



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

November 18, 2022

2:00 p.m.

SAMS Board Room and 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 21, 2022 Regular Meeting\*
- II. Closed Session \*
  - A. Discussion of real property acquisition pursuant to NMSA 1978 Section 10-15-1(H)(8) and particularly an amendment to a Lease Purchase Agreement with RM SAMS, LLC to add additional improvements to those to be lease-purchased.
- III. Open Session \*
  - A. Consideration and approval of a Resolution approving entering into a First Amendment to Lease Purchase Arrangement related to the previously approved Resolution Authorizing a Lease-Purchase Arrangement for real property located at the Southwest Corner of Irving Blvd. and Ventana Road, in the City of Albuquerque, County of Bernalillo, New Mexico, as defined by the Public School Lease Purchase Act (NMSA 1978, Section 22-26A-6(B)).
- IV. Public Comment (comments will be limited to two minutes) – see attached Special Procedures for more information
- V. Ongoing Business Matters
  - A. Aviation Program Update
  - B. Facility Update
  - C. SAMS Wellness Committee Update
- VI. Administrative Update
  - A. Student Achievement Update
  - B. MyPath Short Cycle Assessment Results
  - C. NM State Assessment Results



- VII. New Business Matters
  - A. SAMS Academy Governing Council Bylaws and Board Policy Revision (discussion/action) \*
  - B. COVID-19 Related Sick Leave Policy (discussion/action) \*
  - C. COVID-19 Policy Return to School Ratification (discussion/action) \*
  
- VIII. Governing Council Development
  - A. Discussion with Kelly Callahan
  - B. SAMS Academy Governing Council Bylaws and Board Policy Discussion
  - C. Strategic Planning Discussion
    - 1. New Facility Construction
    - 2. Mission Statement Revision
    - 3. Aerospace Curriculum Implementation to Align with New Mission Statement
  
- IX. Finance Report
  - A. Business Office Operations Update
  - B. Voucher Approvals (discussion/action) \*
  - C. Bank Reconciliation (discussion/action) \*
  - D. Budget Adjustment Requests (discussion/action) \*
    - BAR 2223-11000-0003-I
    - BAR 2223-11000-0004-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 Amanda Catanzaro at (505) 338-8601 or [acatanzaro@samsacademy.com](mailto:acatanzaro@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. Catanzaro at the phone number or email address above if a summary or other type of accessible format is needed.



## Special Procedures for November 18, 2022 SAMS Governing Council Regular Meeting

The SAMS Governing Council Regular Meeting on November 18, 2022 at 2:00 pm will be held at SAMS Academy and will provide for those not wishing to attend in person access to view and/or participate via Zoom. This will be available for the public, Governing Council members and SAMS staff.

The procedures for accessing the meeting are as follows:

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

<https://us04web.zoom.us/j/5383341131?pwd=UWpFVWNQejFoRDRYMct3OXIEdkxhUT09>

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: 538 334 1131

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 either via Zoom or in person. To speak during public comment, please email your request to speak with your name to [acatanzaro@samsacademy.com](mailto:acatanzaro@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 to address the Governing Council. Public comments will be limited to two minutes. The public may email comments to Amanda Catanzaro [acatanzaro@samsacademy.com](mailto:acatanzaro@samsacademy.com). Email comments will be kept with the records of the meeting.

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 Amanda Catanzaro at 505-715-3420.



Above. And beyond.

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



**GOVERNING COUNCIL**

Regular Meeting of the SAMS Academy Governing Council on Friday, October 21, 2022

In Person and via Zoom.us

**BOARD MEMBERS PRESENT**

Larry Kennedy, Farrah Nickerson, Brandy Bond, Alex Carothers (late), Roland Dewing, and Laura Kohr

**BOARD MEMBERS ABSENT**

Mike Deveraux and Mike Romo

**ALSO IN ATTENDANCE**

Bridget Barrett, Amanda Catanzaro, Sean Fry and Lauren Chavez

**PUBLIC**

Kelly Callahan, Steve Nakamura via phone, Jody Meyer

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 Regular Meeting of the Governing Council for the Southwest Aeronautics, Mathematics, and Science Academy on October 21, 2022 at 2:01 p.m. on Zoom.us and in person at SAMS Academy.

**A. Roll Call**

Larry Kennedy asked Amanda Catanzaro to call roll. Amanda Catanzaro called Farrah Nickerson, Brandy Bond, Roland Dewing, Laura Kohr, and Larry Kennedy.

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

Larry Kennedy has a request from Sean Fry to move Section VII and IX up to after Section II. Larry Kennedy asked for a motion to approve the agenda with the changes. Farrah Nickerson made a motion to approve the agenda with the changes. Brandy Bond seconded the motion. Larry Kennedy called for a roll call vote to approve the agenda. Amanda Catanzaro called Farrah Nickerson, Brandy Bond, Roland Dewing, Laura Kohr, and Larry Kennedy; all voted yes. The motion carried unanimously.

**C. Review/Approval of Minutes from September 16, 2022 Special Meeting\***

Larry Kennedy requested that the September 16, 2022 minutes reflect that Ed Smith, Emeritus Member was also in attendance at this meeting. Larry Kennedy asked for a motion to approve the minutes with additional member present from the September 16, 2022 Special Meeting. Alex Carothers enters the meeting at 2:05 pm. Farrah Nickerson made a motion to approve the minutes from the September 16, 2022 Special Meeting with changes. Brandy Bond seconded the motion. Larry Kennedy called for a roll call vote to approve the agenda. Amanda Catanzaro called Farrah Nickerson, Brandy Bond, Alex Carothers, Roland Dewing, Laura Kohr, and Larry Kennedy; all voted yes. The motion carried unanimously.

**II. Public Comment**

Larry Kennedy asked Bridget Barrett and Amanda Catanzaro if there was any public comment. There were no public comments.

**III. New Business Matters**

**A. Movers Selection**

Larry Kennedy explained that per policy, the SAMS Governing Council must approve purchases exceeding \$60,000 and must be presented with purchases between \$20,000 and \$60,000 but are not required to vote or approve those purchases. Amanda Catanzaro presented three quotes from Innovative Moving Systems, Quality Movers LLC and Moving Solutions. Innovative Moving Systems

quote was for \$51,857.49, Quality Movers LLC quote was for \$56,461.00 and Moving Solutions quote was for \$18,789.26.

Questions was asked if these are like quotes. Amanda Catanzaro stated that each company did a walk through around the current facility and same scope of work. Two quotes are not to exceed quotes and Moving Solutions quote put the areas that are unsure as part of the move as additional line items. Even with all of the additional separated line items included, the quote is still way under the other two quotes.

Amanda Catanzaro explained that she has experience with Innovative Moving Systems but also felt comfortable with the other two quotes based on the walk through completed. Larry Kennedy has experience with Moving Solutions and has used them to move offices in the past with success.

Larry Kennedy states that final decision will be made by Bridget Barrett and Amanda Catanzaro.

#### **IV. Finance Report**

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

Sean Fry presented that the Finance Committee met prior to this meeting. Note that no Purchase Order is in place for the new facility yet because of known upcoming changes to LPA and unknown start date of payments. When everything is finalized, a Purchase Order will be issued. With the 40 day count of 279, we can expect an increase in operational revenue in January 2023. Lease Assistance award is still pending and has been delayed until January when we are in the LPA for the new school and have final numbers.

##### **B. Voucher Approvals\***

After reviewing the vouchers and finance packet, Sean Fry asked for consideration for approval of the voucher report for the month of September. Larry Kennedy called for a motion to approve the vouchers. Farrah Nickerson made a motion to approve the September vouchers. Roland Dewing seconded the motion. Larry Kennedy called for a roll call vote. Amanda Catanzaro called Farrah Nickerson, Brandy Bond, Alex Carothers, Roland Dewing, Laura Kohr, and Larry Kennedy; all voted yes. The motion carried unanimously.

##### **C. Bank Reconciliation\***

Sean Fry presented the bank reconciliation that ties with the general ledger. Larry Kennedy called for a motion to approve the vouchers. Laura Kohr made a motion to approve the September Bank Reconciliation. Alex Carothers seconded the

motion. Larry Kennedy called for a roll call vote. Amanda Catanzaro called Farrah Nickerson, Brandy Bond, Alex Carothers, Roland Dewing, Laura Kohr, and Larry Kennedy; all voted yes. The motion carried unanimously.

**D. Budget Adjustment Requests\***

Sean Fry presented BAR 2223-24101-0002-T which is a Transfer BAR for Title I from the 2100 function budgeted for the tutor to Direct Instruction for a Level III Educational Assistant. Larry Kennedy called for a motion to approve BAR 2223-24101-0002-T. Farrah Nickerson made a motion to approve BAR 2223-24101-0002-T. Alex Carothers seconded the motion. Larry Kennedy called for a roll call vote. Amanda Catanzaro called Farrah Nickerson, Brandy Bond, Alex Carothers, Roland Dewing, Laura Kohr, and Larry Kennedy; all voted yes. The motion carried unanimously.

**V. Ongoing Business Matters**

**A. Aviation Program Update**

Dr. Lauren Chavez presented Flight Training information and has flown 40.8 hours this month. The airplane just had its 100 hour and annual inspection. Two issues were identified and since corrected. The Redbird SIM will be relocated to the new building by Redbird (disassembly, transport and reassembly). One more student has received the Drone Scholarship.

Young Eagles Rally was October 15 and several SAMS students had the opportunity to go up in the plane. Doc provided update on A&P/Choose Aerospace program, Air Traffic Control internship, and program trying to establish with Luna College.

Farrah Nickerson shared that her son was at college and looked out and noticed a plane in the sky that looked like the SAMS plane so he got online and tracked and it was the SAMS plane flying over him. It was a student who was completing their first solo flight. Alex Carothers asked how many students are currently in the flight phase of the program. Doc shared that she is flying regularly with 10 students. Roland Dewing asked if one person is able to handle this program. Doc shared that Ms. Barrett and herself are discussing creative solutions to be able to serve as many students as possible. Discussion around the use of volunteer flight instructors and qualifications necessary. Doc shared she wants to expand the program but needs a solid plan in order to do so. Larry Kennedy asked if only SAMS students are flying during Young Eagle activities and who pays for the fuel. Doc stated that only SAMS students are flying and SAMS pay for the fuel but Young Eagles does provide liability insurance during the duration of their



programs. Larry Kennedy shared that Mike Deveraux is a former A&P and suggests reaching out to him regarding starting new program. SAMS email is the best way to contact him.

**B. Facility Update**

Steve Nakamura shared updates on the new building including that the final stucco coat is being applied and that should be completed by mid-week. Painting is about 90% complete, tile is completed in bathrooms, ceiling tiles are being installed around the perimeter of the rooms, and all of the LED lighting is installed. Cabinets are scheduled to be installed next week. Waiting on the backflow to be installed by the landscapers, which should be happening today and then the water meter can be installed. Waiting on the hookup from PNM, which is the only concern at this time regarding move in date. There have been no additional security issues and the guard is still on site at nights/weekends. On schedule for the 12/15 completion date.

**C. SAMS Wellness Committee Update**

Brandy Bond presented surveys are going to be sent out this week (about a week behind schedule due to testing) and results will be shared at the next governing council meeting. Committee continues to work on updating the mission statement that will be included in the charter renewal in 2023.

Farrah Nickerson asked what kinds of questions are on the survey? There are three surveys (parents, students, and staff) and similar to last year's questions.

**VI. Administrative Update**

**A. Student Achievement Update**

Bridget Barrett shared academic updates of Edgenuity class progress. Administration is continuing to work on removing restrictions on Chromebooks. Shared placement exam results and they are underwhelming and are not providing the data that we need to help students achieve. Next week, we will be completing an additional placement exam through My Path that will provide us with breakdown data that is useful in helping students progress. Basketball season is underway. Spirit Week is 10/24-10/28 and October Fest/ Dance is 10/28. Current enrollment numbers as well as 40 day count of 279 (highest ever) are exciting. Social worker attended a training on the Equity Council and will be training the staff in an upcoming meeting.

Brandy Bond asks if students are going to be graded on the new placement exam. Discussion around incentivizing students to do their best and pros and cons of making the placement exam a grade or offering extra credit.

Jody Meyer, a parent of a SAMS students, wanted the governing council and administration to know that her students are adamant on keeping Edgenuity and that her students often say the other students that are complaining about Edgenuity are lazy and not really trying in their classes. Laura Kohr says that her students are loving the hybrid model this year and how the teachers are connecting the live lessons with their Edgenuity course work.

Roland Dewing shared a story about attending a Wing Conference dinner and the person he was sitting next to knew Alex Carothers who told him about the CAP program. Roland told this person he knew Alex because they served on the SAMS board together and this person stated that his son is a student at SAMS and loves the school.

**VII. Governing Council Development**

Kelly Callahan lost phone reception. Larry Kennedy shared that Kelly had previously shared updated bylaws with suggestions last year to replace the outdated bylaws. Revisit updating at the next meeting.

**VIII. Announcements**

The next meeting of the governing council is scheduled for November 18, 2022 at 2:00 p.m. There is a high probability a special meeting will need to be scheduled between now and November meeting.

