



NOTICE AND AGENDA
REGULAR MEETING OF THE GOVERNING COUNCIL OF
ALBUQUERQUE AVIATION ACADEMY
(Formerly SAMS)
(See Special Procedures Below)
October 20, 2023
2:00 p.m.
AAA Board Room and Internet/Call-in

AAA MISSION

Albuquerque Aviation Academy cultivates opportunities for 6th-12th grade students to excel in fields related to aviation and STEAM. Students will have unique options to explore and excel in multiple career areas of aviation which are woven throughout an innovative hybrid learning experience.

- I. Call to Order
 - A. Roll Call
 - B. Adoption of the Agenda*
 - C. Review/Approval of Minutes from September 22, 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. Aircraft Lease (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. Permanent Cash Transfer PCT2024-01 (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 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 October 20, 2023 AAA Governing Council Regular Meeting

The AAA Governing Council Regular Meeting on October 20, 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=UWpFVWNQejFoRDRYMct3OXlEdkxhUT09>

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 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. 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, September 22, 2023
via Zoom.us & In person at 6441 Ventana Road NW

BOARD MEMBERS PRESENT

Jody Meyer, Farrah Nickerson, Roland Dewing, Laura Kohr, Mike Deveraux, Alex Carothers
(@2:03 PM), and Larry Kennedy

BOARD MEMBERS ABSENT

Mike Romo

ALSO IN ATTENDANCE

Bridget Barrett, Amanda Catanzaro, Sean Fry and Lauren Chavez

PUBLIC

Ed Smith (Emeritus Member)

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 September 22, 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 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. 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 Deveraux and Larry Kennedy; all voted yes. The motion carried unanimously.

C. Review/Approval of Minutes from August 18, 2023 Special Meeting*

Larry Kennedy asked for a motion to approve the minutes from the August 18, 2023 Special Meeting. Farrah Nickerson made a motion to approve the minutes. Laura Kohr seconded the motion. Larry Kennedy called for a roll call vote. 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 they have flown 73.9 hours since last meeting, including one new private pilot and one new student who has flown solo.

Alex Carothers enters the meeting at 2:03 PM.

Aircraft is flying well. 10 additional students have earned the drone scholarship since the last board meeting. This is approximately \$500 value for each student and includes reimbursement for FAA exam.

KKOB would like to do another story about our Hot Air Balloon program to show during fiesta time.

LOEFI is tomorrow at Double Eagle Airport. Student representatives will be present.

In ongoing conversation with UNM Taos campus to explore opportunities for students to continue education in NM around aviation after graduation. Eclipse internship for the first student begins next Monday, September 25th. CAP is going well and the cadets were very helpful during Open House. Reviewed expenses. Discussing possibilities regarding a second hangar for Pipistrel so that is ready when that opportunity comes about. Program is on track to at least double what we have ever had graduate with a pilot's license. Currently 6 students are already private pilots and by the end of the year, we should have 8-12 graduates.

B. Facility Update

Amanda Catanzaro presented the facilities update for September 2023, reviewing the completed projects since last month's meeting and projects that still need attention. Front doors were completed and are fully functional. Projects that still need attention include the installation of the low voltage for the score board, gym flooring is currently being installed and anticipated completion of 9/25/2023 and electrical work for damaged outlet in Begit's classroom. We are also seeking handy man services to repair some holes around campus that students have made.

Upcoming projects include school signage.

C. Planning and Preparation for Charter Renewal

Discussion around Gantt Chart and completion of the Charter Renewal for submission to Charter School Division.

IV. Administrative Update

A. Student Achievement Update

Bridget Barrett presented Academics by Enrollment information, focusing on students that are on track in their courses.

Gym Flooring in being installed. There was a Senior Meeting last night with great attendance. Student Council is active this year. With their help, we are starting a National Honor Society chapter, students can earn letters this year and letter jackets will be available for students to purchase.

Currently, 313 students are enrolled with 49 students on the waitlist, mostly in 6th and 9th grades where we are full.

The Equity Council is up to 5 members and will be meeting monthly.

We are in a good place for our Charter Renewal and have a site visit on October 23rd.

Message from Sue Griffith for the Mission Minute.

V. New Business Matters

A. Asset Capitalization Policy *

Sean Fry presented the policy which came as a request from the auditors. This policy meets their requirements.

