



NOTICE AND AGENDA  
SPECIAL MEETING OF THE GOVERNING COUNCIL OF  
ALBUQUERQUE AVIATION ACADEMY  
(Formerly SAMS)  
January 24, 2025  
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 6<sup>th</sup>-12<sup>th</sup> 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 December 20, 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. Governing Council Members Biography and Photo on Web Page (discussion/action) \*
  - B. PED Site Visit February 5, 2025 Governing Council Focus Group
  - C. Governing Council Membership Requirements
- VI. Governing Council Development
  - A. Discussion with Kelly Callahan
- VII. Finance Report
  - A. Business Office Operations Update
  - B. Voucher Approvals (discussion/action) \*
  - C. Bank Reconciliation (discussion/action) \*
  - D. Budget Adjustment Requests (discussion/action) \*



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](mailto: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 January 24, 2025 AAA Governing Council Special Meeting

The AAA Governing Council Regular Meeting on January 24, 2025 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](mailto: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](mailto: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, December 20, 2024

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

**BOARD MEMBERS PRESENT**

Jody Meyer, Mike Romo, Alex Carothers, Roland Dewing, Laura Kohr, 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 \_\_\_\_\_

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 December 20, 2024 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, Mike Romo, Alex Carothers, Roland Dewing, Laura Kohr, Farrah Nickerson (via Zoom) and Larry Kennedy.

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

Larry Kennedy asked for a motion to approve the agenda moving the Finance Report above Ongoing Business Matters. Roland Dewing made a motion to approve the agenda moving the Finance Report above Ongoing Business Matters. Alex Carothers seconded the motion. Larry Kennedy asked Amanda Catanzaro to call roll. Amanda Catanzaro called Jody Meyer, Mike Romo, Alex Carothers, Roland Dewing, Laura Kohr, Farrah Nickerson (via Zoom) and Larry Kennedy; all voted yes. The motion carried unanimously.

**C. Review/Approval of Minutes from November 15, 2024 Regular Meeting\***

Larry Kennedy asked for a motion to approve the minutes from the November 15, 2024 Regular Meeting. Mike Romo made a motion to approve the minutes. Laura Kohr seconded the motion. Larry Kennedy asked Amanda Catanzaro to call roll. Amanda Catanzaro called Jody Meyer, Mike Romo, Alex Carothers, Roland Dewing, Laura Kohr, Farrah Nickerson (via Zoom) 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 the Governing Council meeting and reviewed all the financial documents in detail. 23.41% of operational has been spent to date.

There are a couple of negative functions in operational but nothing to worry about. The school missed the 40 day projected count but we are expecting final unit value to increase so that should offset some of the loss from count.

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

Sean Fry presented the November Vouchers. Larry Kennedy asked for a motion to approve. Mike Romo made the motion. Farrah Nickerson seconded the motion. Larry Kennedy asked Amanda Catanzaro to call roll. Amanda Catanzaro called Jody Meyer, Mike Romo, Alex Carothers, Roland Dewing, Laura Kohr, Farrah Nickerson (via Zoom) and Larry Kennedy; all voted yes. The motion carried unanimously.

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

Sean Fry presented the November Bank Reconciliation. Larry Kennedy asked for a motion to approve. Mike Romo made the motion. Alex Carothers seconded the motion. Larry Kennedy asked Amanda Catanzaro to call roll. Amanda Catanzaro called Jody Meyer, Mike Romo, Alex Carothers, Roland Dewing, Laura Kohr, Farrah Nickerson (via Zoom) and Larry Kennedy; all voted yes. The motion carried unanimously.

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

Sean Fry presented BAR 2425-24101-0012-I, an increase BAR from final allocation adjustment in the amount of \$8976.00 that will be used to cover EA salary and benefits. Sean Fry presented BAR 2425-31200-0014-IB, and initial budget for lease assistance. Came in higher than expected at \$248,350.00 and will cover part of the lease payments.

Alex Carothers asked if there are any concerns about lease assistance going away in the future. Sean Fry stated not a worry at this point in time.

