



NOTICE AND AGENDA
REGULAR MEETING OF THE GOVERNING COUNCIL OF
ALBUQUERQUE AVIATION ACADEMY
(Formerly SAMS)
February 21, 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 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 January 24, 2025 Special Meeting*
- II. Public Comment (comments will be limited to two minutes) – see attached Special Procedures for more information.
- III. Ongoing Business Matters
 - A. Aviation Program Update
- IV. Administrative Update
 - A. Student Achievement Update
- V. New Business Matters
 - A. Resolution authorizing the purchase of an airplane (discussion/action) *
 - B. Aircraft Use Agreement (discussion/action) *
 - C. Acceptable Use Policy (discussion/action) *
 - D. Background Check Policy (discussion/action) *
 - E. Conflict of Interest and Nepotism Policy (discussion/action) *
 - F. Drone Activities Policy and Procedures (discussion/action) *
 - G. Foster Care Enrollment Policy (discussion/action) *
 - H. Fundraising Policy and Procedures (discussion/action) *
 - I. Governing Council Bylaws (discussion/action) *
 - J. Lottery Admissions and Enrollment Policy (discussion/action) *
 - K. Parent and Family Engagement Policy (discussion/action) *
 - L. Parent School Compact (discussion/action) *



- M. 2029 Cohort Graduation Requirements (discussion/action) *
- N. Panorama Survey Student Results

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. AAA FY25 PCT-01
- E. Budget Adjustment Requests (discussion/action) *
 - BAR 2425-11000-0015-I
 - BAR 2425-23000-0016-I
 - BAR 2425-31701-0018-I
 - BAR 2425-31600-0019-I
 - BAR 2425-27109-0020-I
 - BAR 2425-31703-0022-I
 - BAR 2425-26107-0023-IB

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 February 21, 2025 AAA Governing Council Regular Meeting

The AAA Governing Council Regular Meeting on February 21, 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 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

Special Meeting of the Albuquerque Aviation Academy Governing Council on
Friday, January 24, 2025

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

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

Laura Kohr

ALSO IN ATTENDANCE

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

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 Special Meeting of the Governing Council for the Albuquerque Aviation Academy for January 24, 2025 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, Farrah Nickerson, Alex Carothers, Roland Dewing, 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. Mike Romo 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 December 20, 2024 Regular Meeting*

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

Dr. Lauren Chavez presented they have flown approximately 6 hours this past month. Avionics are back and installed. The Aviation Committee will meet following this meeting.

Several students moved up to AIA this semester and the Instrument/Commercial class has begun, which is a new class offered this semester. Two more students have earned their drones license and two more students earned the drone scholarship.

The hot air balloon class has a few new students this semester and the enthusiasm is high in the program. One new internship started this week with Eclipse.

The display plane is well on its way with the help of EAA. A lot of progress has been made and they are finalizing installation.

Aviation finances were reviewed.

Larry Kennedy asked if an engineer was part of the display plane installation plans for mounting and if so, what kind of engineer is it? He would like a structural engineer to be involved and can provide assistance in this area if we do not already have someone working on this piece.

IV. Administrative Update

A. Student Achievement Update

Bridget Barrett presented current student enrollment numbers. We had an Open House last week and it was very successful. Lots of interest for next year. Ms. Barrett reviewed Edgenuity Academics by Enrollment and shared some of the interventions that have been added which include hiring Mr. Leonard who will be working half time as special education teacher and half time interventionist. Edgenuity On-Demand tutoring is now available to students all day through 9:00 PM and on the weekends for immediate student support through chat feature.

Roland Dewing asked if Edgenuity is providing the tutoring, how are the teachers providing more support? Ms. Barrett shared that the expectation is that teachers are moving around the room monitoring and helping students more and working with small groups. This was a discussion piece in PLC's.

Ms. Barrett reviewed semester one grades which were 32% A's, 26% B's, and F's 11% and D's were 12%. The F's and D's are where interventions are being targeted.

Larry Kennedy asked about the PowerSchool hack and if we were effected. PowerSchool did inform us that we were part of the breach and we shared that information with families and staff. We are just waiting for PowerSchool to provide the information on additional supports that will be available due to the breach.

Roland Dewing asked about the dress code. Followed by discussion.

V. New Business Matters

A. Governing Council Members Biography and Photo on Web Page*

Larry Kennedy and Amanda Catanzaro shared that it was suggested by Matt Pahl that GC's include bios and photos in addition to the contact information on the school's website. It is not a rule or law yet, but at this time a best practice. Larry Kennedy asked Kelly Callahan her opinion on the matter. Kelly shared that it was presented by Representative Joy Garret because school boards are public boards and district school boards are required to provide that information, so why wouldn't charter school boards also have to provide that information? Kelly confirmed that it is best practice and helps with accessibility as a public entity.

Farrah Nickerson made a motion to hold off on including bios and photos of the Governing Council until it is mandated. Mike Romo seconded the motion. Larry Kennedy called for a voice vote to approve, Jody Meyer, Mike Romo, Farrah Nickerson, Alex Carothers, and Roland Dewing voted in approval. Larry voted in opposition. The motion carried.

B. PED Site Visit February 5, 2025 Governing Council Focus Group

Larry Kennedy shared that the Charter School Division will be at the school on 2/5/2025 for the annual site visit. Part of the site visit includes a focus group with members of the governing council. The members that have volunteered to attend the in-person focus group are Larry Kennedy, Roland Dewing, Alex Carothers, and Laura Kohr. Quorum will be present so notice has been posted.

C. Governing Council Membership Requirements

Amanda Catanzaro shared that at the last PEC meeting, the PEC voted that all GC bylaws would have to include provisions for Governing Council's that fall below the five membership minimum and provisions as to what would happen if all Governing Council members were to resign. Consulted with the attorney and draft of updated bylaws was included in the packet. Suggested updates are highlighted. Governing Council members and Kelly Callahan are asked to review the suggestions and come back next months with possible revisions and it will be an action item.

VI. Governing Council Development

A. Discussion with Kelly Callahan

Kelly Callahan shared the Competency and Indicators that she and her team have developed for governing councils. Governing Councils are required to have 5 hours of training versus the 8 hours in previous years. These Competencies and Indicators are the things that effective boards should be doing. These are like the PDP's for GC's. Bridget Barrett will distribute this to the GC members. Kelly is validating and

observing then documenting and intervening when necessary. This is a way of documenting the training hours.

VII. Finance Report

A. Business Office Operations Update

Larry Kennedy informed the GC that Sean Fry was at a training. Amanda Catanzaro presented that the Finance Committee met the Wednesday prior to the Governing Council meeting and reviewed all the financial documents in detail.

Amanda Catanzaro reviewed the bank account reconciliations for December 2024 and the payments that were made. A few to note include \$19, 501.12 for Renaissance for the new high school short cycle assessment, \$42,132.43 for Sharp Interactive Boards for classrooms.

B. Voucher Approvals for December 2024*

Amanda Catanzaro presented the December Vouchers and the Finance Committee can support the approval of the December 2024 Voucher Approvals. Larry Kennedy asked for a motion to approve. Farrah Nickerson 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.

C. Bank Reconciliation for December 2024*

Amanda Catanzaro presented the December Bank Reconciliation and the Finance Committee can support the approval of the December 2024 Bank Reconciliation. Larry Kennedy asked for a motion to approve. Farrah Nickerson 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.

D. Budget Adjustment Requests*

There are no BAR's this month.

VIII. Announcements

Next regular Governing Council meeting is scheduled for February 21, 2025.

IX. Adjournment*

Larry Kennedy called for a motion to adjourn. Farrah Nickerson made a motion to adjourn. Mike Romo 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 Special Meeting of the Governing Council for the Albuquerque Aviation Academy adjourned on January 24, 2025 at 2:56 p.m.



Monthly Report - February 21, 2024

All figures and outcomes are based on the date of this report - February 18, 2025.

FLIGHT TRAINING:

- **Flights** - We've flown 0 hrs since the last board report.
- **Aircraft Status** - We are still 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** - Classes are going well and the students are progressing appropriately (the two FOA classes are competing for the most passed FAA exams, and AIA is getting "checkride ready")
- **Instrument/Commercial** - This is a great new class, and the students are excited to learn a new area of aviation.
- **Drone** - We have lots of momentum in drones this semester, and I expect several more drone pilots in the upcoming few months.
- **Balloons** - There's continued enthusiasm in this class, and the students are doing great.

ADDITIONAL:

- **Internships** - We have another ATC internship scheduled
- **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** - Slowly progressing (3 steps forward 2 steps back.)

EXPENSES:

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



Student Achievement Update February 2025

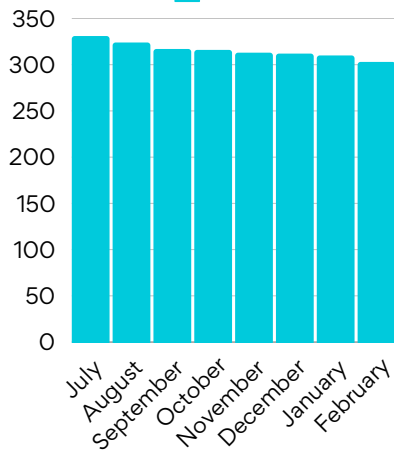


Student Enrollment

Student Enrollment Goal

SY 24/25: 320

■ Series 1



😊 Current Enrollment : **303**

2024 40 Day: **312**

😊 Waitlist : **3**

Edgenuity Academics by Enrollment

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



21%

On Pace and Passing



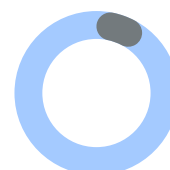
66%

Behind and Passing



.02%

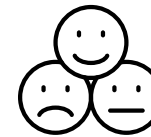
On Pace and Failing



11%

Behind and Failing

Actual Grade Report



A : **15%**

B : **14%**

C : **25%**

D : **24%**

F : **12%**

Walkthrough Goal

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



Goal : 30

Met : 30

Percent 100%

What's Happening?