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

B. Charter Renewal Application *

Amanda Catanzaro reviewed the application Parts A-E followed by discussion and questions.

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

C. Aircraft Lease *

Amanda Catanzaro presented the draft Aircraft Lease Agreement. All that is missing is to add Stanley Roeske contact information.

Larry Kennedy asked for a motion to approve the Aircraft Lease Agreement with the addition of the Stanley Roeske contact information. Farrah Nickerson made a motion to approve with the addition. Roland Dewing seconded the motion. Larry Kennedy called for a roll call vote. Amanda Catanzaro called Jody Meyer, Alex Carothers, Farrah Nickerson, Roland Dewing, Laura Kohr, Mike Deveraux and Larry Kennedy; all voted yes. The motion carried unanimously.

D. Scores from CSD

2022-2023 Site Visit Performance Framework Ratings were shared with the school from CSD and shared with the Governing Council. There is one more updated scoring as part of Part A of the Charter Renewal but overall the ratings are fantastic with only one Yellow=Working to Meet Standard in 4b Attendance and Retention. Our rating is at 94% and the goal is 95% so we are almost there.

VI. Governing Council Development

A. None

Kelly Callahan was out of town for this meeting.

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. Current bank balance is over one million.

B. Voucher Approvals *

Sean Fry presented the out of normal transactions that happened in the month of August. Larry Kennedy asked for a motion to approve the August 2023 Vouchers. Farrah Nickerson made a motion to approve. Alex Carothers seconded the motion. Larry Kennedy called for a roll call vote. Amanda Catanzaro called Jody Meyer, Alex Carothers, Farrah Nickerson, Roland Dewing, Laura Kohr, Mike Deveraux and Larry Kennedy; all voted yes. The motion carried unanimously.

C. Bank Reconciliation *

Discussion regarding checks that need Governing Council signatures over \$10,000 and how that works with electronic payments since the school is moving towards more bills being paid electronically.

Larry Kennedy asked for a motion to approve the August 2023 Bank Reconciliation. Farrah Nickerson made a motion to approve. Laura Kohr seconded the motion. Larry Kennedy called for a roll call vote. Amanda Catanzaro called Jody Meyer, Alex Carothers, Farrah Nickerson, Roland Dewing, Laura Kohr, Mike Deveraux and Larry Kennedy; all voted yes. The motion carried unanimously.

D. Budget Adjustment Requests *

Sean Fry presented BAR 2324-11000-0002-T, a transfer BAR to adjust budget plan to account for additional Level 3 EA from Title to offset actual Director of Operations FY24 salary and extra legal costs. BAR 2324-24308-0003-T, a transfer BAR adjusting budget authority to move planned expenses for Chromebooks to compensation for retentions stipends.

Larry Kennedy asked for a motion to approve the BAR 2324-11000-0002-T and BAR 2324-24308-0003-T. Farrah Nickerson made a motion to approve. Jody Meyer seconded the motion. Larry Kennedy called for a roll call vote. Amanda Catanzaro called Jody Meyer, Alex Carothers, Farrah Nickerson, Roland Dewing, Laura Kohr, Mike Deveraux and Larry Kennedy; all voted yes. The motion carried unanimously.

VIII. Announcements

A. Next regular Governing Council meeting is scheduled for October 20, 2023.

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 adjourn. Amanda Catanzaro called Jody Meyer, Alex Carothers, Farrah Nickerson, Roland Dewing, Laura Kohr, Mike Deveraux and Larry Kennedy; all voted yes. The motion carried unanimously.

The Regular Meeting of the Governing Council for the Albuquerque Aviation Academy adjourned on September 22, 2023 at 3:16 PM.



Monthly Report - Oct 20, 2023

All figures and outcomes are based on the date of this report - Oct 10, 2023.

FLIGHT TRAINING:

- **Flights** - We flew 79.4 hrs since the last board report. Nathan “Shark” Gallegos has soloed and completed his required night hours. He should complete his initial solo cross country by the board meeting. Sophie McIntyre will solo as soon as her student pilot certificate is finalized. Scarlett “Lotus” McIntyre and Garrison “Bear” Wilson have both completed all of their required cross-country and night flights. Kierstynn “Trixie” Wehner, of course, earned her Hot Air Ballon Pilot Certificate. :)
- **Aircraft Status** - Flying well. Continued rare avionic gremlins.
- **Drone** - Going well. We’re finishing up with our Drone Pilot Ground School course so we’ll start taking practice exams soon.