Larry Kennedy asked for a motion to approve BAR 2425-24101-0012-I and BAR 2425-31200-0014-IB. Alex Carothers made the motion. Mike Romo seconded the motion. Larry Kennedy asked Amanda Catanzaro to call roll. Amanda Catanzaro called Jody Meyer, Mike Romo, Alex Carothers, Roland Dewing, Laura Kohr, Farrah Nickerson (via Zoom) and Larry Kennedy; all voted yes. The motion carried unanimously.

### **IV. Ongoing Business Matters**

#### **A. Aviation Program Update**

Dr. Lauren Chavez presented that they have not flown any hours since the last report. Dynon hardware has been returned and software updates have been completed, now awaiting installation. The plane is 7 hours from the 50-hour check-up. Discussion about FOA and ITA and having pre-requisites for the aviation program.

An instrument/commercial course will be offered starting next semester. The balloon class is going well and will continue next semester.

The plane for static display is progressing well and the team is planning on installation soon. It is an experimental aircraft that is being donated to the school.

Update on the purchase of a used plane. Mechanic is planning on traveling after the holiday to check out one of the planes we are interested in.

Dr. Chavez reviewed expenses.

Larry Kennedy asked about the status of the aviation committee. The aviation committee is meeting following this Governing Council meeting.

**V. Administrative Update**

**A. Student Achievement Update**

Bridget Barrett presented that we are down one more student but had three tours for potential students this week. With the semester, we anticipate transition with some students leaving and others coming in after the new year.

Ms. Barrett reviewed the Academics by Enrollment using only the relative semester one grades. 20% F, 18% D, 26% C, 28% B, and 8% A for course enrollments, just using Edgenuity data. There are 1348 enrollments or classes that students took this semester.

Ms. Barrett met her walk-through goal for the month. Discussion about testing in Edgenuity. Students are jumping over the tests when at home and then have tons of tests to take at the end of the semester. To reduce this, the current plan is to schedule unit tests for next semester. More discussions around this to come.

**VI. New Business Matters**

**A. Charter School Report Card Adoption\***

Amanda Catanzaro shared the “report cards” that were pulled from PED via NM Vistas website, which is available to the public. PED requires that the Governing Council adopt these report cards and then they will be published on our website and will be published this school year in a newspaper of general circulation in Bernalillo County.

Larry Kennedy asked for a motion to approve the adoption of the Charter School Report Card. Mike Romo made the motion. Alex Carothers seconded the motion. Larry Kennedy asked Amanda Catanzaro to call roll. Amanda Catanzaro called Jody

Meyer, Mike Romo, Alex Carothers, Roland Dewing, Laura Kohr, Farrah Nickerson (via Zoom) and Larry Kennedy; all voted yes. The motion carried unanimously.

**VII. Governing Council Development**

**A. Discussion with Kelly Callahan**

Kelly Callahan stated that she is finalizing the PDP report for January meeting and will present next month.

The Governing Council has already met the five hours of required training for this year. Kelly Callahan is identifying and validating what is witnessed during the meetings and will provide the final report for CSD when finalized.

If there are any special trainings or topics any of the Governing Council members would like to discuss, please let Kelly know.

The question was presented about voting for adjournment at the end of a meeting. Kelly Callahan said it is not required but also not bas practice. Larry Kennedy shared that is was an individual choice and he would like to continue. Request was made that the time be included.

**VIII. Announcements**

Next regular Governing Council meeting is scheduled for January 17, 2025.

**IX. Adjournment\***

Larry Kennedy called for a motion to adjourn. Mike Romo made a motion to adjourn. Laura Kohr seconded the motion. Larry Kennedy asked Amanda Catanzaro to call roll. Amanda Catanzaro called Jody Meyer, Mike Romo, Alex Carothers, Roland Dewing, Laura Kohr, Farrah Nickerson (via Zoom) and Larry Kennedy; all voted yes. The motion carried unanimously.

The Regular Meeting of the Governing Council for the Albuquerque Aviation Academy adjourned on December 20, 2024 at 2:44 p.m.





## Monthly Report - January 24, 2024

All figures and outcomes are based on the date of this report - January 17, 2024.

### FLIGHT TRAINING:

- **Flights** - We've flown ~6 hrs since the last board report.
- **Aircraft Status** - We are just a few hours from the 50 hr oil change, where we will have a couple of other small squawks addressed (nose wheel shimmy, etc.)

