FY21 Premium - Student Accident, NMPSIA Catastrophic Student Accident and Catastrophic Accident Insurance for Student Athletes & Volunteers	
9/9/2020	5353	Public Service Company of New Mexico		\$5,759.96	Utilities	
9/9/2020	5354	Quadiant Leasing USA, Inc		\$443.29	Qrtly lease payments for postage meter	
9/9/2020	5355	World Fuel Services, Inc.		\$254.52	Airplane Fuel	
9/10/2020	CR09-04	yearbook sales	\$35.00			
9/10/2020	CR09-05	Sept. 2020 SEG	\$202,253.00			
9/14/2020	CR09-06	yearbook sales	\$35.00			
9/15/2020		Internal Revenue Service		\$11,229.58	Payroll Liability	
9/15/2020		NUSENDA FCU		\$35,542.04	Employee Direct Deposit	
9/16/2020	CR09-07	Yearbook Sales	\$35.00			
9/18/2020	CR09-08	Transportation - September 2020	\$12,695.00			
9/21/2020	CR09-09	Bernalillo County HB-33 / SB-9	\$715.55			
9/22/2020	CR09-10	HB-33/SB-9 Sandoval County Treasurer	\$27.45			
9/23/2020	00018467	Bankcard PCI Non Comply; Temp Transaction Number T0018763		\$25.95	Bank Charges	
9/24/2020	5356	A Main Hobbies		\$1,959.08	Drone Program Supplies	
9/24/2020	5357	Accountability and Compliance Resources, LLC		\$105.37	STARS Consulting for FY21	
9/24/2020	5358	Alan Ray		\$379.45	Monthly Landscape Maintenance	
9/24/2020	5359	Canon Financial Services, Inc.		\$946.12	Copier Lease Payment	
9/24/2020	5360	Cooperative Educational Services		\$101,813.57	Edgenuity - Curriculum Software	
9/24/2020	5361	CliftonLarsonAllen LLP		\$6,990.30	Audit Services	
9/24/2020	5362	CNM Bookstore, Store #402		\$1,243.18	Instructional Materials CNM Dual Credit Program for FY21	
9/24/2020	5363	Cuddy & McCarthy, LLP		\$576.89	Legal	
9/24/2020	5364	New Mexico Gas Company		\$56.22	Utilities	
9/24/2020	5365	Unified Office Services		\$202.03	Office Supplies	
9/24/2020	5366	World Fuel Services, Inc.		\$260.13	Airplane Fuel	
9/30/2020		Allstate Insurance		\$286.55	Payroll Liability	
9/30/2020		Bay Bridge Administrators, LLC		\$270.00	Payroll Liability	
9/30/2020		Internal Revenue Service		\$11,280.05	Payroll Liability	
9/30/2020		New Mexico Retiree Health Care Authority		\$3,202.27	Payroll Liability	
9/30/2020		New Mexico Taxation & Revenue Department		\$2,728.26	Payroll Liability	
9/30/2020		NM Educational Retirement Board		\$26,346.26	Payroll Liability	
9/30/2020		NUSENDA FCU		\$35,712.11	Employee Direct Deposit	
9/30/2020	00018570	Wire Transfer Fee; Temp Transaction Number T0018866		\$14.00	Bank Charges	
9/30/2020	00018571	BANKCARD PCI FEE; Temp Transaction Number T0018867		\$109.95	Bank Charges	
9/30/2020	CR09-11	Dividend Income - Operating	\$546.25			
<b>Total</b>			<b>\$216,732.25</b>	<b>\$367,204.05</b>		

Bank		Account Number				
Savings		#7515				
Date	Number	Payee/From	Deposit	Withdrawal		
9/30/2020	CR09-12	Dividend Income - Savings	\$0.36			