The Edgenuity tutoring program is underway, and students are accessing it regularly. ELL Testing this week, and we are working toward interim testing with Renaissance Learning.

ALBUQUERQUE AVIATION ACADEMY AUTHORIZATION FOR DEPOSIT, TRAVEL EXPENSES, AND PAYMENT APPROVAL



ALBUQUERQUE AVIATION ACADEMY GOVERNING COUNCIL RESOLUTION

Resolution No. 2025 02 21

Date: February 21, 2025

AUTHORIZATION FOR DEPOSIT, TRAVEL EXPENSES, AND PAYMENT APPROVAL

WHEREAS, the Albuquerque Aviation Academy seeks to acquire an aircraft and requires due diligence to ensure its suitability;

WHEREAS, a deposit of **\$5,000** is necessary to secure the aircraft during the evaluation process;

WHEREAS, travel expenses must be covered to facilitate an on-site inspection by a qualified mechanic to assess the aircraft's condition and airworthiness;

WHEREAS, authorization is required for a purchase order (PO) or check in the amount of up to **\$150,000** to complete the transaction should the aircraft be deemed suitable;

NOW, THEREFORE, BE IT RESOLVED that the Governing Council of the Albuquerque Aviation Academy hereby:

1. **Approves** the issuance of a **\$5,000 deposit** for securing the aircraft.
2. **Authorizes** reimbursement or direct payment of travel expenses necessary for the mechanic's inspection.
3. **Approves** the issuance of a PO or check for an amount **not exceeding \$150,000** for the purchase of the aircraft upon successful approval by the mechanic.
4. **Directs** the appropriate Academy officials to ensure the proper execution and recordkeeping of these transactions.

BE IT FURTHER RESOLVED, that this resolution shall take effect immediately upon its adoption.

Adopted this February 21, 2025 by the Governing Council of the Albuquerque Aviation Academy.

SIGNED:

Larry Kennedy

President, Albuquerque Aviation Academy

Farrah Nickerson

Vice President, Albuquerque Aviation Academy

ALBUQUERQUE AVIATION ACADEMY AIRCRAFT USE AGREEMENT



AIRCRAFT USE AGREEMENT

This Aircraft Use Agreement ("Agreement") is entered into February 21, 2025 (the "Effective Date"), by and between **Albuquerque Aviation Academy**, a New Mexico public charter authorized by the Public Education Commission, whose address is 6441 Ventana Rd NW, Albuquerque, New Mexico 87114 ("AAA") and **Lauren Hollingsworth Chavez** ("Owner"). AAA and Owner are sometimes individually referred to herein as a "Party" and collectively referred to as the "Parties".

RECITALS

- A. Albuquerque Aviation Academy is a charter school that offers an aviation program to its students and Owner is a aeronautics instructor at AAA; and
- B. Owner owns a Cessna Cutlass 172RG (registration number N9773B) ("Aircraft") and leases a hangar ("Hangar") at Double Eagle II Airport ("KAEG"); and
- C. Owner is willing to allow AAA to use the Aircraft and the Hangar for its aviation program, at no charge, pursuant to the terms of this Agreement.

AGREEMENT

Now, therefore, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, AAA and Owner agree as follows:

- 1. Except as otherwise set forth in this Agreement, AAA shall have exclusive use of the Aircraft and Hangar during the term of this Agreement, free of charge or any compensation to the Owner.
- 2. The Aircraft will only be flown for AAA's student instructional purposes with AAA's Director of Aviation or Owner or the Aviation Educational Assistant on board providing instruction.
- 3. AAA will pay the costs of operation and upkeep of the Aircraft during the term of this Agreement, including insurance, maintenance, fuel, oil, other consumable items, and Hangar rental at KAEG. Payment of such costs will be to the repair facility or appropriate entity, and not to Owner. AAA will procure property and liability insurance coverage for the Aircraft with coverage limits that meet or exceed the coverage limits under Owner's existing policy. Owner will be named as an additional insured under the policy or policies procured by AAA.
- 4. As the sole compensation for inevitable wear and tear to the Aircraft and depreciation from hours used on the Aircraft, Owner may utilize the Aircraft for personal use (non-AAA's use) for five hours per calendar month at no cost to Owner. In the event Owner does not utilize the Aircraft for the full five hours each calendar month, the unused hours will roll-over to the following month and will be added to

the five hours available the following month. In the event Owner utilizes the Aircraft for more than five hours per calendar month for personal use, Owner will be responsible for the costs associated with the additional hours including the costs of fuel and oil. Owner may only use the Aircraft when it is not scheduled for use by AAA, whether for flight, maintenance or any other use, unless previously arranged with AAA Head Administrator.

5. The Aircraft will remain at KAEG except when in use for flight training or maintenance, unless otherwise agreed to by AAA's Director of Aviation. Owner shall continue to have access to the Hangar at any time during the term of this Agreement provided it does not interfere with AAA's use of the Aircraft or Hangar as provided herein. During the term of the Agreement, AAA's Director of Aviation will have the keys and access to the Aircraft and Hangar. If necessary or beneficial to AAA during the term of this Agreement, AAA may choose to take over as lessee on the lease for the Hangar, solely during the term of this Agreement.
6. This Agreement shall continue until terminated by one or both of the Parties in writing. Either Party may terminate this Agreement, for any reason, upon three business days' written notice to the other party. Notwithstanding the foregoing, if Owner terminates this Agreement within the earlier of one month, or ten tachometer hours, after the date of a 100 hour annual inspection of the Aircraft, Owner will reimburse AAA for the cost of the 100 hour annual inspection.
7. All notices to be sent to either Party hereunder will be sent in writing to the address for the receiving Party set forth above or to such other address (including email addresses) as may be provided to the other by a Party hereto, in writing. For notice to Owner, AAA will use Owner's email address at AAA.
8. This Agreement shall be governed by the laws of the State of New Mexico. Venue or any matter brought arising out of or related to this Agreement shall be in any court (state or federal) in Bernalillo County, New Mexico. This Agreement is personal to the Parties hereto, and it may not be assigned by either Party. Without limiting the foregoing, this Agreement shall be binding upon any successors to the Parties. The prevailing Party in any dispute that may arise from this Agreement will be entitled to collect attorneys' fees and expenses from the non-prevailing Party. This Agreement may be executed in multiple counterparts, including by electronic or facsimile signature, each of which will be deemed an original and all of which, together, will constitute one and the same instrument. Neither this Agreement nor any term, covenant, or condition contained herein may be amended, modified, or terminated, except by an agreement in writing, signed by both Parties. The invalidity or unenforceability of any provision of this Agreement will not affect the validity or enforceability of the remainder of this Agreement.

[signatures on following page]

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement to be effective as of the Effective Date.

ALBUQUERQUE AVIATION ACADEMY (AAA)

a New Mexico Public Charter School

By: _____

Date: _____

Name: _____

Title: _____

LAUREN HOLLINGSWORTH CHAVEZ

Name: Lauren Hollingsworth Chavez

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RECITALS

- A. Albuquerque Aviation Academy is a charter school that offers an aviation program to its students and Owner is a aeronautics instructor at AAA; and
- B. Owner owns a Ercoupe 415-C (registration number N3976H) ("Aircraft") and leases a hangar ("Hangar") at Double Eagle II Airport ("KAEG"); and
- C. Owner is willing to allow AAA to use the Aircraft and the Hangar for its aviation program, at no charge, pursuant to the terms of this Agreement.

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- 2. AAA will pay the costs of operation and upkeep of the Aircraft during the term of this Agreement, including insurance, maintenance, fuel, oil, other consumable items, and Hangar rental at KAEG. Payment of such costs will be to the repair facility or appropriate entity, and not to Owner. AAA will procure property and liability insurance coverage for the Aircraft with coverage limits that meet or exceed the coverage limits under Owner's existing policy. Owner will be named as an additional insured under the policy or policies procured by AAA.
- 3. As the sole compensation for inevitable wear and tear to the Aircraft and depreciation from hours used on the Aircraft, Owner may utilize the Aircraft for personal use (non-AAA's use) for five hours per calendar month at no cost to Owner. In the event Owner does not utilize the Aircraft for the full five hours each calendar month, the unused hours will roll-over to the following month and will be added to the five hours available the following month. In the event Owner utilizes the Aircraft for more than five hours per calendar month for personal use, Owner will be responsible for the costs associated with the additional hours including the costs of fuel and oil. Owner may only use the Aircraft when it is not

schedule for use by AAA, whether for flight, maintenance or any other use, unless previously arranged with AAA Head Administrator.