### CLASSES:

- **Airplane** - We've had several students move up into AIA this semester (after earning an A in FOA *and* earning a passing grade on a practice FAA exam.)
- **Instrument/Commercial** - This class just started and students are excited for the opportunity to continue learning/training beyond their PPC.
- **Drone** - We had two students earn their Remote Pilot Certificate, and 2 more just received the Drone Pilot Ground School Scholarship.
- **Balloons** - We have a couple of new students in ballooning (24 total,) and there's a lot of enthusiasm.

### ADDITIONAL:

- **Internships** - A student starts the Eclipse internship January 20th.
- **Donated airplane for display** - The EAA has made a lot of progress assembling the aircraft, and now we're working on the engineering side for the best mounting options.
- **2nd airplane** - One of the aircraft I was looking at sold. The other one is still available. However, our mechanic has had a very difficult time arranging to do the prebuy. Because of this, he called local mechanics to find more info. From what he's heard, he thinks we'd be better off looking elsewhere.

### EXPENSES:

- **Fuel:** \$0
- **Maintenance:** \$0 (awaiting estimates)
- **Hangar Rental:** \$357 per month
- **Insurance:** Annual Premium - \$9616



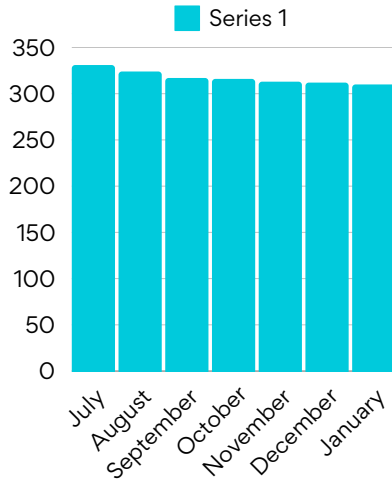
# Student Achievement Report January 2025



## Student Enrollment

Student Enrollment Goal

SY 24/25: 320



😊 Current Enrollment : **309**

😊 2024 40 Day : **312**

😊 Waitlist : **2**

## Edgenuity Academics by Enrollment

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



**61%**

On Pace and Passing



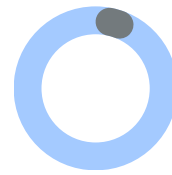
**29%**

Behind and Passing



**1%**

On Pace and Failing

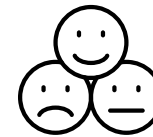


**.05**

Behind and Failing

8.5% of students new registrations, chunking classes (against school policy)

## Actual Grade Report



A : **15%**

B : **21%**

C : **16%**

D : **15%**

F : **15%**

## Walkthrough Goal

Percentage of Goal Met This Month (12/16-1/16)



