



NOTICE AND AGENDA
REGULAR MEETING OF THE GOVERNING COUNCIL OF
ALBUQUERQUE AVIATION ACADEMY
(Formerly SAMS)
November 15, 2024
2:00 p.m.
AAA Board Room
6441 Ventana Rd NW, Albuquerque, NM
and Internet/Call-in
(See Special Procedures Below)

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 October 18, 2024 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
- IV. Administrative Update
 - A. Student Achievement Update
- V. New Business Matters
 - A. Aviation Committee (discussion/action) *
 - B. Finance Committee Opening (discussion/action) *
 - C. GC Bylaws Revisions (discussion/action) *
 - D. Grievance Policy (discussion/action) *
 - E. Brand Builder
- VI. Governing Council Development
 - A. Discussion with Kelly Callahan
 - B. Governing Council Roles and Responsibilities



VII. Finance Report

- A. Business Office Operations Update
 - B. Voucher Approvals (discussion/action) *
 - C. Bank Reconciliation (discussion/action) *
 - D. Budget Adjustment Requests (discussion/action) *
- BAR 2425-11000-0013-T

VIII. Announcements

- A. Date for next Regular AAA Governing Council Meeting

IX. Adjournment*

Note: * Indicates Action Item

If you are an individual with a disability who needs 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 November 15, 2024 AAA Governing Council Regular Meeting

The AAA Governing Council Regular Meeting on November 15, 2024 at 2:00 pm will be held at Albuquerque Aviation Academy board room 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 AAA website for any updates to these procedures.



GOVERNING COUNCIL

Regular Meeting of the Albuquerque Aviation Academy Governing Council on
Friday, October 18, 2024

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

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

none

ALSO IN ATTENDANCE

Bridget Barrett, Amanda Catanzaro, Lauren Chavez, and Sean Fry

PUBLIC

none

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 October 18, 2024 at 2:03 PM on Zoom.us and in person.

A. Roll Call

Larry Kennedy asked Amanda Catanzaro to call roll. Amanda Catanzaro called Jody Meyer, Mike Romo, Farrah Nickerson, Alex Carothers, Roland Dewing, Laura Kohr 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. Alex Carothers 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. Review/Approval of Minutes from September 20, 2024 Regular Meeting*

Larry Kennedy asked for a motion to approve the minutes from the September 20, 2024 Regular Meeting. Farrah Nickerson made a motion to approve the minutes. 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.

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 (skipped to IV.A Student Achievement Update and then came back to this agenda item)

Dr. Lauren Chavez presented that they just returned from Coyote Willow where they set up a display for their 5th graders and families about our school. Few students at the school said that they have heard good things about our school.

Students have flown approximately 46.4 hours since the last report. Reviewed aircraft status.

Another student has passed their knowledge exam and one student has even passed their FAA instrument exam. Nine drone students applied for and earned drone pilot school scholarship.

The balloon class was gifted with a Balloon Fiesta Experience.

Aviation expenses reviewed.

IV. Administrative Update

A. Student Achievement Update

Bridget Barrett presented that enrollment is slightly down from anticipated and Sean Fry shared what that potentially means in terms of dollars in January. Academics by Enrollment was shared and discussed. These have shifted since conferences and staff are working on MLSS during this meeting to come up with interventions and plans to support students getting back on track. Walkthrough Goal is at 97% for the month.

Roland Dewing asked what are you doing to support the 34% of F's? Bridget Barrett shared that teachers are discussing that during MLSS and reaching out to parents.

Homecoming is this weekend. The school is having a "Blue Out" next Thursday with a double header of girls and boys basketball. Academic Achievement Awards will be done at next month's assembly to reward students who are on track and passing classes with good grades. Sherrif helicopter has been invited to be a guest at the next assembly.

Alex Carothers asked what is causing 40% of students to be below the passing level? Bridget Barrett shared that conferences just took place before Fall Break and students are sending weekly emails to their families with the information.

V. New Business Matters

A. BOY iMSSA Results

Amanda Catanzaro shared the beginning of year results for 6th, 7th, and 8th grade in Reading, Language Usage, and Math. These results have been shared with staff to assist in planning and interventions.

B. State Testing Results

Amanda Catanzaro shared the participation rates and proficiency rates of Albuquerque Aviation Academy for the 2023-2024 school year. Slightly up in reading and down in math and science. These will be made public by the state via NM Vistas

in the coming months but wanted to share with the board prior to the release of this data.

C. Governing Council Member Resignation

Larry Kennedy shared that Mike Deveraux has resigned effective October 4, 2024.

D. Governing Council Member Replacement*

Larry Kennedy led a discussion regarding not replacing Mike Deveraux position and moving from 8 voting members to 7 voting members as allowed in the Governing Council Bylaws. Discussion regarding no interested members at this time and that the application is available to anyone interested online.

Larry Kennedy asked for a motion to approve not replacing Mike Deveraux position on the Governing Council. Mike Romo made a motion to not replace Mike Deveraux position on the Governing Council. Farrah Nickerson 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.

Kelly Callahan stated that the bylaws cover a range of members so not replacing this position is fine.

VI. Governing Council Development

A. Discussion with Kelly Callahan

Kelly Callahan presented that the training hours has been reduced to 5 hours for returning members. Kelly is working on governing council competencies that will be shared at the next meeting. Work on creating a PDP for the governing council that focuses on direct coaching, validating performance and assigning credit for training hours throughout the meetings. Kelly will monitor progress at every other meeting. Kelly would like the governing council to think about specific items you would like training to focus on this year. Example: new focus priorities. What does the governing council want to achieve this next year? Possibilities could include testing results and a deeper understanding of academic performance, aligning goals to the contract, and more.

Discussion around interim assessments, especially for high school that include the use of PSAT 9, and PSAT 10. Discussion about how the demographics and the move to the

new location effects the testing results and what steps the school is taking to increase student achievement.

Discussion about importance of staff development around test analysis and next steps.

VII. Finance Report

A. Business Office Operations Update

Sean Fry presented that the Finance Committee met prior to the Governing Council meeting and reviewed all the financial documents in detail. The school has a healthy cash balance and will be adding approximately \$400,000 additionally in cash carryover than budgeted. Discussion around using these non-reoccurring funds to purchase the used plane.

Currently the school is owed approximately \$400,000 from various funds, with significant portion of that being lease assistance. Audit exit meeting took place and when approved by the state can be shared publicly.

B. Voucher Approvals for September 2024*

Sean Fry presented the September Vouchers. Larry Kennedy asked for a motion to approve. Mike Romo 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 for September 2024*

Sean Fry presented the September Bank Reconciliation. Larry Kennedy asked for a motion to approve. Laura Kohr made the motion. Alex Carothers 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

There is an opening on the finance committee, so be thinking if you would be willing to support that vacancy and it will be on the agenda for the next meeting.