CLASSES:

- All going well. KOB’s balloon story was great, I thought. We’re becoming known as “the only aviation school in NM”.

ADDITIONAL:

- **EAA/Young Eagles** - There will be a Young Eagle’s event September 14. I will be in doing glider training during that time but Jacob and students will be at YE representing us.
- **Internships** - We’ve completed our first Eclipse internship, and we’re going to be doing another ATC internship soon. We’re also developing a more firm foundation for all of our internships (background checks, liability forms, etc.)
- **Glider Program** - We have an agreed upon lease. Now we’re working out the training logistics.
- **CAP** - Our Squadron 855 seems to be going well.

EXPENSES:

- **Fuel:** Please see the finance report (World Fuel). I estimated \$4480, based on hours flown and average fuel cost.
- **Maintenance:** \$949 (oil change + various small squawks)
- **Hangar Rental:** \$357 per month
- **Insurance:** Annual Premium - \$8,895

October 2023 Facilities

10.16.2023

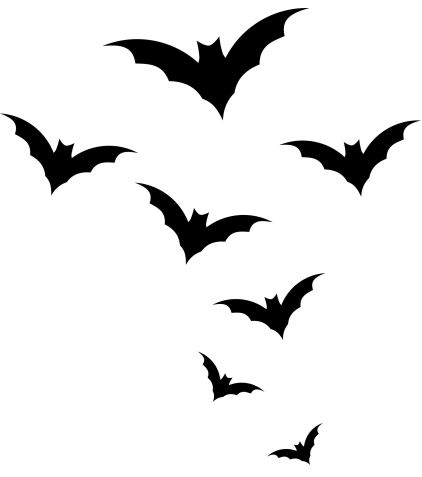
Completed Since Previous Meeting

- Gym Flooring- Arbo's was awarded the contract. PO has been sent to CES and we are working on the flooring right now. Estimated completion by 9/29/2023! Completed 10.3.2023
- 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.

Projects That Still Need Attention (status)

- Score Board in Gym has been installed and has electricity. Have reached out to Norcon to find out what other pieces are needed to get this completely up and running. Jared said the electrician would complete this, but that is not accurate. Electrician came out 10.10.2023 to see scope of work and will send a quote this week.
- Seeking Handyman Services to complete minor repairs around campus (up to 4 holes in walls now). Received quote 10.16.2023. Issuing purchase order and setting date for work.
- School Signage with new name (waiting on new official logo to proceed)
- Toilet seat in middle school lounge staff restroom is loose
- Sink in middle school family bathroom is broken. Water turned off and Jared texted 9.29.2023 and followed up 10.16.2023. He texted he would "get someone out there to look at this."
- High School Classroom #2 Courtyard door handle is not locking. Ember from ANM is sending out someone this week to look at it.
- Locks on Science room storage doors- 10.11.2023 email Jared – he is sending out someone to swap out the handles.

Upcoming Major Projects

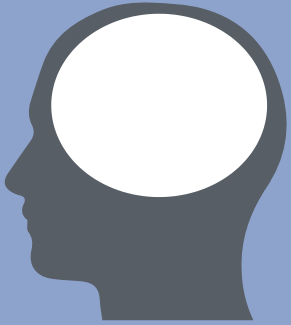


ALBUQUERQUE
AVIATION ACADEMY



ADMINISTRATIVE UPDATE

OCTOBER 2023



ACADEMICS BY ENROLLMENT

1081 courses behind but passing
134 courses off track
205 courses on track
29 on pace but failing
35 courses completed

WHAT'S HAPPENING?

MS Basketball Starting, Varsity in November
Cheer Club Starting, lots of activity in gym!
Homecoming was a success! (Thank you Alex for the great photos!) Scan the code to see pics!



ENROLLMENT



306 Students Enrolled
30 on waitlist (mostly 6th and 9th, which are full)

6th 45 students 7th 43 students

8th 43 students

9th 48 students 10th 44 students

11th 43 students 12th 40 students

*40 day count 306, above projected number.

EQUITY COUNCIL

Five Members and growing!
Monthly Meetings each 4th
Monday at 2pm



CHARTER RENEWAL



CSD Site Visit set for October 23rd, preparations underway.
Governing Council Visit scheduled for 1pm, Larry Kennedy and Alex Carothers to attend.