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5. This Agreement shall continue until terminated by one or both of the Parties in writing. Either Party may terminate this Agreement, for any reason, upon three business days' written notice to the other party. Notwithstanding the foregoing, if Owner terminates this Agreement within the earlier of one month, or ten tachometer hours, after the date of a 100 hour annual inspection of the Aircraft, Owner will reimburse AAA for the cost of the 100 hour annual inspection.
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[signatures on following page]

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement to be effective as of the Effective Date.

ALBUQUERQUE AVIATION ACADEMY (AAA)

a New Mexico Public Charter School

By: _____

Date: _____

Name: _____

Title: _____

LAUREN HOLLINGSWORTH CHAVEZ

Name: Lauren Hollingsworth Chavez

ALBUQUERQUE AVIATION ACADEMY

ACCEPTABLE USE POLICY



Acceptable Use Policy – Computer, Network, E-Mail, Internet and Cell Phone Use

The Albuquerque Aviation Academy is a leader in implementing innovative and researched-based strategies and educational programs. The computer-based delivery of curriculum and access to the latest computer software and hardware innovations in conjunction with anytime world-wide web access has moved Albuquerque Aviation Academy to the forefront of technology education. Access to the curriculum via the internet frees students from the restraints of the traditional classroom. Instruction becomes an individual experience for students who are able to pursue a self-directed education.

The purpose of Albuquerque Aviation Academy in providing Internet access is to facilitate research and education.

While it is the Albuquerque Aviation Academy's intent to make the Internet available in order to further educational goals, parents and guardians should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate and offensive. Although Albuquerque Aviation Academy will monitor and regulate student use and access to the Internet, this regulation cannot guarantee compliance with the Acceptable Use Policy. Ultimately parents and guardians of minors are responsible for setting and conveying the acceptable standards for their children.

The accounts and devices provided by Albuquerque Aviation Academy should be used only for educational purposes. If a student is uncertain about whether a particular use of the computer network or the Internet is appropriate, he or she should consult a teacher or staff member. E-mail may be used for all correspondence, private or school related, provided the student complies with the provisions listed below.

The following uses of the accounts provided by Albuquerque Aviation Academy are unacceptable, and may result in disciplinary action as determined by Albuquerque Aviation Academy staff:

- I. Uses that violate any state or federal law or municipal ordinance are unacceptable. Unacceptable uses include, but are not limited to the following:
 - a. Selling or purchasing any illegal substance, medications, or stolen property.
 - b. Accessing, transmitting, or downloading all types of pornography, obscene depictions, harmful materials, or materials that encourage others to violate the law.
 - c. Transmitting or downloading confidential information or copyrighted materials.
- II. Uses that involve the accessing, transmitting or downloading of inappropriate materials on the Internet as determined by Albuquerque Aviation Academy or other authorities.
 - a. Accessing the Internet or e-mail during inappropriate or scheduled class times, as determined by staff.
 - b. Uses that involve using non-school e-mail accounts via school computers.
 - c. Uses that cause harm to others or damage to their property are unacceptable. Unacceptable uses include, but are not limited to the following.
 - Deleting, copying, modifying, or forging other users' e-mails, files, or data.

- Accessing another User's e-mail.
 - Damaging or potentially damaging computer equipment, files, data or the network.
 - Using profane, abusive, or impolite language during on-line communication.
 - Threatening, harassing, or making defamatory or false statements about others.
 - Accessing, transmitting or downloading harmful files or programs.
 - Using any computer to pursue hacking, internal or external to the school, or attempting to access information that is protected by privacy laws.
- III. Uses that jeopardize access or lead to unauthorized access into accounts or other computer networks are unacceptable. Unacceptable uses include, but are not limited to the following:
- a. Using other users' account passwords or identifiers.
 - b. Disclosing one's account password to other users or allowing other users to use one's accounts.
 - c. Accessing other users' accounts or other computer networks.
 - d. Interfering with other users' ability to access their accounts.

Albuquerque Aviation Academy is not responsible for any claims, losses, damages, costs, or other obligations arising from the unauthorized use of the accounts. Albuquerque Aviation Academy also denies any responsibility for the accuracy or quality of the information obtained through the Internet account. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of Albuquerque Aviation Academy, its affiliates, or employees. Account users are responsible for any losses sustained by Albuquerque Aviation Academy or its affiliates, resulting from the Account users' intentional misuse of the accounts.

Albuquerque Aviation Academy Cell Phone/Electronic Device Use

Students may carry cell phones/electronic devices at their own risk. Albuquerque Aviation Academy is not responsible for lost, stolen, or damaged phones and devices. Students may use cell phones/electronic devices before and after school and during teacher-approved school breaks only. Students may not use cell phones/electronic devices during any class, school assemblies, lunch, and/or other special events.

Cell phones/electronic devices must not disrupt the educational process and/or school activities. At the beginning of their first session, students must turn off their cell phones/electronic devices and place them in a teacher-directed location (i.e., cell phone box, table, or other designated area). Cell phones will be returned to students at the end of their day or end of Session Four.

Albuquerque Aviation Academy reserves the right to confiscate cell phones/electronic devices from students who violate this policy. Parents will be notified to pick up the student's confiscated device from the school. Repeated violations of this policy may result in disciplinary action.

This Acceptable Use Policy complies with federal and state telecommunication rules and regulations.

ALBUQUERQUE AVIATION ACADEMY BACKGROUND CHECK POLICY



ALBUQUERQUE AVIATION ACADEMY BACKGROUND CHECK POLICY

PURPOSE

Albuquerque Aviation Academy (AAA) is committed to maintaining a safe and secure environment for all students, staff, and volunteers. In compliance with state law, Albuquerque Aviation Academy requires comprehensive background checks for all employees and volunteers.

POLICY

- 1. Initial Background Checks for Employees**
All prospective employees must undergo a comprehensive background check prior to the start of their employment at the expense of the school. Employment is contingent upon the successful completion and review of this background check.
- 2. Renewal Background Checks for Current Employees**
Current employees are required to complete a new comprehensive background check every five (5) years. The cost of these periodic background checks will be covered by Albuquerque Aviation Academy.
- 3. Background Checks for Volunteers**
All prospective volunteers who will have direct and unsupervised contact with students are required to complete a background check prior to the start of their service. Volunteer background checks are valid for five (5) years. The cost of these checks must be paid by the individual volunteer.
- 4. Compliance with State Law**
This policy aligns with New Mexico state law regarding background checks for public and charter school employees and volunteers. For detailed legal requirements, please refer to Section 22-10A-5 of the New Mexico Public School Code, accessible at the official website of the New Mexico Legislature (<https://www.nmlegis.gov/>).

IMPLEMENTATION

- Background checks will be conducted through a state-approved provider to ensure consistency and compliance.
- Individuals failing to comply with this policy within the specified time frame may be subject to suspension or termination of employment/volunteer privileges.

CONFIDENTIALITY

All background check results will be kept strictly confidential and stored securely in compliance with applicable laws and regulations.

Questions For questions or further information regarding this policy, please contact the Albuquerque Aviation Academy Administration.

ALBUQUERQUE AVIATION ACADEMY

CONFLICT OF INTEREST AND NEPOTISM POLICY



ALBUQUERQUE AVIATION ACADEMY CONFLICT OF INTEREST AND NEPOTISM POLICY

PURPOSE

This policy is designed to ensure the Albuquerque Aviation Academy complies with all applicable laws, including the Charter Schools Act (NMSA § 22-8B-5.2) and the Public School Code (NMSA § 22-1-1 et seq.), to avoid conflicts of interest, maintain transparency, and uphold ethical standards.

DEFINITIONS

“Immediate Family Member” is the spouse, father, father-in-law, mother, mother-in-law, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law or any other relative who is financially dependent on the individual.

“Financial Interest” is a person has any financial interest if the person has, directly or indirectly, through business, investment, or family:

- 1) Own or have an investment interest in any entity with which the school has a transaction, arrangement, or contract.
- 2) Receive compensation from the school or from any entity/individual with which the school has a transaction, arrangement, or contract.
- 3) Have a potential ownership, investment interest, or compensation arrangement with any entity or individual negotiating a transaction, arrangement, or contract with the school.

“Compensation” includes direct or indirect remuneration, gifts, or favors of any kind.

PROCEDURES; CONFLICT OF INTEREST

- A. Duty to Disclose. An individual with a financial interest or potential conflict of interest must disclose it to the Governing Board and provide all relevant material facts.
- B. Determining Whether a Conflict of Interest Exists. A conflict of interest exists when:
 - 1) A Governing Board member or their immediate family member is an owner, agent, contractor, or has a financial interest in an entity with which the school contracts for professional services, goods, or facilities.

2) A Governing Board member, employee, officer, or agent of the school is involved in selecting, awarding, or administering a contract and has a financial interest (or an immediate family member has a financial interest) in the entity being contracted.

3) A chartering authority employee, agent, or board member who participates in the review, approval, oversight, or renewal of a charter school serves on the Governing Board of the school they oversee.

ADDRESSING A CONFLICT OF INTEREST

Individuals with a conflict of interest are prohibited from participating in selecting, awarding, or administering the related transaction, arrangement, or contract. They are also prohibited from acquiring any financial interest in the transaction.

