



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

November 19, 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 26, 2020 Special Meeting\*
- II. Closed Session \*
  - A. None
- III. Open Session \*
  - A. None
- IV. Public Comment (comments will be limited to two minutes) – see attached Special Procedures for more information
- V. Administrative Update
  - A. Student Achievement Update
- VI. Ongoing Business Matters
  - A. Aviation Program Update
  - B. Facility Committee Update
- VII. Governing Council Development
  - A. Discussion with Kelly Callahan
- VIII. New Business Matters
  - A. Memorandum of Understanding with Spartan Aeronautics (discussion/action)\*
  - B. Grievance Policy Revision (discussion/action)\*



- IX. Finance Report
  - A. Business Office Operations Update
  - B. Voucher Approvals (discussion/action)\*
  - C. Budget Adjustment Requests (discussion/action)\*
    - BAR 2021-0006-T
    - BAR 2021-0007-T
  
- X. Announcements
  - A. Date for next Regular SAMS Academy Governing Council Meeting
  
- XI. 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 November 19, 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 November 19, 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

Access Code: 4100

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.

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  
Thursday, October 26, 2020

Zoom.us

**BOARD MEMBERS PRESENT**

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

**BOARD MEMBERS ABSENT**

Ed Smith

**ALSO IN ATTENDANCE**

Bridget Barrett, 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 Kennedy called to order the Special Meeting of the Governing Council for the Southwest Aeronautics, Mathematics, and Science Academy on October 26, 2020 at 4:32 PM on zoom.us.

### **A. Roll Call**

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

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

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

### **C. Review/Approval of Minutes from October 15, 2020\***

Larry Kennedy asked for a motion to approve the minutes from the October 15 regular meeting. Farrah Nickerson made a motion to approve the minutes. Mike Romo seconded the motion. Larry Kennedy called for a roll call vote to approve the October 15 minutes. Jill Brame called Alex Carothers, LyDawn Blount, Farrah Nickerson, Roland Dewing, Mike Romo, 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 move to closed session due to real property acquisition, pursuant to NMSA 1978, section 10-15-1(H)(8). Mike Romo seconded the motion. Larry Kennedy called for a roll call vote to approve moving to closed session. Jill Brame called Alex Carothers, LyDawn Blount, Farrah Nickerson, Roland Dewing, Mike Romo, and Larry Kennedy; all voted yes. The motion carried unanimously.

Larry Kennedy asked Bridget Barrett, Sean Fry, and Dan Castille to join closed session.

The governing council moved to closed session at 4:35PM.

## **III. Open Session**

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

Larry Kennedy made motion to move back into open session and affirmed that only items on the agenda were discussed. Farrah Nickerson seconded the

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

Open session resumed at 5:15 PM.

Alex Carothers made a motion that SAMS Academy Governing Council agrees to enter into an agreement with RMSams LLC for the execution of a Predevelopment Services Agreement. Mike Romo seconded the motion. Larry Kennedy called for a roll call vote to approve the motion. Jill Brame called Alex Carothers, LyDawn Blount, Farrah Nickerson, Roland Dewing, Mike Romo, and Larry Kennedy; all voted yes. The motion carried unanimously.

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

##### **A. Grievance Policy Revision\***

Larry Kennedy reminded the governing council that this item had been tabled from the October 15 meeting and was waiting legal review. Dan Castille, the attorney, adjusted the first draft and presented the following change: the Governing Council has the discretion for hearing the grievance. He also noted that the Governing Council should have a separate policy for discrimination and one for sexual harassment. Larry Kennedy also noted that the PEC contacted him about changing the grievance policy and he would let them know once the changes had been made. Farrah Nickerson made a motion to approve the revised grievance policy. Alex Carothers seconded. Larry Kennedy called for a roll call vote to approve the revised grievance policy. Jill Brame called Alex Carothers, LyDawn Blount, Farrah Nickerson, Roland Dewing, Mike Romo, and Larry Kennedy; all voted yes. The motion carried unanimously.