MISSION MINUTE

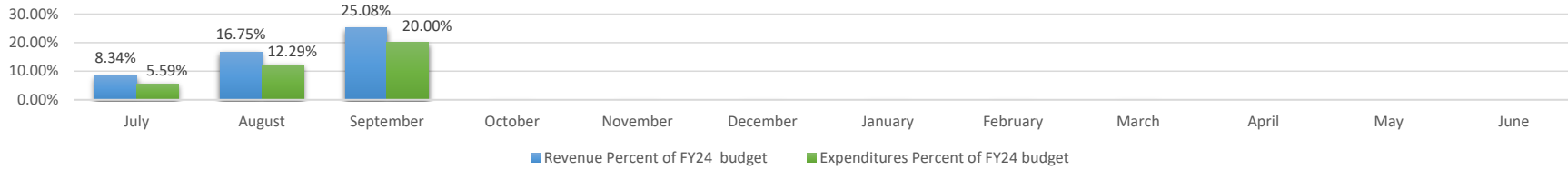


Our first annual Balloons and Burritos was a Success! It was wonderful seeing one of our own Kierstynn Wehner who has her private pilot's license, drone license and balloon license putting her family's balloon up for our school!



Finance Summary as of September 30, 2023

Operational Revenue vs. Expenditures



SAMS Academy received 25.08% of budgeted Operational revenue & expended 20.00% of budget during through the end of the month.

Bank Reconciliation:

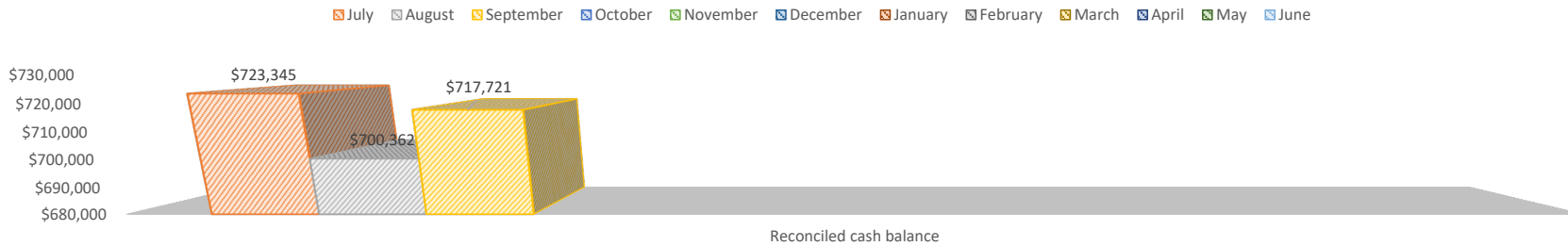
➤ September 2023

- Reconciled cash balance at month end was \$775,850.51
- Outstanding items total \$134,514.98
- Expenditures exceeded Revenues by \$95,234.59

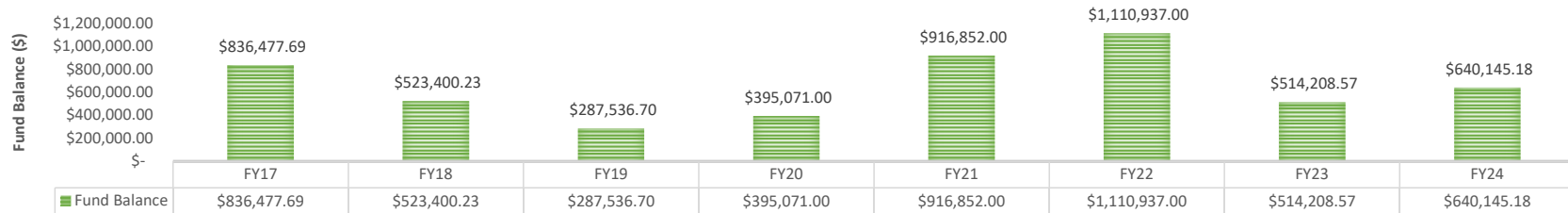
BARS for Approval:



FY24 OPERATIONAL CASH BALANCE



HISTORICAL OPERATIONAL FUND BALANCE





Above. And beyond.