Goal : 15

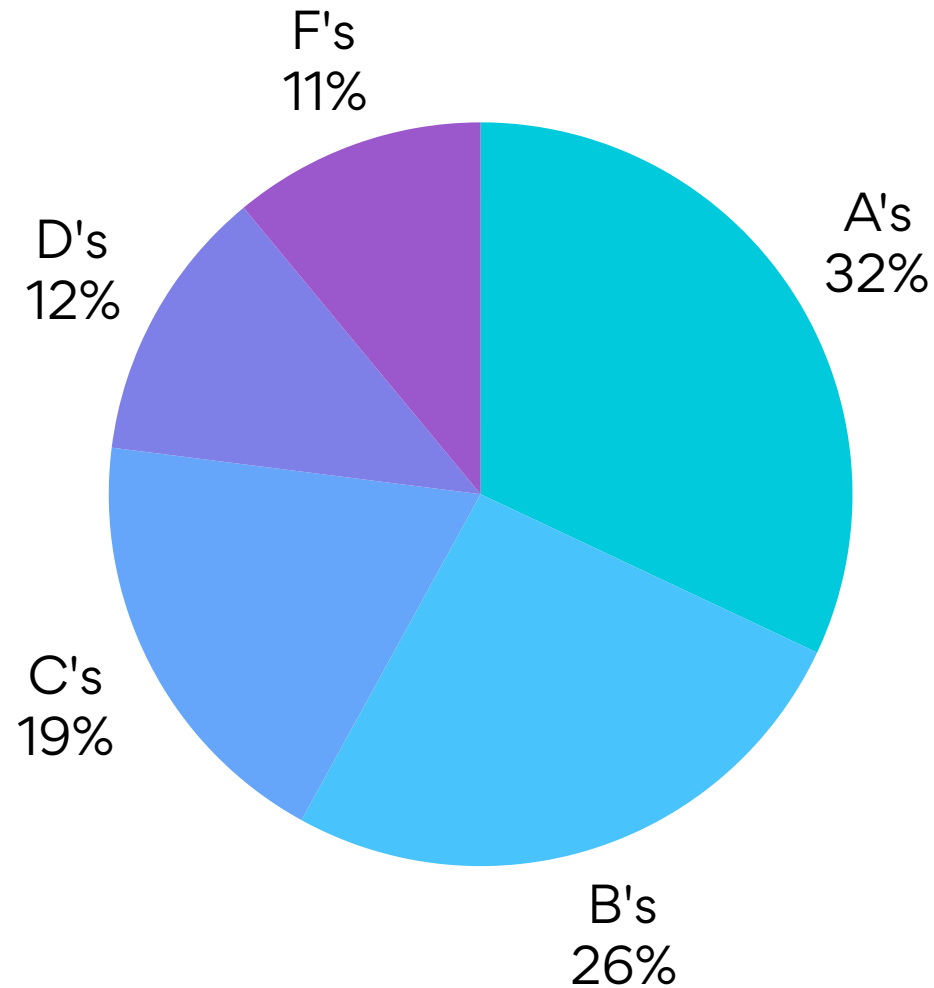
Met : 15

**Percent 100%**

## What's Happening?

Mr. Leonard returns as interventionist to help students who are in need of help in math and ELA. Addition of "online tutor" implemented this month through Edgenuity platform. (see flyer)

Semester 1 Grades as reported in Power School  
(includes all electives and core 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: Provisions for Governing Council Membership Below Minimum**

**Minimum Membership Requirement** The Governing Council (GC) shall maintain a minimum of five (5) members as required by law and the school's charter. If the GC falls below the minimum membership:

### **A. Immediate Actions**

1. The President, or in the President's absence, the Vice-President, shall notify the Head Administrator and the school's legal counsel within five (5) business days.
2. The GC shall designate a Recruitment Committee composed of at least two (2) current members to oversee the replacement process.

### **B. Recruitment Process**

1. The Recruitment Committee will:
  - o Advertise the vacancy publicly on the school's website, newsletters, and other appropriate platforms within ten (10) business days of the membership falling below five (5).
  - o Solicit letters of interest from qualified candidates, including a resume and a statement of commitment.
  - o Screen applicants and recommend qualified candidates to the GC.
2. A special meeting will be held within thirty (30) days of the membership falling below five (5) to appoint new members. The remaining GC members shall vote to appoint replacements, ensuring compliance with applicable bylaws and policies.

## **ARTICLE 5.3: Provisions for Full Resignation of the Governing Council Members**

**Interim Governance** If all members of the GC resign simultaneously, the following procedures will apply:

### **A. Head Administrator Responsibility**

1. The Head Administrator will assume responsibility for appointing an interim quorum within five (5) business days of the resignations. The interim quorum shall consist of no fewer than three (3) members who meet the eligibility criteria outlined in these bylaws.

### **B. Interim Quorum Duties**

1. The interim quorum will:

- Convene an emergency meeting within ten (10) business days of their appointment to:
  - a. Review and adopt temporary operating procedures.
  - b. Begin the process of recruiting permanent GC members.
- Follow the approved process for advertising vacancies and soliciting letters of interest from qualified candidates.
- Evaluate applicants and appoint new members as per the procedures outlined in Article 5.

### **C. Transition to Permanent Governance**

#### **1. Interim members may:**

- Remain on the GC if approved by a quorum vote once the GC has reached the minimum membership requirement of five (5).
- Step down upon the successful appointment of permanent members and re-establishment of the full GC.

