



NOTICE AND AGENDA  
REGULAR MEETING OF THE GOVERNING COUNCIL OF  
ALBUQUERQUE AVIATION ACADEMY  
(Formerly SAMS)

**(See Special Procedures Below)**

August 18, 2023

2:00 p.m.

AAA Board Room and Internet/Call-in

SAMS MISSION

The mission of the Albuquerque Aviation Academy is to prepare students, with attention to high-risk students, in grades 6-12 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 July 28, 2023 Special Meeting\*
- II. Public Comment (comments will be limited to two minutes) – see attached Special Procedures for more information.
- III. Ongoing Business Matters
  - A. Aviation Program Update
  - B. Facility Update
  - C. Planning and Preparation for Charter Renewal
- IV. Administrative Update
  - A. Student Achievement Update
- V. New Business Matters
  - A. Memorandum of Understanding with Public Charter Schools of New Mexico for 2023-2024 school year for Governing Council Development (discussion/action) \*
  - B. Leave Policy (discussion/action) \*
- VI. Governing Council Development
  - A. Discussion with Kelly Callahan
  - B. Strategic Planning Discussion
    1. Aerospace Curriculum Implementation to Align with New Mission Statement
    2. Planning and Preparation for Charter Renewal



VII. Finance Report

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

VIII. Announcements

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

IX. 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 [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 email address above if a summary or other type of accessible format is needed.



## Special Procedures for August 18, 2023 AAA Governing Council Regular Meeting

The AAA Governing Council Regular Meeting on August 18, 2023 at 2:00 pm will be held at Albuquerque Aviation Academy and will provide for those not wishing to attend in person access to view and/or participate via Zoom. This will be available to the public, Governing Council members and AAA 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=UWpFVWVWQeJFoRDRYMct3OXlEdkxhUT09>

**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.

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 Friday, July 28, 2023

via Zoom.us & In person at 6441 Ventana Road NW

**BOARD MEMBERS PRESENT**

Jody Meyer, Farrah Nickerson, Roland Dewing, Laura Kohr, Mike Deveraux, and Larry Kennedy

**BOARD MEMBERS ABSENT**

Alex Carothers, and Mike Romo

**ALSO IN ATTENDANCE**

Bridget Barrett, Amanda Catanzaro, Sean Fry and Lauren Chavez

**PUBLIC**

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 Albuquerque Aviation Academy for July 28, 2023 at 2:08 PM on Zoom.us and in person.

**A. Roll Call**

Larry Kennedy asked Amanda Catanzaro to call roll. Amanda Catanzaro called Jody Meyer, Farrah Nickerson, Roland Dewing, Laura Kohr, Mike Deveraux and Larry Kennedy.

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

Larry Kennedy asked for a motion to approve the agenda. Farrah Nickerson made a motion to approve the agenda. Mike Deveraux seconded the motion. Larry Kennedy called for a roll call vote to approve the agenda. Amanda Catanzaro called Jody Meyer, Farrah Nickerson, Roland Dewing, Laura Kohr, Mike Deveraux and Larry Kennedy; all voted yes. The motion carried unanimously.

**C. Review/Approval of Minutes from June 16, 2023 Regular Meeting\***

Larry Kennedy asked for a motion to approve the minutes from the June 16, 2023 Regular Meeting. Laura Kohr made a motion to approve the minutes from the June 16, 2023 Regular Meeting. Farrah Nickerson seconded the motion. Larry Kennedy called for a roll call vote to approve the minutes. Amanda Catanzaro called Jody Meyer, Farrah Nickerson, Roland Dewing, Laura Kohr, Mike Deveraux and Larry Kennedy; all voted yes. The motion carried unanimously.

**D. Review/Approval of Minutes from July 10, 2023 Special Meeting\***

Larry Kennedy asked for a motion to approve the minutes from the July 10, 2023 Special Meeting. Farrah Nickerson made a motion to approve the minutes from the July 10, 2023 Special Meeting. Laura Kohr seconded the motion. Larry Kennedy called for a roll call vote to approve the minutes. Amanda Catanzaro called Jody Meyer, Farrah Nickerson, Roland Dewing, Laura Kohr, Mike Deveraux 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. Ongoing Business Matters**

**A. Aviation Program Update**

Dr. Lauren Chavez presented that she has flown approximately 40 hours since last board meeting. Rebecca Posen check-ride is scheduled for August 7, 2023. Jacob Chmielenko EA license has gone through so we officially have two CFI's. One new student to ABQ Aviation Academy received the drone scholarship. Young Eagles will resume in September. ATC internships will start again right away with first student scheduled in August. A few of our students have been working for the A&P for summer jobs. Students will continue internship opportunities this year and earn elective credit. A hot air balloon class will begin this year with volunteer balloon pilots that will come in to teach the courses. Doc is still working on a glider internship program. The CAP Squadron 855 is meeting at ABQ Aviation Academy on Thursdays. Doc reviewed the program expenses for the month.