**IX. Adjournment\***

Larry Kennedy called for a motion to adjourn. Farrah Nickerson made a motion to adjourn. Laura Kohr seconded the motion. Larry Kennedy called for a roll call vote to approve the agenda. Amanda Catanzaro called Farrah Nickerson, Brandy Bond, Alex Carothers, Roland Dewing, Laura Kohr, and Larry Kennedy; all voted yes. The motion carried unanimously.

The regular meeting of the Governing Council for the Southwest Aeronautics, Mathematics and Science Academy adjourned on October 21, 2022 on zoom.us and in person at 3:23 p.m.



## Monthly Report - Nov 18, 2022

All figures and outcomes are based on the date of this report - Nov 15, 2022.

### FLIGHT TRAINING:

- **Flights** - We flew ~24.2 hrs since the last board report. One student should be ready to solo as soon as we get the rust off from the “break”.
- **Aircraft Status** - no issues.
- **Sims** - No issues.
- **Drone** - We had another student get a Drone Scholarship.

### GROUND CLASSES STATUS:

- Lightening up for the holidays / letting them focus on getting core classes caught up and/or finished.

### ADDITIONAL:

- **EAA** - The Nov. 5 Young Eagles was cancelled (too many pilots out sick.) It will be rescheduled.
- **CAP** - Nothing new. Planning to start at the new building next semester.

### EXPENSES:

- **Fuel:** Please see the finance report (World Fuel). I estimated \$1433, based on hours flown and average fuel cost.
- **Maintenance:** \$0
- **Hangar Rental:** \$325.00 per month (waiting to hear back from Bode about getting our contract current.)
- **Insurance:** Annual Premium \$ 5,511.00 (increasing by likely 25-50% next year, as previously mentioned.)



NOVEMBER 2022

## ADMINISTRATIVE UPDATE



### ACADEMICS

43% of Classes below 74% progress  
 33% of Classes below 60% Actual Grade  
 15% of Classes Above 90% Actual Grade  
 86 Classes 100% Complete  
 Last day for courses is December 14th

### WHAT'S HAPPENING?

End of Semester approaching  
 Due to the move- virtual or project based finals  
 Exam makeup time via Zoom from 12-3:30 11/18  
 SAMS Winter Party Luncheon set for 12/16  
 Cognia Accreditation Update  
 No School next week for students!

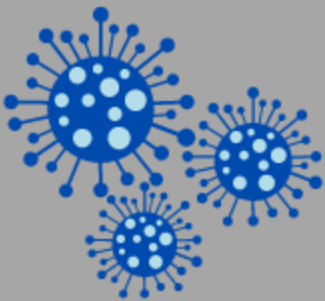


### ENROLLMENT

282 enrolled students  
 4 students submitted applications  
 107 students in the middle school  
 175 students in the high school

### EQUITY COUNCIL

Jolene Herring, school social worker,  
 Equity Council leader. Integrating  
 trainings into SEL courses.



### COVID

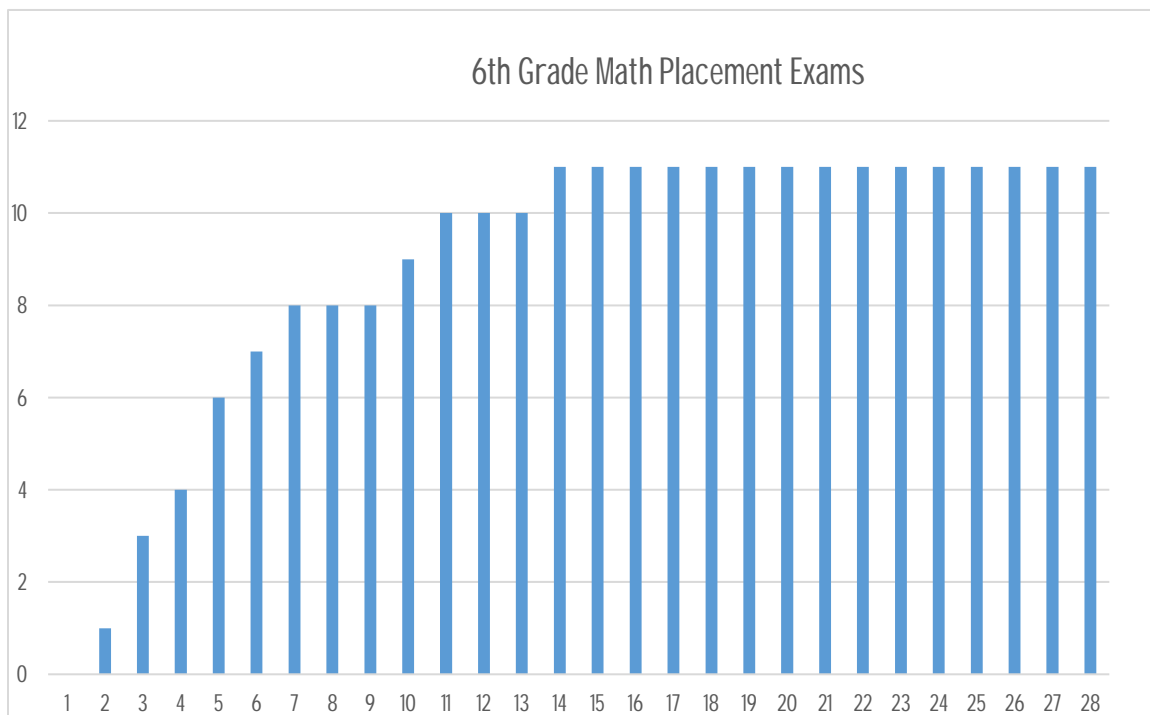
Remote learning for the week of 11/7 to  
 11/10 Letter sent out to staff/families  
 Cases are on the uptick, extra diligent about  
 sanitizing and cleaning

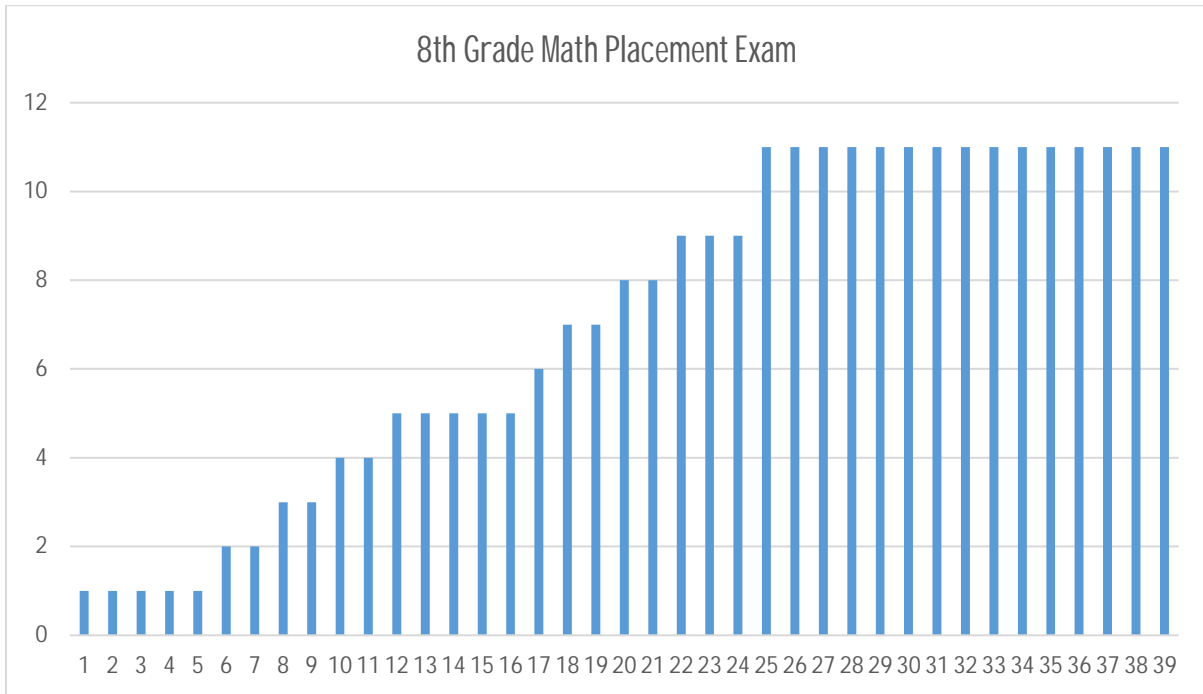
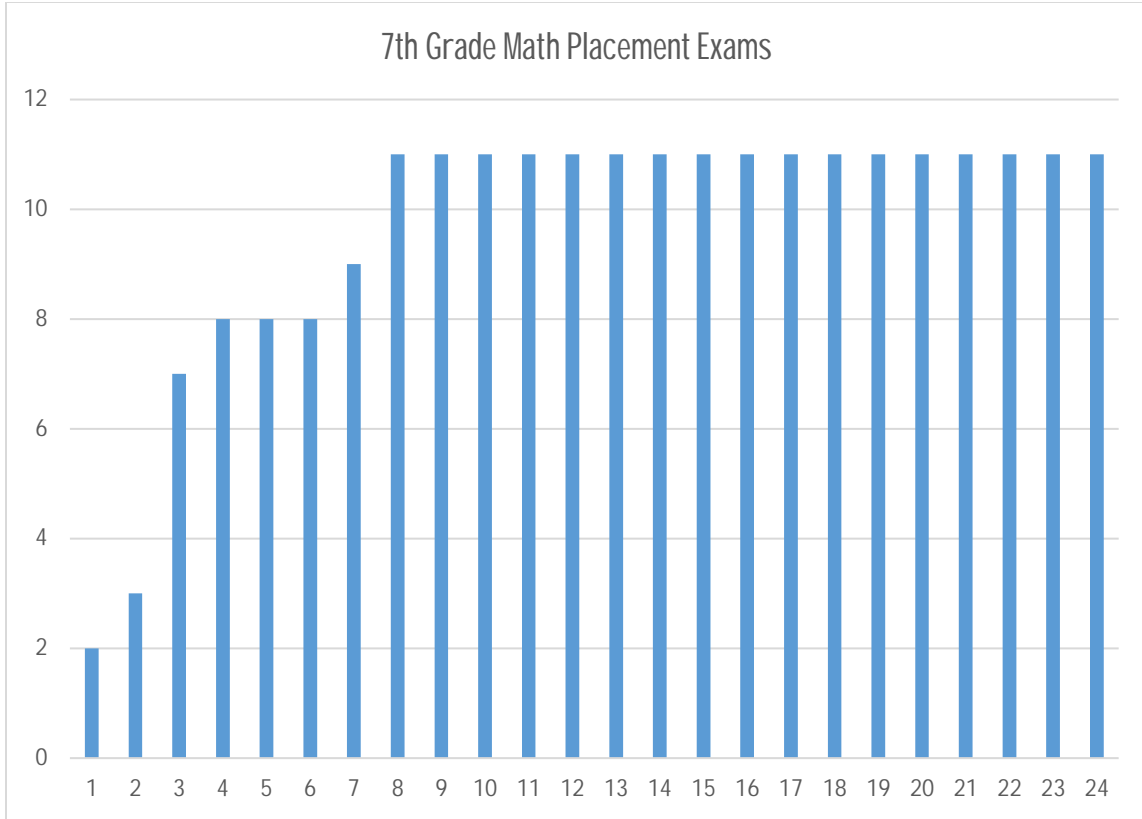
Our amazing staff has organized their very own Thanksgiving potluck! We are grateful to our governing council for giving their time and energy to support our amazing school. Thank you from the bottom of our hearts.