# Southwest Aeronautics Mathematics and Science Academy

## Issued POs Report

PO Number	Type	Vendor Name	Date Issued	Days Outstanding	PO Amount	Invoiced Amount	Remaining Encumbrance
21-0001	Dollar	ABCWUA	7/1/2020	103	\$28,000.00	\$14,437.23	\$13,562.77
21-0002	Dollar	ACES   Association of Charter Schools Education Services	7/1/2020	103	\$2,000.00	\$0.00	\$2,000.00
21-0003	Dollar	Albuquerque Municipal School District No 12	7/1/2020	103	\$147,358.00	\$0.00	\$147,358.00
21-0004	Dollar	AOPA Insurance Services	7/1/2020	103	\$4,818.00	\$0.00	\$4,818.00
21-0005	Dollar	Bode Aero Services, Inc	7/1/2020	103	\$4,900.00	\$975.00	\$3,925.00
21-0007	Regular	Brenda S. Griffith- S.G. Consulting Serv.	7/1/2020	103	\$6,000.00	\$0.00	\$6,000.00
21-0008	Dollar	Canon Financial Services, Inc.	7/1/2020	103	\$11,500.00	\$2,838.36	\$8,661.64
21-0009	Dollar	Canon Solutions America, Inc.	7/1/2020	103	\$6,217.80	\$0.00	\$6,217.80
21-0010	Dollar	City of Albuquerque - Aviation Department	7/1/2020	103	\$294,305.67	\$73,027.50	\$221,278.17
21-0011	Dollar	CliftonLarsonAllen LLP	7/1/2020	103	\$14,832.81	\$10,226.55	\$4,606.26
21-0012	Dollar	Cooperative Educational Services	7/1/2020	103	\$31,500.00	\$0.00	\$31,500.00
21-0013	Dollar	Crataegus, LLC	7/1/2020	103	\$42,176.16	\$5,950.82	\$36,225.34
21-0014	Dollar	Tyco Fire & Security (US) Mgt, Inc. - Johnson Controls Security	7/1/2020	103	\$2,741.94	\$37.90	\$2,704.04
21-0015	Dollar	Albuquerque Charter School League	7/1/2020	103	\$715.00	\$0.00	\$715.00
21-0016	Dollar	Tracker Software Products (Canada) Ltd	7/1/2020	103	\$680.75	\$0.00	\$680.75
21-0017	Dollar	Dynamic Communications Inc.	7/1/2020	103	\$1,000.00	\$0.00	\$1,000.00
21-0019-1	Dollar	CNM Bookstore, Store #402	9/24/2020	18	\$3,872.76	\$1,243.18	\$2,629.58
21-0020	Dollar	New Mexico Aircraft Propeller LLC	7/1/2020	103	\$15,000.00	\$1,795.00	\$13,205.00
21-0021	Dollar	Cuddy & McCarthy, LLP	7/1/2020	103	\$25,000.00	\$1,957.30	\$23,042.70
21-0023	Dollar	Alan Ray	7/1/2020	103	\$6,450.00	\$1,609.45	\$4,840.55
21-0024	Dollar	Quadient Leasing USA, Inc	7/1/2020	103	\$1,793.76	\$866.73	\$927.03
21-0025	Dollar	Quadient Finance USA, Inc.	7/1/2020	103	\$902.00	\$0.00	\$902.00
21-0026	Dollar	New Mexico Gas Company	7/1/2020	103	\$5,000.00	\$115.10	\$4,884.90
21-0027	Dollar	City of Albuquerque	7/1/2020	103	\$75.00	\$0.00	\$75.00
21-0028	Dollar	Public Service Company of New Mexico	7/1/2020	103	\$58,000.00	\$16,197.40	\$41,802.60
21-0029	Dollar	Richard M. Romero	7/1/2020	103	\$6,000.00	\$0.00	\$6,000.00
21-0030	Dollar	Redbird Flight Simulations, Inc.	7/1/2020	103	\$1,000.00	\$0.00	\$1,000.00
21-0031	Dollar	World Fuel Services, Inc.	7/1/2020	103	\$15,000.00	\$2,214.93	\$12,785.07
21-0032	Dollar	SMTP, Inc.	7/1/2020	103	\$350.00	\$0.00	\$350.00
21-0033	Dollar	Accountability and Compliance Resources, LLC	7/1/2020	103	\$1,053.73	\$210.74	\$842.99