Discussion regarding aircraft acquisition and reviewing the most popular training aircrafts available. Doc shared the overall accident rate and accidents by events with the board and answered questions.

Mike Deveraux asked about the rate to horsepower ratio. Discussion about the 18,000 foot ceiling and discussion regarding the long wings of the Pipistrel. During flying, you will feel more turbulence in a lighter plane.

Discussion regarding stall speed being less than the Cessna 172.

Information regarding possible leasing of Pipistrel. Cost would be \$500/month with unlimited access to use the plane. Owner is willing to sell this plane in the future. ABQ Aviation Academy would need to have it insured and owner would be named as a loss payee.

Discussion around Lease Purchase Option. We would have to go through LPA similar to building/facilities if we went this route. Administration will check in with Dan (attorney) and get his thoughts and opinions about this option for going further with the lease option.

Mike Deveraux left meeting at 2:59 PM via Zoom. All voting members of the Governing Council are now in person.

Question was asked about who would pay for maintenance of the leased plane? Annual check? Similar expenses.

Question was asked about using a Service Agreement vs a lease. Suggestion was made to contact Carol (attorney) and Cuddy since Dan has been very busy with the move to new firm.

**B. Facility Update**

Amanda Catanzaro presented the facilities update for July 2023, reviewing the completed projects since last month’s meeting and projects that still need attention. Those projects include Video Entry System for the gates to be installed, fixing Ventana gate because it is not consistently closing, replacement of the front doors, installation of the score board, new desks and chairs delivered. Upcoming projects include school signage and gym flooring.

**C. SAMS Wellness Committee Update\***

Question was asked if the wellness committee is still needed? Discussion suggested that it is no longer needed as a Governing Council Committee. Larry Kennedy asked for a motion to dissolve the Wellness Committee. Farrah Nickerson made the motion. Laura Kohr seconded the motion. Larry Kennedy called for a voice vote to approve, all board members present approved. Next, he called for any opposition and upon hearing none, the motion carried unanimously.

**D. Planning and Preparation for Charter Renewal**

Governing Council requested that the Google Classroom be shared with the personal gmail accounts.

**IV. Administrative Update**

**A. Student Achievement Update**

Bridget Barrett presented academic information including the Edgenuity EOY Report. Administration is preparing for the beginning of the school year. Enrollment is strong at 332 students enrolled and 50 students on the waiting list.

The Equity Council is preparing to start up again with new school year and seeking new members.

Legislators and Lobbyists are scheduled to visit the school on August 25<sup>th</sup> at 10:00 AM. Ms. Barrett will send out a reminder to the Governing Council members as the date gets closer.

**B. 2022-2023 End of Year Report**

Bridget Barrett presented the End of Year Student Achievement Review for the 2022-2023 school year.

**C. Archery Competition – 3D Shoot**

Amanda Catanzaro began a discussion with the governing council members regarding the request to have an outdoor archery competition. Administration will discuss the

liabilities surrounding this event with the attorney and look into the possibilities of moving the event indoors.

**V. New Business Matters**

**A. Auditor, Clifton Larson Allen, Statement of Work\***

Larry Kennedy asked for a motion to approve board president signing Statement of Work. Farrah Nickerson made the motion. Jody Meyer seconded the motion. Larry Kennedy called for a voice vote to approve, all board members present approved. Next, he called for any opposition and upon hearing none, the motion carried unanimously.

**B. Auditor, Clifton Larson Allen, Master Services Agreement\***

Larry Kennedy asked for a motion to approve board president signing Master Services Agreement. Farrah Nickerson made the motion. Roland Dewing seconded the motion. Larry Kennedy called for a voice vote to approve, all board members present approved. Next, he called for any opposition and upon hearing none, the motion carried unanimously.

**C. Lease Assistance Application\***

Larry Kennedy asked for a motion to approve Lease Assistance Application. Farrah Nickerson made the motion. Laura Kohr seconded the motion. Larry Kennedy called for a voice vote to approve, all board members present approved. Next, he called for any opposition and upon hearing none, the motion carried unanimously.

**D. Inventory Certification\***

Larry Kennedy asked for a motion to approve Inventory Certification. Farrah Nickerson made the motion. Laura Kohr seconded the motion. Larry Kennedy called for a voice vote to approve, all board members present approved. Next, he called for any opposition and upon hearing none, the motion carried unanimously.