Bank		Account Number			
Operating		#7515			
Date	Number	Payee/From	Deposit	Withdrawal	Description
9/1/2023		New Mexico Taxation & Revenue Department		\$ 8,239.37	August 2023 State Payroll Taxes
9/1/2023		NM Public Schools Insurance Authority		\$ 19,192.94	Monthly Employee Insurance
9/1/2023	00024127	BANKCARD MTHLY FEES230831		\$ 103.73	Bank Credit Card Fees
9/1/2023	6285	First Financial Group of America		\$ 605.11	Voluntary Employee Deductions
9/5/2023	CR09-01	Charger replacement	\$ 15.00		
9/5/2023	CR09-02	FY24 Lab fee	\$ 40.00		
9/6/2023	CR09-03	Chromebook	\$ 250.00		
9/7/2023		Amazon Capital Services		\$ 142.30	Business Office Laptop Dock
9/7/2023		EM3 Networks		\$ 757.20	Monthly Internet for 6441 Ventana-SPI Billing-September 2023
9/7/2023		Quadient Leasing USA, Inc		\$ 503.71	Quarterly Postage Machine Lease and 2023 Property Tax
9/7/2023	6286	ACES Association of Charter Schools Education Services		\$ 4,552.44	Special Ed PD and Ancillary Services
9/7/2023	6287	Bode Aviation, Inc.		\$ 357.00	Monthly Hangar Rental
9/7/2023	6288	Brady Industries of New Mexico LLC		\$ 444.36	Towels, Tissues, amd Trash Liners
9/7/2023	CR09-04	Chromebook	\$ 126.00		
9/8/2023	CR09-05	FY23- Lab Fee	\$ 40.00		
9/8/2023	CR09-06	Lab Fee	\$ 40.00		
9/11/2023	CR09-07	September SEG	\$ 283,957.32		
9/11/2023	CR09-08	Chromebook	\$ 250.00		
9/11/2023	CR09-09	Restitution Check	\$ 43.75		
9/12/2023		Internal Revenue Service		\$ 15,500.21	Federal Payroll Taxes
9/12/2023		NUSENDA FCU		\$ 43,156.15	Payroll PP05
9/13/2023		New Mexico Taxation & Revenue Department		\$ 103.20	NM Workers Comp Q3 2023
9/14/2023		ABCWUA		\$ 1,543.50	6441 Ventana Waste, Water, and Recycle
9/14/2023		New Mexico Gas Company		\$ 82.03	6441 Ventana Natural Gas
9/14/2023	6289	Ortiz & Zamora, Attorneys at Law, LLC		\$ 651.29	August Legal
9/14/2023	6290	Robertson Aircraft Inc.		\$ 2,137.90	Airplane Maintenance
9/14/2023	6291	Staples Business Advantage		\$ 330.70	Office Supplies
9/14/2023	CR09-10	Transportation September	\$ 21,272.00		
9/15/2023	CR09-11	KRL Vending Commissions	\$ 93.82		
9/20/2023	CR09-12	Bernalillo County Property Tax Dist.	\$ 738.71		
9/20/2023	CR09-13AB	Sandoval County Property Tax	\$ 31.94		
9/20/2023	CR09-14	Charger replacement	\$ 15.00		
9/22/2023	CR09-15	Charger replacement	\$ 15.00		
9/22/2023	CR09-16	Charger replacement	\$ 15.00		
9/25/2023	CR09-17	Chromebook/ Senior Yearbook page	\$ 156.00		
9/25/2023	CR09-18	Senior Yearbook page/ Homecoming Tickets	\$ 100.00		
9/26/2023	00024294	BANKCARD PCI NON COMPLY092523		\$ 50.00	Monthly Bank Credit Card Fee
9/26/2023	CR09-19	Homecoming Tickets	\$ 10.00		
9/27/2023		Amazon Capital Services		\$ 943.28	Kraft Paper and Art Supplies
9/27/2023		Canon Financial Services, Inc.		\$ 1,079.18	Monthly Copiers Lease Payment
9/27/2023		Herrera Coaches, Inc.		\$ 23,430.70	September To/From Transportation wih Bus Lease Payment
9/27/2023		NUSENDA FCU		\$ 43,206.72	Payroll PP06
9/27/2023		RM SAMS LLC		\$ 61,605.88	6441 Ventana LPA Payment-October 2023
9/27/2023		Stericycle, Inc.		\$ 440.72	Medical Waste Disposal-September 2023
9/27/2023		World Fuel Services, Inc.		\$ 2,706.50	Airplane Fuel
9/27/2023	6292	ACES Association of Charter Schools Education Services		\$ 369.91	Sped PD and Substitute Costs
9/27/2023	6293	Brady Industries of New Mexico LLC		\$ 193.60	Tissue Paper and Liners
9/27/2023	6294	Cooperative Educational Services		\$ 2,718.18	Contracted Ancillary Services
9/27/2023	6295	Imagine Learning LLC		\$ 103,805.50	CES-Edgenuity Renewal
9/27/2023	6296	Public Charter Schools of NM formerly NM Coalition for Charter Schools		\$ 4,750.00	GC Development
9/27/2023	6297	Robert Landers		\$ 99.95	Reimburse for Guitars and Supplies
9/27/2023	CR09-20	Instructional Materials	\$ 3,934.86		
9/27/2023	CR09-21	FY24 Lab Fee/ Homecoming Ticket/Charger Replacement	\$ 65.00		
9/27/2023	CR09-22	Homecoming Tickets	\$ 10.00		
9/28/2023		Internal Revenue Service		\$ 15,501.77	Federal Payroll Taxes
9/28/2023		NM Educational Retirement Board		\$ 39,089.44	Monthly Employee Retirement-September 2023
9/28/2023	6298	First Financial Group of America		\$ 835.32	Voluntary Employee Deductions
9/28/2023	CR09-23	Homecoming Tickets	\$ 20.00		
9/29/2023		New Mexico Retiree Health Care Authority		\$ 4,064.75	Monthly Employee Retiree Healthcare-September 2023
9/29/2023		New Mexico Taxation & Revenue Department		\$ 4,036.39	September 2023 State Payroll Taxes
9/29/2023		NM Department of Workforce Solutions		\$ 408.19	State of NM Unemployment Q3 2023
9/29/2023	CR09-24	Chromebook replacement	\$ 191.00		
9/29/2023	CR09-25	Student Council Donuts Sales	\$ 483.00		
9/29/2023	CR09-26	Homecoming Tickets/ Chromebook replacement	\$ 155.00		
9/30/2023	CR09-27	Dividend Income - Operating	\$ 432.85		
Sub Total			\$312,501.25	\$407,739.12	
Bank		Account Number			
Nusenda Savings		37627515			
Date	Number	Payee/From	Deposit	Withdrawal	
9/30/2023	CR09-28	Dividend Income - Savings	\$3.28		
Sub Total			\$3.28	\$0.00	
Grand Total			\$312,504.53	\$407,739.12	