Next regular Governing Council meeting is scheduled for November 15, 2024.

IX. Adjournment*

Larry Kennedy called for a motion to adjourn. Farrah Nickerson made a motion to adjourn. Alex Carothers 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 Regular Meeting of the Governing Council for the Albuquerque Aviation Academy adjourned on October 18, 2024 at 2:53 PM.



Monthly Report - November 15, 2024

All figures and outcomes are based on the date of this report - November 11, 2024.

FLIGHT TRAINING:

- **Flights** - We've flown 8.3 hrs since the last board report.
- **Aircraft Status** - We are ~7 hrs from its 50 hr.

CLASSES:

- **Airplane** - We have another student taking his FAA exam this week!
- **NEW - Instrument/Commercial** - we're starting a new class in January, for students who have already earned their PPC with us. This is to keep our students motivated, on track, and even better positioned for the next steps in their aviation careers. We've already built the class structure and we're now working out the details.
- **Drone** - We are doing practice exams to prepare as many students as possible to take their FAA exam by the end of the semester.
- **Balloons** - Over half of our class now want to become balloon pilots. I'm working with Eric to see how to get as much flight experience as possible, as we develop a more structured way to help prepare them for their knowledge exam.

ADDITIONAL:

- **Internships** - Eclipse has a new COO so I'm working on getting another internship started. We had another student completed the ATC internship (and she's now considering an ATC career.)
- **Drone Soccer** - Our more advanced students have volunteered to provide support for this program.

EXPENSES:

- **Fuel:** Please see the finance report (World Fuel). I estimated \$560 based on hours flown and average fuel cost.
- **Maintenance:** \$0
- **Hangar Rental:** \$357 per month
- **Insurance:** Annual Premium - \$9616



Student Achievement Report November 2024

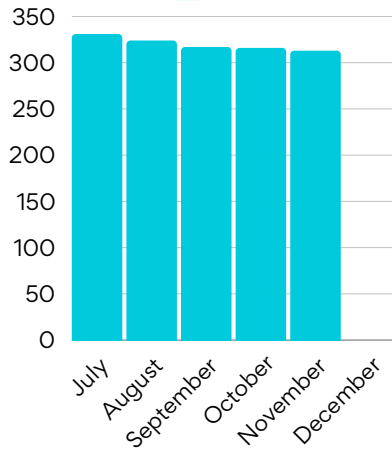


Student Enrollment

Student Enrollment Goal

SY 24/25: 320

Series 1



😊 Current Enrollment : **313**

😊 2024 40 Day: **313**

😊 Waitlist : **1**

Academics by Enrollment

Number of students ahead, behind, failing and passing (overall grade) :



14%

On Pace and Passing



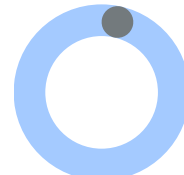
73%

Behind and Passing



12%

On Pace and Failing

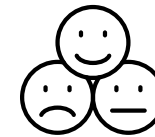


1%

Behind and Failing

*60% is a passing grade *80% target progress

Actual Grade Reports by Enrollment



A : **1% (65)**

B : **21% (290)**

C : **23% (312)**

D : **17% (230)**

F : **35% (480)**

Walkthrough Goal

Percentage of Goal Met This Month (8/15-9/15)



Goal : 30

Met : 30

Percent 100%

What's Happening?

Aviation Academics Challenge had its first rewards given with an ice cream float party. BCSO visited the school and landed their helicopter in our parking lot!

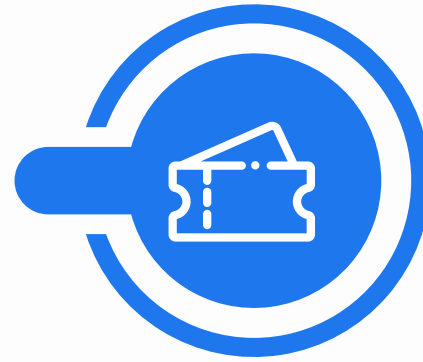
Last Year and This Year

Schoolwide MLSS interventions to target students who are falling behind.

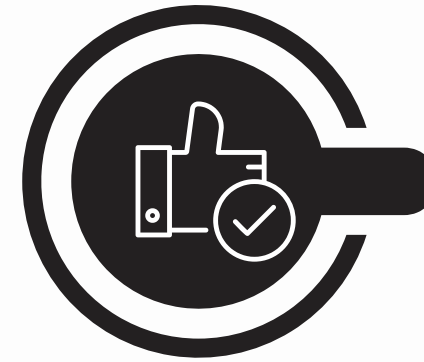


Last Year and This Year

Math and ELA Intervention Classes on Fridays



Targeted Interventions

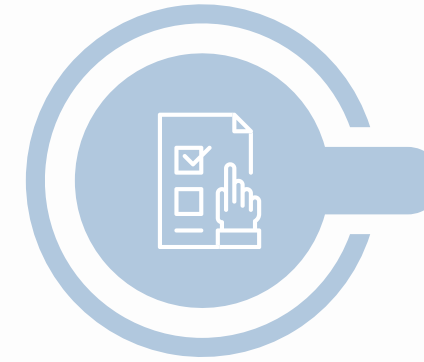


24/25 School Year

Adding Renaissance testing for grades 9, 10 and 11 for interim testing and data to assist in extra supports.

24/25 School Year

Implementation of Small Group Instruction in addition to lectures to scaffold instruction and provide support.



24/25 School Year

Two Math Support Classes added at the beginning of the year during the week to provide additional help to students who need more time with an instructor.



23/24 School Year

After School Math Tutoring through Varsity Tutors



24/25 School Year

NGSS (Next Generation School Standards) Science courses introduced in Edgenuity to reflect the state standards students are tested in.



23/24 School Year

Additional EA hired to work with students specifically in the area of Math.



24/25 School Year

6th Grade Swap: Students are on campus every day and see all content teachers each day.



24/25 School Year

Albuquerque Aviation Academics Challenge: Tiered Reward System added to encourage and push students to succeed in their classes.





BYLAWS
OF
THE GOVERNING COUNCIL OF THE

Albuquerque Aviation Academy

Articles

ARTICLE 1: Governing Council Powers and Responsibilities

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

1. Those powers as set forth in the School charter that are not inconsistent with federal or state laws or constitutions, or as otherwise set forth in the Charter Schools Act, NMSA 1978 §§22-8B-1, et seq.
2. Employ the Head Administrator of School.
3. Delegate administrative and supervisory functions of the Head Administrator of School when appropriate.