**E. Governing Council Member Replacement\***

Larry Kennedy stated that a Governing Council member has resigned and that the Governing Council currently stands at 8 members. Farrah Nickerson made the motion not to fill the empty board position at this time. Laura Kohr seconded the motion. Larry Kennedy called for a voice vote to approve, all board members present approved. Next, he called for any opposition and upon hearing none, the motion carried unanimously.

**F. Leave Policy\***



Larry Kennedy asked for a motion to table the Leave Policy. Farrah Nickerson made the motion. Laura Kohr seconded the motion. Larry Kennedy called for a voice vote to approve, all board members present approved. Next, he called for any opposition and upon hearing none, the motion carried unanimously.

**G. Student Handbook\***

Larry Kennedy asked for a motion to table the Student Handbook. Farrah Nickerson made the motion. Roland Dewing seconded the motion. Larry Kennedy called for a voice vote to approve, all board members present approved. Next, he called for any opposition and upon hearing none, the motion carried unanimously.

**H. Staff Handbook\***

Larry Kennedy asked for a motion to table the Staff Handbook. Farrah Nickerson made the motion. Roland Dewing seconded the motion. Larry Kennedy called for a voice vote to approve, all board members present approved. Next, he called for any opposition and upon hearing none, the motion carried unanimously.

**I. Gym Flooring\***

Amanda Catanzaro presented two quotes for two different kinds of gym flooring; hard wood flooring and poured flooring. Discussion around pros and cons of each flooring.

Larry Kennedy asked for a motion. Farrah Nickerson made the motion to approve the Arbo's Floor Service 3<sup>rd</sup> Grade Maple and volleyball sleeves in the total amount of \$109,886.49. Laura Kohr seconded the motion. Larry Kennedy called for a voice vote to approve, all board members present approved. Next, he called for any opposition and upon hearing none, the motion carried unanimously.

**J. Broadband Deficiencies Correction Program Project Closeout Certification Dated 7/17/2023\***

Larry Kennedy asked for a motion to approve the Broadband Deficiencies Correction Program Closeout Certification. Farrah Nickerson made the motion. Laura Kohr seconded the motion. Larry Kennedy called for a voice vote to approve, all board members present approved. Next, he called for any opposition and upon hearing none, the motion carried unanimously.

**VI. Governing Council Development**

**A. No Discussion with Kelly Callahan**

**VII. Finance Report**

**A. Business Office Operations Update**

Sean Fry presented that the finance committee met prior to this meeting and reviewed all the detailed reports. The school ended the year approximately \$515,000 more than budgeted.

**B. Voucher Approvals\***

Sean Fry presented the out of normal transactions that happened in the month of June. There was a third payroll in June due to ARA Staff Leave payout. There were two payments to LDD for the low voltage wiring for the new building. A payment to ACES for ANM for the installation of the front door intercom.

Larry Kennedy asked for a motion to approve June 2023 Vouchers. Farrah Nickerson made the motion. Laura Kohr seconded the motion. Larry Kennedy called for a voice vote to approve, all board members present approved. Next, he called for any opposition and upon hearing none, the motion carried unanimously.

**C. Bank Reconciliation\***

Larry Kennedy asked for a motion to approve June 2023 Bank Reconciliation. Farrah Nickerson made the motion. Laura Kohr seconded the motion. Larry Kennedy called for a voice vote to approve, all board members present approved. Next, he called for any opposition and upon hearing none, the motion carried unanimously.

**VIII. Announcements**

- A. Date for next Regular SAMS Academy Governing Council Meeting is August 18, 2023 at 2:00 PM.

**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 voice vote to approve, all board members present approved. Next, he called for any opposition and upon hearing none, the motion carried unanimously.

The special meeting of the Governing Council for the Albuquerque Aviation Academy adjourned on July 28, 2023 at 4:06 PM.



## Monthly Report - Aug 18, 2023

All figures and outcomes are based on the date of this report - Aug 11, 2023.

### FLIGHT TRAINING:

- **Flights** - We flew 27.1 hrs since the last board report. Rebecca Posen's checkride was rescheduled to Sept 7. After taking a little time off from flying for school orientation and the first few days of school, we started flying with new students. With Jacob Chmielenko on board, we should be able to fly more hours and move more students through the process more quickly. Albuquerque Aviation Academy should have FAR more students graduate with pilots certificates this year than ever in school history (I'm hoping double to triple.)
- **Aircraft Status** - Flying great with no active squawks
- **Drone** - Our drone class is about double what it was last year (full with a waitlist.)