VIOLATIONS OF THE POLICY

Violations of NMSA 1978, Section 22-8B-5.2, as described in this policy, result in the following:

- **Voidable Contracts:** Contracts between the school and the person or their immediate family member may be voided at the discretion of the chartering authority, Public Education Department, or Governing Board.
- **Liability for Damages:** Individuals knowingly violating the policy may be held personally liable for financial damages incurred by the school.

CONFLICT OF INTEREST STATEMENTS

Upon joining the Governing Board, each member must sign a statement affirming that they:

1. Received a copy of the Conflict of Interest Policy.
2. Have read and understood the policy.
3. Agree to comply with the policy.

NEPOTISM PROHIBITED

Pursuant to NMSA 1978, Section 22-8B-10:

1. The head administrator of the charter school may not initially hire or approve the hiring of immediate family members of a Governing Board member or the head administrator in any capacity.
2. The Governing Board may grant a waiver to this rule for family members of the head administrator.

ALBUQUERQUE AVIATION ACADEMY DRONE ACTIVITIES POLICY AND PROCEDURES



ALBUQUERQUE AVIATION ACADEMY DRONE ACTIVITIES POLICY AND PROCEDURES

PURPOSE

Albuquerque Aviation Academy (AAA) recognizes the educational value of incorporating drone activities into its curriculum and extracurricular programs. This policy establishes guidelines for the appropriate and prohibited use of drones to ensure safety, compliance with applicable laws, and the protection of privacy.

SCOPE

This policy applies to all students, staff, volunteers, and third parties involved in drone activities conducted on or off AAA property or during AAA-sponsored events.

POLICY STATEMENT

All drone activities conducted under the auspices of AAA must comply with Federal Aviation Administration (FAA) regulations, New Mexico state laws, and this policy's guidelines.

APPROPRIATE USE GUIDELINES

1. Educational and Extracurricular Activities

- Drones may be used for approved educational purposes, including STEM projects, photography, mapping, and other instructional activities.
- Drone activities must be supervised by a qualified staff member or instructor.

2. Operational Requirements

- Operators must complete any required training, including FAA Remote Pilot Certification if applicable.
- Drones must be registered with the FAA if required and display their registration number.
- Pre-flight checks must be conducted to ensure the drone is in safe operating condition.
- Drones may only be flown during daylight hours and in suitable weather conditions.
- Drones must remain within the operator's visual line of sight (VLOS) at all times.

3. Designated Areas

- Drones may only be operated in areas designated by AAA for such activities.
- Operations near crowds, buildings, or restricted areas (e.g., athletic fields during games) are prohibited unless prior authorization is granted.

4. Privacy and Safety

- Operators must respect the privacy of individuals and refrain from capturing images, videos, or audio recordings without explicit consent.
- Safety is the top priority; any hazardous conditions or incidents must be reported immediately to the supervising staff and school administration.

PROHIBITED USE GUIDELINES

1. Restricted Airspace

- Drones may not be operated in restricted airspace, including areas near airports or military installations, without prior authorization.

2. Inappropriate Activities

- The use of drones for harassment, surveillance, or any activities that violate AAA's Code of Conduct is strictly prohibited.
- Drones may not carry weapons, hazardous materials, or payloads intended to disrupt school activities.

3. Unauthorized Use

- Students and staff may not use personal drones on AAA property without prior approval from school administration.
- Unauthorized drone use during school-sponsored events is prohibited.

4. Violation of Laws and Policies

- Any use of drones that violates FAA regulations, state or local laws, or this policy is prohibited and may result in disciplinary action.

PROCEDURES

1. Training and Supervision

- All operators must complete required training before participating in drone activities.
- A qualified staff member must supervise all drone operations.

2. Incident Reporting

- Any incidents, including equipment malfunctions, accidents, or safety concerns, must be reported immediately to the supervising staff and documented for review.

3. Policy Enforcement

- Violations of this policy will result in disciplinary action, which may include suspension of drone privileges, detention, or other consequences as determined by school administration.

LEGAL COMPLIANCE

This policy complies with:

- Federal Aviation Administration (FAA) regulations, including Part 107 rules.
- New Mexico state laws regarding unmanned aircraft systems.

REVIEW AND UPDATES

This policy will be reviewed annually by the school administration to ensure alignment with changes in laws, regulations, and best practices.

ALBUQUERQUE AVIATION ACADEMY FOSTER CARE ENROLLMENT POLICY



ALBUQUERQUE AVIATION ACADEMY FOSTER CARE ENROLLMENT POLICY

PURPOSE

Albuquerque Aviation Academy (AAA) is committed to ensuring that students in foster care have access to a high-quality education and experience minimal disruption when changing schools. This policy aligns with federal and state laws, including the Every Student Succeeds Act (ESSA), Title 22 of the New Mexico Public School Code, and other applicable regulations.

POLICY STATEMENT

AAA will provide immediate and equitable enrollment to students in foster care, in compliance with federal and state requirements. This policy applies to all students who are under the legal responsibility of child welfare agencies.

KEY PROVISIONS

1. Immediate Enrollment

- AAA will enroll students in foster care immediately, even if required documents such as academic records, immunization records, or proof of residency are not available at the time of enrollment.
- The school will work with the child welfare agency and the prior school to obtain missing records within 30 days of enrollment.

2. School Stability

- In accordance with Section 1111(g)(1)(E) of ESSA, AAA will prioritize maintaining students in their school of origin unless it is determined that it is not in the student's best interest.
- If a change in school is necessary, the decision will be made collaboratively with the child welfare agency, and AAA will work to ensure a smooth transition to the new school.

3. Designation of a Foster Care Liaison

- AAA will designate a Foster Care Liaison to serve as the primary contact for students in foster care, their families, and child welfare agencies. The Liaison will:
 - Facilitate enrollment and records transfer.
 - Ensure transportation arrangements are in place.
 - Advocate for the educational rights and needs of students in foster care.
 - Provide training and resources to school staff regarding the unique needs of foster care students.

4. Equal Access to Programs

- Students in foster care will have access to all programs, services, and extracurricular activities offered by AAA, including special education, gifted programs, advanced placement courses, and after-school activities.

5. Privacy Protections

- AAA will protect the confidentiality of all records and information pertaining to students in foster care in accordance with the Family Educational Rights and Privacy Act (FERPA).

LEGAL REFERENCES

- Every Student Succeeds Act (ESSA), Section 1111(g)(1)(E)
- McKinney-Vento Homeless Assistance Act (as applicable to students in foster care)
- New Mexico Public School Code, Section 22-12A-14 (Educational Stability for Children in Foster Care)
- Family Educational Rights and Privacy Act (FERPA)

IMPLEMENTATION AND REVIEW

- The Foster Care Liaison will ensure compliance with this policy and will annually review the policy to ensure alignment with state and federal regulations.
- Updates to this policy will be made as necessary to reflect changes in laws or regulations.

ALBUQUERQUE AVIATION ACADEMY FUNDRAISING POLICY AND PROCEDURES



ALBUQUERQUE AVIATION ACADEMY FUNDRAISING POLICY AND PROCEDURES

PURPOSE

Albuquerque Aviation Academy (AAA) supports fundraising activities that enhance the educational experience of students and align with the school's mission and values. This policy establishes guidelines for fundraising initiatives conducted by student organizations, staff, and parent groups to ensure transparency, fairness, and compliance with school policies and applicable laws.

POLICY STATEMENT

All fundraising activities conducted under the auspices of AAA must be approved by the school administration. This policy applies to all fundraising efforts, including those organized by student groups, parent-teacher organizations, and staff.

APPROVAL PROCESS

1. Submission of Fundraising Request Form

- Groups wishing to conduct a fundraising activity must complete the "Fundraising Request Form," available from the school office or website.
- The completed form must include details such as the purpose of the fundraiser, target audience, proposed dates, location, and a description of the activity.
- Forms must be submitted to the school administration for review at least two weeks prior to the proposed start date of the fundraiser.

2. Administrative Review and Approval

- The school administration will review the submitted form to ensure the fundraiser aligns with school policies, does not conflict with other activities, and adheres to legal and safety standards.
- Approval or denial of the request will be communicated to the organizing group within five business days of submission.

3. Record Keeping

- Approved fundraising activities will be recorded in the school's master calendar to prevent scheduling conflicts.

GUIDELINES FOR FUNDRAISING ACTIVITIES

1. Alignment with School Values

- Fundraising activities must support the educational mission of AAA and reflect positively on the school community.

2. Use of Funds

- All funds raised must be used for the stated purpose as outlined in the approved "Fundraising Request Form."

3. Safety and Legal Compliance

- Fundraising activities must comply with local, state, and federal laws.
- Activities involving food sales must adhere to health and safety regulations.

4. Prohibited Activities

- Fundraisers involving door-to-door solicitation by students are not allowed.
- Activities that pose safety risks or conflict with school policies are prohibited.

PROCEDURES

1. Planning

- Organizers must ensure that the proposed fundraiser does not interfere with instructional time or other scheduled events.
- Adequate supervision and staffing must be arranged to ensure the safety of participants.

2. Execution

- Fundraising activities must be conducted responsibly, with respect for school property and community members.
- All promotional materials must be pre-approved by the administration before distribution.

3. Post-Fundraiser Reporting

- A financial summary, including total funds raised and expenditures, must be submitted to the administration within two weeks after the fundraiser.
- Any remaining funds must be handled according to school policies and accounted for appropriately.