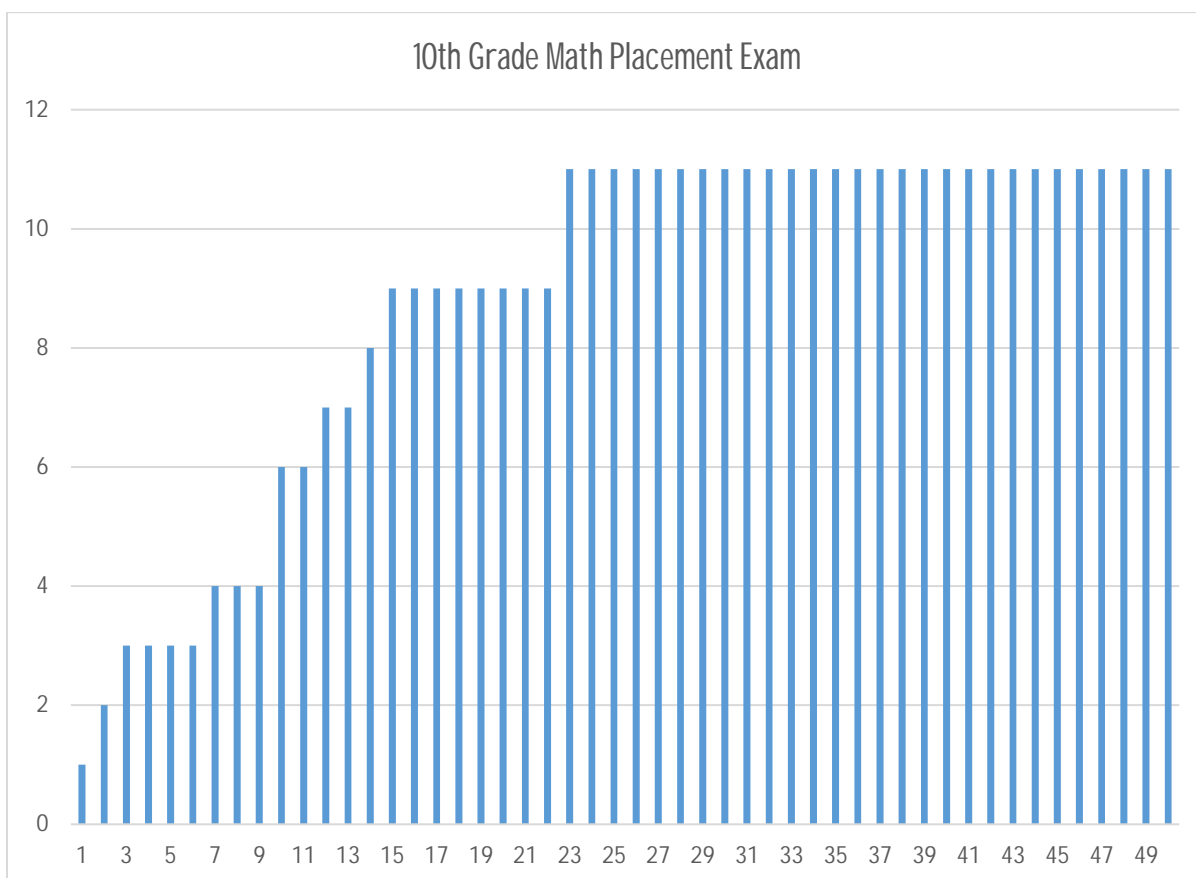
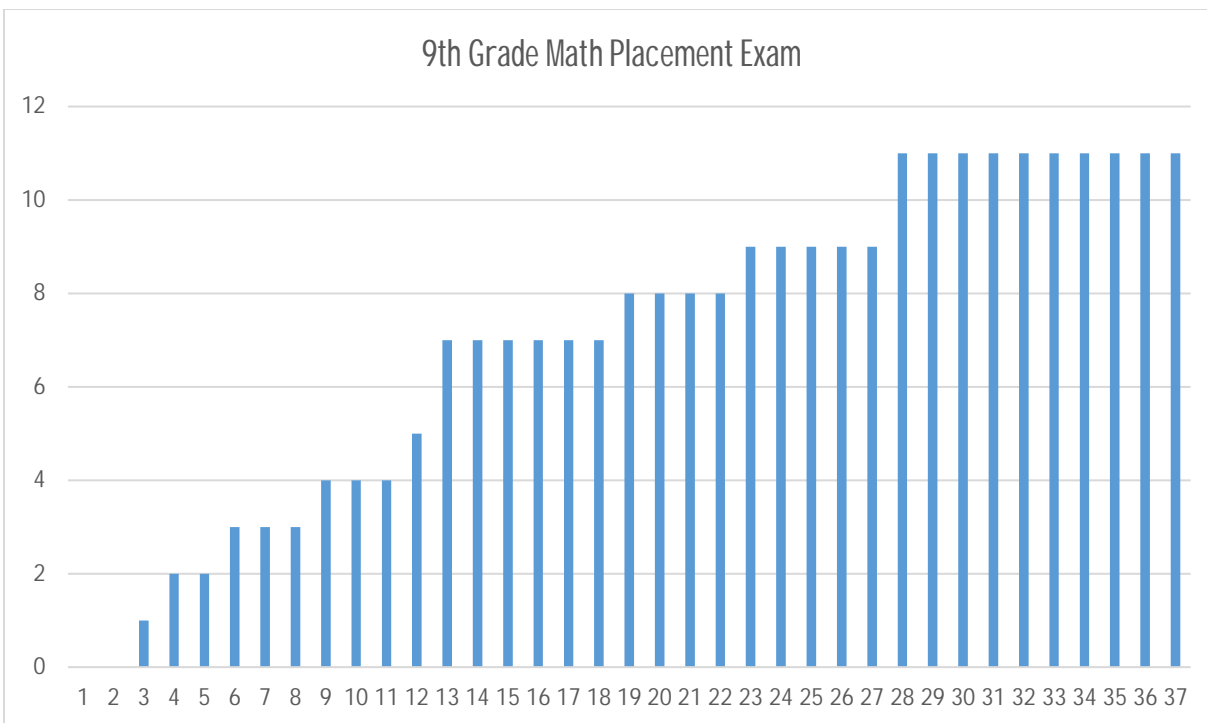


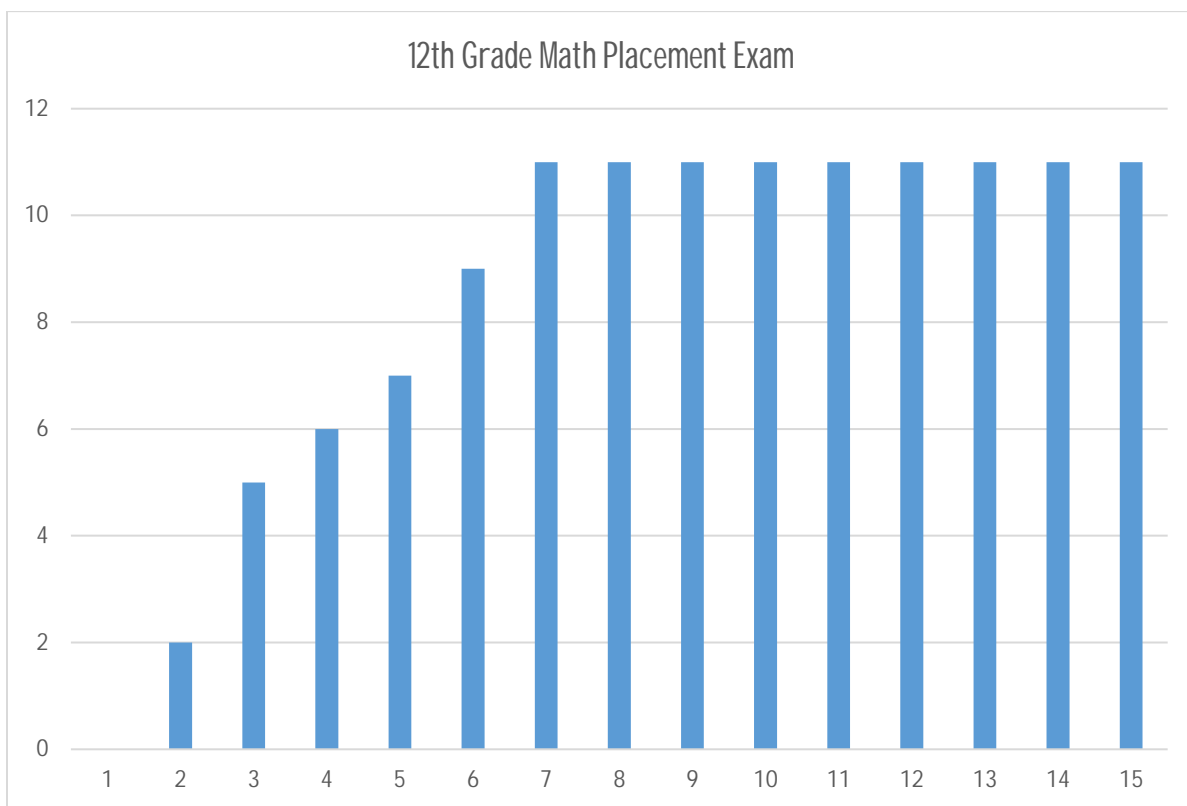
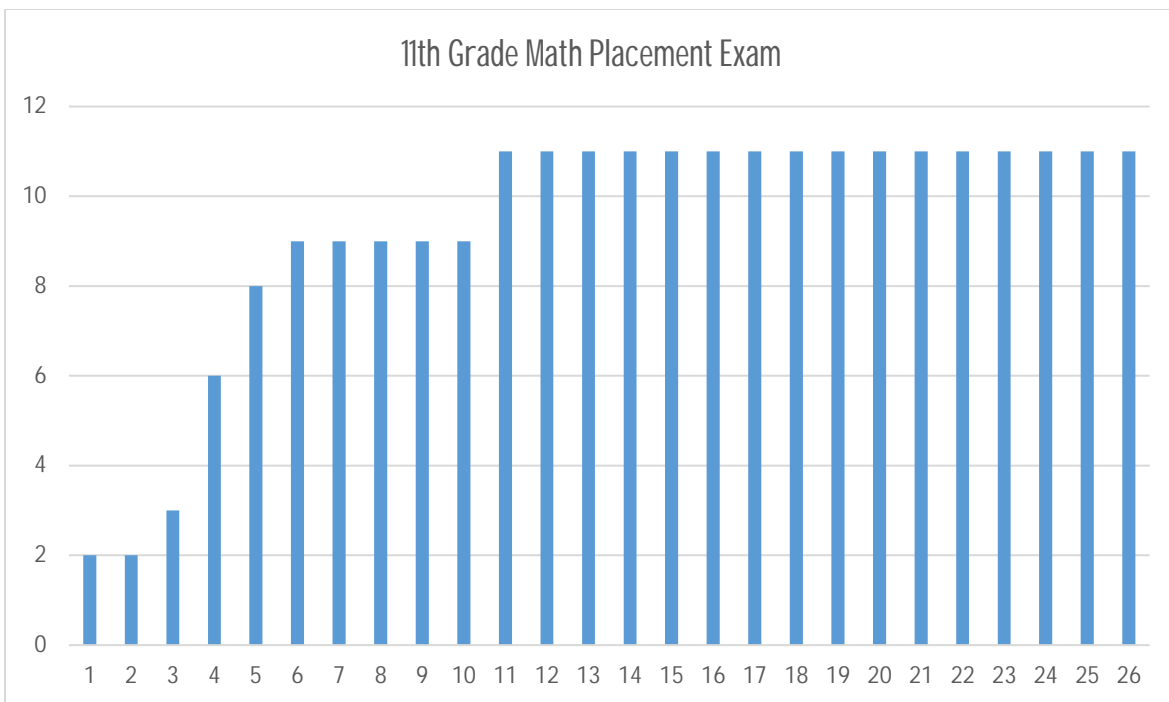
MISSION MINUTE