### **Section 2. Transparency and Documentation**

1. All interim and permanent appointments shall be documented in the meeting minutes and shared publicly to ensure transparency.
2. The Head Administrator and interim quorum shall collaborate with legal counsel to ensure compliance with all state and charter requirements.

### **ARTICLE 5.3: 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](http://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

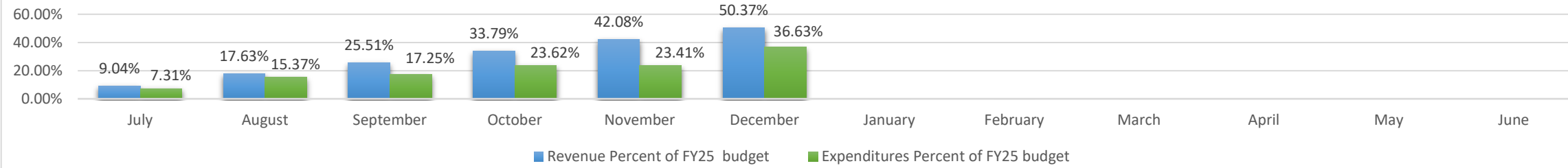
## **ARTICLE 17: Governing Council Self-Assessment**

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



# Finance Summary as of December 31, 2024

## Operational Revenue vs. Expenditures



AA Academy received 50.37% of budgeted Operational revenue & expended 36.63% of thru December 2024.

### Bank Reconciliation:

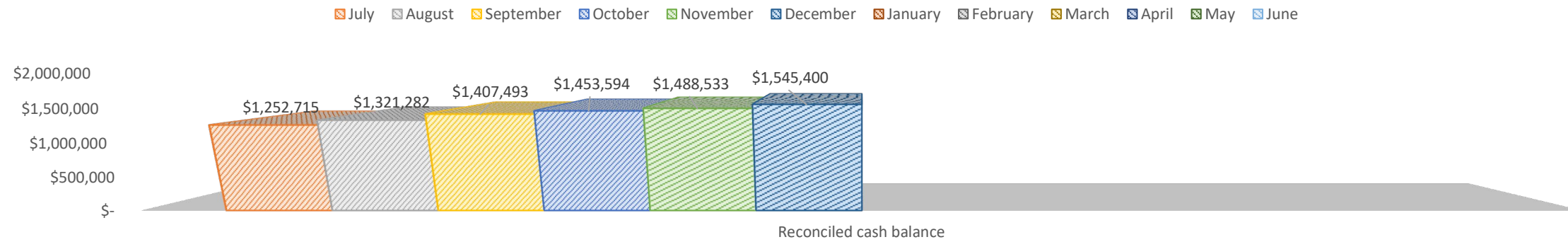
#### ➤ December 2024

- o Reconciled cash balance at month end was \$1,663,170.61
- o Outstanding items total \$5,394.28
- o Revenues exceeded Expenditures by \$75,433.87 for the month.

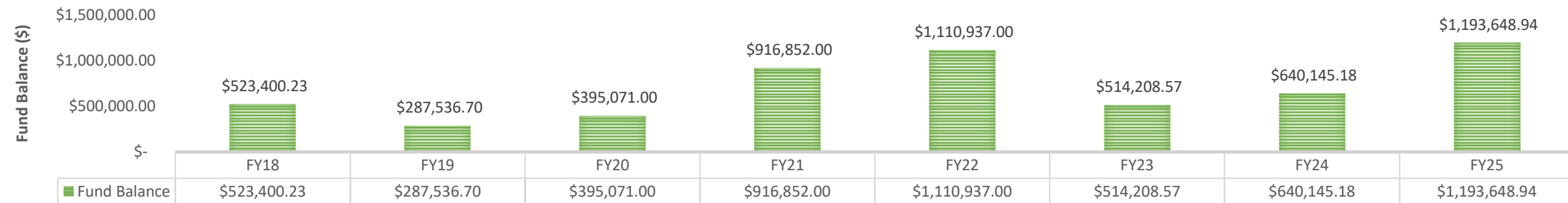
### BARS for Approval:



## FY25 OPERATIONAL CASH BALANCE



## HISTORICAL OPERATIONAL FUND BALANCE







| Bank                   | Account Number        |  |                     |                     |   |
|------------------------|-----------------------|--|---------------------|---------------------|---|
| Operating              | #7515                 |  |                     |                     |   |
| Date                   | Number                | Payee/From   | Deposit             | Withdrawal          | Description   |
| 12/2/2024              | 00026651              | BANKCARD MTHLY FEES241130  |                     | \$ 95.33            | Bank Credit Card Fees   |
| 12/2/2024              | CR12-01               | Basketball Fee/ Broken window repair                                   | \$ 300.00           |                     |   |
| 12/4/2024              |                       | NM Public Schools Insurance Authority                                  |                     | \$ 21,202.26        | Dec. NMPSIA   |
| 12/6/2024              | 00026652              | November 2024 Bank Fee   |                     | \$ 108.50           | Bank Fees   |
| 12/6/2024              | CR12-02               | Bingo Night fundraiser   | \$ 1,636.00         |                     |   |
| 12/10/2024             | CR12-03               | KRL Vending Commissions  | \$ 157.89           |                     |   |
| 12/10/2024             | CR12-04               | December SEG   | \$ 319,434.95       |                     |   |
| 12/11/2024             |                       | NUSENDA FCU  |                     | \$ 45,898.85        | Payroll FY25 PP11   |
| 12/12/2024             |                       | Internal Revenue Service   |                     | \$ 15,664.01        | Federal Taxes FY25 PP11   |
| 12/12/2024             |                       | New Mexico Taxation & Revenue Department                               |                     | \$ 103.20           | Workman Comp  |
| 12/13/2024             | CR12-05               | Restitution Check  | \$ 77.09            |                     |   |
| 12/16/2024             | 6556                  | Robert Pierce  |                     | \$ 255.60           | Tuition Reimbursement   |
| 12/16/2024             | CR12-06               | Chromebook   | \$ 100.00           |                     |   |
| 12/18/2024             |                       | ABCWUA   |                     | \$ 901.09           | Water, Waste & Recycle at 6441 Ventana Rd   |
| 12/18/2024             |                       | Amazon Capital Services  |                     | \$ 551.24           | Supplies for classrooms and front Office  |
| 12/18/2024             |                       | Clearly Clean Janitorial Services LLC.                                 |                     | \$ 5,684.15         | Monthly Janitorial Service at 6441 Ventana  |
| 12/18/2024             |                       | CliftonLarsonAllen LLP   |                     | \$ 7,603.44         | Clifton Allan Auditors  |
| 12/18/2024             |                       | EM3 Networks   |                     | \$ 742.06           | Monthly Internet service  |
| 12/18/2024             |                       | Herrera Coaches, Inc.  |                     | \$ 31,368.60        | Bus services  |
| 12/18/2024             |                       | New Mexico Gas Company   |                     | \$ 914.19           | Gas services at 6441 Ventana Rd NW  |
| 12/18/2024             |                       | Public Service Company of New Mexico                                   |                     | \$ 2,173.38         | Electricity Service at 6441 Ventana Rd  |
| 12/18/2024             |                       | Quadient Leasing USA, Inc  |                     | \$ 463.74           | Lease for postage meter   |
| 12/18/2024             |                       | RM SAMS LLC  |                     | \$ 61,605.88        | Monthly LPA Payment   |
| 12/18/2024             |                       | Stericycle, Inc.   |                     | \$ 462.77           | Medical Waste   |
| 12/18/2024             | 6557                  | ACES   Association of Charter Schools Education Services               |                     | \$ 18,729.27        | Ancillary services/Landscaping/JMP Special education/JMP NOVA state reporting/ LDD Tech |
| 12/18/2024             | 6558                  | Albuquerque Charter School League                                      |                     | \$ 1,330.00         | Referees for Basketball games   |
| 12/18/2024             | 6559                  | Amanda Catanzaro   |                     | \$ 1,368.58         | Staff incentives and Teacher professional Development                                   |
| 12/18/2024             | 6560                  | Brady Industries of New Mexico LLC                                     |                     | \$ 118.52           | Janitorial Supplies   |