HANDLING OF FUNDS

- All funds collected during fundraising activities must be accurately recorded and safeguarded.
- Receipts must be issued for all cash transactions.
- All funds must be given to the Office Manager or Business Manager/Assistant by 3:30 PM on a daily basis.
- Funds should be deposited into the organization's bank by office personnel account within 24 hours of receipt.

CONSEQUENCES FOR NON-COMPLIANCE

Failure to follow this policy and procedure may result in the denial of future fundraising requests and other disciplinary actions as deemed appropriate by the administration.



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, 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 LOTTERY, ADMISSIONS, AND ENROLLMENT POLICY



ALBUQUERQUE AVIATION ACADEMY LOTTERY, ADMISSIONS, AND ENROLLMENT POLICY

Albuquerque Aviation Academy is a state-authorized public charter school in New Mexico and complies with all applicable laws regarding admissions. The school will not discriminate among applicants based on disability, gender, gender identity, ethnic or national origin, religion, sexual orientation, or academic standing.

Each year the administration shall identify the maximum number of openings the school shall have for the following school year. This shall be accomplished by identifying the number of graduates the school expects; querying students/parents on their intent to re-enroll for the following school year; and setting the maximum number of students who shall be admitted via the lottery process. Parents who fail to respond to the query shall be deemed “not returning” and the student’s position shall be made available to a new student.

Albuquerque Aviation Academy opens the enrollment process for the next school year in January. The enrollment process begins by completing the Lottery Application, available on the website.

If the number of interested students exceeds available spaces, Albuquerque Aviation Academy will conduct a lottery for admissions. The lottery will be held solely for open spaces. If the number of applicants does not exceed the number of seats available, all applicants will be offered a seat.

Notification and Public Access

Before each lottery, the school will publicly announce the lottery date, location, and time via print, online, and other accessible media, as applicable. Instructions for entering the lottery will also be provided, and procedures will be clearly explained to attendees.

Lottery Priority Placement

Pursuant to the New Mexico Charter Schools Act enrollment preference shall be given to:

1. Students who have been admitted to the charter school through an appropriate admission process and remain in attendance through subsequent grades.
2. Siblings of students enrolled at the school and children of current staff members will receive “priority placement” for the following school year. Priority placement shall occur prior to the lottery.

"Siblings" includes students who reside together at least 50% of the time in a permanent or semi-permanent arrangement, such as long-term foster care, or who are related by blood, marriage, or cohabitation.

3. Children of employees employed by the charter school.

Lottery Execution

Lottery entries are drawn randomly using PowerSchool Enrollment for the available spaces. Enrollment is granted in the order drawn until all spaces are filled and then students will be given a number and placement on the grade level's waitlist. After the lottery is completed and all openings filled, additional students will be placed on a waitlist. Any expressions of interest received post-lottery will be added to the waitlist in the order they are received.

All selected students will be notified via email initially. Families must respond within three (3) business days to confirm acceptance. If there is no response, the space may be offered to the next student on the waitlist.

Enrollment Requirements

Upon enrolling at the Albuquerque Aviation Academy, a student/parent must complete the registration process which includes presenting satisfactory evidence of age, evidence that they are in compliance with all immunization requirements under New Mexico State Statutes and Administrative Code, complete the Code of Conduct, the "Next Step Plan", the federal program eligibility form, and sign and return the school's acceptable use policy.

ALBUQUERQUE AVIATION ACADEMY PARENT AND FAMILY ENGAGEMENT POLICY



ALBUQUERQUE AVIATION ACADEMY PARENT AND FAMILY ENGAGEMENT POLICY

PURPOSE

Albuquerque Aviation Academy (AAA) is committed to fostering meaningful partnerships with parents and families to support student academic achievement and overall success. This policy is developed in accordance with Section 1116 of the Every Student Succeeds Act (ESSA) and outlines how AAA will promote and implement parent and family engagement.

POLICY STATEMENT

Albuquerque Aviation Academy believes that parents and families play a vital role in their children's education. To that end, the school will:

1. **Involve Parents in Policy Development and Review**

- Convene an annual meeting, at a convenient time, to inform parents of the school's participation in Title I, Part A programs and their rights to be involved in the development and review of this policy.
- Seek input from parents and families through surveys, focus groups, and advisory committees to ensure the policy reflects their needs and expectations.
- Make the policy available to all parents in an understandable and uniform format, including translations as needed.

2. **Provide Opportunities for Participation**

- Encourage parents to participate in the planning, review, and improvement of Title I programs, including the school improvement plan and parent involvement initiatives.
- Invite parents to attend regular parent-teacher conferences, school events, and workshops to foster collaboration.

3. **Support Effective Communication**

- Provide timely information about school programs, activities, and student progress through newsletters, emails, text messages, and the school website.
- Offer information in a format and language that parents can understand, ensuring accessibility for all families.

4. **Build Capacity for Parent Engagement**

- Provide resources and training to help parents understand state academic standards, assessments, and how to support their children's learning at home.
- Educate staff on the value of parent contributions and how to effectively communicate and collaborate with families.

5. Coordinate with Other Programs

- Collaborate with community organizations, early childhood programs, and local agencies to provide resources and services that support families.
- Integrate parent engagement strategies with other federal, state, and local programs to maximize the impact of efforts.

6. Provide Accessibility

- Ensure that all parents, including those with limited English proficiency, disabilities, or other barriers, have access to information and opportunities to participate.
- Use translators, interpreters, and accessible materials to meet diverse family needs.

IMPLEMENTATION AND EVALUATION

- The school will conduct an annual evaluation of the effectiveness of the parent and family engagement policy and programs. This evaluation will include input from parents through surveys, meetings, and other feedback mechanisms.
- Based on the results of the evaluation, the school will identify and address barriers to parent participation and revise the policy as necessary.

ANNUAL POLICY DISTRIBUTION

- This policy will be distributed to all parents at the beginning of each school year and will be available on the Albuquerque Aviation Academy website and in the school office.

QUESTIONS OR COMMENTS

Parents and families are encouraged to contact the school’s Title I Coordinator or administration with any questions or comments about this policy.

APPROVAL AND ADOPTION

This Parent and Family Engagement Policy was developed jointly with parents and adopted on 2/21/2025.

SIGNATURES

Head Administrator: _____

Title I Coordinator: _____

Parent Representative: _____

ALBUQUERQUE AVIATION ACADEMY

PARENT- SCHOOL COMPACT



ALBUQUERQUE AVIATION ACADEMY PARENT – SCHOOL COMPACT

In accordance with Section 1116 of the Every Student Succeeds Act (ESSA), Albuquerque Aviation Academy (AAA) is committed to fostering a partnership between the school, parents, and students to improve academic achievement and support student success. This compact outlines shared responsibilities to meet high academic standards and create a positive and effective learning environment.

School Responsibilities Albuquerque Aviation Academy will:

1. Provide High-Quality Curriculum and Instruction
 - Deliver engaging, standards-based instruction in a safe and supportive environment.
 - Use evidence-based teaching practices to ensure all students meet or exceed academic expectations.
2. Communicate Regularly with Parents
 - Hold parent-teacher conferences at least twice a year to discuss student progress and this compact.
 - Provide frequent reports on student progress through report cards, progress reports, and online platforms.
 - Respond promptly to parent questions and concerns.
3. Involve Parents in the Educational Process
 - Offer multiple opportunities for parents to volunteer, observe, and participate in classroom activities.
 - Involve parents in decision-making processes and advisory committees related to school policies and programs.
 - Provide workshops, resources, and training to help parents support their children's education at home.
4. Ensure Accessibility
 - Provide information in an understandable and uniform format, including translations as needed.
 - Schedule meetings and activities at flexible times to accommodate family needs.
 -

Parent/Guardian Responsibilities As a parent/guardian, I will:

1. Support My Child's Learning
 - Ensure my child attends school regularly, arrives on time, and is prepared to learn.
 - Provide a quiet place and time for homework and encourage my child to complete assignments.
 - Encourage my child to read daily and discuss school activities with them.
2. Communicate with the School
 - Stay informed about my child's progress and school activities by attending conferences and checking communications.
 - Communicate promptly with teachers or staff about concerns or issues affecting my child's learning.

3. Participate in School Activities

- Volunteer or attend school events, parent workshops, and advisory meetings whenever possible.
- Serve as a role model by demonstrating a positive attitude toward education.
-

Student Responsibilities As a student, I will:

1. Take Responsibility for My Learning

- Attend school regularly, arrive on time, and bring the necessary materials.
- Complete all classwork and homework assignments to the best of my ability.

2. Communicate with My Teachers

- Ask questions when I do not understand something and seek help when needed.
- Share information about challenges or concerns that affect my learning.

3. Follow School Rules

- Respect myself, others, and school property.
- Follow the rules and expectations of Albuquerque Aviation Academy to create a positive and safe learning environment.

COMPACT AGREEMENT

By signing below, we acknowledge our commitment to fulfilling the responsibilities outlined in this compact and working together to support the academic success and well-being of all students.