4. Approval of the annual budget of anticipated income and expenditures, and direct the preparation of the annual financial audit report in connection with the authorizer's annual audit.
5. Have the capacity to sue or be sued.
6. Contract for services facility leases with any school district, a university or college or any third party for the use of a facility, its operation and maintenance and the provision of any service or activity that School is required to perform in order to carry out the educational program described in its charter.
7. Acquire and dispose of property provided that at the termination of the charter, all assets of the charter shall revert to the authorizer that authorized the charter, unless otherwise amended by law.
8. Accept or reject any charitable gift, grant, device, or bequest not otherwise contrary to law or the terms of the charter.
9. Contract for provision of financial management, food services, education related services or other services.

ARTICLE 2: Governing Council Member Authority

1. **General.** The Governing Council is the governing body of the charter school and is responsible for ensuring the fair and uniform application of all federal, state, and local laws in the operation of the school as well as the school's charter and policies. The school will be operated for the educational benefit of its students. The Governing Council is the policy-making body for the school. The School Governing Council will exercise leadership primarily through the formulation and adoption of policies.
2. **Delegation to the Head Administrator.** The Governing Council shall concern itself primarily with broad questions of policy and with the appraisal of results rather than with administrative detail. The application of policies is an administrative task to be performed by the Head Administrator and designated staff, and they shall be held responsible for the effective implementation of Governing Council policies. The Head Administrator shall be held responsible for keeping the Governing Council informed of all matters within its purview so that the Governing Council can fulfill the above described functions of a governing body. The Head Administrator will have primary responsibility for all aspects of the school's operations and programs, including the day-to-day management and implementation of the school's charter and Governing Council policies. The teachers and staff of School will report to the Head Administrator.
3. **Individual Member's Authority.** A member of the Governing Council is a public officer but has no power or authority individually. The charter vests power in the Governing Council, and not in the members, either individually or otherwise and these powers must be exercised by the Governing Council at a public meeting in regular or special called

meetings, with action duly recorded in its minutes. Direction for the head administrator and staff must come from the Council as a whole. The Council President may communicate with the head administrator as outlined in Article 4.

4. **Binding Authority.** The Governing Council shall not be bound in any way by any action or statement on the part of any individual Governing Council member except when such a statement or action is in pursuance of specific instructions from the Governing Council. Any such exception shall be recorded as an action item of the Governing Council and recorded in the minutes.
5. **Advanced Notice.** The Governing Council recognizes the importance of timely communication among its members and between the Governing Council and the Head Administrator. The Head Administrator or his/her designee will strive to ensure that the Governing Council is given prior notice of matters submitted by members for deliberation at meetings.

ARTICLE 3: Suspending or Revoking Policies and Directives

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

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

ARTICLE 4: Governing Council Membership/Manner of Action

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

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

Governing Council President:

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

Governing Council Vice-President

1. Is elected as set forth in Article 8.
2. Performs duties of Governing Council President if the President is absent.
3. Monitors financial planning, financial reports, and academic performance.
4. Volunteers and willingly accepts assignments and complete them on time.
5. Prepares well for meetings, reviews and comments on minutes and committee reports.
6. Works in good faith to build effective working relationships with other Governing Council members, the Albuquerque Aviation Academy administration and the Albuquerque Aviation Academy Staff.
7. Plays a role in formally evaluating the Head Administrator.
8. Participates annually in required Governing Council training.
9. Performs other responsibilities as assigned by the Governing Council President.
10. Serves as a school ambassador to the community.

Governing Council Secretary

1. Is elected as set forth in Article 8.
2. Keeps the minutes of the Governing Council meetings.
3. Subject to the direction of the President, assures that all notices are given in accordance with the OMA and the Charter.
4. Keep all Governing Council policies as required by law.
5. Countersign, when required, all authorized bonds, contracts, deeds, leases, or other legal instruments.
6. Performs other responsibilities as assigned by the Governing Council President.
7. Works in good faith to build effective working relationships with other Governing Council members, the Albuquerque Aviation Academy administration and the Albuquerque Aviation Academy Staff.
8. Serves as a school ambassador to the community.

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

Governing Council Member

1. Is an active participant in the Governing Council, by contributing needed hours per month toward Governing Council service. "Active participation" may include, but is not limited to, the following:
 - a. Attending a monthly Governing Council meeting.
 - b. Participating on a Governing Council committee (or committees).
 - c. Reading school- or Governing Council-related material and preparing for meetings.
 - d. Attending events at Albuquerque Aviation Academy, related legislative sessions or events and other tasks as required.
 - e. Attending Governing Council-related training to support more effective governance of the school's operation.
 - f. Monitors financial planning, financial reports, and academic performance.

- g. Works in good faith to build effective working relationships with other Governing Council Members, the Albuquerque Aviation Academy administration and the Albuquerque Aviation Academy staff.
- h. Plays a role in formally evaluating the Head Administrator.
- i. Serves as the school's ambassador to the community.

2. **Board Training Continuing Governing Council Members.** New Mexico Administrative Code § 6.80.5.9 requires specific hourly training requirements as described below for each Governing Council member continuing to serve on the Governing Council beyond the end of their first fiscal year. Training shall be annually completed a governing body training course that consists of, at a minimum, **five (5) hours of training.**

Annual training must meet specific hour requirements:

- a. Laws and department policies and procedures affecting governing bodies or charter schools, including ethics and school personnel
- b. Public school finance, budgeting and fiduciary responsibilities of governing bodies and performance-based budgeting
- c. A governing bodies role in evaluating and improving student academic achievement and using data to set individual school goals for student academic achievement in charter schools
- d. A governing bodies role in providing a safe learning environment conducive to improving student outcomes
- e. Legal concepts pertaining to governing bodies and charter schools, including the Open Meetings Act and the Inspection of Public Records Act
- f. Effective governance practices and effective methods of supporting and supervising a charter school leader
- g. Other matters deemed relevant by the department

Training courses cannot be repeated in consecutive years.

Board members should select and attend training courses based on specific areas of growth within each training area identified above for individual governing bodies or governing body members.

Albuquerque Aviation Academy Governing Council shall comply with all applicable training requirements as mandated by state law. In the event of any changes or amendments to the training requirements set forth in the statute, the Governing Council will adhere to and implement the new rules as prescribes, ensuring that all council members meet the updated training obligations within the required timeframes.