### CLASSES:

- **Virtually all full/waitlist** - Students know they need to "earn their seats", and they seem to be taking it seriously. Jacob will be teaching some, which should help both of us. We've had our first hot air balloon classes and they've been fabulous. KRQE contacted me to do a story about this expansion to our program (they've been following us on social media.)

### ADDITIONAL:

- **EAA/Young Eagles** - Next Young Eagle flight is September 9. I will be out of town but I'll have Jacob and students representing us.
- **Internships** - I'm letting students get acclimated being back in school, and then we'll start making our many internship options available.
- **Glider Internship/Program** - I started glider training in Moriarty over the past few weekends (considering the motorglider options we've discussed.) I'm waiting to go "full throttle" until I've talked to the DPE to get some questions answered.
- **CAP** - Our Squadron 855 seems to be going well.

### EXPENSES:

- **Fuel:** Please see the finance report (World Fuel). I estimated \$1512, based on hours flown and average fuel cost.
- **Maintenance:** \$0
- **Hangar Rental:** \$357 per month
- **Insurance:** Annual Premium - \$8,895

# July 2023 Facilities

8.16.2023

## Completed Since Previous Meeting

- Gates- Need call button access. Video Entry System will be an additional \$8,710.51. W9 was sent 6/9/2023- Action Security is being added as a vendor and PO is being worked on. Scheduled to be installed 8/3/2023 – Completed 8/3/2023
- Ventana gate North side of gate not always closing. Scheduled to come on campus 8/3/2023. – Has been consistent last few weeks.
- New desks & chairs were ordered 7/2023. Shipping delays. Desks scheduled to be shipped 8/2/2023 and chairs 8/25/2023. Moving Solutions came out and built 8/16/2023.
- Sharp Interactive Boards hung in 6 classrooms and conference room 8/17/2023.
- HVAC in Middle School Teachers Lounge- loose wiring, HVAC company came out to fix and has been working all this week.

## Projects That Still Need Attention (status)

- Front door- lock is inconsistent (we are locking inner doors as precaution until this is fixed). Doors are in Albuquerque and being worked on in the shop. No date for installation. We have been asking Jared every other day for status update. 8/11/2023 New Doors were installed; now waiting on ANM to come re-wire again and the issue of was the project complete and is this additional work? Administration has decided that we will no longer be using ANM for future projects. We are working with Verkada and meeting another vendor/installer on 8/24/2023 to do a site walk. They are also bringing an installer who will look at the front door if ANM has not already completed it to let us know what the next steps should be.
- Installation of Score Board in Gym begins 6/29/2023. Waiting on EB for electricity to be installed. Score Board hung, electricity in installed. Need to complete the low voltage work now.
- Gym Flooring- Arbo's was awarded the contract. PO has been sent to CES and we are working on providing them info needed to issue PO to Arbo's so scheduling can begin. Looking at 10-12 weeks.
- Student stuck something in outlet in Begit's High School classroom. Had electrician make sure it was safe for immediate issue and now getting quote(s) for repair.

## Upcoming Projects

- School Signage with new name



## ADMINISTRATIVE UPDATE

### AUGUST 2023



### ACADEMICS

SCHOOL IS UNDERWAY!  
22/23 EOY GRADE REPORT ATTACHED  
976 ENROLLMENTS BEHIND PACE BUT PASSING  
286 ENROLLMENTS ON TRACK AND PASSING  
204 ENROLLMENTS OFF TRACK, NOT PASSING  
11 STUDENTS ON TRACK, NOT PASSING

### WHAT'S HAPPENING?

Mini lessons in all classrooms  
Cellphones put away during class  
More people for pickup/drop off  
Archery starting up



### ENROLLMENT

318 Students Enrolled  
49 on waitlist  
6th 50 students      7th 45 students  
8th 44 students  
9th 50 students      10th 44 students  
11th 46 students      12th 39 students  
\*Numbers constantly moving.

### EQUITY COUNCIL

Two members on the council with the addition of Jody Meyer.



### CHARTER RENEWAL

Petition of Support complete (79%)  
Game plan in place to complete application by September 8th, send to Kelly for edits and have board approval in September's meeting.

### MISSION MINUTE

"Where are they now?" on social media





## Memorandum of Understanding-Governing Board Coaching/Mentoring

The parties to this Memorandum of Understanding ("MOU"), dated **July 27, 2023**, are the Public Charter Schools of New Mexico ("PCSNM") and **ALBUQUERQUE AVIATION ACADEMY (AAA)**. Pursuant to the terms of this MOU, PCSNM and AAA will partner together to implement and launch governing board ("GB") training, "**PCSNM Presents: Customized Governing Board Training-Clear, Concise and Custom GB Coaching/Mentoring Services.**" This MOU establishes the terms and conditions of the partnership between PCSNM and AAA.