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____

Teacher/Staff Signature: _____ Date: _____

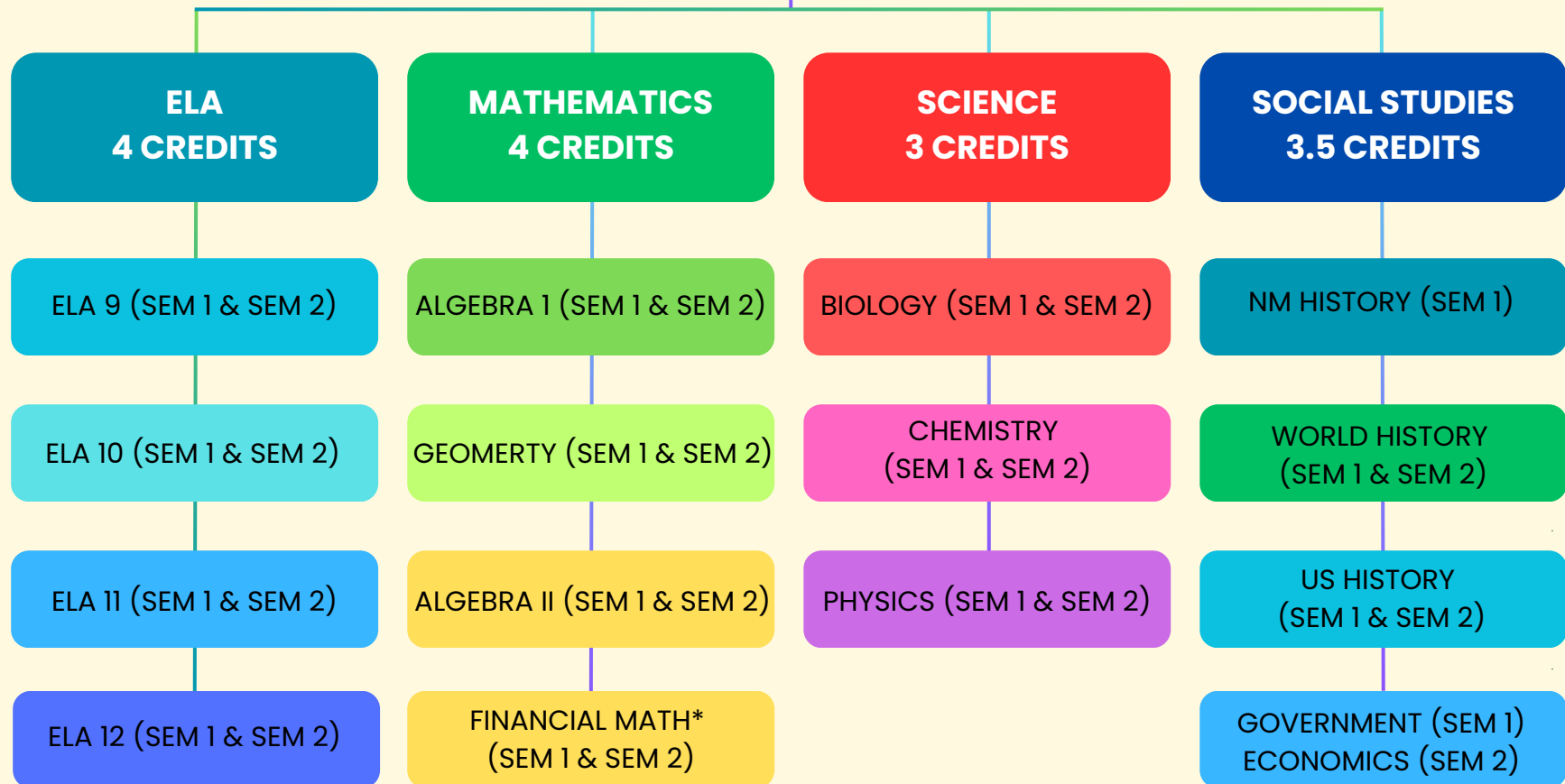


GRADUATION FLOW CHART

2022–2028 COHORTS

CORE CLASSES

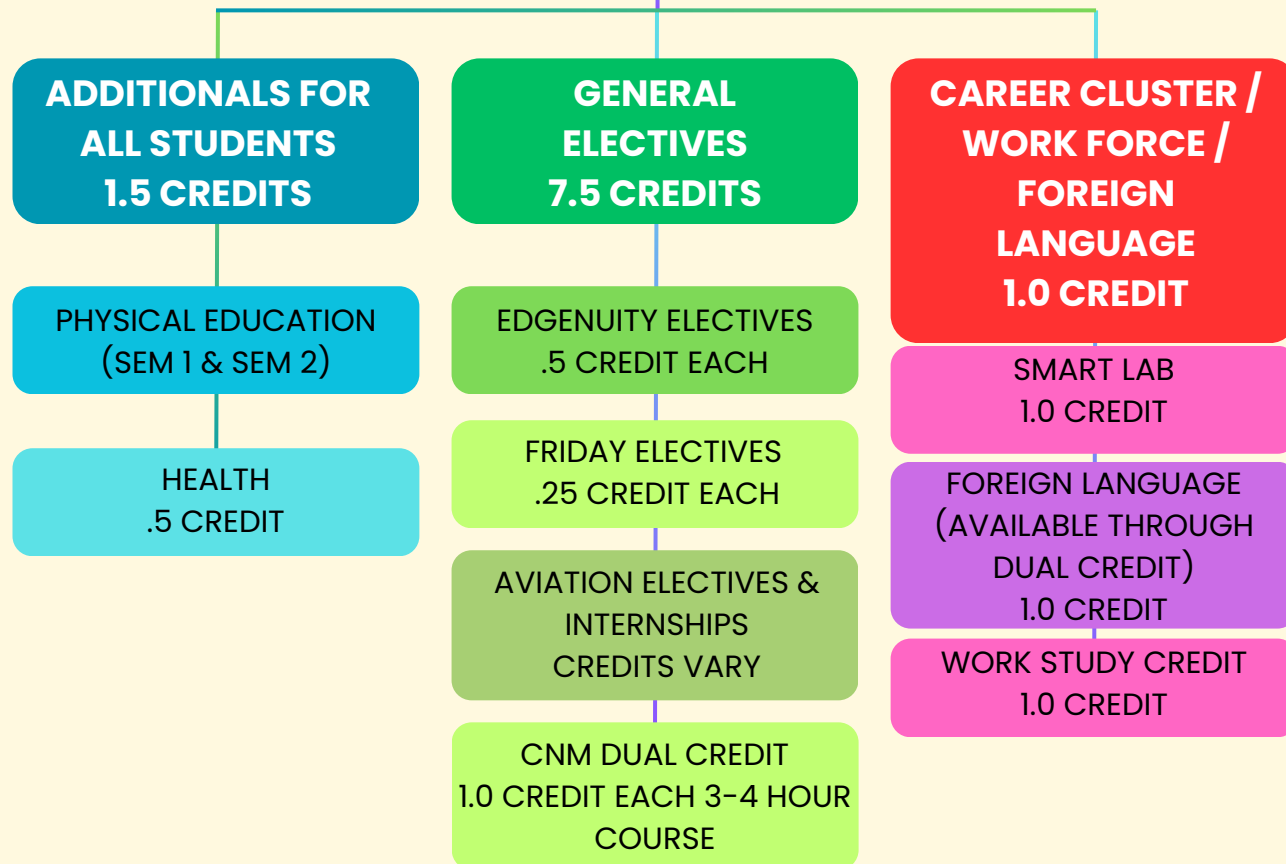
24.5 TOTAL CREDITS TO GRADUATE



GRADUATION FLOW CHART

2022-2028 COHORTS

ELECTIVES & ADDITIONALS



ANY ADDITIONAL CREDITS EARNED WILL MOVE TOWARDS GENERAL ELECTIVES REQUIREMENT

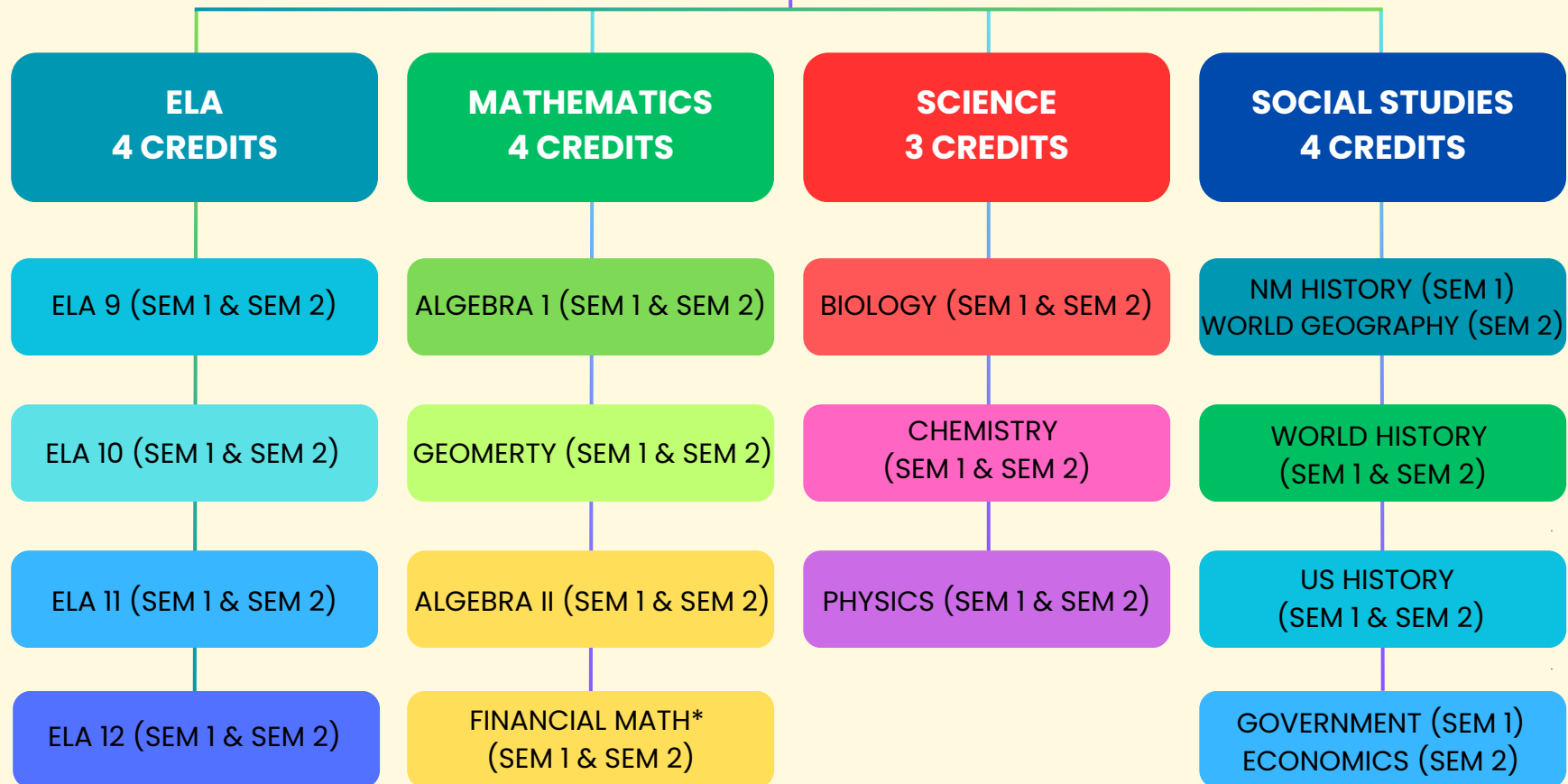


GRADUATION FLOW CHART

2029 COHORT AND BEYOND

CORE CLASSES

24 TOTAL CREDITS TO GRADUATE





GRADUATION FLOW CHART

2029 COHORT AND BEYOND

ELECTIVES & ADDITIONALS

Local Requirements

**ADDITIONALS FOR ALL STUDENTS
1.5 CREDITS**

PHYSICAL EDUCATION
(SEM 1 & SEM 2)

HEALTH (TAKEN IN 8TH
GRADE AT ABQ
AVIATION)
.5 CREDIT

**GENERAL
ELECTIVES
5.5 CREDITS**

EDGENUITY ELECTIVES
.5 CREDIT EACH

FRIDAY ELECTIVES
.25 CREDIT EACH

AVIATION INTERNSHIPS
.5 CREDIT EACH

CNM DUAL CREDIT
1.0 CREDIT EACH 3-4 HOUR
COURSE

**LOCAL ROUTE 1
2 CREDITS**

INTRO TO AVIATION
.25 CREDIT

FOUND OF AVIATION
.25 CREDIT (CAN TAKE TWICE)

PASSED FAA GENERAL
KNOWLEDGE EXAM
.75 CREDITS

ADVANCEMENT IN
AVIATION
.25 CREDIT

PRIVATE PILOT LICENSE
.75 CREDIT

**LOCAL ROUTE 2
2 CREDITS**

SMART LAB
.5 CREDIT EACH SEM

STEAM EDGENUITY
ELECTIVES
.50 CREDIT EACH

ANY ADDITIONAL CREDITS EARNED WILL MOVE TOWARDS GENERAL
ELECTIVES REQUIREMENT



SW AERONAUTICS MATHEMATICS AND SCIENCE ACADEMY

**Grades 6-12
Fall 2024**



Summary

Topic Description	Results	Comparison
School Climate Perceptions of the overall social and learning climate of the school.	45% ▲ 3 since last survey	38% New Mexico Public Education Department
School Safety Perceptions of student physical and psychological safety at school.	71% ▼ 5 since last survey	55% New Mexico Public Education Department

286 responses



School Climate

Your average

45%

286 responses

Change

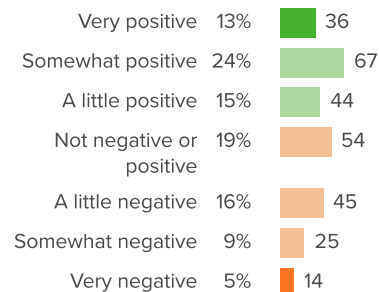
▲ 3

since last survey

State average: **38%** New Mexico Public Education Department

How did people respond?

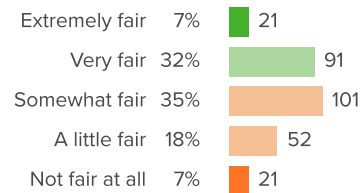
Q.1: How positive or negative is the mood at your school?



▼ 3 from last survey

Favorable: **52%**

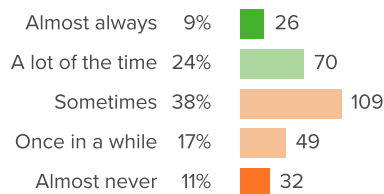
Q.2: How fair are the rules at this school?



▼ 13 from last survey

Favorable: **39%**

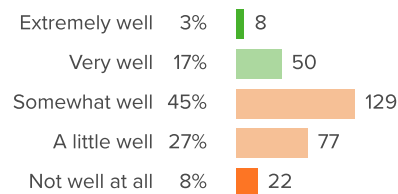