3. **Removal and Resignations:** Each Governing Council Member understands that if three meetings are missed in-person within any consecutive twelve-month period, her or his seat may be vacated by a vote of 50% or greater of Governing Council Members present at the meeting following the third absence, unless it is difficult or impossible for the Governing Council Member to attend. Absences may be accommodated by Governing Council Member participation via teleconference or similar communication equipment under the Open Meetings Act, specifically NMSA 1978, § 10-15-I(C). Furthermore, "difficult or impossible" shall be defined as medical or family emergencies or other similar, unforeseeable instances.

If a Governing Council Member believes that her/his duties can no longer be fulfilled to Albuquerque Aviation Academy and its specific Governing Council, it shall be that Member's responsibility to submit a written resignation as a Member of the Governing Council to the Governing Council President. In the event of a motion to discharge a Governing Council Member from the Governing Council for non-performance of duties, any specific performance issues shall be discussed in closed session as permitted under the Open Meetings Act, NMSA 1978 Section 10-15-I(H). Action on any performance-related issues discussed in closed session shall be conducted in open session.

ARTICLE 5: Governing Council Vacancies

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

The Governing Council shall select Governing Council Members for vacant positions by a majority vote. Upon notification of a vacancy, the Governing Council shall obtain nominations by notifying community, business, and/or education leaders, and school families of vacancies on the Governing Council along with a description of the responsibilities of serving as a Member. The notice of vacancy shall be posted on the school's website, bulletin board, and through email to the parents of students.

Interested individuals will be asked to submit their name, qualifications, and reasons for wanting to serve on the Governing Council or to submit the names of other individuals who they believe would be an asset to the Governing Council to the President of the Governing Council. Once candidates have been identified, notice shall be posted on the school's website, bulletin board, and through email to the parents of students, and provided to the candidates, the date and time of the Governing Council meeting at which the position(s) will be voted on by the Governing Council and Candidates will be required to attend the meeting at which an election is held and will be interviewed by the Governing Council in a public session. Only individuals who have no real or apparent conflicts of

interests will be eligible to serve. Nominations must be given to the President or designee of the Governing Council prior to the regular or special Governing Council Meeting at which the vote of the Governing Council shall be made.

ARTICLE 5.1: Orientation of New Governing Council Members

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

1. Board Training New Governing Council Members. Effective July 1, 2024, within the first fiscal year of service, each new governing body member shall complete a governing body training course that consists of, at a minimum, 10 hours of governing body training that comply with the regulations set forth by PED.

The new governing body training shall include:

- (1) at least two (2) hours covering laws and department policies and procedures affecting governing bodies or charter schools, including ethics and school personnel
 - (2) at least two (2) hours covering public school finance, budgeting and fiduciary responsibilities of governing bodies
 - (3) at least two (2) hours covering legal concepts pertaining to governing bodies and charter schools, including the Open Meetings Act and the Inspection of Public Records Act
 - (4) at least two (2) hours covering effective governance practices and effective methods of supporting and supervising a charter school leader
 - (5) at least two (2) hours covering student achievement and student support services
2. The mandatory governing body training course(s) shall be completed in one or multiple sessions during the fiscal year.
 3. Annually, the Governing Council training in each of the areas identified above shall be related to specific areas of growth within each area for individual governing bodies or governing body members based on the annual governing body evaluation.
 4. It is the responsibility of each Governing Council member to complete the training within the fiscal year.

Albuquerque Aviation Academy Governing Council shall comply with all applicable training requirements as mandated by state law. In the event of any changes or amendments to the training requirements set forth in the statute, the Governing Council will adhere to and implement the new rules as prescribes, ensuring that all council members meet the updated training obligations within the required timeframes.

ARTICLE 6: Governing Council Selection of the Head Administrator

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

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

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

ARTICLE 7: Governing Council Member Conflict of Interest

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

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

ARTICLE 8: Governing Council Organizational Meeting

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

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

ARTICLE 9: Governing Council Committees

The Albuquerque Aviation Academy Governing Council shall establish a Finance Committee and an Audit Committee. The Finance Committee and Audit Committees are sub-committees of the Governing Council and will consist of two Governing Council Members and two

Members of the public. The Audit Committee will consist of two Governing Council Members, one volunteer member with accounting and finance experience, one volunteer parent, the Head Administrator, and CFO. Members of the Finance

Committee may also serve as Members of the Audit Committee. Any Governing Council Member may attend any committee meeting; however, a quorum of the Governing Council is prohibited at all committee meetings unless such meeting is held in accordance with the Open Meetings Act.

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

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

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

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

ARTICLE 10: Governing Council Meetings

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

ARTICLE 11: Governing Council Meeting Agenda

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

- Student Achievement Report
- Finance Report
- Aviation Program Report

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

ARTICLE 12: Addressing the Governing Council

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

ARTICLE 13: Governing Council Minutes

A record of all actions of the Governing Council will be set forth in the official minutes of the Governing Council. The minutes shall be kept on file at the school and published on the Albuquerque Aviation Academy website. Recordings of the Governing Council meetings shall be posted on the school's website within one week of the meeting's conclusion and publicly available.

ARTICLE 14: Policy Adoption

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

ARTICLE 15: Parliamentary Authority

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

ARTICLE 16: Complaint Procedure

See Albuquerque Aviation Academy Conflict Resolution Policy

ARTICLE 17: Governing Council Self-Assessment

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

ALBUQUERQUE AVIATION ACADEMY COMPLAINT PROCEDURE FOR PARENTS, STUDENTS, AND COMMUNITY MEMBERS (GRIEVANCE POLICY)



ALBUQUERQUE AVIATION ACADEMY COMPLAINT PROCEDURE FOR PARENTS, STUDENTS, AND COMMUNITY MEMBERS (GRIEVANCE POLICY)

Albuquerque Aviation Academy (AAA) Governance Council recognizes that inquiries, concerns and complaints received from the public, including matters of instruction, operation, finance, and personnel issues, must be resolved as expeditiously and satisfactorily as possible. For any concern or complaint regarding any Albuquerque Aviation Academy school policy, practice, or procedure; any school site practice or procedure; or a school employee:

- Step 1: Initial Inquiry: Informal Resolution
- Step 2: Initial Grievance Process: Filing a Written Formal Complaint
- Step 3: Head Administrator's Hearing (within 15 working days)
- Step 4: Requesting a Governance Board Hearing (within 5 working days)

A. Complaints Regarding School Employees

To promote prompt and fair resolution of the complaint, the following procedure shall govern the resolution of complaints against district employees:

Step 1: Informal Resolution

Every effort should be made to resolve a complaint at the earliest possible stage. Whenever possible, the complainant should communicate directly with the employee involved in order to resolve concerns. If the complainant is unable or unwilling to resolve the complaint directly with the employee, he/she may file a written complaint directly with the Head Administrator. (Step 2)

Step 2: Filing a Written Formal Complaint

Written complaints shall be made using the school's Complaint Form (Exhibit A). All complaints must include:

- a. The full name of each employee involved;
- b. A brief but specific summary of the complaint and the facts surrounding it, and;
- c. A specific description of any prior attempt to discuss the complaint with the employee and the failure to resolve the matter. If the complainant is unable to prepare the complaint in writing, administrative staff shall help him/her to do so.