| 12/18/2024             | 6561                  | Bridget Barrett  |                     | \$ 545.57           | Staff incentives  |
| 12/18/2024             | 6562                  | Cooperative Educational Services                                       |                     | \$ 3,680.76         | Ancillary Services  |
| 12/18/2024             | 6563                  | Creative Store Solutions Inc   |                     | \$ 2,964.28         | Trophy showcase   |
| 12/18/2024             | 6564                  | Elite Sportswear, L.P.   |                     | \$ 241.18           | Cheer uniforms pom-pom  |
| 12/18/2024             | 6565                  | Emily Watson   |                     | \$ 119.40           | Pizza for Bingo night fundraiser  |
| 12/18/2024             | 6566                  | Liminex, INC   |                     | \$ 5,581.44         | GoGuardian program  |
| 12/18/2024             | 6567                  | Public Charter Schools of NM formerly NM Coalition for Charter Schools |                     | \$ 1,100.00         | PCSNM Conference PD (Bridget and Amanda)  |
| 12/18/2024             | 6568                  | Renaissance Learning Inc   |                     | \$ 19,501.12        | Interim Assessment Testing  |
| 12/18/2024             | 6569                  | SHARP ELECTRONICS CORPORATION  |                     | \$ 42,132.43        | Smart boards  |
| 12/18/2024             | 6570                  | Southwest CPR LLC  |                     | \$ 170.05           | CPR training for Marcus and Jenny   |
| 12/18/2024             | CR12-07               | Transportation DEC   | \$ 28,517.00        |                     |   |
| 12/19/2024             |                       | Internal Revenue Service   |                     | \$ 17,391.00        | Payroll FY25 PP12   |
| 12/19/2024             |                       | NUSENDA FCU  |                     | \$ 49,562.44        | Federal Taxes FY25 PP112  |
| 12/20/2024             |                       | First Financial Group of America                                       |                     | \$ 1,619.22         | FFGA monthly services   |
| 12/20/2024             |                       | New Mexico Retiree Health Care Authority                               |                     | \$ 4,509.12         | Dec RHC payment   |
| 12/20/2024             |                       | New Mexico Taxation & Revenue Department                               |                     | \$ 4,558.55         | State Taxes   |
| 12/20/2024             |                       | NM Department of Workforce Solutions                                   |                     | \$ 343.71           | Unemployment Qtr 4 payment  |
| 12/20/2024             |                       | NM Educational Retirement Board  |                     | \$ 43,362.84        | ERB Dec Payment   |
| 12/20/2024             | 6571                  | NM Child Support Enforcement Division                                  |                     | \$ 180.00           | Employee Deduction  |
| 12/20/2024             | CR12-08               | Bernalillo County Property Tax Dist.                                   | \$ 90,689.47        |                     |   |
| 12/20/2024             | CR12-09AB             | Sandoval County Property Tax   | \$ 2,473.99         |                     |   |
| 12/24/2024             | CR12-10               | Title I  | \$ 5,978.92         |                     |   |
| 12/26/2024             | CR12-11               | Title IV   | \$ 10,000.00        |                     |   |
| 12/27/2024             | 00026692              | BANKCARD PCI NON COMPLY122624  |                     | \$ 52.95            | Bank Credit Card Fees   |
| 12/27/2024             | CR12-12               | IDEA-B   | \$ 20,375.50        |                     |   |
| 12/27/2024             | CR12-13               | IDEA-B   | \$ 9,833.87         |                     |   |
| 12/31/2024             | CR12-14               | Dividend Income - Operating  | \$ 814.17           |                     |   |
| <b>Sub Total</b>       |                       |  | <b>\$490,388.85</b> | <b>\$414,960.72</b> |   |
| <b>Bank</b>            | <b>Account Number</b> |  |                     |                     |   |
| <b>Nusenda Savings</b> | <b>37627515</b>       |  |                     |                     |   |
| Date                   | Number                | Payee/From   | Deposit             | Withdrawal          |   |
| 12/31/2024             | CR12-15               | Dividend Income - Savings  | \$5.74              |                     |   |
| <b>Sub Total</b>       |                       |  | <b>\$5.74</b>       |                     |   |
| <b>Grand Total</b>     |                       |  |                     |                     |   |
| <b>Grand Total</b>     |                       |  | <b>\$490,394.59</b> | <b>\$414,960.72</b> |   |