Q.3: How often do your teachers seem excited to be teaching your classes?



▼ 1 from last survey

Favorable: **34%**

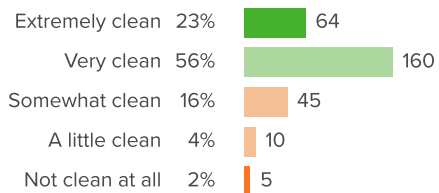
Q.4: How well do students follow the rules of your school?



Favorable: **20%**



Q.5: How clean is the building where you go to school?



Favorable: **79%**



School Safety

Your average

71%

286 responses

Change

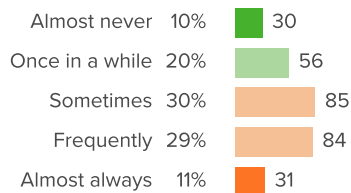
▼ **5**

since last survey

State average: **55%** New Mexico Public Education Department

How did people respond?

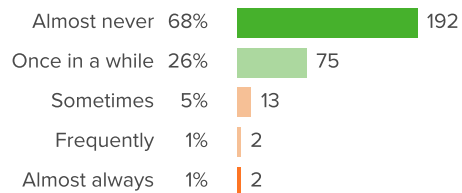
Q.1: How often are people disrespectful to others at your school?



▼ **15** from last survey

Favorable: **30%**

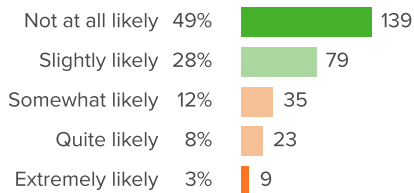
Q.2: How often do students get into physical fights at your school?



▼ **1** from last survey

Favorable: **94%**

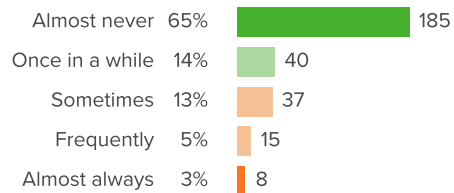
Q.3: How likely is it that someone from your school will bully you online?



▼ **3** from last survey

Favorable: **76%**

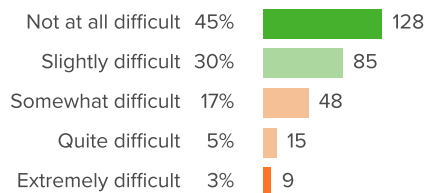
Q.4: How often do you worry about violence at your school?



▼ **8** from last survey

Favorable: **79%**

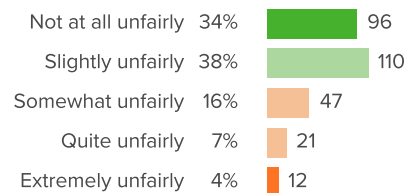
Q.5: If a student is bullied in school, how difficult is it for him/her to get help from an adult?



▼ **3** from last survey

Favorable: **75%**

Q.6: At your school, how unfairly do the adults treat the students?



▲ **0** from last survey

Favorable: **72%**



SW AERONAUTICS MATHEMATICS AND SCIENCE ACADEMY

**Grades 6-12
Fall 2024**



Summary

Topic Description	Results	Comparison
Self-Efficacy How much students believe they can succeed in achieving academic outcomes.	35% ▼ 4 since last survey	38% New Mexico Public Education Department
Self-Management How well students manage their emotions, thoughts, and behaviors in different situations.	71% 0 since last survey	68% New Mexico Public Education Department
Sense of Belonging How much students feel that they are valued members of the school community.	44% ▲ 6 since last survey	45% New Mexico Public Education Department

291 responses



Self-Efficacy

Your average

35%

291 responses

Change

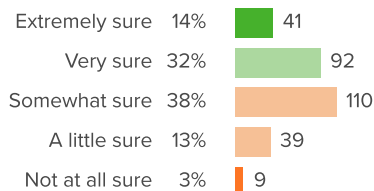
▼ **4**

since last survey

State average: **38%** New Mexico Public Education Department

How did people respond?