Step 3: Head Administrator's Hearing

The Head Administrator shall attempt to resolve the complaint to the satisfaction of the person involved within fifteen (15) days of receiving the appeal. The Director will communicate the findings and resolution to all parties in writing within ten (10) working days of the hearing. Both the complainant and the employee against whom the complaint was made may appeal the decision of the Director to the Governance

Board. The request must be made in writing and submitted to both the Governance Board and Director within five (5) working days of the Director's response.

Step 4: Governance Board Hearing for any Complaint Regarding a District Policy, Site Practice or Policy and Complaint about an Employee

1. Before any Council consideration of a complaint, the Head Administrator shall submit the Council a written report concerning the complaint, including but not limited to:

- a. The full name of each employee involved;
- b. A brief but specific summary of the complaint and the facts surrounding it, sufficient to inform the Board and the parties as to the precise nature of the complaint and to allow the parties to prepare a response;
- c. A copy of the signed original complaint;
- d. A summary of the action taken by the Head Administrator, together with his/her specific finding that the problem has not been resolved and the reasons.

The Council may uphold the Head Administrator's decision without hearing the complaint. If the Council decides not to hold a hearing, the Head Administrator will notify the complainant of the Council's decision to uphold the Head Administrator's decision. Typically, the Governing Council will NOT review administrative decisions regarding the following: student discipline less than a long-term suspension or expulsion, student placements (in special education or regular education classes), complaints about a staff member's performance (except the Head Administrator), matters particularly within the expertise of the educational staff and administration.

2. All parties to a complaint may be asked to attend a Council meeting in order to clarify the issue and present available evidence.

3. A closed session may be held to hear the complaint in accordance with the law.

4. The decision of the Governing Council shall be final.

B. Complaints Regarding School Policies, Practices or Procedures

1. If the complaint regards school policy, practice, or procedure the complaint process shall begin with Step 2 – Filing a Written Formal Complaint. All subsequent steps must be followed.

2. When examining complaints regarding policy, practices, or procedures the Head Administrator may act to interpret the rules of such documents.

3. The Head Administrator may also recommend to the Governing Council changes to school policy and administrative regulations to rectify a complaint if it is found to be in the best interests of all students.

4. The complainant has the right to appeal against all decisions made by the Head Administrator with the Governing Council.

Albuquerque Aviation Academy Complaint Form For Parents, Students, and Community Members Regarding School or District Policy, Practice, or Procedures or Employees

This form and process is available for any parent, student, or community member who wishes to initiate a complaint against any Albuquerque Aviation Academy policy, practice, or procedure, or a school employee. The complainant shall attempt to resolve the complaint at Step 1. If not applicable or possible, the complainant may take the next appropriate step. (Please see Complaint Policy Process.)

This complaint pertains to:

_____ A school employee (name): _____

_____ A district policy, practice, or procedure: _____

_____ A school policy, practice, or procedure: _____

Date of incident: _____

Complaint Form must be filed within 7 working days of incident.

1. Please write the nature of the complaint. This should be a description in your own words of the grounds of your complaint, including all names, dates, and places necessary for a complete understanding of your complaint.

2. Please list any attempts you have made to resolve the complaint. You may attach additional pages.

Complainant's Name (Student's name, if applicable) _____

Complainant's Phone Number (____) _____

Complainant's Address _____
Street City State Zip

Complainant's email address _____

I certify that the information I have provided relative to this complaint is true and correct.

Complainant's Signature _____ Date Signed _____

Step 1: Informal Resolution

Every effort should be made to resolve a complaint at the earliest possible stage. Whenever possible, you should communicate directly with the employee involved in order to resolve concerns. If you are unable or unwilling to resolve the complaint directly with the employee, you may file a written complaint directly to the Head Administrator (Step 2).

Step 2: Filing a Written Formal Complaint

If the complaint was not resolved informally (Step 1), you may submit a formal written complaint to the Head Administrator using the Complaint Form. If this complaint is against the Head Administrator, it should be filed with the Governing Council. A formal written complaint must include: the name of the employee, policy, procedure or practice involved; a brief but specific summary of the complaint; and a description of any prior attempt to resolve the complaint informally.

Step 3: Head Administrator's Hearing

The Head Administrator shall confer with the parties within fifteen (15) working days of the receipt of the appeal. The Head Administrator, (505)338-8601 or designee shall send a response, in writing, to the parties within ten (10) working days of the conference. If the Head Administrator's decision does not resolve the complaint, any party may appeal the decision to the Governance Council. The request must be made in writing and submitted to the Governing Council within five (5) working days of the Head Administrator's response.

Request for Governance Board Hearing of Initial Complaint

Complainant _____ Date _____

Step 4: Requesting a Governing Council Hearing

The Council may elect to hold a hearing and render a finding or support the finding made at Step 3 without holding a hearing. The decision of the Council is final and will be communicated to the complainant by the Head Administrator.



Brand Builders \$2,995 PACKAGE



2024 - 2025 ACCEPTANCE FORM

On behalf of: Albuquerque Aviation Academy
(Please print business name as it will appear on air)

This agreement is authorized by: Bridget Barrett
(Please print—authorized representative)

to participate in the KRQE Media Group Brand Builders program.

The program will run: 02/1 / 2025 **through** 1/31 / 2026
(MO) (YR) (MO) (YR)



The products and services provided by KRQE, FOX New Mexico, New Mexico's CW, and New Mexico 50 are non-transferable.

[Signature]
(Please initial)



My commitment is one **Brand Builders** membership @ \$2,995 per month for a total annual investment of \$35,940 over a 12-month period.

[Signature]
(Please initial)



The payment terms for this program are Net 30 from date of invoice, upon approved credit or cash-in-advance, payable every 30 days, prior to the beginning of the month.

[Signature]
(Please initial)



The commercial airtime and digital advertising committed to in this agreement may only be used to promote the business or organization which appears on the top of this acceptance page.

[Signature]
(Please initial)



The terms and conditions of this agreement are outlined on this page and continued on the next page.

[Signature]
(Please initial)



Brand Builders

\$2,995 PACKAGE



Brand Builders guarantees a minimum of 732 :30 (thirty-second) and :15 (fifteen-second) branded commercials to air on **KRQE News 13**, **FOX New Mexico**, **New Mexico's CW**, & **New Mexico 50** over the 12-month commitment. Your business will receive a *minimum* of 61 commercial spots on average each month.