Permanent Cash Transfer Form

Fiscal Year 2024

District/Charter SW Aeronautics, Mathematics and Science Academy

PED # 544001

After notifying your assigned Budget Analyst the approval/disapproval will be uploaded to the School Budget Bureau File Transfer Site LEA's Permanent Cash Transfer folder.

In compliance with State Board of Education Regulation, the following cash transfer(s) is/are requested:

for a permanent transfer of cash for the following reason:

Fund 24146 has been expired since 2015. The school has carried an audited cash balance in this fund since then. I have reached out to multiple administrations to ask about reverting the funds. Research found the expense stemmed from FY2013. It appears that the grant was received based on quotes and outside of OBMS. Fund 24330 had an expense after the RfR deadline but before the cash report was submit. The expense was not allowable for Pandemic relief funds and should have been from Operational. Fund 28211 through the NM DOH switched their grant administrator in April of 2023. The school had limited expenses so attempted to submit an invoice but did not have an account with the new vendor, by the time this was completed the deadline for FY2023 passed.

other:

From Fund #	To Fund #	Amount	PED ONLY Program Manager Approval if applicable
24146	11000	\$ 4,588.10	
11000	28211	\$ 6,856.48	
11000	24330	\$ 791.52	

Compliance with Section 10-15-1, NMSA, 1978 Compilation:

The requested Cash Transfer(s) was/were authorized at a scheduled Board of Education meeting open to the public on:

Date of Local Board Approval

1. Does cash control ledger balance (bank balance) reflect sufficient cash balance to transfer from?
2. Is justification for each transfer included?

Yes	No

Superintendent/Charter Representative Signature

Date

To: District/Charter SW Aeronautics, Mathematics and Science Academy

You are hereby authorized to make the requested cash transfer(s).

Approved by:

Director, School Budget Bureau

Date