# MATH



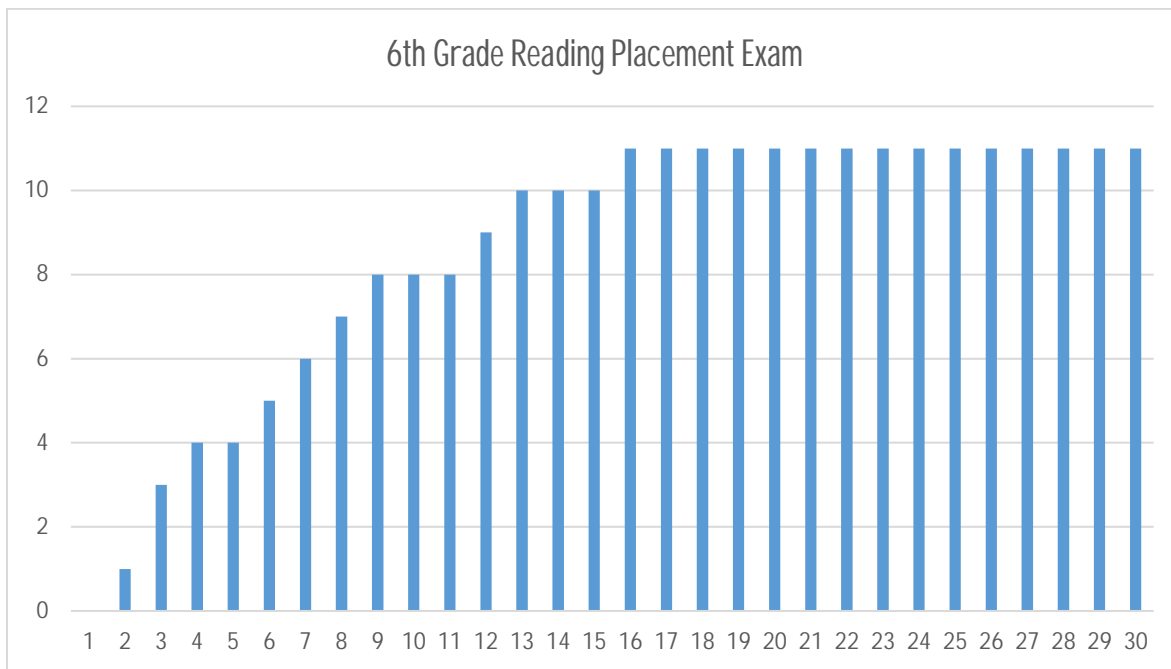


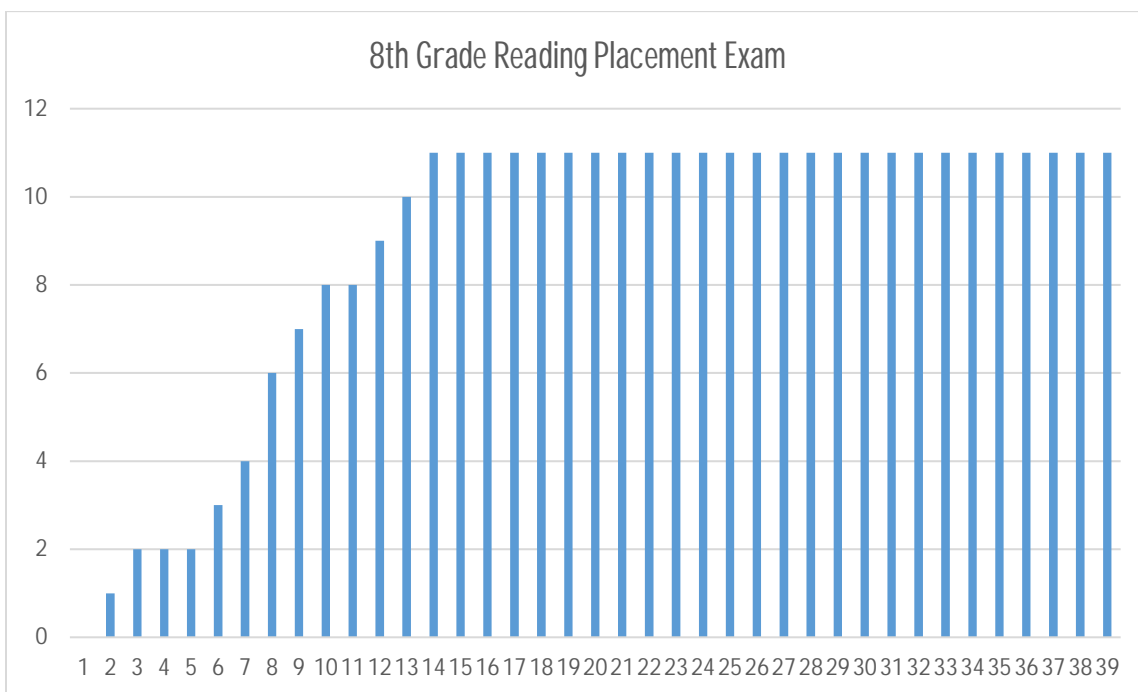
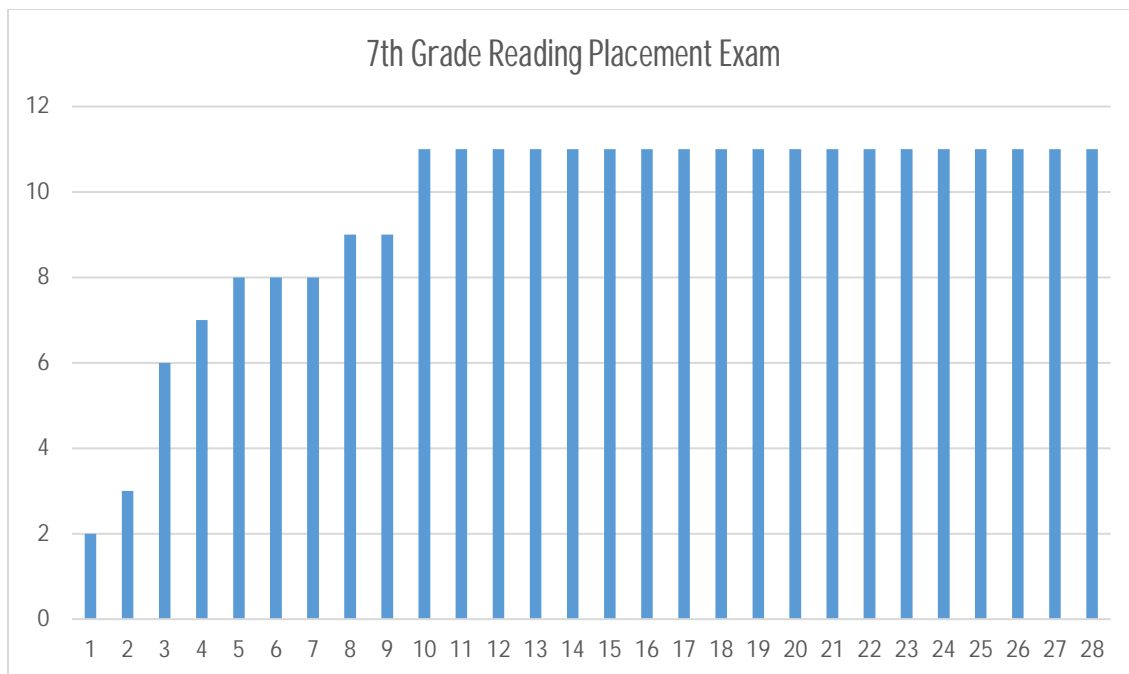


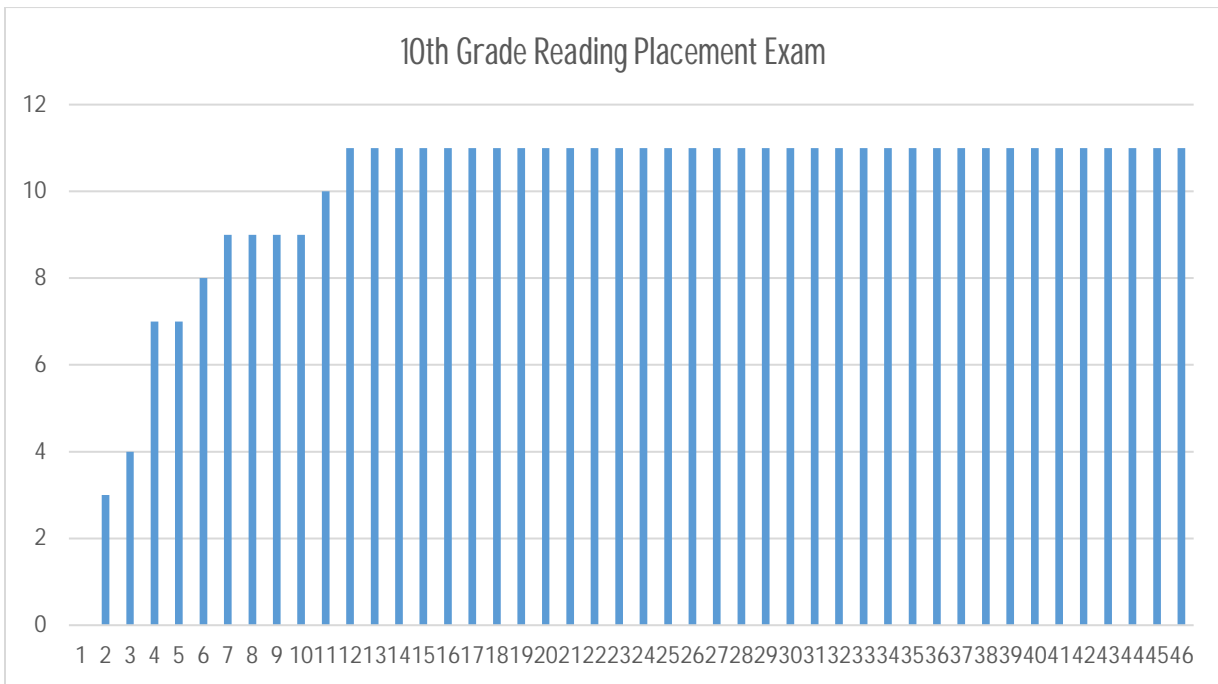
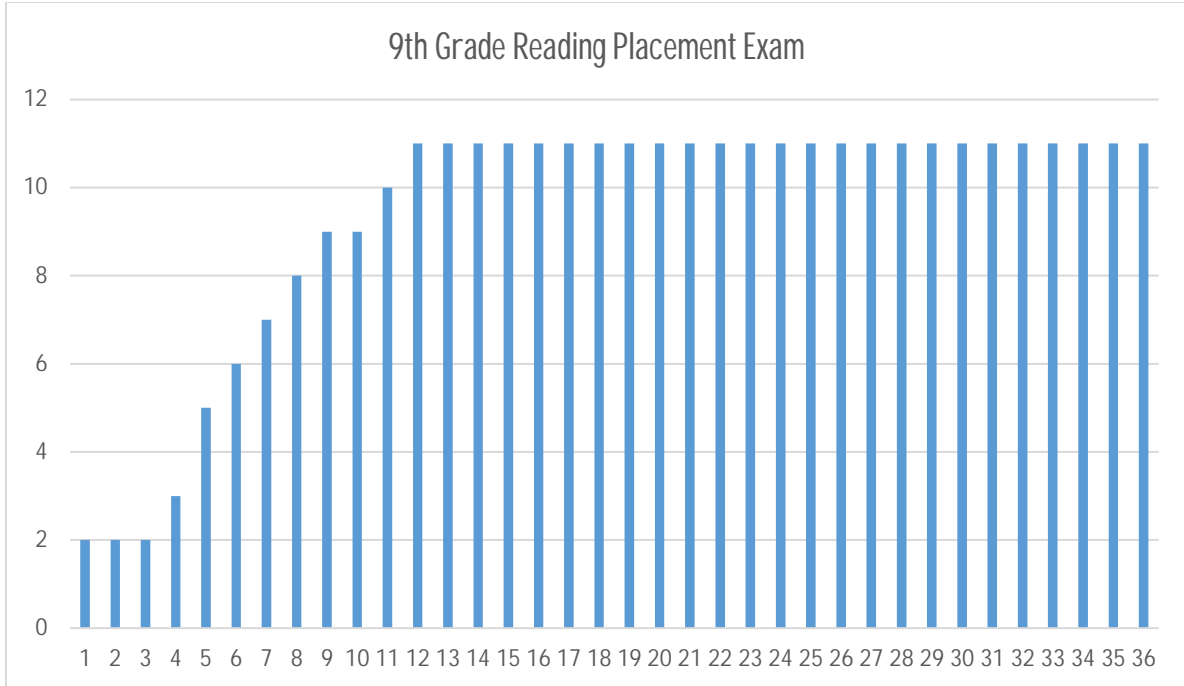