##### **B. Student Contact Discussion**

Larry Kennedy asked Bridget Barrett to share with the governing council what the school is doing to make contact with the students during this time. Bridget told the governing council that a majority of students are working and showing up to zoom. However, the students that are not are receiving phone calls, emails, and home visits. She explained that 27 students had been visited in the last 3 weeks. Our school counselor is available to students should they need to talk with someone.

#### **V. Announcements**

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

The next regular meeting will be November 19, 2020 at 4:00 PM on zoom.

## **VI. Adjournment\***

Larry Kennedy called for a motion to adjourn. Alex Carothers made a motion to adjourn. Roland Dewing seconded the motion. Larry Kennedy called for a roll call vote to adjourn the meeting. Jill Brame called Alex Carothers, LyDawn Blount, Farrah Nickerson, Roland Dewing, 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 26, 2020 on zoom.us at 5:41PM.



## Monthly Report 19NOV20

All figures and outcomes are based on the date of this report 16NOV20

**Flying:** We have flown 40 missions and 48 hours since the last given report on 15OCT20.

### **Aircraft Status:**

- N739HK is performing well. We had the annual/100-hour inspection preformed this month. We did have a few small issues that are still being addressed but overall HK is doing well and flying regularly.
- N1917L is currently in good condition and is current on all required tests and inspections. We are using N1917L in a backup capacity at the moment to support the program when HK is unavailable for any reason.

### **Ground Classes Status:**

- Ground classes are going well. We are nearing the end of the semester and students are motivated to finish on time and pursue their goals of flying manned, and unmanned aircraft. The Aviation department is eager to see our students in person again soon but we will continue to innovate, adapt, and overcome in the online environment!

### **Ongoing Business:**

- SAMS Aviation is excited to announce the creation of an entirely new pilot pipeline for our students. All SAMS students pursuing the flight track will now be going through the Recreational Pilot track before moving on to Private for qualified individuals. Recreational Pilot Certificates are a tremendous value for SAMS and SAMS students. The amount of required hours and required tasks is much lower for Recreational Pilot than Private Pilot which allows us to expand the aviation program to meet the needs and goals of our students while continually driving costs down. There is also an additional safety factor with Recreational Pilot certificates since many of the flight parameters that are inherently more risk saturated in Private Pilot are not required in training and are not allowed with the certificate. For motivated students Private Pilot will still be an option upon completion of the Recreational Pilot certificate.

### **Ongoing Business Continued:**

- Spartan College of Aeronautics has extended an opportunity to our students through the creation of a Memorandum of Understanding. This MOU creates tracks for our graduates to reduce their costs and become certified flight instructors in a very brief time. Spartan is also honoring CNM dual enrollment credits in this agreement which is a tremendous value add for our students. For students interested in pursuing their Bachelor degree but wish to pursue flight independently there is an option to bring in a valid CFI certificate for a significant cost savings. We are very excited and grateful for the opportunity to work with a fantastic flight training school and a giant in the aviation industry!
- We will have a brief window of time with the coming holidays to execute on planned improvements to our airplane. HK will be going down to have the upholstery issues addressed, the paint buffed out and corrected, and the avionics worked on. The current avionics plan is to overhaul our 530 and 430 units, add an av-20 OAT/AOA indicator, install a GNC-255 nav/com unit, and install a Flight Stream 210.
- We are in the process of finding a permanent second airplane for SAMS. The business office is currently coordinating the request for proposal and we hope to move on this as soon as possible.
- Our social media page is doing very well; we have a rolling average of 25,000-30,000 post reach with more than 4,000 engagements in the last 28 days. SAMS is getting the word out!

### **Student Outcomes:**

- There has been one more successful checkride, more to follow. We also have our first student to complete her Recreational Pilot written test and she will begin flight training ASAP. We expect several more students to complete their written in the very near future. Our plans for next semester are to get as many students in the air as possible for demo flights and flight training for individuals who are meeting the requirements.

### **Outlook for Next Month:**

- We will continue flying with students, begin wrapping up this semester's ground classes, and we are preparing ourselves for next semester.