### Project Overview

An experienced, knowledgeable Public Charter Schools of New Mexico (PCSNM) Governing Board (GB) Coach will facilitate **customized**, year-long training that will meet **AAA's** GB development needs. This program will include effective governing systems, board self-assessment/strategic planning, Performance Contract/Framework oversight, Head Administrator evaluation, **SCHOOL** policy review and assessment and GB practices that **meet all the required PED governing training elements** utilizing the instructional strategy, "learning while doing."

The PCSNM customized GB coaching services will include attendance by the GB Coach at **six meetings** to provide training, support, and coaching. In addition, the GB Coach will be available for telephone/video conferencing consultation scheduled by the Board President/Head Administrator. A final GB assessment, review and planning at the end of the school year will consolidate the year's work into a firm direction for future governing board development.

Please Note: During the six regular GB meetings, training will be embedded and on the agenda. The training may result in an additional amount of time to the regular meeting in order to fulfill PED GB Training Requirements. This schedule is flexible and can be adjusted based on the need of **AAA** GB/administration.

### Public Charter Schools of New Mexico Scope of Work, Expectations, and Commitments:

*The PCSNM GB Facilitator/Coach will meet with the AAA's Governing Board President and Head Administrator to develop the GB's specific and individualized training program needs prior to implementation of the scope of work.*

1. PCSNM will utilize required training standards [see document "*PCSNM Charter Schools Governance Standards*" (Appendix A)] that will be **integrated** throughout the year to fully complete the **eight (8)** GB training hours pursuant to 6.80.5 NMAC ("Charter Schools Governing Body Training Requirements")
2. PCSNM will hire or use existing highly qualified staff to provide training, assistance, and guidance to AAA in completing the GB Training/Coaching program
3. PCSNM will provide custom-built program content for training utilizing actual board documentation and examples **integrated** into GB meetings:
  - Understanding and evaluating academic data (Credit: 2 Hours or none, if exempt)
    - Using the Academic Performance Framework
  - Governing body ethics and responsibilities (Credit: 1 Hour)
    - Review and discussion of Conflict of Interest, Code of Ethics and Government Conduct Act
  - Charter Schools fiscal requirements (Credit: 3 Hours or 1 Hour, if exempt from full 3 hours)
    - Using the Financial Performance Framework



- Understanding Financial Monitoring Reports
  - Understanding the GB role in audits
  - Budgets/Revenue/Expenditures
  - Open government and free public school education AND understanding and overseeing organizational performance of the charter school (Credit: 1 Hour)
    - Using the Organizational Performance Framework
    - Bylaws review and assessment
    - Review the **AAA** Open Meeting Resolution
    - Agenda/Minutes assessment and recommendations
    - Organizational Framework and Authorizer Site Visit Guidance
    - Head Administrator Contract and Evaluation and Succession Planning
    - Board Development and Succession Planning
    - Policy Review and Recommendations
  - Equity and Linguistically Responsive practices for Charter School Boards (Credit: 1 Hour)
    - What is *Equity and Linguistically Responsive (CLR)* mean and what is the GB's role?
    - Equity Council
    - *Culturally and Linguistically Responsive (CLR)* Framework
    - Validating and affirming the charter school mission and vision with a CLR lens
    - "At-Risk" funding formula factor and GB budget responsibilities
  - **\*\*\*New Board Member Training**: PED has authorized the PCSNM Coaching/Mentoring training program to provide Introductory Board Member training for all new board members in lieu of the PED seven (7) hour online training. This training will comprise an introduction to GB practices and an "onboarding" process and will fulfill the **10 Hours** of mandatory New Board Member Training pursuant to *§6.80.5.8 NMAC*.
    - The New Board Member training will require an orientation session outside of the regular GB meetings and may include online as well as "real-time" in-person or Zoom training.
    - Training Topics:
      - Understanding the charter school board member role-PCSNM Charter School Governance Standards
      - Charter School Performance Contract and Frameworks
      - Accountability-Academic, Financial, and Organizational
      - Fiscal Responsibility (Understanding financial reports, financial oversight, audits)
      - Open Meetings Act, Equity and Culturally and Linguistically Responsive Practices
      - General overview of legal, organizational, and ethical responsibilities
      - **AAA** Onboarding-Bylaws, Performance Contract/Frameworks, school-specific information
      - Any additional hours will be acquired through the training received at regular board meetings
4. The GB Coach will facilitate the role of the GB in monitoring and oversight of the Performance Contract and Frameworks
5. PCSNM will provide a thorough review of **AAA** policies and assessment of completeness with recommendations for remediation and direction for policy development and updates
6. The GB Coach will facilitate Head Administrator goal setting and evaluation utilizing the Performance Frameworks which may include:
- Assisting GB to develop a PDP for Head Administrator
  - Helping design/modify an evaluation tool
  - Facilitating the Head Administrator evaluation process
  - Discussing succession planning