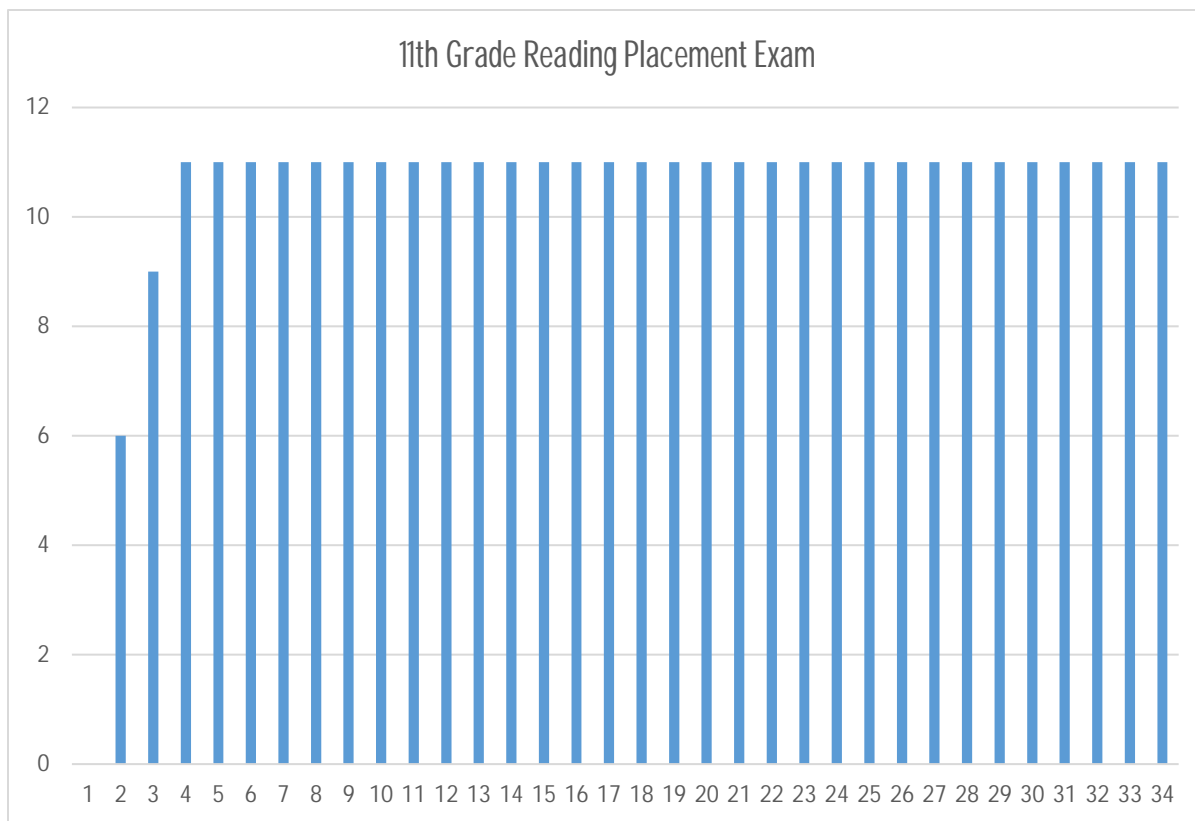


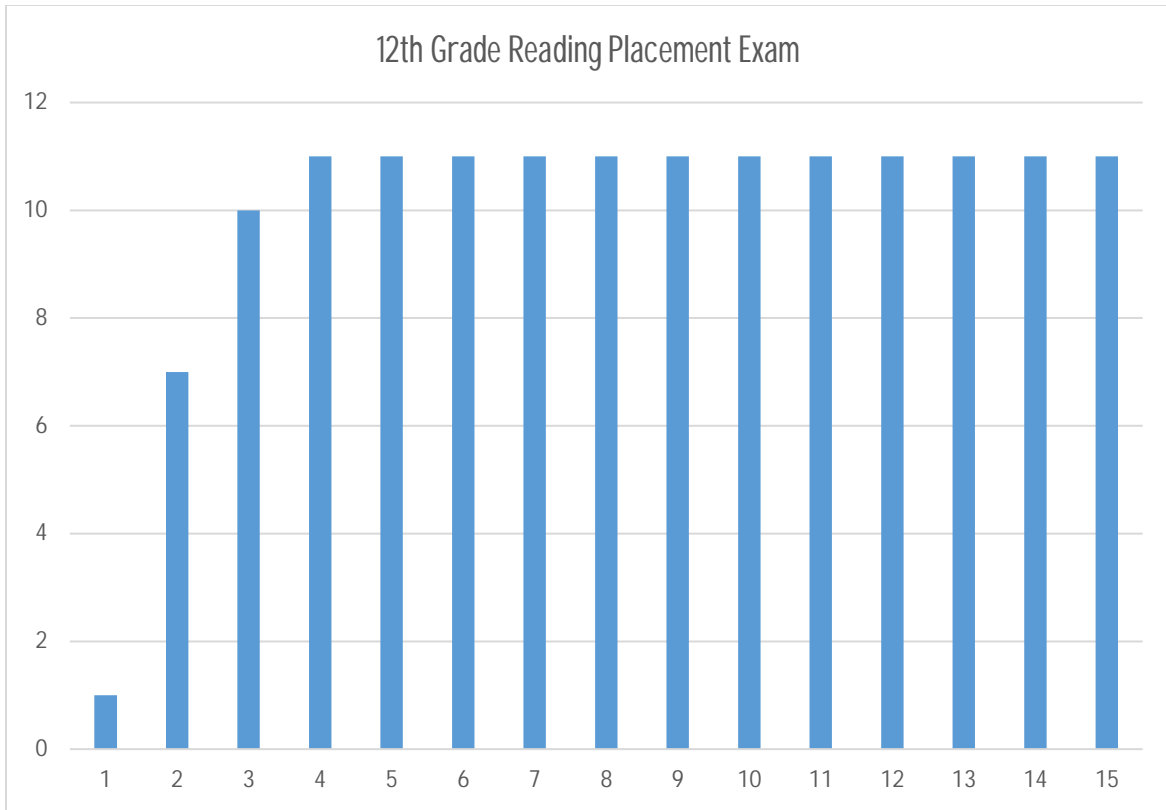
# READING











**NM State Assessment Data**

**Spring 2022**

		<b>STATE</b>	<b>SAMS</b>		<b>STATE</b>	<b>SAMS</b>
6 <sup>th</sup> grade	ELA	33%	43%	Math	33%	36%
7 <sup>th</sup> grade	ELA	35%	47%	Math	25%	36%
8 <sup>th</sup> grade	ELA	33%	50%	Math	20%	29%
8 <sup>th</sup> grade	Science	29%	41%			
11 <sup>th</sup> grade	Science	40%	89%			
11 <sup>th</sup> grade	SAT	888	962			



BYLAWS  
OF  
THE GOVERNING COUNCIL OF THE

**Southwest Aeronautical, Math, and Science Academy (SAMS)**

Articles

**ARTICLE 1: Governing Council Powers and Responsibilities**

The powers and duties of the Governing Council prescribed by the School and the New Mexico Public School Code (including those prescribed in NMSA 1978 §22-8B-4) and all applicable laws and regulations. Complete and final control of all matters pertaining to the school's educational system shall be vested in the Governing Council. The Governing Council of School shall have the following powers and duties:

1. Those powers as set forth in the School charter that are not inconsistent with federal or state laws or constitutions, or as otherwise set forth in the Charter Schools Act, NMSA 1978 §§22-8B-1, *et seq.*
2. Employ the Head Administrator of School
3. Delegate administrative and supervisory functions of the Head Administrator of School when appropriate
4. Approval of the annual budget of anticipated income and expenditures, and direct the preparation of the annual financial audit report in connection with the authorizer's annual audit
5. Have the capacity to sue or be sued
6. Contract for services facility leases with any school district, a university or college or any third party for the use of a facility, its operation and maintenance and the provision of any service or activity that School is required to perform in order to carry out the educational program described in its charter.
7. Acquire and dispose of property provided that at the termination of the charter, all assets of the charter shall revert to the authorizer that authorized the charter, unless otherwise amended by law.
8. Accept or reject any charitable gift, grant, device, or bequest not otherwise contrary to law or the terms of the charter.
9. Contract for provision of financial management, food services, education related services or other services.

**ARTICLE 2: Governing Council Member Authority**

1. **General.** The Governing Council is the governing body of the charter school and is responsible for ensuring the fair and uniform application of all federal, state, and local laws in the operation of the school as well as the school's charter and policies. The school will be operated for the educational benefit of its students. The Governing Council is the policy-making body for the school. The School Governing Council will exercise leadership primarily through the formulation and adoption of policies.
2. **Delegation to the Head Administrator.** The Governing Council shall concern itself

**Commented [KC2]:** Recommend replacing the entire section of "Governance and Operations" in Section B of the "Governing Council Policy Manual" with these Bylaws. I have gone through Section B and made sure that if anything was missing from the Bylaws document that it was added/updated.

primarily with broad questions of policy and with the appraisal of results rather than with administrative detail. The application of policies is an administrative task to be performed by the Head Administrator and designated staff, and they shall be held responsible for the effective implementation of Governing Council policies. The Head Administrator shall be held responsible for keeping the Governing Council informed of all matters within its purview so that the Governing Council can fulfill the above described functions of a governing body. The Head Administrator will have primary responsibility for all aspects of the school's operations and programs, including the day-to-day management and implementation of the school's charter and Governing Council policies. The teachers and staff of School will report to the Head Administrator.

3. **Individual Member's Authority.** A member of the Governing Council is a public officer but has no power or authority individually. The charter vests power in the Governing Council, and not in the members, either individually or otherwise and these powers must be exercised by the Governing Council at a public meeting in regular or special called meetings, with action duly recorded in its minutes. Communication with the head administrator or staff by individual Council members outside a meeting is not appropriate. Direction for the head administrator and staff must come from the Council as a whole. The Council President may communicate with the head administrator as outlined in Article 4.
4. **Binding Authority.** The Governing Council shall not be bound in any way by any action or statement on the part of any individual Governing Council member except when such a statement or action is in pursuance of specific instructions from the Governing Council. Any such exception shall be recorded as an action item of the Governing Council and recorded in the minutes.
5. **Advanced Notice.** The Governing Council recognizes the importance of timely communication among its members and between the Governing Council and the Head Administrator. The Head Administrator or his/her designee will strive to ensure that the Governing Council is given prior notice of matters submitted by members for deliberation at meetings.

#### **ARTICLE 3: Suspending or Revoking Policies and Directives**

Any policies of the Governing Council, not specifically prescribed by statute, may be suspended or revoked by a majority vote of the Governing Council.

The Head Administrator of the school may, in the case of emergency, suspend any parts of policies and directives as they pertain to the administration of the school; provided, that the Head Administrator report the facts and reasons for such suspension at the next meeting of the Governing Council and provided that the suspension shall expire at the time of said report unless continued in effect by the Governing Council.

#### **ARTICLE 4 Governing Council Membership/Manner of Action**

The Governing Council Members are voluntary and voted on by the current Governing Council. The SAMS Governing Council shall consist of 5 - 9 Members. The quorum is determined as the majority of Governing Council Members on record for this school. In the case of a tie vote, either consensus discussion will be used to determine the outcome or the Governing Council President or presiding Member will remove his or her vote to determine the outcome.

Governing Council Members will have a term commitment of three (3) years with a maximum of three (3) consecutive terms. The Council may waive the term limit of a member with a majority vote of the Council.

**Commented [KC3]:** It is a best-practice to have term limits for members and officers. National Association for Charter School [Authorizer Issue Brief](#). *Steering the Course for Success: Authorizers and Effective Charter School Governance*. September, 2005.

**Commented [KC4]:** Here is language for term limits and staggered terms.



To preserve institutional knowledge and continuity, the Council will have staggered terms. The Council will determine four (4) members to be of one group elected in odd numbered school years and three (3) members to be one group elected in even numbered school years. If the total number of Council members changes, the Council will designate which of the new Council members fall into the odd or even numbered school years for re-election.

No action of the Governing Council shall be valid unless taken at a meeting at which a quorum as defined herein is present and which has been properly noticed pursuant to the New Mexico Open Meeting Act NMSA (1978) §§10-15-1 *et seq.*

**Governing Council President:**

1. Is elected as set forth in Section ARTICLE 8
2. Is a Member of the Governing Council.
3. Works in close collaboration with the Head Administrator in achieving the school's mission.
4. Provides leadership to the Governing Council.
5. Chairs meetings of the Governing Council after developing the agenda with the Head Administrator.
6. Designates a Governing Council Member to preside over meetings in the Governing Council President's absence.
7. Encourages the Governing Council role in strategic planning.
8. Helps guide and mediate Governing Council actions with respect to the school's priorities and governance concerns.
9. Reviews with Head Administrator any issues of concern to the Governing Council.
10. Monitors financial planning, financial reports, and academic performance.
11. Plays a lead in formally evaluating the Head Administrator.
12. Participates annually in the required Governing Council training.
13. Performs other responsibilities as assigned by the Governing Council.
14. Serves as the school's ambassador to the community

**Governing Council Vice-President**

1. Is elected as set forth in ~~section B-08~~ **ARTICLE 8**
2. Performs duties of Governing Council President if the President is absent
3. Is an active participant in the Governing Council, by contributing needed hours per month toward Governing Council service? "Active Participation" may include, but not limited to, the following:
  - a. Attending a monthly Governing Council meeting
  - b. Presiding over meetings of the Governing Council if the Governing Council President is absent
  - c. Participating on a Governing Council committee
  - d. Reading school – or Governing Council- related material and preparing for meetings
  - e. Attending events at SAMS Academy, related legislative sessions or events and other tasks as required.
  - f. Attending Governing Council-related training to support more effective governance of the school's operation
4. Monitors financial planning, financial reports, and academic performance.
5. Volunteers and willingly accepts assignments and complete them on time.
6. Prepares well for meetings, reviews and comments on minutes and committee reports.
7. Works in good faith to build effective working relationships with other Governing Council members, the SAMS Academy administration and the SAMS Academy Staff.

8. Plays a role in formally evaluating the Head Administrator.
9. Participates annually in required Governing Council training.
10. Performs other responsibilities as assigned by the Governing Council President.
11. Serves as a school ambassador to the community.

#### Governing Council Secretary

1. Is elected as set forth in ARTICLE 8
2. Keep the minutes of the Governing Council meetings.
3. Subject to the direction of the President, assure that all notices are given in accordance with the OMA and the Charter.
4. Keep all Governing Council policies as required by law.
5. Countersign, when required, all authorized bonds, contracts, deeds, leases, or other legal instruments.
6. Performs other responsibilities as assigned by the Governing Council President.
7. Serves as a school ambassador to the community.

The Council may appoint a designee to assist with the responsibilities of the Secretary as described herein, including recording and transcribing the minutes of the meetings, posting notices and agendas, and preparing packets for the Governing Council's review.

#### **Governing Council Member**

1. Is an active participant in the Governing Council, by contributing needed hours per month toward Governing Council service. "Active participation" may include, but is not limited to, the following:
- a. Attending a monthly Governing Council meeting
  - b. Presiding over meetings of the Governing Council if the Governing Council President is absent
  - c. Participating on a Governing Council committee (or committees)
  - d. Reading school- or Governing Council-related material and preparing for meetings
  - e. Attending events at SAMS, related legislative sessions or events and other tasks as required
  - f. Attending Governing Council-related training to support more effective governance of the school's operation
  - g. Monitors financial planning, financial reports, and academic performance.
  - h. Works in good faith to build effective working relationships with other Governing Council Members, the SAMS administration and the SAMS staff.
  - i. Plays a role in formally evaluating the Head Administrator.
  - j. Serves as the school's ambassador to the community.

~~Monitors financial planning, financial reports, and academic performance.  
Volunteers and willingly accepts assignments and completes them on time.  
Prepares well for meetings, reviews and comments on minutes and committee reports.  
Works in good faith to build effective working relationships with other Governing Council Members, the SAMS administration and the SAMS staff.  
Plays a role in formally evaluating the Head Administrator.  
Participates annually in required Governing Council training.~~

2. Performs other responsibilities as assigned by the Governing Council President.
3. Serves as the school's ambassador to the community.

**Commented [KC5]:** Are there other officers on the SAMS GC? Secretary? Treasurer? If so, they should have job descriptions as well.