## Aviation Finance Report:

### Purchases:

- Sportys:
  - This purchase includes aircraft supplies, program supplies, and teaching aids in the form of online courses we can use as an additional resource.
  - \$1,756.17
  
- Lauren Chavez:
  - A reimbursement PO was provided to cover the cost of Garmin Pilot flight software and hangar rental for the additional aircraft SAMS is using at the moment. Garmin pilot was chosen as the primary EFB for SAMS as it offers a significant cost savings over ForeFlight while maintaining the same situational awareness and safety enhancements.
  - \$629.98

### Flight Expenses/Variable Costs:

- **Fuel:** Approximately \$2000- This is an average based on hours flown and an average fuel cost, fuel cost and fuel burn varies, the exact number can be found in the finance report (World Fuel).
- **Maintenance:** Awaiting invoice for annual/100 hr inspections. Based on historical data cost per flight hour for maintenance is approximately \$20.00

### Fixed Costs:

- Hangar Rental:
  - \$325.00 per month for KAEG
  - \$235.00 per month for KBRG
  - \$560.00 per month **total** for two hangars.
  
- Insurance: Annual Premium \$ 8,549.00



MEMORANDUM OF UNDERSTANDING  
BETWEEN SPARTAN EDUCATION, LLC  
(DBA SPARTAN COLLEGE OF AERONAUTICS AND TECHNOLOGY)  
& SOUTHWEST AERONAUTICS, MATHEMATICS, AND SCIENCE  
ACADEMY FLIGHT SCHOOL (SAMS)

### **Purpose**

The purpose of this agreement is to set guidelines for establishing a cooperative relationship between Spartan Education, LLC (DBA Spartan College of Aeronautics and Technology) (school) and Southwest Aeronautics, Mathematics, and Science Academy (SAMS) to facilitate an educational pilot training pathways program for Certified Flight Instructors and individuals with a FAA Private Pilot Certificate.

### **Agreement**

**Whereas** Spartan Education, LLC (DBA Spartan College of Aeronautics and Technology) and SAMS are committed to expanding flight training opportunities to students, and

**Whereas** the two institutions are committed to providing a pilot training pathways program for Certified Flight Instructors and individuals with a private pilot certificate, and

**Whereas** the two institutions can better serve the educational growth of students, assist in establishing a set path for students and the economic development of the community through cooperative educational planning and optimal utilization of available resources, and

**Be it Resolved** that this agreement commits the parties to fully support the Spartan College of Aeronautics and Technology Pilot Training Pathways Program and the flight training standards agreed upon between the two institutions.

### **Mutual Terms and Conditions**

1. Both institutions will cooperate toward developing, disseminating, and presenting the Spartan College of Aeronautics and Technology Pilot Training Pathways Program opportunities to all prospective students.
2. Spartan College of Aeronautics and Technology will provide certified flight instructors who are graduates of SAMS a 20% tuition scholarship for the Bachelor of Science in Technology Management (BSTM) program. The FAA CFI endorsement will provide individuals with thirty (30) transfer credits (based on College Catalog transfer credit policy) into the 120-credit hour BSTM program. Candidates will have the potential to transfer any applicable general education courses into the BSTM program which may result in a reduction of total time for degree completion and a reduction in program costs. These



credits will be required to be reviewed and approved based on the College's transfer credit policy as outlined in the College Catalog.

3. Spartan College of Aeronautics and Technology will reserve three (3) spots per year in the Associate of Applied Science (AAS) Aviation Flight degree program at the Spartan College of Aeronautics and Technology Tulsa, OK campus location. These three (3) spots annually will be held for individuals who have completed their FAA Private Pilot Certificate and who are current or former students of SAMs.
4. Candidates with the FAA Private Pilot Certificate will receive transfer credit (see College Catalog for transfer credit policy) for the courses listed below in the Associate of Applied Science (AAS) Aviation Flight degree program at Spartan College of Aeronautics and Technology:

Course #	Course Description	Semester Credit Hours
• AVE 1112	Private Pilot Module 1 (Introduction to Aviation)	2
• AVE 1122	Private Pilot Module 2 (Fundamentals of Flight)	2
• AVE 1132	Private Pilot Module 3 (Aerodynamics and Aircraft Systems)	2
• AVE 1142	Private Pilot Module 4 (Aircraft Performance and Weather)	2
• AVE 1152	Private Pilot Module 5 (Preflight Preparation and Flight Planning)	2
• AVE 1162	Private Pilot Module 6 (Private Pilot Knowledge Review and Examination)	2
• AVF 1564	Private Pilot Certification-Airplane-Flying	4
Total		12

5. Candidates who have completed applicable collegiate level general education courses that align with the Spartan College AAS general education and career exploration courses listed below, may receive transfer credit after an evaluation by the college academic personnel. Please refer to the College Catalog for the transfer credit policy.

Course #	Course Description	Semester Credit Hours
• MAT 1001	College Mathematics	4
• PHY 1001	College Physics	3
• SPH 2001	Fundamentals of Public Speaking	3
• ENG 1001	English Composition	3
• HIS 1001	American History: 1865 to Present	3
• SOC 1001	Modern Sociology	3
• CAR 2001	Career Exploration	1
Total		20

6. Candidates who meet all admissions requirements for the Associate of Applied Science (AAS) Aviation Flight degree program at Spartan College of Aeronautics and Technology will be eligible to receive a housing scholarship and must complete all documents and qualify.



7. Spartan College of Aeronautics and Technology will provide SAMS with graduate resumes for Certified Flight Instructor candidates who have successfully completed the AAS Aviation Flight degree program to assist with hiring needs at SAMS.
8. Both institutions will share marketing logos for use in various social media, website, and other marketing media campaigns used to promote training, education, and aviation awareness. This media may be used and is not limited to a direct link to the institution's website. SAMS has permission to use the Spartan College logo on its website; however, neither institution's logo may be used on materials or other advertising without the other institution's prior authorization.
9. Students are subject to the policies and procedures of both institutions.
10. The term of this agreement is for one [1] year from the date of execution and shall automatically renew for successive one-year periods unless a party gives notice of non-renewal. Either party may terminate this agreement at any time understanding that all currently enrolled students may complete their course(s) of study per the terms of this agreement. This agreement does not commit SAMS to any monetary obligations. Venue for any dispute arising under this Agreement will be in the state or federal courts in Albuquerque, New Mexico.
11. Both institutions, Spartan Education, LLC (DBA Spartan College of Aeronautics and Technology) and SAMS may at any time initiate changes to this agreement. Both institutions reserve the right to modify the training programs and the scholarship opportunities as deemed necessary and agree to inform the appropriate individuals of said changes within a reasonable time period.

**Signatures;**

The signatures below will finalize this **Memorandum of Understanding** between Spartan Education, LLC (DBA Spartan College of Aeronautics and Technology) and SAMS and form the basis of a relationship which will benefit each institution and their students.

\_\_\_\_\_  
Southwest Aeronautics, Mathematics, and Science  
Academy

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Academic and Operations Officer  
Spartan Education, LLC  
(DBA Spartan College of Aeronautics and Technology)

\_\_\_\_\_  
Date

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

The Southwest Aeronautics Mathematics & Science Academy Charter School (SAMS) Governing 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. This policy does not apply to complaints or grievances by employees.

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 Hearing (within 15 working days)
- Step 4: Requesting a Governing 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 school 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.

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

The Head Administrator shall attempt to resolve the complaint to the satisfaction of the parties involved within fifteen (15) days of receiving the written complaint. The Head Administrator may choose to convene an informal hearing regarding the complaint. The Head Administrator will communicate the findings and resolution to all parties in writing within ten (10) working days of the informal hearing or other decision on the complaint. Both the complainant and the employee against whom the complaint was made may appeal the decision of the Head Administrator to the Governing Board. The request must be made in writing and submitted to both the Governing Board and Head Administrator within five (5) working days of the Head Administrator's response. It shall be up to the Governing Board's discretion when or whether to hear the appeal and in the event it chooses not to hear the appeal, the Head Administrator's decision shall be final.