7. GB Coach will convene with GB at the beginning of the year for an orientation and self-assessment culminating in a governing board action plan and calendar
8. During the six meetings throughout the year, the GB Coach will attend regular GB meetings and provide coaching/support on effective meeting practices as well as incorporating required training elements
9. Scheduled and "on call" telephone/video conferencing coaching by the PCSNM Coach will be available to **AAA**
10. PCSNM will be responsible for documenting and reporting to the Public Education Department the successful completion of the required GB training hours and issue certificates of completion to each GB member of **AAA**.

### **AAA Expectations and Commitments:**

1. **AAA** will provide information, documents, and assistance to PCSNM regarding the implementation and launch of the GB Training/Coaching program in an agreed upon timeline
2. PCSNM will need access to **AAA** personnel to assist with procuring documents and/or working with the GB to train on school-specific procedures.
  - o Documents **AAA** will provide:
    - List and contact information for GB Members
    - Performance Contract and Performance Framework
    - GB Bylaws
    - Current GB Meeting Resolution and/or Calendar of Meetings
    - (If Available) List of **AAA** Policies
    - Current Head Administrator Evaluation Process
3. **AAA** will work in good faith with PCSNM planning all aspects of the GB Training/Coaching program
4. **AAA** GB members/staff will fully participate in all training/coaching activities to receive credit for all GB training hours
5. **AAA** -designated staff will participate in all meetings and telephone calls as scheduled with PCSNM and will offer prompt and thorough feedback as necessary to support the GB Training/Coaching program
6. For GB members who miss session(s) of training during the regular **AAA** Board meetings, PCSNM will provide make-up with PED-approved Zoom/webinar/online training sessions free-of-charge that the GB member must complete to receive full training credit for the area(s) of training missed. PCSNM will provide the topics and online schedule/content. **AAA is responsible for ensuring that GB members complete the make-up training.**
7. **AAA** will actively engage in a year-end (prior to June 30, 2024) session that will include an assessment/evaluation to determine quality of PCSNM Training/Coaching program and to set future GB board development direction.





**Term of this MOU:**

The term of this MOU between PCSNM and **AAA** will begin from the time of signature between parties on this MOU until **June 30, 2024**.

**Cost and Payment:**

The registration/fee by **AAA** for the onsite PCSNM GB Customized Coaching and Training will be a total of **\$4750** payable to PCSNM for the scope of work outlined above plus any applicable expenses outside of the scope of work; including but not limited to, travel outside of the Albuquerque metropolitan area.

***Please check which method of payment AAA will use:***

\_\_\_\_\_ The GB Customized Coaching and Training charges divided into two parts: **\$2375** payable upon the execution of this MOU and the other **\$2375** due on February 15, 2024. (Plus, additional expenses billed separately upon approval of **AAA**)

\_\_\_\_\_ Pay the entire GB Customized Coaching and Training **\$4750** registration/fee in one payment upon commencement of the MOU. (Plus, additional expenses billed separately upon approval of **AAA**)

PCSNM will invoice **AAA** for the appropriate registration/fee amount(s) and date(s). Any other expenses outside of registration/fee will be invoiced separately.

\_\_\_\_\_  
PCSNM Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
**AAA** Representative

\_\_\_\_\_  
Date

# ALBUQUERQUE AVIATION ACADEMY

## LEAVE POLICY



### ALBUQUERQUE AVIATION ACADEMY LEAVE POLICY

The Governing Board shall annually identify the recognized paid employee holidays which will be shown on the school's annual calendar. The school provides its employees annual leave and holidays based upon their classification as year-round, non-year round, full-time, or part-time employees as shown on their individual employment contracts.

Each contract year, all full-time, non-year round, employees will be granted ten (10) Personal Time Off (PTO) days, with 5.0 days credited at the start of the contract year and 5.0 days credited at the start of the second semester. All part-time employees will receive a prorated amount of leave by category based on their budgeted FTE.