100% of your guaranteed Brand Builders base package will air between 4:00 AM and 1:00 AM.



Your ads on **KRQE.com** include 250,000 display impressions per month.



Brand Builders members will share in a pool of unsold inventory on **KRQE News 13**, **FOX New Mexico**, **New Mexico's CW**, and **New Mexico 50**. These spots may air in any daypart, including overnights.



The annual advertising value delivered with Brand Builders will typically double your investment; that's almost \$72,000 in value over the 12-month period.



Brand Builders members receive automatic upgrades into higher-viewed programming as openings become available.



The digital ads included with the Brand Builders program will run across desktop, mobile and tablet. Professional design of digital artwork is included.



Production of both a standard :30 (thirty-second) and :15 (fifteen-second) commercial, limited to 5 hours of production time. Spots created are for the sole purpose of advertising as part of the Brand Builders program on **KRQE**, **FOX New Mexico**, **New Mexico's CW**, **New Mexico 50**, and **KRQE.com** and our partner websites. Spots can be purchased for use elsewhere for a fee of \$1,500.00.



As part of the Brand Builders program, you will receive 4 appearances on *New Mexico Living*.



Each quarter, your Account Manager will connect with you to go over detailed reporting on your previous quarter's Brand Builders advertising.

ACCOUNT MANAGER:

Rebecca Cook

PLEASE PRINT

AUTHORIZED FOR AND ON BEHALF OF:

Albuquerque Aviation Academy

BUSINESS NAME (PLEASE PRINT)

Bridget Barrett

SIGNATURE

Bridget Barrett

PRINTED NAME

Head Administrator

POSITION/TITLE (PLEASE PRINT)

10/30/24

DATE

AUTHORIZED FOR AND ON BEHALF OF:

KRQE MEDIA GROUP

BUSINESS NAME

SIGNATURE

PRINTED NAME

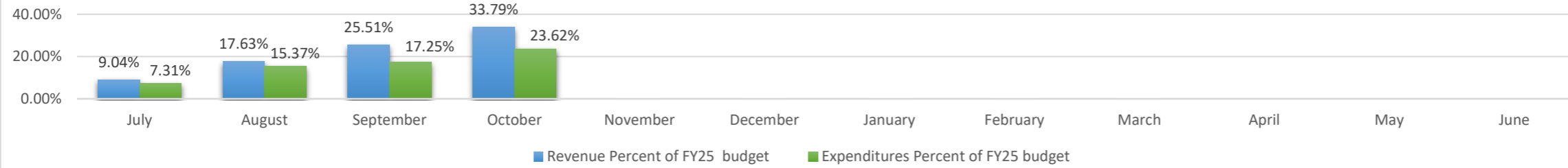
POSITION/TITLE (PLEASE PRINT)

DATE



Finance Summary as of October 31, 2024

Operational Revenue vs. Expenditures



AA Academy received 33.79% of budgeted Operational revenue & expended 23.62% of thru October 2024.

Bank Reconciliation:

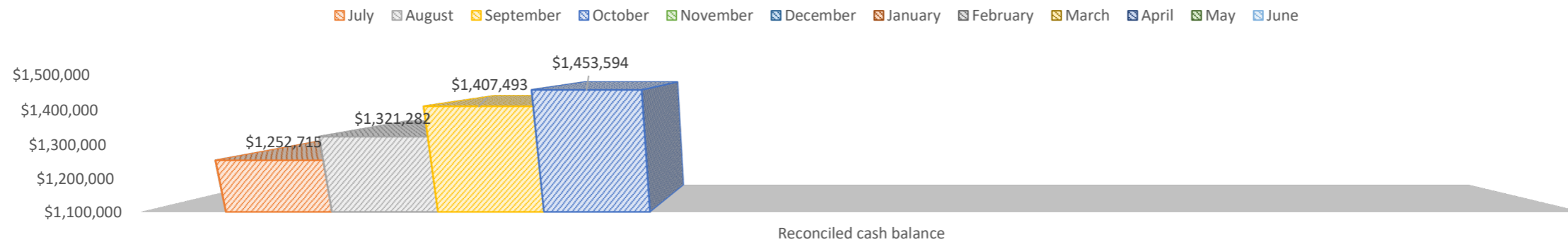
➤ **October 2024**

- Reconciled cash balance at month end was \$1,619,196.63
- Outstanding items total \$76,075.74
- Revenues exceeded Expenditures by \$21,369.54 in October

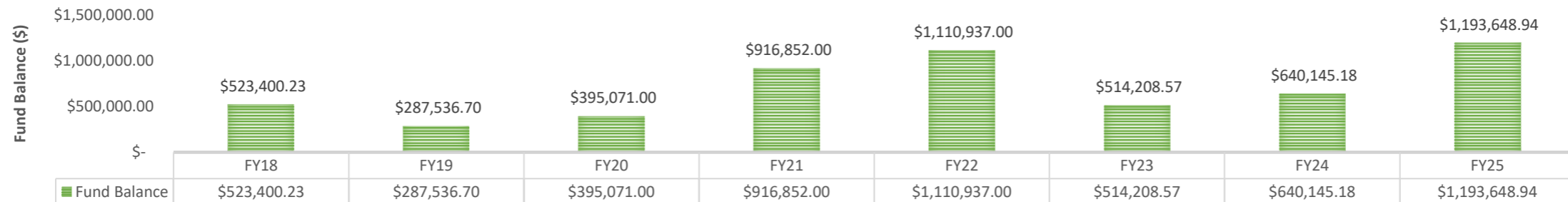
BARS for Approval:

2425-11000-0013-T

FY25 OPERATIONAL CASH BALANCE



HISTORICAL OPERATIONAL FUND BALANCE





Albuquerque Aviation Academy
Bank Account Reconciliations
October 2024

	Bank Reconciliation +	Outstanding	Expected GL -	Actual GL 1	Difference
Beginning Balance	\$1,648,914.83 +	(\$63,388.30) =	\$1,585,526.53 -	\$1,585,526.53 =	\$0.00
Deposits/Debits	\$400,468.83 +	\$0.00 =	\$400,468.83 -	\$400,468.83 =	\$0.00
Withdrawals/Credits	(\$366,417.59) +	(\$12,687.44) =	(\$379,105.03) -	(\$379,105.03) =	\$0.00
Sub Total	\$1,682,966.07	(\$76,075.74)	\$1,606,890.33	\$1,606,890.33	\$0.00
Outstanding Checks					
Date	Item Number	Description			Withdrawal
6/25/2024	6469	CNM Bookstore, Store #402			\$541.50
10/30/2024		Amazon Capital Services			\$1,603.14
10/30/2024		New Mexico Gas Company			\$38.72
10/30/2024	6531	ACES Association of Charter Schools Education Services			\$1,079.00
10/30/2024	6532	Brady Industries of New Mexico LLC			\$613.57
10/30/2024	6533	Cooperative Educational Services			\$8,500.64
10/30/2024	6534	Constellation Consulting LLC			\$249.00
10/30/2024	6535	CrewConcept Inc.			\$3,300.00
10/30/2024	6536	Cuddy & McCarthy, LLP			\$1,836.48
10/30/2024	6537	Peabody, LLC/FastSigns			\$298.26
10/30/2024	6538	Matthew Dixson			\$202.38
10/31/2024		Internal Revenue Service			\$15,751.53
10/31/2024	6539	NM Child Support Enforcement Division			\$180.00
10/31/2024		NM Educational Retirement Board			\$41,881.52
					\$76,075.74
	Bank Reconciliation +	Outstanding	Expected GL -	Actual GL 1	Difference
Beginning Balance	\$12,300.56 +	\$0.00 =	\$12,300.56 -	\$12,300.56 =	\$0.00
Deposits/Debits	\$5.74 +	\$0.00 =	\$5.74 -	\$5.74 =	\$0.00
Withdrawals/Credits	\$0.00 +	\$0.00 =	\$0.00 -	\$0.00 =	\$0.00
Sub Total	\$12,306.30	\$0.00	\$12,306.30	\$12,306.30	\$0.00



Albuquerque Aviation Academy
 Bank Register Activity
 October 2024

Bank		Account Number			
Operating		#7515			
Date	Number	Payee/From	Deposit	Withdrawal	Description
10/1/2024		ABCWUA		\$ 1,654.72	Water, Waste & Recycle at 6441 Ventana Rd
10/1/2024		Canon Financial Services, Inc.		\$ 750.64	Monthly Copiers Lease Payment
10/1/2024		Clearly Clean Janitorial Services LLC.		\$ 5,485.04	Monthly Janitorial Service at 6441 Ventana
10/1/2024		EM3 Networks		\$ 742.06	Monthly Internet
10/1/2024		Herrera Coaches, Inc.		\$ 31,368.60	Transportation - September 2024
10/1/2024		New Mexico Gas Company		\$ 34.77	Natural Gas Service at 6441 Ventana Rd
10/1/2024		Public Service Company of New Mexico		\$ 3,259.61	Electricity Service at 6441 Ventana Rd
10/1/2024		Quadient Finance USA, Inc.		\$ 200.00	Postage
10/1/2024		Stericycle, Inc.		\$ 925.54	August & September 2024 Medical Waste
10/1/2024		World Fuel Services, Inc.		\$ 1,486.55	Airplane Fuel
10/1/2024	00026477	September 2024 Bank Fee		\$ 112.50	Bank Fees
10/1/2024	00026478	BANKCARD MTHLY FEES24930		\$ 106.68	Bank Credit Card Fees
10/1/2024	00026550	BANKCARD PCI FEE 093024		\$ 130.95	Bank Credit Card Fees
10/1/2024	6518	ACES Association of Charter Schools Education Services		\$ 6,795.55	September Tech and Landscaping
10/1/2024	6519	Albuquerque Charter School League		\$ 900.00	Annual Member Fee
10/1/2024	6520	Bode Aero Services, Inc		\$ 357.00	September Hangar Rental
10/1/2024	6521	Brady Industries of New Mexico LLC		\$ 1,644.89	Facilities Supplies
10/1/2024	6522	Cooperative Educational Services		\$ 5,840.27	Contracted ancillary services
10/1/2024	6523	CNM Bookstore, Store #402		\$ 71.98	Dual Credit
10/1/2024	6524	Emily Watson		\$ 7.97	Reimburse Drone Soccer Supplies
10/1/2024	6525	Matthew Dixon		\$ 65.25	Reimburse Student Council Supplies
10/1/2024	6526	NM Association for School Business Officials		\$ 2,000.00	Paula Bootcamp PD
10/1/2024	6527	Plaques & Such		\$ 145.00	Metal Bar Inserts for letterman jackets .□
10/1/2024	6528	Public Charter Schools of NM formerly NM Coalition for Charter Schools		\$ 4,750.00	Governing Council Training
10/1/2024	6529	Robertson Aircraft Inc.		\$ 3,447.10	Aircraft Maintenance
10/1/2024	CR10-01	Basketball Fee and Cheer Fee	\$ 295.00		
10/2/2024		NM Public Schools Insurance Authority		\$ 21,202.26	October NMPISA
10/2/2024	CR10-02	Basketball Game/Basketball Fee/Donation to Archery team	\$ 1,274.00		
10/3/2024	6530	Robert Pierce		\$ 281.80	Supplies for Student Council Fundraiser □
10/3/2024	CR10-03	Basketball Fee and Cheer Fee	\$ 295.00		
10/4/2024	CR10-04	Basketball fee/ Student Council Fundraiser/ Basketball Fundraiser	\$ 895.00		
10/7/2024	CR10-05	Donation to Archery	\$ 200.00		
10/9/2024		NUSENDA FCU		\$ 46,258.29	Payroll FY25 PP07
10/9/2024	CR10-06	Homecoming Tickets	\$ 30.00		
10/10/2024	CR10-07	October SEG	\$ 319,434.95		
10/10/2024	CR10-08	Basketball Fee/ Homecoming ticket	\$ 115.00		
10/11/2024	CR10-09	KRL Vending Commissions	\$ 249.83		
10/11/2024	CR10-10	Homecoming Tickets	\$ 30.00		
10/14/2024		Internal Revenue Service		\$ 15,746.27	Federal Taxes FY25 PP07
10/15/2024	CR10-11	Homecoming Tickets	\$ 120.00		
10/16/2024	CR10-12AB	Sandoval County Property Tax	\$ 14.20		
10/16/2024	CR10-13	Homecoming Tickets/ Basketball Fee	\$ 324.00		
10/17/2024	CR10-14	Carl Perkins	\$ 15,250.68		
10/17/2024	CR10-15	Title I	\$ 13,265.01		
10/17/2024	CR10-16	ESSER III ARP	\$ 17,515.81		
10/17/2024	CR10-17	Homecoming Tickets	\$ 195.00		
10/18/2024	CR10-18	Student Council Fundraiser/ basketball fee	\$ 300.00		
10/18/2024	CR10-19	Homecoming Tickets	\$ 165.00		
10/21/2024	CR10-20	Bernalillo County Property Tax Dist.	\$ 590.59		
10/21/2024	CR10-21	Basketball Fee/ Homecoming ticket	\$ 275.00		
10/21/2024	CR10-22	Homecoming Tickets	\$ 45.00		
10/23/2024	CR10-23	Transportation OCT	\$ 28,517.00		
10/23/2024	CR10-24	Basketball Game	\$ 55.00		
10/25/2024	CR10-25	Basketball Game/ Student Council	\$ 101.00		
10/28/2024		NUSENDA FCU		\$ 46,269.63	Payroll FY25 PP08
10/28/2024	00026479	BANKCARD PCI NON COMPLY102524		\$ 52.95	Bank Credit Card Fees
10/28/2024	CR10-26	Restitution Check	\$ 43.75		
10/30/2024		ABCWUA		\$ 1,540.35	Water, Waste & Recycle at 6441 Ventana Rd
10/30/2024		Amazon Capital Services		\$ 1,603.14	Misc. Supplies
10/30/2024		Canon Financial Services, Inc.		\$ 916.18	Monthly Copiers Lease Payment
10/30/2024		Herrera Coaches, Inc.		\$ 31,368.60	Transportation - October 2024
10/30/2024		New Mexico Gas Company		\$ 38.72	Natural Gas Service at 6441 Ventana Rd
10/30/2024		PowerSchool Group LLC		\$ 1,520.00	PD for Himes, Jenny
10/30/2024		Public Service Company of New Mexico		\$ 2,692.19	Electricity Service at 6441 Ventana Rd
10/30/2024		RM SAMS LLC		\$ 61,605.88	Monthly LPA Payment
10/30/2024		Stericycle, Inc.		\$ 462.77	October 2024 Medical Waste
10/30/2024		World Fuel Services, Inc.		\$ 1,370.95	Airplane Fuel
10/30/2024	6531	ACES Association of Charter Schools Education Services		\$ 1,079.00	Contracted ancillary services
10/30/2024	6532	Brady Industries of New Mexico LLC		\$ 613.57	Facilities Supplies
10/30/2024	6533	Cooperative Educational Services		\$ 8,500.64	Contracted ancillary services
10/30/2024	6534	Constellation Consulting LLC		\$ 249.00	Head2Toe PD registration for Garcia, Jonathan
10/30/2024	6535	CrewConcept Inc.		\$ 3,300.00	Drone Soccer - FINAL
10/30/2024	6536	Cuddy & McCarthy, LLP		\$ 1,836.48	August-September 2024 Legal
10/30/2024	6537	Peabody, LLC/FastSigns		\$ 298.26	Signage for Campus
10/30/2024	6538	Matthew Dixon		\$ 202.38	Supplies for Homecoming Dance (Student Council) □
10/30/2024	CR10-27	Basketball Game	\$ 27.00		
10/31/2024		Internal Revenue Service		\$ 15,751.53	Federal Taxes FY25 PP08
10/31/2024		NM Educational Retirement Board		\$ 41,881.52	ERB Oct Payment
10/31/2024	6539	NM Child Support Enforcement Division		\$ 180.00	Employee Deduction
10/31/2024	CR10-28	FY25 Lab Fee	\$ 40.00		
10/31/2024	CR10-29	Dividend Income - Operating	\$ 806.01		
Sub Total			\$400,468.83	\$379,105.03	
Bank		Account Number			
Nusenda Savings 37627515					
Date	Number	Payee/From	Deposit	Withdrawal	
10/31/2024	CR10-30	Dividend Income - Savings	\$5.74		
Sub Total			\$5.74	\$0.00	
Grand Total			\$400,474.57	\$379,105.03	

