



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

(See Special Procedures Below)

December 1, 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 November 17, 2023 Regular 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. VLCM Contract for Verkada Cameras (discussion/action) *
 - B. PCSNM Excellence in Governance Award
- VI. Governing Council Development
 - A. No Discussion with Kelly Callahan
- VII. Announcements
 - A. Date for next Regular SAMS Academy Governing Council Meeting
- VIII. 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 December 1, 2023 AAA Governing Council Special Meeting

The AAA Governing Council Special Meeting on December 1, 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

Regular Meeting of the SAMS Academy Governing Council on Friday, November 17, 2023

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

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

none

ALSO IN ATTENDANCE

Bridget Barrett, Amanda Catanzaro, Sean Fry, Kelly Callahan 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 Regular Meeting of the Governing Council for the Albuquerque Aviation Academy for November 17, 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, Mike Romo, Roland Dewing, Laura Kohr, Mike Deveraux, and Larry Kennedy.

B. Adoption of the Agenda*

Larry Kennedy asked for a motion to approve the agenda moving Finance Reports to Item III after Public Comment. Farrah Nickerson made a motion to approve the agenda with changes. Laura Kohr seconded the motion. Larry Kennedy called for a roll call vote to approve the agenda. Amanda Catanzaro called Jody Meyer, Farrah Nickerson, Mike Romo, Roland Dewing, Laura Kohr, Mike Deveraux, and Larry Kennedy; all voted yes. The motion carried unanimously.

C. Review/Approval of Minutes from October 20, 2023 Regular Meeting*

Larry Kennedy asked for a motion to approve the minutes from the October 20, 2023 Regular 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, Mike Romo, 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. 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. A few of the sub-functions are negative but overall each function is in the positive. School is waiting on a few BAR's to be approved for the negative functions. RfR's are still waiting to be paid by the state. Currently, including lease reimbursement the school is waiting on approximately \$400,000 in reimbursements. As of now, the school should be able to carry over approximately \$700,000 if end of year was now.

B. Voucher Approvals *

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

C. Bank Reconciliation *

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

IV. Ongoing Business Matters

A. Aviation Program Update

Dr. Lauren Chavez presented they have flown approximately 54.1 hours since last report. Five more students are scheduled for check-rides in December and January. Plane has had three hard landings recently and is currently down. Due to this, the following changes are happening in the program. First, we will be installing a Go-Pro camera for training purposes. Secondly, administration has decided to proceed with the RFP process to purchase a second Cessna instead of moving forward with the Pipistrel as known weakness in Pipistrel is landing gear. Third, the Chief CFI will be the person teaching and practicing certain landings and Assistant CFI will focus on other aspects of flight training.

Alex Carothers enters the meeting at 2:14 PM via phone.

Dr. Chavez reviewed the current expenses. Larry Kennedy asked about the tires and replacement. Mike Deveraux asked details about the tail strike incident and repair. Discussion regarding the tie down and having to use it at other airports. Larry Kennedy asked if there was any response from Dynon, which there has been none. Larry asked if a phone call from him would be helpful. Dr. Chavez stated probably not at this point but Dr. Chavez is going to reach out to the supervisor of the person she has been speaking to and see where she can get with the next level.

Farrah Nickerson asked about creating a policy that will split the cost of damages with the student so that the school is not out all of the money. Dr. Chavez said that is really on the CFI to be the right instructor and would not be reasonable given the training environment. Mike Romo said this is a sign of growth, and sometimes there are growing pains.

Larry Kennedy led discussion about the lease agreement on the Pipistrel. The contract was never signed or executed and the owner understands our position and is fine with the school no longer proceeding with that lease.

B. Facility Update

Amanda Catanzaro presented the facilities update for November 2023, reviewing the completed projects since last month's meeting and projects that still need attention. Completed programs include score board, sink in middle school bathroom, courtyard handle fixed, and locks installed on science room storage doors.

Projects that are still in progress include minor wall repairs around campus, school signage and middle school teacher lounge toilet seat.

Upcoming projects include Phase II of cameras that include vape sensors and bus cameras, and gathering quotes for track.

C. Planning and Preparation for Charter Renewal

Charter School Division (CSD) has sent revised Part A, shared with board.

Preliminary Renewal Analysis and Recommendations was shared with board.

Hearing is scheduled for 12/14/2023 at 10:00 in Santa Fe. Larry and Roland will be attending representing the Governing Council. Alex will be attending to speak on behalf of a parent of a graduate of the program. GC requests that calendar invite be shared with those that are attending. Administration and GC team will be working with Kelly Callahan on 12/6/2023 to practice for the hearing.