Each contract year, all full-time, year round, employees will be granted fifteen (15) Personal Time Off (PTO) days, with 10.0 days credited at the start of the contract year and 5.0 days credited at the start of the second semester.

Persons employed for less than a contract year will receive, on the first day of employment, a prorated credit for the number of days remaining in the contract year.

PTO days are credited contingent upon the completion of the entire contract year. Employees serving only a portion of the contract year will be credited with a prorated number of PTO days earned during the contract at the time of termination of employment.

Leave for non-year round employees is not intended to be nor should it be used as "vacation time." Rather, leave is intended to facilitate the normal needs of its staff, while still meeting the classroom needs of Albuquerque Aviation Academy students during the teaching year.

Except in cases of sickness or emergency, PTO must be approved before leave is taken. No more than ten percent (10%) of the staff or other grouping of employees may take PTO at any one time. Requests shall be acted upon in order of receipt, and the availability of substitutes, if necessary, may limit the number of requests granted at any one (1) time. There is no obligation for the Head Administrator to grant leave for any particular request.

PTO will not be granted during the following periods, unless based on sickness or emergency:

- On the day immediately preceding or following a holiday or vacation.
- During the first two (2) weeks of school or the last two (2) weeks of school.

An employee requesting PTO without prior approval or during the foregoing time periods for sickness or emergency may be required to furnish a medical doctor's excuse to the supervisor. For purposes of this policy, leave that does not have prior approval due to sickness is only for the purpose of recuperative activities, e.g., obtaining medical care or treatment, procuring medications or other prescribes materials,

convalescing at home or at a medical facility, or other therapy or activity prescribes by the employee's physician or health practitioner (with verification required if requested by the Head Administrator), and may be used for sickness of the employee, the employee's spouse, domestic partner, children, parents, grandparents, grandchildren, siblings or like relations created by marriage (e.g. stepchild, father-in-law, etc.). The school may, at school expense, require the employee to submit to medical or psychiatric examination by a physician or psychiatrist selected by the school to determine 1) whether or not the continued use of sick leave is appropriate or 2) whether return to duty is appropriate.

PTO can be taken in quarter (1/4) day increments. Instructional employees may take up to 5 consecutive days during the school year with prior approval from the Head Administrator and subject to the terms of this policy.

Any employee who can be shown to have willfully violated or misused the school's leave policy or misrepresented any statement or condition will be subject to discipline, up to and including termination or discharge.

## **NOTIFICATION**

Except in cases of illness or emergency, employees must request leave three (3) days in advance in order to obtain prior approval from the Head Administrator or designee, to the greatest extent possible through the Apta Fund leave portal.

Unplanned, emergency, or short notice leave shall follow the procedures set forth by the Head Administrator. Reporting an unplanned absence should be made as early as possible.

It is the responsibility of each employee to provide lesson plans and guidance for a substitute teacher during PTO and other paid leave.

The Head Administrator may not sign their own leave slip, but must get the Board President's or their designee to approve, unless related to illness or emergency.

## **EXTENDED LEAVE**

An extended leave of absence, without pay, may be granted to an employee for reasons including, but not limited to, the following:

- Serious health condition;
- Childbirth;
- Caring of a spouse, domestic partner, parent or dependent child, and
- Educational pursuits.

Such leaves require approval of the Head Administrator, which may be granted by the Head Administrator in her or his sole discretion. There is no obligation to grant such leave. Employees requesting such leave are to provide the Head Administrator with appropriate justification for their request including a physician's statement when the request relates to personal health, childbirth, or other healthcare reasons. Such leave shall not exceed one (1) work year.

Employees granted an extended leave of absence for a portion of the school/work year must notify the

Head Administrator in writing of his/her desire to return to active employment at least thirty (30) days prior to the date of return. Employees granted an extended leave of absence for an entire school/work year must notify the Head Administrator of his/her desire to return to active employment by March 15<sup>th</sup> of the school/work year in which the leave was granted. Employees granted an extended leave of absence for personal, health, or childbirth reasons shall be required to submit to the Head Administrator prior to their return to work, a physician's statement releasing the employee to assume their full duties.

All paid and unpaid leave requests, except those related to medical and other bona fide emergency reasons, shall require advanced written approval. Leave requests shall be submitted to the Head Administrator, or their designee, on a form provided by the school accompanied by any necessary support documentation. The employee's daily rate of pay will be deducted from the employee's salary for any unauthorized absence or absence which does not meet the criteria set forth in this policy. Abuse of leave may be grounds for disciplinary action against an employee including termination or discharge.

Because of the small number of employees at Albuquerque Aviation Academy, employees may not be eligible for Family Medical Act Leave (FMLA). Please contact the Business Office to inquire about FMLA leave or similar leave of absence.

