



**GOVERNING COUNCIL**

Regular Meeting of the SAMS Academy Governing Council on Friday, August 18, 2023

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

**BOARD MEMBERS PRESENT**

Jody Meyer, Farrah Nickerson, Roland Dewing, Laura Kohr, Mike Romo, Alex Carothers (late @ 2:02) and Larry Kennedy

**BOARD MEMBERS ABSENT**

Mike Deveraux

**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 Regular Meeting of the Governing Council for the Albuquerque Aviation Academy for August 18, 2023 at 2:01 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 Romo and Larry Kennedy.

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

Larry Kennedy asked for a motion to approve the agenda moving Finance Reports to after Ongoing Business Matters.

Alex Carothers enters the meeting at 2:02 PM.

Farrah Nickerson made a motion to approve the agenda with the change. Laura Kohr 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 Romo, Alex Carothers and Larry Kennedy; all voted yes. The motion carried unanimously.

**C. Review/Approval of Minutes from July 28, 2023 Special Meeting\***

Larry Kennedy asked for a motion to approve the minutes from the July 28, 2023 Special Meeting. Farrah Nickerson made a motion to approve the minutes from the July 28, 2023 Special Meeting. Jody Meyer 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 Romo, Alex Carothers 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 they have flown approximately 27.1 hours since last meeting. Rebecca Posen check-ride has to be moved back again due to examiner having to have surgery. "Striker" has been flying in the mornings as well as the

afternoons and more flights this year than ever before will lead to more private pilots than ever.

The Strut went out on the aircraft, but is now repaired.

Due to increase in demand this year, students are really having to “earn their seats” which has made students take the courses more seriously.

Young Eagle event will take place next month. Doc will be out of town but “Striker” and students will attend.

Discussion of internships available and status of those coming up. KRQE did another feature of the school about the name change and the new Hot Air Balloon program. They want to do a follow-up story when students begin flying.

Attorney is drawing up a lease for the Pipistrel that should be ready soon.

Alex Carothers shared that the Tuskegee Airman Conference is in town and representatives of Albuquerque Aviation Academy will also be attending.

#### **B. Facility Update**

Amanda Catanzaro presented the facilities update for August 2023, reviewing the completed projects since last month’s meeting and projects that still need attention. Front doors were completed 8/17/2023 and are working. Projects that still need attention include the installation of the low voltage for the score board, gym flooring and electrical work for damaged outlet in Begit’s classroom. Upcoming projects include school signage.

#### **C. Planning and Preparation for Charter Renewal**

Governing Council discussion about due dates and progress made. Larry Kennedy requests resend link to Google Classroom.

### **IV. 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. Reports are not a true representation of where we are as a school since it lacks incumbrancers of staff pay since the first payroll is not until 8/15/2023. Paula Gonzales is in training to become the business manager. There was an issue of fraud this month. To prevent further issues, the school will be moving to using Positive Pay within the bank account. The audit begins in a month and all pre-audit documents have been provided.

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

Sean Fry presented the out of normal transactions that happened in the month of July. Larry Kennedy asked for a motion to approve July 2023 Vouchers. Farrah Nickerson made the motion. 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 Romo, Alex Carothers and Larry Kennedy; all voted yes. The motion carried unanimously.

**C. Bank Reconciliation\***

Larry Kennedy asked for a motion to approve July 2023 Bank Reconciliation. Farrah Nickerson made the motion. 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 Romo, Alex Carothers and Larry Kennedy; all voted yes. The motion carried unanimously.

**D. Budget Adjustment Requests\***

None.

**V. Administrative Update**

**A. Student Achievement Update**

Bridget Barrett presented current academic numbers including information on number of courses that are on-track or off-track and passing or not passing. Mini lessons are happening in the classrooms and Ms. Barrett is getting into classrooms more often this year. Cell phone policy was instituted and students must have cell phones in cell phone home (boxes) during class. Current enrollment is 318 which is fantastic because budget was based on 300. Two new members have joined the Equity Council and meetings will be set up on regular basis throughout the year. Charter House Petition is complete with 79% signatures of support. Working on a new media campaign called "Where are they now?" to spotlight graduates. Share your stories with us and we will post on social media.

**VI. New Business Matters**

**A. Memorandum of Understanding with Public Charter Schools of New Mexico for 2023-2024 school year for Governing Council Development\***

Larry Kennedy presented this for Kelly Callahan services for training board members for the year. It is up slightly from last year. Total for the year is \$4750.00.

Larry Kennedy asked for a motion to approve the Memorandum of Understanding with Public Charter Schools of New Mexico for 2023-2024 school year for Governing Council Development. Farrah Nickerson made the motion. 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 Romo, Alex Carothers and Larry Kennedy; all voted yes. The motion carried unanimously.

**B. Leave Policy\***

Amanda Catanzaro and Bridget Barrett presented the new Leave Policy. This will replace the information found in the Staff Handbook and has been reviewed by legal counsel. Changes around distribution of leave, half upon hire/first paycheck and half in January. Ability to take quarter days of leave and lower number of leave days for year-round employees since school has moved to four day weeks during the summer months. One note was the attorney added the verbiage of unpaid leave for Bereavement Leave. Administration feels like this should be paid leave as a benefit for our staff.

Larry Kennedy asked for a motion to approve the Leave Policy to include paid Bereavement Leave. Farrah Nickerson made the motion. Alex Carothers 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 Romo, Alex Carothers and Larry Kennedy; all voted yes. The motion carried unanimously.

**VII. Governing Council Development**

- A. Kelly Callahan did not attend the meeting so not to present a conflict of interest because the contract for her services was being voted on.

**VIII. Announcements**

- A. Request to push September Regular Meeting to September 22, 2023 instead of week prior was honored. Next Governing Council meeting September 22, 2023 at 2:00 PM.

On 8/25/2023 at 10:00, our Lobbyists and Representatives will be visiting the school. Governing Council members are encouraged to attend. There will also be a CAP presentation.

Open House will be September 7<sup>th</sup>, time TBD. Invitation for Governing Council will be sent out and notice of possible quorum will be posted.

**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 minutes. Amanda Catanzaro called Jody Meyer, Farrah Nickerson,

Roland Dewing, Laura Kohr, Mike Romo, Alex Carothers and Larry Kennedy; all voted yes. The motion carried unanimously.

The Regular Meeting of the Governing Council for the Albuquerque Aviation Academy adjourned on August 18, 2023.