V. Administrative Update

A. Student Achievement Update

Bridget Barrett presented Academics by Enrollment information to show where students are currently standing.

Current enrollment is 304. We are working with teachers to inform families about students who are not passing their classes. We would rather over communicate than under. The completion goal as of today is 82%.

We have both middle and high school basketball teams this year. Turkey BINGO is a new event for the school and is scheduled for 11/30/2023 at 6:00 PM.

Equity Council is up and running and we are using Student Council to be the voices of students and gather their input.

B. New Logo

Bridget Barrett presented the board with the new logo that was designed for our school.

VI. New Business Matters

A. Revised School Safety Plan *

Amanda Catanzaro presented the updated School Safety Plan that meets the updated requirements of the state. Due to the state by 12/31/2023. Mike Romo mentioned that the Risk Management Person for ABQ is now Tom Walmsley. Larry Kennedy asked for a motion to approve the Revised School Safety Plan. 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, Farrah Nickerson, Mike Romo, Roland Dewing, Laura Kohr, Mike Deveraux, Alex Carothers and Larry Kennedy; all voted yes. The motion carried unanimously.

B. Training Discussion

Kelly Callahan led a discussion about how trainings are handled. Trainings take place during the Governing Council meetings so it is important for every member to attend the meetings so they are not missing the ongoing training hours. If you are missing multiple meetings and need to make up the training hours, please in touch with Kelly. Currently, after about three absences it becomes an issue that you will not have enough training hours.

School will order “Governing for Greatness: Ten Fundamentals Every Charter School Board Member Needs to Know” by Brian Carpenter.

C. Conflict Resolution Discussion

Larry Kennedy led a discussion regarding how the board should handle communication from families. There is a process in place and if a Governing Council member feels the need to reply, they should direct those concerns to that process. It is available on the website.

Kelly Callahan led a discussion/training regarding the fact that you have no authority as an individual and only the board as a whole can make decisions during published meetings. In the case of grievance, the board acts as the appellate in the process, so it is important that they are not involved prior.

VII. Governing Council Development

A. Discussion with Kelly Callahan

Kelly Callahan discussed how this training model is growing throughout other charter schools. Discussion around what this training will look like in the future and next steps around the Board Development Plan.

B. Strategic Planning Discussion

Ed Smith has some questions regarding the pilot program and curriculum being used. Discussion about supports available through Kirkland AFB.

Discussion around how the goal is to incorporate aviation throughout the curriculum.

Currently there are four licensed pilots and five additional students will be doing their check rides in the next two months.

Discussion about current ATC, mechanic, hot air ballooning and glider (coming soon) options available to students.

Larry Kennedy would like the board to think about where we would like to see the school go now?

Kelly Callahan suggested creating a survey for the governing council to select the top three priorities for the board to focus on. Alex Carothers asked if we should get input from the staff, families and/or students. Discussion around the various surveys that are going out to students and families in the upcoming month that include the Student Wellbeing and Competency Survey (PED) and the Cognia surveys that will be going out as part of the renewal for Cognia.

Kelly suggested starting with the board priorities and then survey the families, staff and students.

VIII. Announcements

- A. Next regular Governing Council meeting is scheduled for December 15, 2023. If this date does not work for you, reach out to Larry.

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, Farrah Nickerson, Mike Romo, Roland Dewing, Laura Kohr, Mike Deveraux, 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 November 17, 2023 at 3:20 PM.



Monthly Report - Dec. 1, 2023

All figures and outcomes are based on the date of this report - Nov 29, 2023.

FLIGHT TRAINING:

- **Flights** - We flew 12.8 hrs since the last board report (2 days of flying s/p maintenance.)
- **Aircraft Status** - The airplane is repaired and flying well. We had to fly the airplane back to the mechanic for a flat strut but it appears to just be from the cold weather shrinking the seal. If it happens again he may have to replace the seal.
- **Drone** - We have one student who has scheduled his Drone Pilot FAA Exam, and more who plan to before the end of the semester.

