



**GOVERNING COUNCIL**

Regular Meeting of the Albuquerque Aviation Academy Governing Council on  
Friday, November 15, 2024

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

**BOARD MEMBERS PRESENT**

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

**BOARD MEMBERS ABSENT**

none

**ALSO IN ATTENDANCE**

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

**PUBLIC**

none

These minutes were approved on 12/20/2024

By a vote of 7 yes 0 no 0 absent 0 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 15, 2024 at 2:00 PM on Zoom.us and in person.

**A. Roll Call**

Larry Kennedy asked Bridget Barrett to call roll. Bridget Barrett called Laura Kohr, Roland Dewing, Alex Carothers, Mike Romo, Jody Meyer, Farrah Nickerson (via Zoom) and Larry Kennedy.

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

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

**C. Review/Approval of Minutes from October 18, 2024 Regular Meeting\***

Larry Kennedy asked for a motion to approve the minutes from the October 18, 2024 Regular Meeting. Farrah Nickerson made a motion to approve the minutes. Roland Dewing seconded the motion. Larry Kennedy called for a roll call vote to approve. Bridget Barrett called Laura Kohr, Roland Dewing, Alex Carothers, Mike Romo, Jody Meyer, Farrah Nickerson, and Larry Kennedy; all voted yes. The motion carried unanimously.

**II. Public Comment**

Larry Kennedy asked Bridget Barrett if there was any public comment. There were no public comments.

**III. Ongoing Business Matters**

**A. Aviation Program Update**

Dr. Lauren Chavez presented that they have flown approximately 8.3 hours since the last report and about 7 hours from the 50 hour needed. Looking at various options for new aircraft purchase.

Another student taking their knowledge exam this week. Working on a new instrumental/commercial program for next semester. Motivators for students who have completed their private pilot program and ready for the next steps. Drones has

three more weeks and about 1/3 of students will take their exam before end of semester.

The balloon class is very engaged and ½ of the students want to become balloon pilots.

Doc is working with the new COO of Eclipse to get another internship program started. Plan to start in January. Another student completed the Air Traffic Control internship and many of these students want to make this a career after this internship.

Reviewed expenses.

Mike Romo asked how many students are in the balloon class this semester. There are about 25 students in the program. Discussed requirements for hot air balloon pilots if already have private pilot license. Students are very enthusiastic about this program and we are hoping to have at least a few students get their hot air balloon license this year.

Alex Carothers shared that Spartan is very impressed with the students coming to them from our program.

#### **IV. Administrative Update**

##### **A. Student Achievement Update**

Bridget Barrett presented enrollment numbers. They are down a bit. 40-day count was down to 313 instead of 316. Shared the actual grade reports which show that students are behind. Switching to relative grade next week which will show everything not turned in as a zero and show what students' grade would be at the end of the semester. Relative grades will continue to go up throughout the rest of the semester. Met goal for walkthrough this month.

Tier I reward was given out this week to students.

BCSO helicopter came last week during the assemblies.

Bridget Barrett reviewed the Targeted Interventions that are happening this year and last, including MLSS intervention meetings, collaboration with teachers to discuss student progress, math and ELA support classes on Fridays last year, Varsity Tutors provided math tutoring last year but very little participation from students, last semester hired a math support tutor (educational assistant) last semester but he moved away this year. This year, middle school sixth grade see all their content teachers daily. We are working with Renaissance for interim testing for 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grade students that will begin in January. This will also include an additional

program to help interventions with Freckle. Discussion about progression of school from main lab to content based classes, working in direct instruction and now implementing small groups to target instruction for students. We have added two math support classes during the week that is available to students. Science courses have been updated to align with the NGSS science standards. Juniors are now assigned physics, rather than choosing a science because that is what they are tested on. Academic Challenge has begun this year and students that earned an ice cream party shared that this week.

Alex Carothers asked about the low participation with Varsity Tutors and how other intervention classes participation rates are tracking. These are designed to be smaller classes and some students are assigned the classes while a few others sign up for them.

**V. New Business Matters**

**A. Aviation Committee\***

Larry Kennedy presented the establishment of an Aviation Committee that will have focused meetings to discuss all the aspects of the aviation program and will then have a standing report at the governing council meetings.

Roland Dewing asked if this would include parents, and the answer was that is up to the committee. There can be up to three governing council members and then whomever the committee would like to include.

Larry Kennedy asked for a motion to approve the establishment of the Aviation Committee. Roland Dewing made a motion to approve. Laura Kohr seconded the motion. Larry Kennedy called for a roll call vote to approve. Bridget Barrett called Laura Kohr, Roland Dewing, Alex Carothers, Mike Romo, Jody Meyer, Farrah Nickerson, and Larry Kennedy; all voted yes. The motion carried unanimously. Larry Kennedy requested volunteers for the committee. Mike Romo, Alex Carothers, and Roland Dewing volunteered to be members of the committee. The committee will decide who runs the committee and when they will hold their meetings and then provide a standing report at the governing council meetings.