### **Step 4: Governing Board Hearing for any Complaint Regarding a School 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 will review the grievance at the next scheduled Governing Council meeting or at a special meeting. The Council may uphold the Head Administrator's decision without a hearing. If the Council decides not to hold a hearing, the Council President 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, student placements (in special education or regular education classes), complaints about a staff member's performance (except the Head Administrator), or 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.

| The Governing Council may choose to hear the complaint at its discretion.

Complaint Policy – Exhibit A

**SAMS Academy**

**Complaint Form**

For Parents, Students, and Community Members  
Regarding School or District Policy, Practice, or Procedures or Employees

This form and process is available for any parent, student, or community member who wishes to initiate a complaint against any SAMS Academy policy, practice, or procedure, or a school employee. The complainant shall attempt to resolve the complaint at Step 1. If not applicable or possible, the complainant may go to the next appropriate step. (Please see Complaint Policy Process.). This complaint process does not apply to complaints by employees.

This complaint pertains to:

\_\_\_\_\_ A school employee (name): \_\_\_\_\_

---

\_\_\_\_\_ A school policy, practice, or procedure:

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Date of incident: \_\_\_\_\_ Complaint Form must be filed within  
7 working days of incident.

1. Please write the nature of the complaint. This should be a description in your own words of the grounds of your complaint, including all names, dates, and places necessary for a complete understanding of your complaint.
  
  
  
  
  
  
  
  
  
  
2. Please list any attempts you have made to resolve the complaint. You may attach additional pages.

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. The Governing Council may choose to hear the complaint, in its discretion. 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 written complaint and may choose to hold an informal hearing. 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 Governing 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. The Governing Council may elect to hear the appeal in its discretion and there is no right to a Governing Council appeal.

Request for Governing 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.

- 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.
- h. Situations relating to allegations of discrimination or harassment made illegal by state or federal civil rights laws or other allegations of violations of law.

### **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.

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 **Governing Council President** for an appeal to the SAMS Governing Council within ten (10) work days after the Head Administrator's resolution was rendered or due, if none was received. **SAMS Governing Council will review the grievance at the next scheduled Governing Council meeting or at a special meeting and determine whether to appoint a Grievance Review Committee to hear the appeal.** SAMS Governing Council will have no obligation to hear the appeal, or to appoint a committee to hear the appeal. In its sole discretion, the SAMS Governing Council may appoint a Grievance Review Committee to hear the grievance. If appointed, 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. In the event the SAMS Governing Council declines to appoint a Grievance Review Committee, or declines to hear an appeal from Level 2, the Head Administrator's decision shall be final. **The Governing Council President will notify the grievant of the governing Council's decision.**

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. Reasonable cross-examination will be allowed by the other party in interest, if any, subject to limitations set by the Committee.
3. The other party or parties in interest, if any, will present their responses to the grievance. Reasonable cross-examination will be allowed, subject to limitations set by the Committee.
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.

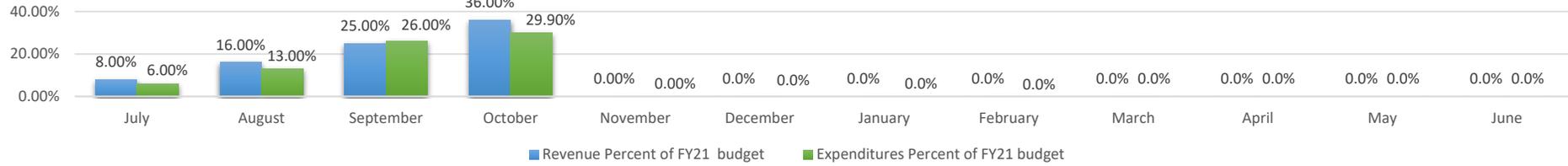
#### **Hearing before full SAMS Governing Council.**

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.