CLASSES:

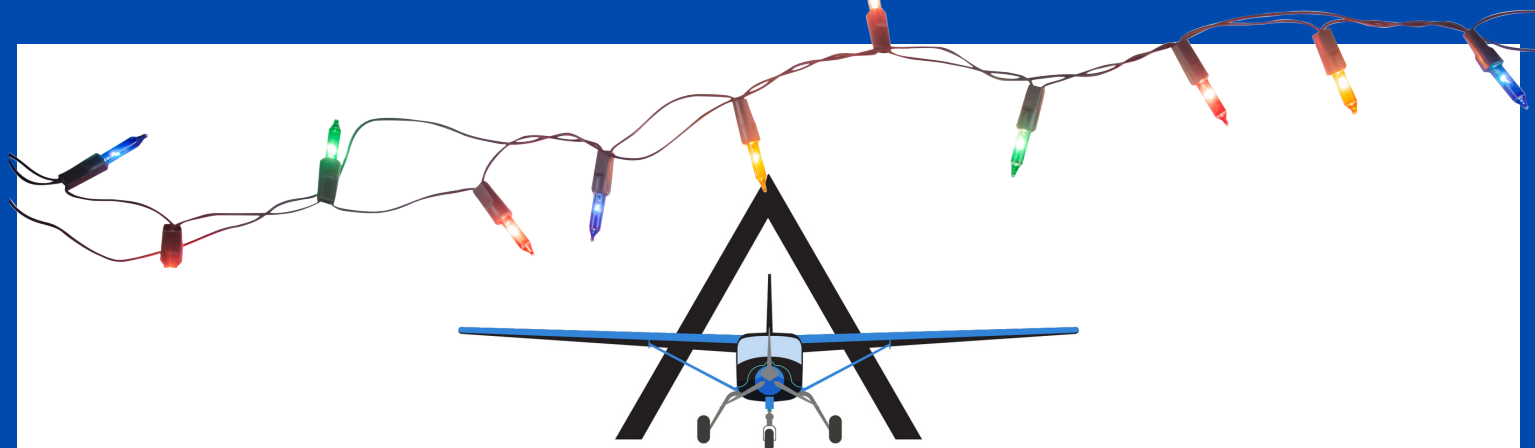
- All going well. No issues.

ADDITIONAL:

- **EAA/Young Eagles** - No more events until 2024.
- **Internships** - Going well - no issues.
- **CAP** - Seems to be going well.

EXPENSES:

- **Fuel:** Please see the finance report (World Fuel). I estimated \$770, based on hours flown and average fuel cost.
- **Maintenance:** \$3270 (tail strike repair) + 810 (tires)
- **Hangar Rental:** \$357 per month
- **Insurance:** Annual Premium - \$8,895



ALBUQUERQUE AVIATION ACADEMY

ADMINISTRATIVE UPDATE

DECEMBER* 2023



ACADEMICS BY ENROLLMENT

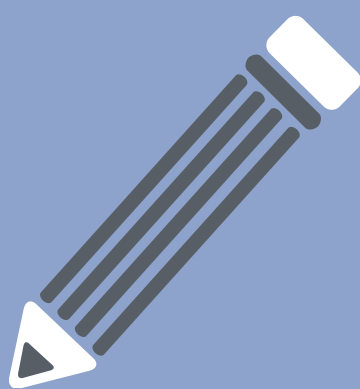
918 courses behind but passing*
116 courses off track*
409 courses on track*
24 on pace but failing
7 students already finished semester courses

WHAT'S HAPPENING?

Turkey Bingo 11/30!
MS Basketball Team going to championships
HS Basketball underway
Door Decorating Contest
Cookies and Cocoa



ENROLLMENT



305 Students Enrolled
25 on waitlist (9th and 12th, which are full)

<u>6th</u> 44 students	<u>7th</u> 40 students
<u>8th</u> 43 students	
<u>9th</u> 49 students	<u>10th</u> 44 students
<u>11th</u> 43 students	<u>12th</u> 40 students

*40 day count 306, above projected number.

EQUITY COUNCIL

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

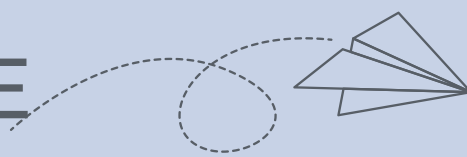


CHARTER RENEWAL

Renewal scheduled for December 14th
Prep with Kelly Callahan slated for
December 6th, Larry and Roland to attend

MISSION MINUTE

Excellence in Governance News!
More information to come in our meeting!



PROPOSAL

Verkada Cameras- 10 YR License CES2021-02-C1211-ALL
VLCM-2353

Southwest Aeronautics, Mathematics and Science Academy (SAMS)

6441 Ventana Road NW
Albuquerque, NM 87114 United States
(505) 608-6441

Revision: 0
Modified: 8/29/2023



Presented By:

VLCM

852 E. Arrowhead Lane
Salt Lake City, UT 84107 US
1-800-817-1504
<https://www.vlcm.com/>



Price Includes

- VLCM providing and installing 21 Verkada cameras with licenses.
- VLCM providing and installing 12 Verkada sensors with licenses.
- VLCM pulling, terminating, testing and labeling up to 15 CAT6 cables for Verkada devices (cameras or sensors).