### **UNUSED PTO LEAVE**

Any unused PTO leave days remaining at the end of the year can be, at the discretion of the employee, one of the following:

1. Roll over up to five (5) unused leave days to the following year.
2. Sell back up to five (5) days of unused leave at the employee's daily rate, budget permitting, as determined by the Head Administrator in her or his discretion. Employees must request this with the Head Administrator or designee no later than June 25<sup>th</sup> of that year. Unused PTO leave will be paid in a separate check.

Employees may have no more than leave accrued in one year's term, plus up to the five (5) unused leave days if it is rolled over to the next year at any given period of time.

### **BENEFITS DURING LEAVE**

During paid leave, all other benefits will remain in force, and PTO leave will continue to be granted as normal. During unpaid leave the employee is responsible for maintaining health insurance coverage through the New Mexico Public Schools Insurance Authority Eligibility Administrator (NMPSIA).

### **MILITARY LEAVE**

As provided in N.M. State. Ann. As provided in N.M. Stat. Ann. § 20-4-7 (1978), employees who are members of organized units of the army or air national guard or army, air force, navy, marine or coast guard reserves shall be given not to exceed fifteen working days' military leave with pay per federal fiscal year when they are ordered to duty for training, such leave to be in addition to other leave or vacation time with pay to which such employees are otherwise entitled.

The Uniformed Services Employment and Reemployment Rights Act states: A military leave of absence will be granted if an employee is absent in order to serve in Uniformed Services of the United States for a period of

up to five years (not including certain involuntary extensions of service). An employee who performs and returns from service in the Armed Forces, the Military Reserves, the National Guard, or certain public health service positions will retain certain rights with respect to reinstatement, seniority, lay-offs, compensation, length of service promotions and length of service pay increases, as required by applicable federal or state law. Other benefits, such as health insurance, do not continue while out on active service.

## **BEREAVEMENT LEAVE**

Up to five (5) additional days absence total per year may be granted; up to three (3) days absence total when there is a death in an employee's immediate family in town and up five (5) days absence total per year may be granted for a death out of town. Immediate family for this purpose includes spouse/partner, children, parent, grandparent, mother-in-law, father-in-law, brother, sister, son-in-law, or daughter-in-law.

## **JURY DUTY**

Employees are encouraged to serve as jurors when summoned to do so but should advise the Head Administrator of the date of such service immediately upon receipt of notice. Employees will receive their normal compensation and shall be permitted to retain any travel reimbursement received from the court and any per diem received for services rendered the court before or after the employee's regular workday. Any additional compensation will be signed over to the School.

## **PROFESSIONAL LEAVE**

Employees are encouraged to attend professional development activities such as conferences, meetings, seminars, etc. since attendance is considered beneficial to the Albuquerque Aviation Academy's educational program. All professional leave must be pre-approved by the Head Administrator. As long as the employee is acting on behalf of the school, the employee will not lose pay during his/her absence and may have all, or a portion of, the expenses for attending such activity paid or reimbursed pursuant to a duly authorized Purchase Order and available budget.

## **NO LEAVE ALL STAFF PROFESSIONAL DEVELOPMENT DAYS**

Employees will not be granted leave from Professional Development Days except in the case of an emergency or sickness or approved by the Head Administrator.

## **EXPECTATIONS**

It is expected that all employees will report to work and be prepared to work at their scheduled reporting times. Failure to maintain an attendance pattern within acceptable standards may lead to disciplinary actions, up to and including termination or discharge. Absences for appropriate reasons, such as those for which the school grants approved leaves of absences are, of course, acceptable; however, frequent or excessive absences for any reason may require corrective action. Chronic or excessive absences and tardiness is a disruptive influence to the school.

Unexcused absences are defined as an employee's failure to properly notify the school of absence prior to the scheduled work time or an employee's absence without authorized leave. Any number or occurrences of unexcused absence, depending upon the circumstances, may be considered unsatisfactory and subject

to possible disciplinary action.

## **LEAVE WITHOUT PAY**

Leave taken in excess of available leave can only be taken in full-day increments and will need to be docked from the employee's pay. Employees must exhaust all paid leave before going to an unpaid status. Any use of leave without pay within one school year that is not covered under Extended Family Leave Policy, or following the use of qualified Extended Family Leave Policy will result in discipline, up to an including termination or discharge.

The Head Administrator, or their designee, shall have final approval for all leave types and lengths of leave on a case-by-case basis. The Head Administrator shall develop procedures for the systematic administration of this policy.