**Commented [KC6]:** Job description for the GC Secretary position

**Commented [KC7]:** This part of the "Governing Council Member" section was in a different section. I moved it to make sense with the numbering.

2. **Board Training Continuing Governing Council Members.** Unless exempted from specific hourly training requirements as described below, each Governing Council member continuing to serve on the Governing Council beyond the end of their first fiscal year of shall annually complete a governing body training course that consists of, at a minimum, **eight hours of training.**

The continuing governing body training shall include:

- a. one hour of training on public official/charter school governing body ethics and responsibilities
- b. three hours of training on charter school fiscal requirements
- c. two hours of training on understanding and evaluating academic data
- d. one hour of training on open government, legal, and organizational performance requirements
- e. one hour of training on equity and culturally and linguistically responsive practices
- f. Governing body members who have served on a governing body beyond the end of their first fiscal year of their service may be exempted from specific hourly training requirements based on the school's fiscal performance.
  - (1) For any school that has received an unmodified annual audit in each of the past three years with no material weaknesses, no multi-year repeat findings, no significant deficiencies, and that has received no more than two compliance findings in the current year, the school's governing body member shall be exempted from two of the three hours of required training relating to charter school fiscal requirements.
  - (2) The department shall annually identify the schools that are eligible, under the criteria established above, to claim an exemption for their governing body members.

3. **Removal and Resignations:** Each Governing Council Member understands that if three meetings are missed in-person within any consecutive twelve-month period, her or his seat may be vacated by a vote of 50% or greater of Governing Council Members present at the meeting following the third absence, unless it is difficult or impossible for the Governing Council Member to attend. Absences may be accommodated by Governing Council Member participation via teleconference or similar communication equipment under the Open Meetings Act, specifically NMSA 1978, § 10-15-I(C). Furthermore, "difficult or impossible" shall be defined as medical or family emergencies or other similar, unforeseeable instances. If a Governing Council Member believes that her/his duties can no longer be fulfilled to SAMS and its specific Governing Council, it shall be that Member's responsibility to submit a written resignation as a Member of the Governing Council to the Governing Council President. In the event of a motion to discharge a Governing Council Member from the Governing Council for non-performance of duties, any specific performance issues shall be discussed in closed session as permitted under the Open Meetings Act, NMSA 1978 Section 10-15-I(H). Action on any performance-related issues discussed in closed session shall be conducted in open session.

~~4.3. Monitors financial planning, financial reports, and academic performance.~~

~~5.3. Volunteers and willingly accepts assignments and completes them on time.~~

~~6.3. Prepares well for meetings, reviews and comments on minutes and committee reports.~~

~~7.3. Works in good faith to build effective working relationships with other Governing Council Members, the SAMS administration and the SAMS staff.~~

~~8.3. Plays a role in formally evaluating the Head Administrator.~~

~~9.3. Participates annually in required Governing Council training.~~

~~10.3. Performs other responsibilities as assigned by the Governing Council President.~~

~~11.3. Serves as the school's ambassador to the community.~~

#### **ARTICLE 5 Governing Council Vacancies**

The SAMS Governing Council may appoint a committee to solicit nominations to fill Governing Council vacancies. The committee shall have at least one Member from the Governing Council who shall serve as chair. If the number of Governing Council Members selected to serve on the committee constitute a quorum of the Governing Council, committee meetings must be held in accordance with the Open Meetings Act. The Head Administrator may not serve on the committee.

The Governing Council shall select Governing Council Members for vacant positions by a majority vote. Upon notification of a vacancy, the Governing Council shall obtain nominations by notifying community, business, and/or education leaders, and school families of vacancies on the Governing Council along with a description of the responsibilities of serving as a Member. The notice of vacancy shall be posted on the school's website, bulletin board, and through email to the parents of students. Interested individuals will be asked to submit their name, qualifications, and reasons for wanting to serve on the Governing Council or to submit the names of other individuals who they believe would be an asset to the Governing Council to the President of the Governing Council. Once candidates have been identified, notice shall be posted on the school's website, bulletin board, and through email to the parents of students, and provided to the candidates, the date and time of the Governing Council meeting at which the position(s) will be voted on by the Governing Council and Candidates will be required to attend the meeting at which an election is held and will be interviewed by the Governing Council in a public session. Only individuals who have no real or apparent conflicts of interests will be eligible to serve. Nominations must be given to the President or designee of the Governing Council prior to the regular or special Governing Council Meeting at which the vote of the Governing Council shall be made.

#### **ARTICLE 5.1 Orientation of New Governing Council Members**

The Governing Council President, or designee, will provide orientation to new Governing Council Members prior to the next regular scheduled Governing Council meeting after the new Governing Council Member has been elected to serve on the Governing Council.

1. **Board Training New Governing Council Members.** Within the first fiscal year of service, each new governing body member shall complete a governing body training course that consists of, at a minimum, 10 hours of governing body training.  
The PED Charter School Division shall provide seven (7) hours of required introductory governing body training. The new governing body training shall include:
  - (1) two hours of training on public official/charter school governing body ethics and responsibilities
  - (2) two hours of training on charter school fiscal requirements
  - (3) one hour of training on understanding and evaluating academic data
  - (4) one hour of training on open government, legal, and organizational performance requirements
  - (5) one hour of training on equity and culturally and linguistically responsive practices
  - (6) three hours of additional hours of training in any of the above areas identified by the individual Governing Councils and their members. This training may be administered by any approved governing body training provider.
2. The mandatory governing body training course(s) shall be completed in one or multiple sessions during the fiscal year.

3. Annually, the Governing Council training in each of the areas identified above shall be related to specific areas of growth within each area for individual governing bodies or governing body members based on the annual governing body evaluation.
4. It is the responsibility of each Governing Council member to complete the training within the fiscal year.

***ARTICLE 6 Governing Council Selection of the Head Administrator***

In the event of a vacancy, the Governing Council of SAMS will advertise the position of Head Administrator until a reasonable pool of qualified applicants is obtained. The Governing Council will determine the process for interviewing and selecting a head administrator.

The partial list of selection criteria for the position of Head Administrator are as follows:

1. Advanced degree in education with emphasis on alternative education
2. Licensure as a New Mexico licensed school administrator or eligibility for such licensure.
3. Successful prior headship or senior administrative experience in charter, private, or public school.
4. A demonstrated understanding of charter school education through his/her own experience as a teacher and/or administrator.
5. A belief in charter school philosophy and core values, and the ability to effectively and compellingly communicate the school's mission both internally and externally.
6. Demonstrated leadership of a successful marketing and enrollment campaign.
7. Demonstrated skills and ability to develop and retain an outstanding teaching and administrative staff.
8. Demonstrated skills and ability to develop and maintain academic performance of students.
9. Demonstrated success with budget management and oversight.
10. Impeccable communication and interpersonal skills.

***ARTICLE 7 Governing Council Member Conflict of Interest***

A Governing Council Member cannot use her or his status as a Governing Council Member, or information obtained in that capacity, for personal gain, but must act in the best interest of the school. Governing Council Members will make known their connections with suppliers or groups doing business with the school.

Governing Council Members are not permitted to act in any way that is inconsistent with the school's vision and mission. Any Member of the Governing Council with an actual or potential conflict of interest shall not be involved in decision-making affecting issues as to which the Member has an actual or potential conflict.

***ARTICLE 8 Governing Council Organizational Meeting***

The Governing Council shall hold its annual organizational meeting during the first regularly scheduled Governing Council meeting in March or April, unless no incumbent officers remain on the Governing Council at the time a new Governing Council takes office. In this instance, the Governing Council will hold its organizational meeting during the first meeting after the new Governing Council assumes office. Governing Council Members present at the meeting shall elect a President of the Governing Council.

Committee membership is determined in the organizational meeting or during regularly scheduled Governing Council meetings during the year.

#### ***ARTICLE 9 Governing Council Committees***

The SAMS Governing Council shall establish a Finance Committee and an Audit Committee. The Finance Committee and Audit Committees are sub-committees of the Governing Council and will consist of two Governing Council Members and two Members of the public. The Audit Committee will consist of two Governing Council Members, one volunteer member with accounting and finance experience, one volunteer parent, the Head Administrator, and CFO. Members of the Finance Committee may also serve as Members of the Audit Committee. Any Governing Council Member may attend any committee meeting; however, a quorum of the Governing Council is prohibited at all committee meetings unless such meeting is held in accordance with the Open Meetings Act.

The purpose of the Finance Committee is to review monthly with the CFO the financial transactions of the school. The Finance Committee reports monthly regarding this meeting to the Governing Council. The Finance Committee is subject to the provisions of the Open Meetings Act if a quorum is present.

The purpose of the Audit Committee is to ensure that the school's public accountability is maintained. The Audit Committee meets at times required by its function and is subject to the provisions of the Open Meetings Act if a quorum is present.

The SAMS Governing Council may adopt other committees as deemed necessary for the effective operation of the Governing Council and achievement of the charter. Ad hoc committees may be formed as needed to fulfill specific requirements.

The function of the standing committees will be fact-finding, deliberative, and advisory, rather than legislative or administrative. Committee recommendations will be made to the whole Governing Council, which alone may take action by the committee or by the administration.

#### ***ARTICLE 10 Governing Council Meetings***

Regular meetings of the Governing Council will be held at a time and place designated by the Governing Council and published on the School Website, <http://www.samsacademy.com>, and broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation that have provided a written request for notice of the meetings. Regular meetings of the Governing Council will be held at a time and place designated by the Governing Council's current Open Meetings Act Resolution. The date of a regular meeting may be changed by action of the Governing Council as provided by law, provided that every Governing Council Member and the public are notified.

#### ***ARTICLE 11 Governing Council Meeting Agenda***

The agenda for any Governing Council meeting shall be approved by the Governing Council

President and the Head Administrator. The Governing Council reserves the right to add or delete items at the meeting that are from persons other than Governing Council Members, subject to the limits of the Open Meetings Act, NMSA 1978, §§ 10-151 *et seq.* A written request that an item be included on the Governing Council agenda must be filed in the office of the Head Administrator at least seven (7) calendar days prior to the publication of the agenda. Such requests must include in writing, all statements and materials the person anticipates presenting. This does not limit any person's right to speak during the public comment portion of each meeting. Standing agenda items shall also include:

- Administrative and Operations Report
- Academic Report
- Finance Report
- Aviation Report

The agenda will be posted 72 hours prior to the meeting pursuant to the Open Meetings Act NMSA 1978 §§10-15-1 *et seq.*

#### ***ARTICLE 12: Addressing the Governing Council***

Any person may formally address the Governing Council during the "public comment" session of a regularly scheduled Governing Council meeting, provided "public comment" is included on the Governing Council agenda. The Governing Council President reserves the right to amend the public comment session. The process to request to address the Council in "public comment" is outlined on each public agenda pursuant to Council policy.

#### ***ARTICLE 13: Governing Council Minutes***

A record of all actions of the Governing Council will be set forth in the official minutes of the Governing Council. The minutes shall be kept on file at the school and published to the SAMS Academy website.

#### ***ARTICLE 14: Policy Adoption***

Adoption of new policies or the revision or repeal of existing policies is solely the responsibility of the Governing Council. Staff members, students, civic groups, or individual citizens may request that the Head Administrator propose a policy provided the request is submitted pursuant to Article .11 above.

#### ***ARTICLE 15: Parliamentary Authority***

Roberts' Rules of Order will govern the Governing Council, except where otherwise required by law. Although most items are handled by appropriate motion procedures, consensus action is also used. Actual procedures will be left to the discretion of the Governing Council President or Committee chairs.

#### ***ARTICLE 16: Complaint Procedure***

See *SAMS Conflict Resolution Policy*

#### ***ARTICLE 17: Governing Council Self-Assessment***

The SAMS Governing Council will annually assess its governance actions and output to determine strategic goals for the Council.



## **COVID-19 RELATED SICK LEAVE**

**COVID-19 SICK LEAVE:** SAMS Academy shall provide employees with paid sick leave (EPSL) for qualified reasons related to COVID-19, as set forth below, as a temporary, non-legally required benefit to employees. To the extent that any provision herein conflicts with any provision of a future reauthorization, expansion, or revision of the federal Families First Coronavirus Response Act or other law relating to employee leave, the applicable law shall govern.

### **EMERGENCY PAID SICK LEAVE (EPSL)**

#### **ELIGIBILITY/QUALIFYING REASONS**

No waiting period is required for employees to be eligible for EPSL. All current full-time and part-time employees scheduled but unable to do physical work at school are eligible for EPSL if the requested leave is due to only one of the following reasons for leave:

- 1. The employee tests positive for COVID-19 and is subject to a federal, state or local quarantine or isolation order<sup>1</sup> related to COVID-19.
  - 2. The employee is caring for his or her child who is subject to #1 above.
  - 3. The employee is caring for his or her child because the child's school (elementary or secondary) or other child care location has been closed due to COVID-19 precautions and no other suitable person is available to care of my child during the requested period of leave.
- "Child" means a biological, adopted or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is:
- Under 18 years of age; or
  - 18 years of age or older and incapable of self-care because of a mental or physical disability.
- "Child Care provider" means a provider who may or may not receive compensation for providing child care services on a regular basis. The term includes a center-based child care provider, a group home child care provider, a family-member child care provider, or other provider of child care services for compensation that is licensed, regulated, or registered under state law. However, a Child Care provider need not be compensated or licensed if he or she is a family member or friend, such as a neighbor, who regularly cares for the employee's child.