21-0034	Dollar	Myers-Stevens & Toohey & Co., Inc.	7/1/2020	103	\$3,500.00	\$3,089.15	\$410.85
21-0035	Dollar	ScholarChip Card LLC	7/1/2020	103	\$2,500.00	\$0.00	\$2,500.00
21-0036-1	Dollar	Stat PADS, LLC	7/1/2020	103	\$275.00	\$125.00	\$150.00
21-0037	Dollar	Cooperative Educational Services	7/1/2020	103	\$101,814.00	\$101,813.57	\$0.43
21-0042	Dollar	MyPlane, Inc	7/1/2020	103	\$2,118.70	\$2,115.75	\$2.95
21-0044	Dollar	Amazon, LLC	7/1/2020	103	\$2,050.00	\$1,863.26	\$186.74
21-0045	Dollar	A Main Hobbies	7/1/2020	103	\$2,252.04	\$1,959.08	\$292.96
21-0046	Dollar	Albuquerque Publishing Company	7/1/2020	103	\$350.00	\$345.26	\$4.74
21-0049	Dollar	Amazon, LLC	7/1/2020	103	\$1,120.00	\$916.83	\$203.17
21-0052	Dollar	4Imprint, Inc.	7/1/2020	103	\$2,100.00	\$2,052.15	\$47.85
21-0053	Dollar	KOB-TV	7/1/2020	103	\$14,148.89	\$2,358.14	\$11,790.75
21-0055	Dollar	ACES   Association of Charter Schools Education Services	7/1/2020	103	\$55,274.50	\$0.00	\$55,274.50
21-0057	Dollar	Albuquerque Office Systems, LLC	7/1/2020	103	\$8,328.59	\$7,781.84	\$546.75
21-0058	Dollar	APIC Solutions Inc	7/1/2020	103	\$2,049.63	\$1,062.73	\$986.90
21-0059	Dollar	PrimaSoft PC, Inc.	7/1/2020	103	\$59.95	\$0.00	\$59.95
21-0060	Dollar	Impero Solutions Inc	7/1/2020	103	\$198.00	\$0.00	\$198.00
21-0061	Dollar	Robomatter, Inc.	7/1/2020	103	\$897.00	\$0.00	\$897.00
21-0062	Dollar	B&H Foto & Electronics Corp	7/1/2020	103	\$323.80	\$0.00	\$323.80
21-0063	Dollar	Faronics Technologies USA Inc.	7/1/2020	103	\$1,142.00	\$0.00	\$1,142.00
21-0064	Dollar	Duncan-Parnell, Inc.	7/1/2020	103	\$1,564.00	\$0.00	\$1,564.00
21-0065	Dollar	MakerBot Industries, LLC	7/1/2020	103	\$449.98	\$0.00	\$449.98
21-0066	Dollar	School Specialty, Inc./Frey Scientific	7/1/2020	103	\$410.00	\$0.00	\$410.00
21-0067	Dollar	Creative Learning Systems LLC	7/1/2020	103	\$4,875.00	\$0.00	\$4,875.00
21-0068	Dollar	Unified Office Services	7/1/2020	103	\$206.94	\$0.00	\$206.94
21-0071	Dollar	German & Associates, LLC	7/1/2020	103	\$500.00	\$260.41	\$239.59
21-0072	Dollar	Kelly Callahan Professional Services, LLC	7/1/2020	103	\$2,475.00	\$0.00	\$2,475.00
21-0073-1	Dollar	ACES   Association of Charter Schools Education Services	7/14/2020	90	\$4,209.36	\$0.00	\$4,209.36
21-0074	Dollar	ACES   Association of Charter Schools Education Services	7/1/2020	103	\$75,825.00	\$0.00	\$75,825.00
21-0075	Dollar	Pied Piper	7/1/2020	103	\$1,440.00	\$0.00	\$1,440.00
21-0076	Dollar	Jeffery Lustick - Tomahawk Aero Services LLC.	8/11/2020	62	\$7,500.00	\$0.00	\$7,500.00
21-0077	Regular	Garcia Galvez, Jose	8/14/2020	59	\$500.00	\$0.00	\$500.00
21-0078	Dollar	Lakeshore Learning Store	9/15/2020	27	\$140.00	\$0.00	\$140.00
21-0080	Dollar	Scripps National Spelling Bee	9/18/2020	24	\$185.00	\$0.00	\$185.00
<b>Sub Total</b>					<b>\$1,120,719.43</b>	<b>\$341,133.51</b>	<b>\$779,579.40</b>