Must submit backup for all BARs, except transfers of funds for SEG or direct grants

STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
300 Don Gaspar Santa Fe, NM 87501-2786
Budget Adjustment Request

Doc. ID: 544-000-2425-0013-T
Fund Type: General Fund / Capital Outlay / Debt Service

Adjustment Type: Transfer

Fiscal Year: 2024-2025

Entity Name: SW Aeronautics Mathematics & Science

Adjustment Changes Intent/Scope of Program Yes or No?: No

Contact: Sean Fry, Business Manager

Total Approved Budget (Flowthrough):

Phone: 505-242-6640 x2501

Email: sean.fry@abqca.org

FLOWTHROUGH ONLY	Budget Period: 2024-07-01	To: 2025-06-30
A. Approved Carryover:		
B. Total Current Year Allocation:		
D. Total Funding Available:		

Fund	Function	Object	Program	Location	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000 Operational	1000 Instruction	56112 Other Instructional Materials	1010 Regular Education (PreK-12) Programs	544001 Sw Aeronautics Mathematics and Science Academy	0000 No Job Class	\$839,386.35	(\$100,000.00)	\$739,386.35	
11000 Operational	2100 Support Services-Students	53414 Other Services	0000 No Program	544001 Sw Aeronautics Mathematics and Science Academy	0000 No Job Class	\$42,297.00	\$23,000.00	\$65,297.00	
11000 Operational	2100 Support Services-Students	56113 Software	0000 No Program	544001 Sw Aeronautics Mathematics and Science Academy	0000 No Job Class	\$1,200.00	\$2,000.00	\$3,200.00	
11000 Operational	2400 Support Services-School Administration	53414 Other Services	0000 No Program	544001 Sw Aeronautics Mathematics and Science Academy	0000 No Job Class		\$10,000.00	\$10,000.00	
11000 Operational	2600 Operation & Maintenance of Plant	55915 Other Contract Services	0000 No Program	544001 Sw Aeronautics Mathematics and Science Academy	0000 No Job Class	\$47,640.00	\$40,000.00	\$87,640.00	
11000 Operational	4000 Capital Outlay	54640 Rental - Lease To Purchase	0000 No Program	544001 Sw Aeronautics Mathematics and Science Academy	0000 No Job Class	\$272,694.64	\$25,000.00	\$297,694.64	
Sub Total							\$0.00		
Indirect Cost									
DOC. TOTAL							\$0.00		

Justification:

Adjust budget authority for actuals Q1. SDF.

Compliance with Sections 10-15-1 and 22-8-12, NMSA, 1978 Compilation:

A. The requested budget/changes were authorized at a scheduled Board of Education or Governance Council meeting open to the public on:

B. Justification for the transfer: Explanation such as "underbudgeted", "insufficient budget", or "needed to close out Project" ARE NOT ACCEPTABLE. Attach additional sheets if necessary.

ALL TRANSFER BARS MUST NET OUT TO ZERO ON THE DOC. TOTAL LINE.