Price Assumes

- Network with internet and power are in place and functioning at project site.
 - PoE network ports for each Verkada device.
- Camera and sensors install (as well as any cabling) can be done from ladders.
 - VLCM can add a lift rental if needed.
- Work to be performed during normal business hours (M-F 8:00AM to 5:00PM) unless otherwise specified and excluding holidays.
- Travel costs included in this quote are for budgetary purposes only. Actual travel costs will be included as part of the final invoice (receipts to verify travel are available upon request).
- VLCM agrees to receive and stage all materials until the project start date.
 - If customer cancels the order after materials have been received by VLCM, customer agrees to pay for any materials that cannot be returned.
 - If VLCM has received materials that can be returned, customer agrees to pay restocking fees, handling fees and applicable shipping charges.
- Any unforeseen changes in site conditions may result in a price increase.

Exclusions

Customer Responsibilities

- Customer shall provide a contact person to serve as an overall project liaison with the VLCM and shall be available to coordinate scheduling of activities, relay technical questions and answers, and escalate issues as needed.
- Availability of other customer personnel or groups shall be made available to VLCM as is required by the project.
- Proper electrical power will be made available along with the appropriate rack space (unless VLCM is providing racks) and cooling for any physical equipment.
- To avoid any access limitations due to facility security, Customer will provide access to areas relevant to the project.
- Customer will notify VLCM in writing of any potential safety or health hazards that may exist at the site and provide any safety procedures to be followed during the project.

Project Change Order Procedure

- Any changes to the scope of work or assumptions reflected in this Statement of Work may result in changes to VLCM pricing and/or project schedule. Work requested by customer and performed by VLCM that is outside the Scope of Work outlined here, or any work requested to be performed in addition to the above stated will be invoiced separately. If additional effort beyond the scope of this












* Price Includes Accessories

project is required, VLCM will furnish a new estimate and will continue work, subject to availability of material.

Turn-Away Fee

- A site not ready turn-away fee of \$200.00 per tech/engineer will apply when the project site is within 40 miles of VLCM's Salt Lake City office.
- A site not ready turn-away fee at normal billing rate per tech/engineer will apply when the project site is beyond 40 miles of VLCM's Salt Lake City office.

* Price Includes Accessories

	1	Verkada ACC-MNT-7 Verkada Angle Mount	\$107.28
	2	Verkada CB52-256TE-HW Verkada CB52-E Outdoor Bullet Camera, 5MP, Telephoto Zoom Lens, 256GB of Storage, Maximum 30 Days of Retention	\$2,158.56
	4	Verkada CD52-256-HW Verkada CD52 Indoor Dome Camera, 5MP, Zoom Lens, 256GB of Storage, Maximum 30 Days of Retention	\$3,453.12
	15	Verkada CF81-30E-HW Verkada CF81-E Outdoor Fisheye Camera	\$21,589.20
	21	Verkada LIC-10Y Verkada 10-Year Camera License	\$27,200.88
	12	Verkada LIC-SV-10Y Verkada 10-Year Sensor License	\$17,271.36
	12	Verkada SV23-HW SV23 Environmental Sensor	\$8,271.72
	1000	Vertical Cable 166-251/P/BL CAT6 Plenum Rated Cable (Blue)	\$476.00
	1	VLCM Misc Parts Miscellaneous Hardware Including Cradlepoint Device for Bus	\$6,300.25
	1	VLCM Misc Parts 1 Bond Estimate	\$1,903.00
	1	VLCM Shipping Shipping/Handling Estimate (actual amount will be billed)	\$585.00

Unassigned Total **\$89,316.37**

Project Subtotal: **\$89,316.37**

* Price Includes Accessories

PROJECT SUMMARY

Equipment:	\$89,316.37
Labor:	\$11,577.42
Sales Tax:	\$882.78

Grand Total: \$101,776.57

[For Terms and Conditions, please go to this link: https://www.vlcm.com/terms](https://www.vlcm.com/terms)

Terms of this agreement are 50% down payment with the balance due as determined by the preset terms on your VLCM account. VLCM may require progress payments for any project with a duration of greater than 90 days. Signature below indicate acceptance of this proposal and acknowledges agreement to the terms and conditions found on the hyperlink above and the Scope of Work included in this proposal.

Quote Valid for 30 days

Payment Schedule

	Amount	Due Date
Initial Deposit	\$50,888.29	
Progress Payment	\$0.00	
Progress Payment	\$0.00	
Final	\$50,888.28	

Client: **Amanda Catanzaro**

Date

Contractor: **VLCM**

Date