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<sup>1</sup> This includes "stay-at-home" orders as used by New Mexico's Governor and Department of Health.

## **PROCEDURE FOR REQUESTING EMERGENCY PAID SICK LEAVE**

Employees must give notice according to the same procedure followed for other leave, however, in addition to notifying the School of the need for leave, the employee must also be specific about the reason for leave under this policy. If the employee is unable to personally (either by phone, text or email) provide notice of the need for leave, a spouse or adult family member may do so. Verbal notification will be accepted until practicable to provide written notice. The employee must complete the "Request for Emergency Paid Leave" form as soon as practical; the form will be provided in response to the request for EPSL. The employee shall communicate with the School about any obstacles to providing required documentation.

The following information and/or supporting documentation for EPSL must be provided in addition to the completed Request for Emergency Paid Leave form:

- A copy of the federal, state, or local quarantine or isolation order related to COVID-19 applicable to the employee or the name of the government entity that issued the order.
- Documentation of a recent positive COVID test taken within the past 3 Days.
- A statement which provides for the name and employee's affiliation or relation to the individual the employee is taking leave to care for who is subject to a quarantine or isolation order; a copy of the order related to COVID-19 and issued by a federal, state, or local entity applicable to the individual directing that he/she self-quarantine, or the name of the government entity that issued the order.
- The name and age of the child or children being cared for; the name of the school, place of care, or child care provider that closed or became unavailable; and a statement that no other suitable person is available to care for the child during the period of requested leave.

EPSL is only for the reasons above and only for as long as that reason exists.

## **AMOUNT OF PAID SICK LEAVE UNDER EPSL**

All eligible full-time and part-time employees will have up to 5 consecutive days paid sick leave available to use for the qualifying reasons above per instance. Eligible part-time employees are entitled to the number of hours worked, on average from preceding 2 week period, for the 5 consecutive day period. EPSL must be taken in consecutive days and may not be split into multiple periods of leave.



EPSL will be paid a maximum of one time for every 90 day period of time. EPSL will be paid at the employee's regular rate of pay.

#### **INTERACTION WITH OTHER PAID LEAVE**

The employee may use EPSL under this policy before using any other accrued paid time off for the qualifying reasons stated above.

#### **TERMINATION AND CARRYOVER**

EPSL shall end under this policy and will not be provided beyond June 30, 2023, unless required to be extended by law or by revision of the Governance Council. Any unused EPSL will not carry over or be combined with other categories of accrued sick leave or be paid out to employees at termination of employment. EPSL may not be contributed under the school's leave donation policy.

#### **COMBINING WITH OTHER LEAVE BENEFITS**

EPSL is in addition to other paid leave benefits and employees may opt to use EPSL and other earned paid sick, personal or annual leave in the sequence of their choice. The employee must notify the Administrator at the time leave is taken for one of the reasons above, whether the employee wishes to use another category of leave first. If employee does not so indicate, EPSL will be applied first based on the appropriate Rate of Pay.

#### **EFFECTIVE DATE OF THIS POLICY**

This policy is effective through June 30, 2023 and shall automatically expire without further action of the school's governing body.



### REQUEST FOR EMERGENCY PAID SICK LEAVE

Please complete the following request form and submit to the School's Administrator or designee as soon as possible. Verbal notice will be accepted until a form can be provided.

Documentation supporting the need for leave must be included with this request, as described in the COVID-19 Sick Leave Policy.

Employee Name (print clearly): \_\_\_\_\_

Requested Leave Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

The amount of EPSL being requested is \_\_\_\_\_ days.

I am requesting this emergency paid sick leave due to my inability to work (or telework) because (check the appropriate reason below):

- 1) I tested positive for COVID-19 and am subject to a federal, state, or local quarantine or isolation order related to COVID-19.
- 2) I am caring for my child who is subject to number 1 above.
- 3) I am caring for my child whose primary or secondary school or place of care has been closed, or my child care provider is unavailable due to COVID-19 precautions; and,
- I attest that no other suitable person is available to care for my child during the requested period of leave.

I have attached appropriate documentation supporting my need for leave.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 2022-23 SAMS Academy COVID Policy – Return to School (updated 11/18/2022)

Upon its ratification by Governing Council vote on September 16<sup>th</sup>, 2022, the SAMS Academy administration, at the direction of its Head Administrator and Director of Operations has authority to make reasonable changes to this document, provided that the changes comply at all times with all PED and DOH requirements, and all applicable laws. Any changes made to this Toolkit will be reported to the SAMS Academy Governing Council at its regular monthly meeting.

SAMS Academy will internally review this toolkit on a monthly basis, at a minimum, with the intent to make substantive changes no more frequently than once per semester UNLESS required by direction from the New Mexico Department of Health, Public Education Department, or the SAMS Academy Governing Council.

### Enhanced COVID Safe Practices

*Schools, school districts, and charter schools should put in place a core set of infectious disease prevention strategies as part of normal operations. The addition and layering of COVID-19- specific prevention strategies should be tied to the COVID-19 Community Levels and community or setting-specific context, such as availability of resources, health status of students, and age of population served. Enhanced prevention strategies also may be necessary in response to an outbreak in schools, school districts, and charter school settings.*

SAMS Academy will continue to inform families of confirmed positive cases of students and/or staff members, who were infectious while on campus. This will be general information and not include specific names and/or details.

Beginning at **3%** of our students and staff members being confirmed positive with COVID-19 while on campus over a two-week period, SAMS Academy will send an email and text alert notifying the community, deep clean and sanitize the building, and **will consider the following mitigation measures:**

- Cancellation of single-day athletic and/or after-school extracurricular activities
- Temporary restrictions on indoor athletic and/or other extracurricular activities
- Temporary restrictions on spectators for athletic and/or other events
- Temporary removal of water fountain spout usage (bottle filling would remain available)

Beginning at **8%** of our students and staff members being confirmed positive with Covid-19 while on campus over a two-week period, OR in the event we have an insurmountable teacher coverage concern, SAMS Academy will send an email and text alert notifying the community, deep clean and sanitize the building, and ***will consider the following mitigation measures:***

- Temporary suspension of athletic and/or other after-school extracurricular activities
- Temporary restrictions on indoor athletic and/or other extracurricular activities
- Temporary restrictions on spectators for athletic and/or other events
- Temporary removal of water fountain spout usage (bottle filling would remain available)
- Temporary indoor mask-wearing requirement (could be entire school or limited to specific grade levels or “close contact” groups)
- Temporary remote learning of one or more grade levels or “close contact” groups (up to five calendar days)

When the percentage of our students and staff members being confirmed positive with Covid-19 while on campus over a two-week period is in excess of 8% AND also in excess of the Bernalillo County Community Level (per CDC guidance), SAMS Academy will send an email and text alert notifying the community, deep clean and sanitize the building, and ***will initiate the following mitigation measures:***

- Temporary suspension of athletic and/or other after-school extracurricular activities
- Temporary restrictions on indoor athletic and/or other extracurricular activities
- Temporary restrictions on spectators for athletic and/or other events
- Temporary remote learning school wide (up to five calendar days)

### **COVID-19 Testing**

SAMS Academy may provide diagnostic testing for students and staff with symptoms of COVID-19 or who were exposed to someone with COVID-19 in the school setting, based on testing kit availability. In order to be tested on campus, students must have a completed parent consent form on file. Without the consent form, the student will be sent home with relative immediacy, to complete an at-home test (not provided by the school) or go to a COVID testing site. Please remember that symptomatic students may be sent home by SAMS Administration staff regardless of the test result.

## **Test to Stay**

*The statewide requirement for students and school staff to participate in the Test to Stay Program has been lifted. The decision for when and whether testing will be required is the determination of a local school district or charter school.*

SAMS Academy will no longer require a “Test to Stay” program for students or staff members who are close contacts, whose vaccination status is unverified or who are not considered fully vaccinated. Tests may be provided for those experiencing symptoms or who request to be tested 3-5 days after the confirmed contact, based on testing kits availability.

## **Staff Surveillance Testing**

*The statewide requirement for school workers who are not up to date with COVID-19 vaccinations to test for COVID-19 in schools weekly has been lifted. The decision for when and whether testing will be required is the determination of a local school district or charter school. The CDC suggests that local decision be guided by the local COVID -19 Community Level.*

SAMS Academy will no longer require surveillance testing, but may provide tests upon request by SAMS Academy staff members and students, especially for those experiencing relevant symptoms.

## **Quarantine & Close Contacts**

*The statewide requirement to quarantine for school staff and students who are not up to date with COVID-19 vaccinations and who are exposed to COVID-19 has been lifted. The recommendation of the CDC is that close contacts of a positive case should wear a well-fitting mask and be tested. The decision for when and whether quarantine will be required is the determination of a local school district or charter school and should be based on the local COVID-19 Community Level.*

SAMS Academy will notify students and families when the student was in an indoor space with a confirmed positive case for more than 15 minutes. This notification will come regardless of vaccination status, and **no further action is required** unless the student becomes symptomatic. However, the CDC does recommend testing after 5 days of the contact and wearing a well-fitting mask for up to 10 days after the contact.

\*Special note for SAMS Academy household members of a confirmed positive case: There is no particular testing requirement; however, SAMS Academy will require that you wear a well-fitting mask

indoors for 10 days after the initial known exposure. Additionally, while not required, it is highly recommended that you test every other day during this 10-day period.

### **Isolation**

*The act of keeping someone who is sick or who tested positive for COVID-19 away from others by staying home from school, work, and other activities while infectious.*

- *Isolation should last at least 5 days after the onset of symptoms, and until fever-free for 24 hours without the use of fever-reducing medications, and experiencing improvement of symptoms.*
- *For people who never had symptoms, the isolation period is 5 days after the date their first positive test was collected. Vigilant mask wearing for 5 days after the isolation periods is also required (days 6–10).*

COVID positive individuals are still required to isolate for 5 calendar days after onset of symptoms. An asymptomatic individual who tests positive for COVID-19 will be required to isolate for 5 calendar days after the initial positive test. An individual does not have to test negative to return. Individuals may return after 5 days if symptoms have improved and they have been fever free without using fever-reducing medication for 24 hours.

Please report ALL positive cases to the SAMS Academy as soon as possible, including household members that do not attend SAMS Academy. Report the positive case through our website at <https://www.samsacademy.com/covid-protocol>.

### **Absences Due to COVID-19 Positivity**

In the event a student is confirmed to be positive with COVID-19, a parent or guardian must report the absences to the SAMS Academy Attendance Secretary by calling 505-338-8601 or by emailing [attendance@samsacademy.com](mailto:attendance@samsacademy.com).

The Attendance Secretary will consult with the SAMS Administration as necessary.

Unless the school or the associated grade level has hit a threshold in which school administration and the SAMS Administration have made the determination to temporarily move to remote instruction, there is no remote option. Daily absences due to testing positive for COVID-19 will be marked as excused absences. If the student is feeling well enough, they can get some work done asynchronously via Edgenuity, but it is not a requirement. All work can be made up upon their return to school.



SAMS Academy staff members who are confirmed to be positive with COVID-19 must report it to the SAMS Administration as quickly as possible. The SAMS Academy Administration will work with school administration on leave paperwork. In addition, SAMS Academy teachers are responsible for requesting a substitute for the days that they are absent due to the positive case.

### **Mask Usage**

*The statewide requirement for mask wearing in schools was lifted last school year and will not be changed for the new school year. Mask requirements remain a determination of a local school district or charter school.*

SAMS Academy will require that if you are returning to school after testing positive you MUST wear a well-fitting mask indoors for an additional 5 days upon your approved date for return to school. Additionally, as stated previously in this policy, household members of a confirmed positive case will be required to wear a well-fitting mask indoors at SAMS Academy for 10 days after the suspected infection.

Universal indoor mask-wearing will only be considered at or above an 8% positivity rate over a two-week period, with the intent of preventing a move to remote learning, and is not a foregone conclusion.

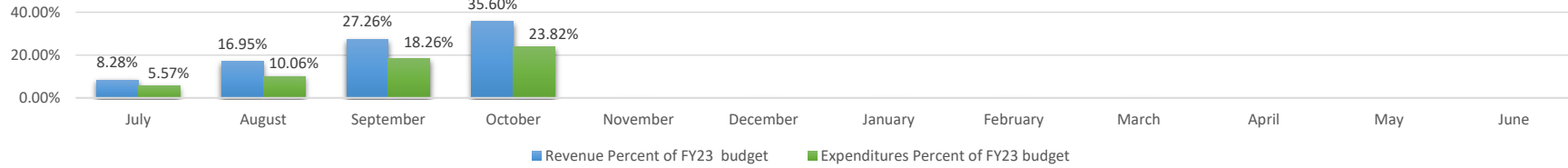
### **Cleaning & Disinfection**

*The statewide requirement for schools to do deep cleaning of spaces occupied by COVID-19 infectious individuals, schools to maintain a daily cleaning schedule, particularly for high-touch surfaces, has been lifted.*

SAMS Academy teachers will continue to clean high-touch surfaces in their rooms with approved disinfectant at least once per day, and SAMS Academy custodial staff members will clean every room daily, including all common touch points.