# Finance Summary as of October 31, 2020

## Operational Revenue vs. Expenditures



**SAMS Academy has received 25% of revenue & have expended 21.56% budgeted in FY21 for Operational**

**Bank Reconciliation:**

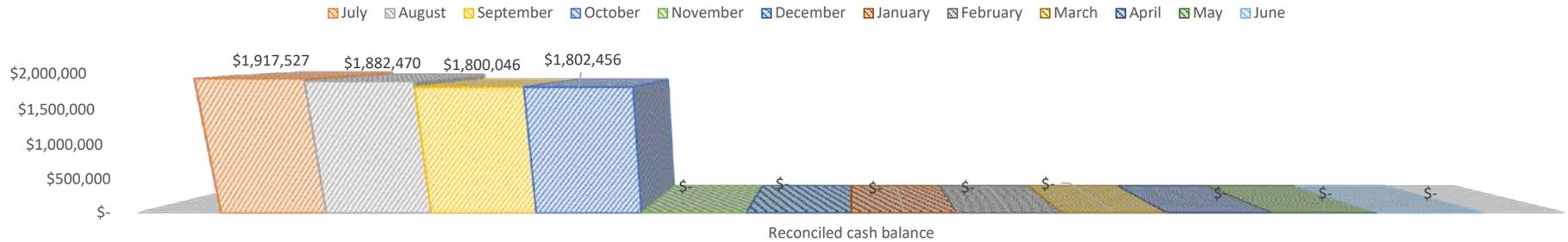
➤ October 2020

- Reconciled cash balance at 10/31/2020 \$1,802,456.17
- Outstanding items total \$576.89
- Revenue exceeded Expenditures by \$111,603.09

**BARS for Approval:**

2021-11000-0006-T  
2021-24101-0007-T

## FY21 CASH BALANCE



## 11000 FUND BALANCE



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: 544-000-2021-0006-T  
Fund Type: General Fund / Capital Outlay / Debt Service

Adjustment Type: Transfer

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>

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000 Operational	1000 Instruction	57331 Fixed Assets (more than \$5,000)	1010 Regular Education (K-12) Programs	0000 No Job Class	\$166,333	(\$30,000)	\$136,333	
11000 Operational	2100 Support Services-Students	51100 Salaries Expense	0000 No Program	1214 Guidance Counselors/Social Workers		\$23,044	\$23,044	0.24
11000 Operational	2100 Support Services-Students	52111 Educational Retirement	0000 No Program	0000 No Job Class		\$3,261	\$3,261	
11000 Operational	2100 Support Services-Students	52112 ERA - Retiree Health	0000 No Program	0000 No Job Class		\$461	\$461	
11000 Operational	2100 Support Services-Students	52210 FICA Payments	0000 No Program	0000 No Job Class		\$1,429	\$1,429	
11000 Operational	2100 Support Services-Students	52220 Medicare Payments	0000 No Program	0000 No Job Class		\$335	\$335	
11000 Operational	2100 Support Services-Students	52312 Life	0000 No Program	0000 No Job Class		\$34	\$34	
11000 Operational	2100 Support Services-Students	52500 Unemployment Compensation	0000 No Program	0000 No Job Class		\$43	\$43	
11000 Operational	2100 Support Services-Students	52720 Workers Compensation Employer's Fee	0000 No Program	0000 No Job Class		\$3	\$3	
11000 Operational	2100 Support Services-Students	53711 Other Charges	0000 No Program	0000 No Job Class	\$2,500	\$1,390	\$3,890	
Sub Total						\$0		0.24
<b>Indirect Cost</b>								
<b>DOC. TOTAL</b>						\$0		

**Justification:**

Reallocate planned available budget for new PT Social worker. 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.