**B. Finance Committee Opening\***

Larry Kennedy shared that with the resignation of Mike Deveraux, there is an opening on the Finance Committee and asked if there were any volunteers. Laura Kohr volunteered. Finance committee meets one hour prior to the governing council meetings. Larry Kennedy asked for a motion to approve Laura Kohr as a member of the Finance Committee. Jody Meyer made a motion to approve. Alex Carothers seconded the motion. Larry Kennedy called for a roll call vote to approve. Bridget

Barrett called Laura Kohr, Roland Dewing, Alex Carothers, Mike Romo, Jody Meyer, Farrah Nickerson, and Larry Kennedy; all voted yes.

### **C. GC Bylaws Revisions\***

Larry Kennedy shared that bylaws are being updated to reflect the new changes in training that came out from legislation. Discussion regarding having to update again to include the new Aviation Committee but there is already language included in the bylaws regarding ad-hoc committees in Article IX so no additional revisions are necessary. Larry Kennedy asked for a motion to approve the revisions to the GC Bylaws. Alex Carothers made a motion to approve. Mike Romo seconded the motion. Larry Kennedy called for a roll call vote to approve. Bridget Barrett called Laura Kohr, Roland Dewing, Alex Carothers, Mike Romo, Jody Meyer, Farrah Nickerson, and Larry Kennedy; all voted yes.

### **D. Grievance Policy\***

Larry Kennedy asked administration to meet with Kelly Callahan to discuss this policy and make sure that it is accurate and bring to a future meeting. Larry Kennedy asked for a motion to table the Grievance Policy. Roland Dewing made a motion to table. Laura Kohr seconded the motion. Larry Kennedy called for a roll call vote to table. Bridget Barrett called Laura Kohr, Roland Dewing, Alex Carothers, Mike Romo, Jody Meyer, Farrah Nickerson, and Larry Kennedy; all voted yes.

### **E. Brand Builder**

Amanda Catanzaro shared the plan to use KRQE Brand Builder to create and run a series of commercials to get the word out about our school to increase enrollment. Shared this information with Governing Council since it would surpass the \$20,000 threshold. The plan is to fully implement this if the school receives the next round of CSP grant funding.

## **VI. Governing Council Development**

### **A. Discussion with Kelly Callahan**

Larry Kennedy requested that Kelly Callahan review the Roles and Responsibilities of the Governing Council.

### **B. Governing Council Roles and Responsibilities**

Kelly Callahan shared document titled "Governing Board and Head Administrator Roles and Responsibilities." Governing Council has three main responsibilities as outlined in 6.29.1 which are to hire and fire the head administrator, oversee the budget, and creation and approval of policies. It was added that the Governing Council now needs to approve the MLSS and NM School Dash Plans as well.

Kelly Callahan reviewed the Roles and Responsibilities and outlined the duties of the head administrator.

## **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. Welcome to Laura for joining the Finance Committee.

### **B. Voucher Approvals for October 2024\***

Sean Fry presented the October Vouchers. Larry Kennedy asked for a motion to approve. Alex Carothers made the motion. Mike Romo seconded the motion. Larry Kennedy called for a roll call vote to approve. Bridget Barrett called Laura Kohr, Roland Dewing, Alex Carothers, Mike Romo, Jody Meyer, Farrah Nickerson, and Larry Kennedy; all voted yes.

### **C. Bank Reconciliation for October 2024\***

Sean Fry presented the October Bank Reconciliation. Larry Kennedy asked for a motion to approve. Laura Kohr made the motion. Mike Romo seconded the motion. Larry Kennedy called for a roll call vote to approve. Bridget Barrett called Laura Kohr, Roland Dewing, Alex Carothers, Mike Romo, Jody Meyer, Farrah Nickerson, and Larry Kennedy; all voted yes.

### **D. Budget Adjustment Requests\***

Sean Fry presented BAR 2425-11000-0013-T, a transfer BAR to transfer funds from the 1000 function to four other functions for clean-up. Larry Kennedy asked for a motion to approve BAR 2425-11000-0013-T. Laura Kohr made the motion. Alex Carothers seconded the motion. Larry Kennedy called for a roll call vote to approve. Bridget Barrett called Laura Kohr, Roland Dewing, Alex Carothers, Mike Romo, Jody Meyer, Farrah Nickerson, and Larry Kennedy; all voted yes.

## **VIII. Announcements**

Next regular Governing Council meeting is scheduled for December 20, 2024.

Holiday Party is being finalized but currently scheduled for 12/8 at Ironwood Grill. Bridget Barrett will send out the invitation to the Governing Council and we will post about possible quorum.

**IX. Adjournment\***

Larry Kennedy called for a motion to adjourn. Laura Kohr made a motion to adjourn. Farrah Nickerson seconded the motion. Larry Kennedy called for a roll call vote to approve. Bridget Barrett called Laura Kohr, Roland Dewing, Alex Carothers, Mike Romo, Jody Meyer, Farrah Nickerson, and Larry Kennedy; all voted yes.

The Regular Meeting of the Governing Council for the Albuquerque Aviation Academy adjourned on November 15, 2024 at 3:24 p.m.