# Finance Summary as of October 31, 2022

## Operational Revenue vs. Expenditures



SAMS Academy received 35.60% of budgeted Operational revenue & expended 23.82% of budget through the end of the month.

**Bank Reconciliation:**

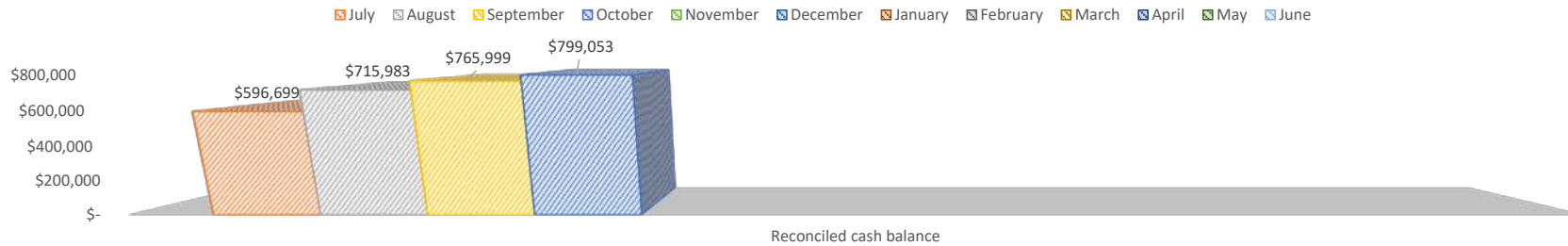
➤ October 2022

- Reconciled cash balance at month end was \$1,046,055
- Outstanding items total \$7,109.67
- Revenue exceeded Expenditures by \$11,713.50

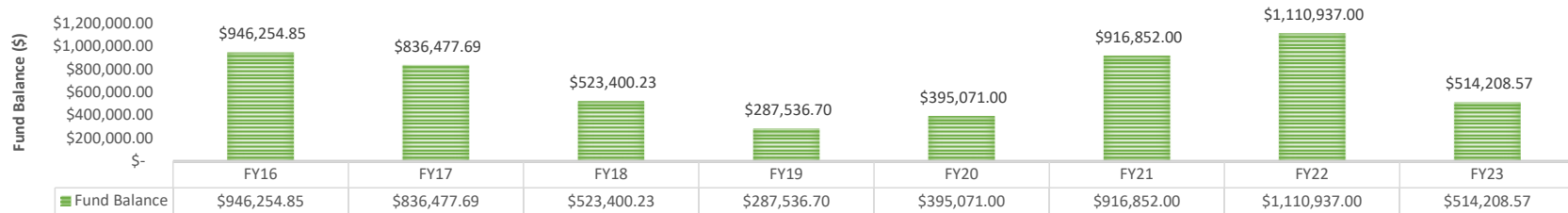
**BARS for Approval:**

2223-11000-0003-I  
2223-11000-0004-T

## FY23 OPERATIONAL CASH BALANCE



## HISTORICAL FUND BALANCE





Above, And beyond.

Bank	Account Number				
Operating	#7515				
Date	Number	Payee/From	Deposit	Withdrawal	Description
10/3/2022		NM Department of Workforce Solutions		\$520.77	NM Unemployment 3rd Quarter
10/3/2022		NM Educational Retirement Board		\$31,073.17	Monthly ERB
10/3/2022		NM Public Schools Insurance Authority		\$18,661.28	Monthly Retiree Health Care
10/3/2022	00022175	BANKCARD MTHLY FEES220930		\$82.81	Bank Credit Card Fees
10/3/2022	00022176	September 2022 Bank Fees		\$42.85	Bank Analysis Fees
10/3/2022	CR10-01	Book Fair	\$200.24		
10/3/2022	CR10-02	Book Fair/ Senior Yearbook Page	\$86.43		
10/4/2022	CR10-03	Lab Fee/ Book Fair	\$115.45		
10/5/2022	CR10-04	Lab Fee/ Book Fair	\$201.70		
10/5/2022	CR10-05	Book Fair	\$13.45		
10/5/2022	CR10-06	Book Fair	\$122.45		
10/6/2022	CR10-07	Book Fair	\$73.14		
10/7/2022	CR10-08	Book Fair	\$39.28		
10/11/2022		NUSENDA FCU		\$38,051.55	Payroll
10/11/2022	CR10-09	SEG Oct 2022	\$252,894.08		
10/12/2022	CR10-10	Lab Fee	\$40.00		
10/12/2022	CR10-11	Pizza/ Buys Basketball Fee	\$252.00		
10/13/2022	5954	ABCWUA		\$1,810.99	4100 Aerospace Waste, Water, and Recycle
10/13/2022	5955	Accountability and Compliance Resources, LLC		\$122.40	STARS Consulting Payment 2/10
10/13/2022	5956	ACES   Association of Charter Schools Education Services		\$17,083.76	July-September Tech Services, Chromebook Mgmt 3 YR.
10/13/2022	5957	Albuquerque Charter School League		\$1,210.00	Basketball Fees
10/13/2022	5958	Amazon, LLC		\$682.08	Smart Lab Supplies
10/13/2022	5959	Bode Aviation, Inc.		\$357.00	Hangar Rental October 2022
10/13/2022	5960	Canon Financial Services, Inc.		\$969.74	Monthly Copiers Lease - October 2022
10/13/2022	5961	Cooperative Educational Services		\$807.72	Ancillary Services
10/13/2022	5962	City of Albuquerque - Aviation Department		\$24,364.10	Monthly Rent for 4100 Aerospace Pkwy - October 2022
10/13/2022	5963	CliftonLarsonAllen LLP		\$5,913.32	FY2022 Audit Progress Billing
10/13/2022	5964	CNM Bookstore, Store #402		\$361.23	Dual Credit Fall 2022
10/13/2022	5965	Cognia Inc.		\$681.36	NM ASR Testing
10/13/2022	5966	Cuddy & McCarthy, LLP		\$1,862.97	September 2022 Legal Fees
10/13/2022	5967	Herrera Coaches, Inc.		\$14,897.50	September 2022 Pupil Transportation
10/13/2022	5968	Crataegus, LLC		\$4,315.13	Monthly Janitorial
10/13/2022	5969	Kerri E. Herlihy		\$655.50	Contracted SLP Ancillary
10/13/2022	5970	Public Service Company of New Mexico		\$5,242.34	4100 Aerospace Electricity - September 2022
10/13/2022	5971	RescueStat, LLC		\$216.09	AED Supplies
10/13/2022	5972	Scholastic Book Fairs		\$678.03	Book Fair
10/13/2022	5973	Stericycle, Inc.		\$1,266.99	Covid Testing Medical Waste Disposal September-October 2022
10/13/2022	5974	West Mesa Lock & Safe, LLC.		\$249.38	Building Lock repair
10/13/2022	5975	World Fuel Services, Inc.		\$945.52	Plane Fuel
10/13/2022	CR10-12	Transportation OCT	\$13,411.00		
10/13/2022	CR10-13	Pizza	\$195.00		
10/14/2022		Internal Revenue Service		\$13,232.24	Payroll Taxes
10/14/2022	CR10-14AB	Sandoval County Property Tax	\$25.71		
10/14/2022	CR10-15	Boys Basketball Game	\$204.00		
10/17/2022	CR10-16	Yearbook Senior Page	\$50.00		
10/19/2022	CR10-17	Boys Basketball Fee	\$100.00		
10/19/2022	CR10-23	Boys Basketball Game	\$70.00		
10/20/2022	CR10-22	Bernalillo County Property Tax Dist.	\$637.37		
10/21/2022	CR10-18	Boys Basketball Game 10/20/2022	\$58.00		
10/25/2022	CR 10-20	ESSER III ARPA	\$12,670.67		
10/25/2022	CR10-19	IDEA-B RIR24106-070122-083122	\$4,583.06		
10/26/2022		NUSENDA FCU		\$37,299.41	Payroll
10/26/2022	00022244	BANKCARD PCI NON COMPLY102522		\$40.00	Credit Card Acceptance Fees
10/26/2022	CR10-21	Boys Basketball 10/25/2022 / Basketball Fee	\$270.00		
10/26/2022	CR10-24	Pizza/ October Fest	\$754.00		
10/27/2022		Internal Revenue Service		\$12,919.16	Payroll Taxes
10/27/2022		New Mexico Taxation & Revenue Department		\$3,484.53	Payroll Taxes
10/27/2022		NM Educational Retirement Board		\$31,901.20	Payroll
10/27/2022	5977	First Financial Group of America		\$653.40	Employee Payroll Deductions
10/28/2022		New Mexico Retiree Health Care Authority		\$3,452.82	Monthly Retiree Health Care
10/28/2022	CR10-25	Boys Basketball Game 10/27/2022	\$42.00		
10/28/2022	CR10-26	Pizza/ October Fest	\$616.00		
10/31/2022	CR10-27	Dividend Income - Operating	\$93.65		
<b>Sub Total</b>			<b>\$287,818.68</b>	<b>\$276,108.34</b>	
<b>Bank</b>	<b>Account Number</b>				
Nusenda Savings	37627515				
Date	Number	Payee/From	Deposit	Withdrawal	
10/31/2022	CR10-28	Dividend Income - Savings	\$3.16		
<b>Sub Total</b>			<b>\$3.16</b>	<b>\$0.00</b>	
<b>Grand Total</b>			<b>\$287,821.84</b>	<b>\$276,108.34</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:** 544-000-2223-0003-I  
**Fund Type:** General Fund / Capital Outlay / Debt Service  
**Adjustment Type:** Increase

**Fiscal Year:** 2022-2023

**Entity Name:** SW Aeronautics Mathematics & Science

**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 2022 12:00AM	<b>To:</b> Jun 30 2023 12:00AM
<b>A. Approved Carryover:</b>	
<b>B. Total Current Year Allocation:</b>	
<b>D. Total Funding Available:</b>	

Revenue 11000.0000.41953 \$61,953

Fund	Function	Object	Program	Location	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000	2600 Operation & Maintenance of Plant	56113 Software	0000 No Program	544001 SW Aeronautics Mathematics & Science-Admin Office	0000 No Job Class		\$61,953	\$61,953	
Sub Total							\$61,953		
Indirect Cost									
<b>DOC. TOTAL</b>							\$61,953		

**Justification:**

Budget restitution funds received. 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: 544-000-2223-0004-T  
Fund Type: General Fund / Capital  
Outlay / Debt Service  
Adjustment Type: Transfer

Fiscal Year: 2022-2023

Entity Name: SW Aeronautics Mathematics & Science

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: Jul 1 2022 12:00AM	To: Jun 30 2023 12:00AM
A. Approved Carryover:	
B. Total Current Year Allocation:	
D. Total Funding Available:	

Fund	Function	Object	Program	Location	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000 Operational	1000 Instruction	56112 Other Instructional Materials	1010 Regular Education (PreK-12) Programs	544001 SW Aeronautics Mathematics & Science-Admin Office	0000 No Job Class	\$730,120	(\$70,000)	\$660,120	
11000 Operational	2100 Support Services-Students	51100 Salaries Expense	0000 No Program	544001 SW Aeronautics Mathematics & Science-Admin Office	1214 Guidance Counselors/Social Workers		\$20,000	\$20,000	0.50
11000 Operational	2100 Support Services-Students	52111 Educational Retirement	0000 No Program	544001 SW Aeronautics Mathematics & Science-Admin Office	1217 Secretarial/Clerical/Technical Assistants		\$3,430	\$3,430	
11000 Operational	2100 Support Services-Students	52112 ERA - Retiree Health	0000 No Program	544001 SW Aeronautics Mathematics & Science-Admin Office	1217 Secretarial/Clerical/Technical Assistants		\$400	\$400	
11000 Operational	2100 Support Services-Students	52210 FICA Payments	0000 No Program	544001 SW Aeronautics Mathematics & Science-Admin Office	1217 Secretarial/Clerical/Technical Assistants		\$1,240	\$1,240	
11000 Operational	2100 Support Services-Students	52220 Medicare Payments	0000 No Program	544001 SW Aeronautics Mathematics & Science-Admin Office	1217 Secretarial/Clerical/Technical Assistants		\$290	\$290	
11000 Operational	2100 Support Services-Students	52311 Health and Medical Premiums	0000 No Program	544001 SW Aeronautics Mathematics & Science-Admin Office	1217 Secretarial/Clerical/Technical Assistants		\$3,121	\$3,121	
11000 Operational	2100 Support Services-Students	56113 Software	2000 Special Programs	544001 SW Aeronautics Mathematics & Science-Admin Office	0000 No Job Class		\$10,793	\$10,793	
11000 Operational	2200 Support Services-Instruction	56113 Software	0000 No Program	544001 SW Aeronautics Mathematics & Science-Admin Office	0000 No Job Class	\$21,000	\$6,046	\$27,046	
11000 Operational	2600 Operation & Maintenance of Plant	54610 Rental - Land and Buildings	0000 No Program	544001 SW Aeronautics Mathematics & Science-Admin Office	0000 No Job Class		\$24,680	\$24,680	
Sub Total							\$0		0.50
Indirect Cost									
<b>DOC. TOTAL</b>							\$0		