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: 544-000-2021-0007-T

Fund Type: Flowthrough

Adjustment Type: Transfer

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>	Budget Period: 07/01/2020	To: 06/30/2021
A. Approved Carryover:		
B. Total Current Year Allocation:		
D. Total Funding Available:		

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
24101 Title I - ESEA	2100 Support Services-Students	51100 Salaries Expense	0000 No Program	1211 Coordinator/Su bject Matter Specialist	\$50,000	(\$37,880)	\$12,120	(1.75)
24101 Title I - ESEA	2100 Support Services-Students	52111 Educational Retirement	0000 No Program	0000 No Job Class	\$10,293	(\$10,293)		
24101 Title I - ESEA	2100 Support Services-Students	52112 ERA - Retiree Health	0000 No Program	0000 No Job Class	\$1,000	(\$1,000)		
24101 Title I - ESEA	2100 Support Services-Students	52210 FICA Payments	0000 No Program	0000 No Job Class	\$3,100	(\$2,348)	\$752	
24101 Title I - ESEA	2100 Support Services-Students	52220 Medicare Payments	0000 No Program	0000 No Job Class	\$725	(\$549)	\$176	
24101 Title I - ESEA	2100 Support Services-Students	52311 Health and Medical Premiums	0000 No Program	0000 No Job Class	\$9,050	(\$9,050)		
24101 Title I - ESEA	2100 Support Services-Students	52312 Life	0000 No Program	0000 No Job Class	\$85	(\$85)		
24101 Title I - ESEA	2100 Support Services-Students	52313 Dental	0000 No Program	0000 No Job Class	\$925	(\$925)		
24101 Title I - ESEA	2100 Support Services-Students	52314 Vision	0000 No Program	0000 No Job Class	\$78	(\$78)		
24101 Title I - ESEA	2100 Support Services-Students	52315 Disability	0000 No Program	0000 No Job Class	\$641	(\$641)		
24101 Title I - ESEA	2100 Support Services-Students	52500 Unemployment Compensation	0000 No Program	0000 No Job Class	\$250	(\$183)	\$67	
24101 Title I - ESEA	2100 Support Services-Students	52720 Workers Compensation Employer's Fee	0000 No Program	0000 No Job Class	\$30	(\$20)	\$10	
24101 Title I - ESEA	1000 Instruction	51100 Salaries Expense	1010 Regular Education (K- 12) Programs	1711 Instructional Assistants- Grades 1-12		\$45,000	\$45,000	2.00
24101 Title I - ESEA	1000 Instruction	52111 Educational Retirement	0000 No Program	0000 No Job Class		\$6,368	\$6,368	
24101 Title I - ESEA	1000 Instruction	52112 ERA - Retiree Health	0000 No Program	0000 No Job Class		\$900	\$900	
24101 Title I - ESEA	1000 Instruction	52210 FICA Payments	0000 No Program	0000 No Job Class		\$2,790	\$2,790	
24101 Title I - ESEA	1000 Instruction	52220 Medicare Payments	0000 No Program	0000 No Job Class		\$655	\$655	

24101 Title I - ESEA	1000 Instruction	52311 Health and Medical Premiums	0000 No Program	0000 No Job Class		\$5,129	\$5,129	
24101 Title I - ESEA	1000 Instruction	52312 Life	0000 No Program	0000 No Job Class		\$240	\$240	
24101 Title I - ESEA	1000 Instruction	52313 Dental	0000 No Program	0000 No Job Class		\$1,200	\$1,200	
24101 Title I - ESEA	1000 Instruction	52314 Vision	0000 No Program	0000 No Job Class		\$200	\$200	
24101 Title I - ESEA	1000 Instruction	52315 Disability	0000 No Program	0000 No Job Class		\$300	\$300	
24101 Title I - ESEA	1000 Instruction	52500 Unemployment Compensation	0000 No Program	0000 No Job Class		\$250	\$250	
24101 Title I - ESEA	1000 Instruction	52720 Workers Compensation Employer's Fee	0000 No Program	0000 No Job Class		\$20	\$20	
					Sub Total	\$0		0.25
					<b>Indirect Cost</b>			
					<b>DOC. TOTAL</b>	\$0		

**Justification:**

Use of incorrect function during budget. Align based on actual Employee staffing. 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.

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