# Southwest Aeronautics Mathematics and Science Academy

## Bank Account Reconciliation Report for August 2020

	Bank Reconciliation +	Outstanding	ExpectedGL -	ActualGL 1	Difference
Beginning Balance	\$1,882,469.98 +	(\$42,173.38) =	\$1,840,296.60 -	\$1,840,296.60 =	\$0.00
Deposits/Debits	\$216,732.25 +	\$0.00 =	\$216,732.25 -	\$216,732.25 =	\$0.00
Withdrawals/Credits	(\$299,156.25) +	(\$68,047.80) =	(\$367,204.05) -	(\$367,204.05) =	\$0.00
<b>Sub Total</b>	<b>\$1,800,045.98</b>	<b>(\$110,221.18)</b>	<b>\$1,689,824.80</b>	<b>\$1,689,824.80</b>	<b>\$0.00</b>
<b>Outstanding Checks</b>					
Date	Item Number	Description			Withdrawal
3/25/2020	5218	Model United Nations of New Mexico			\$100.00
9/24/2020	5356	A Main Hobbies			\$1,959.08
9/24/2020	5357	Accountability and Compliance Resources, LLC			\$105.37
9/24/2020	5359	Canon Financial Services, Inc.			\$946.12
9/24/2020	5360	Cooperative Educational Services			\$101,813.57
9/24/2020	5362	CNM Bookstore, Store #402			\$1,243.18
9/24/2020	5363	Cuddy & McCarthy, LLP			\$576.89
9/24/2020	5365	Unified Office Services			\$202.03
9/24/2020	5366	World Fuel Services, Inc.			\$260.13
9/30/2020		Allstate Insurance			\$286.55
9/30/2020		New Mexico Taxation & Revenue Department			\$2,728.26
					<b>\$110,221.18</b>
	Bank Reconciliation +	Outstanding	ExpectedGL -	ActualGL 1	Difference
Beginning Balance	\$8,866.33 +	\$0.00 =	\$8,866.33 -	\$8,866.33 =	\$0.00
Deposits/Debits	\$0.36 +	\$0.00 =	\$0.36 -	\$0.36 =	\$0.00
Withdrawals/Credits	\$0.00 +	\$0.00 =	\$0.00 -	\$0.00 =	\$0.00
<b>Sub Total</b>	<b>\$8,866.69</b>	<b>\$0.00</b>	<b>\$8,866.69</b>	<b>\$8,866.69</b>	<b>\$0.00</b>

Must submit backup for all BARs,  
except transfers of funds for SEG or  
direct grants

**STATE OF NEW MEXICO**  
**PUBLIC EDUCATION DEPARTMENT**  
300 Don Gaspar Santa Fe, NM 87501-2786  
**Budget Adjustment Request**

**Doc. ID:** 544-000-2021-0005-IB  
**Fund Type:** General Fund / Capital  
Outlay / Debt Service  
**Adjustment Type:** Initial Budget

**Fiscal Year:** 2020-2021

**Entity Name:** SW Aeronautics, Mathematics and Science  
Academy

**Adjustment Changes Intent/Scope of Program Yes or No?:** No

**Contact:** Sean Fry, Business Manager

**Total Approved Budget (Flowthrough):**

**Phone:** 505-242-6640 x2501

**Email:** sean.fry@abqca.org

<b>FLOWTHROUGH ONLY</b>	
<b>Budget Period:</b> Jul 1 2020 12:00AM	<b>To:</b> Jun 30 2021 12:00AM
<b>A. Approved Carryover:</b>	
<b>B. Total Current Year Allocation:</b>	
<b>D. Total Funding Available:</b>	

Revenue 31200.0000.43209 \$189,498

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
31200 Public School Capital Outlay	4000 Capital Outlay	54610 Rental - Land and Buildings	0000 No Program	0000 No Job Class		\$189,498	\$189,498	
Sub Total						\$189,498		
Indirect Cost								
<b>DOC. TOTAL</b>						\$189,498		

**Justification:**

Received FY21 initial award letter. SDF.

Compliance with Sections 10-15-1 and 22-8-12, NMSA, 1978 Compilation:

A. The requested budget/changes were authorized at a scheduled Board of Education or Governance Council meeting open to the public on:

B. Justification for the transfer: Explanation such as "underbudgeted", "insufficient budget", or "needed to close out Project" ARE NOT ACCEPTABLE. Attach additional sheets if necessary.

ALL TRANSFER BARS MUST NET OUT TO ZERO ON THE DOC. TOTAL LINE.

<b>Approvals by Digital Signature</b>		
<u>Name</u>	<u>Role</u>	<u>Date</u>
Sean Fry	Business Manager	10/14/2020 5:13:13 PM