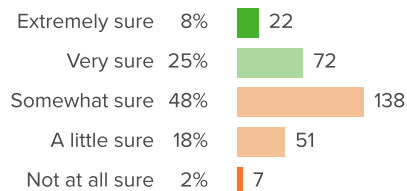
Q.1: How sure are you that you can complete all the schoolwork that is given to you?



▼ **11** from last survey

Favorable: **46%**

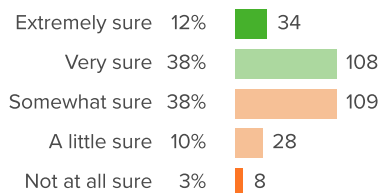
Q.2: When complicated ideas are discussed in class, how sure are you that you can understand them?



▼ **6** from last survey

Favorable: **32%**

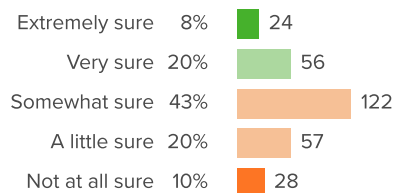
Q.3: How sure are you that you can learn all the subjects taught in your classes?



▲ **5** from last survey

Favorable: **49%**

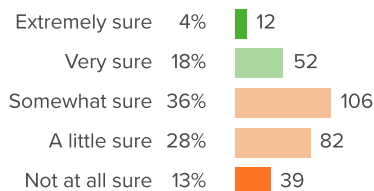
Q.4: How sure are you that you can do the hardest schoolwork that is given to you?



▼ **9** from last survey

Favorable: **28%**

Q.5: How sure are you that you will remember what you learned in your current classes, next year?



▲ **3** from last survey

Favorable: **22%**



Self-Management

Your average

71%

291 responses

Change

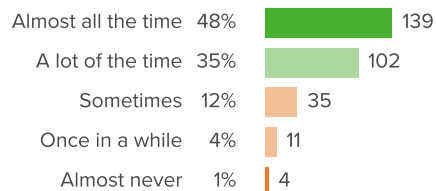
0

since last survey

State average: **68%** New Mexico Public Education Department

How did people respond?

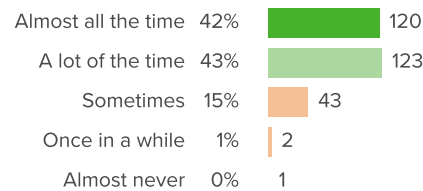
Q.1: During the past two weeks, how often did you come to class prepared?



▲ 3 from last survey

Favorable: **83%**

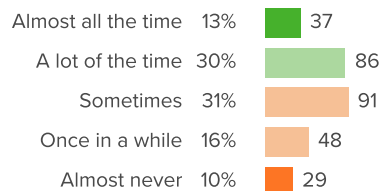
Q.2: During the past two weeks, how often did you follow directions in class?



▼ 4 from last survey

Favorable: **84%**

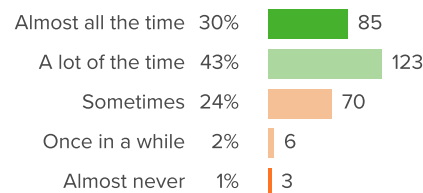
Q.3: During the past two weeks, how often did you get your work done right away, instead of waiting until the last minute?



▼ 1 from last survey

Favorable: **42%**

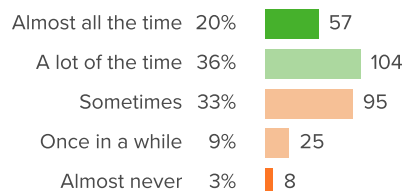
Q.4: During the past two weeks, how often did you pay attention in class?



▲ 25 from last survey

Favorable: **72%**

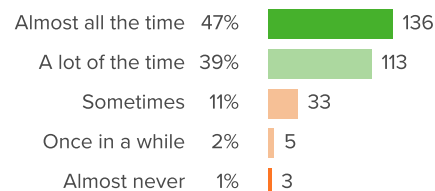
Q.5: During the past two weeks, when you were working on your own, how often did you stay focused?



▼ 12 from last survey

Favorable: **56%**

Q.6: During the past two weeks, how often did you allow others to speak without interrupting them?



▲ 12 from last survey

Favorable: **86%**



Sense of Belonging

Your average

44%

291 responses

Change

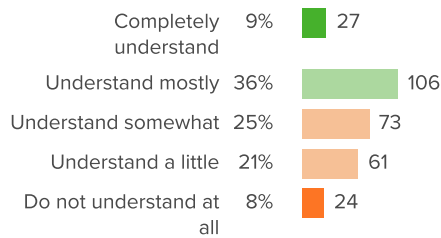
▲ 6

since last survey

State average: **45%** New Mexico Public Education Department

How did people respond?

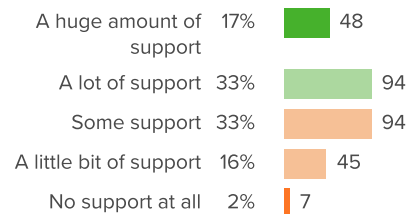
Q.1: How well do people at your school understand the kind of person you are?



▲ 9 from last survey

Favorable: **46%**

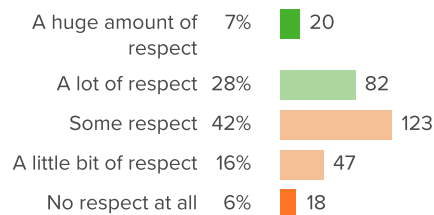
Q.2: How much support do the adults at your school give you?



▲ 19 from last survey

Favorable: **49%**

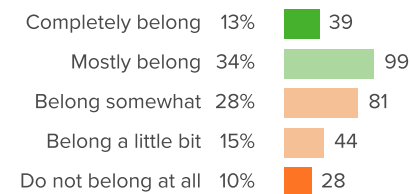
Q.3: How much respect do students at your school show you?



▼ 8 from last survey

Favorable: **35%**

Q.4: When you are at school, how much do you feel like you belong?



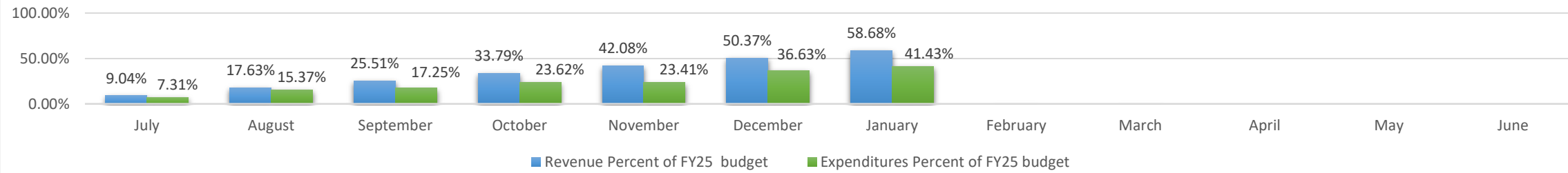
▲ 0 from last survey

Favorable: **47%**



Finance Summary as of January 31, 2025

Operational Revenue vs. Expenditures



AA Academy received 58.68% of budgeted Operational revenue & expended 41.43% of thru January 2025.

Bank Reconciliation:

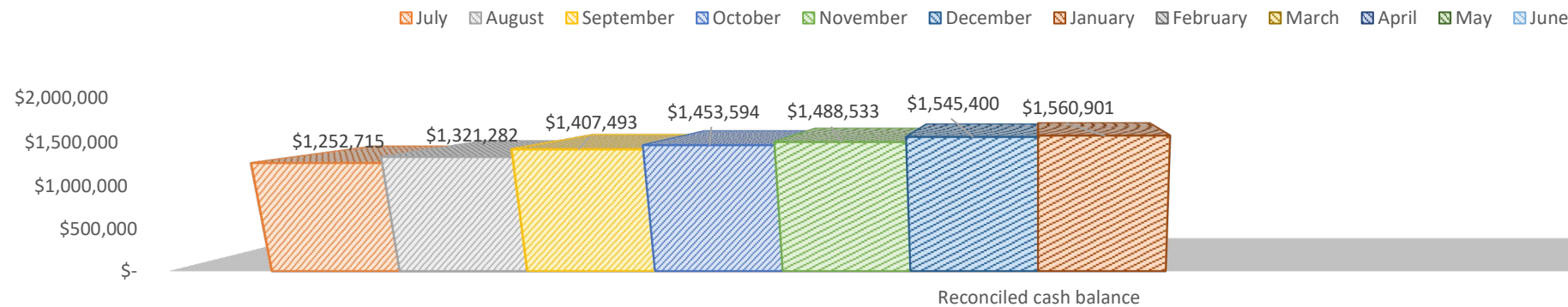
➤ January 2025

- o Reconciled cash balance at month end was \$1,798,083.56
- o Outstanding items total \$40,677.04
- o Revenues exceeded Expenditures by \$134,912.95 for the month.

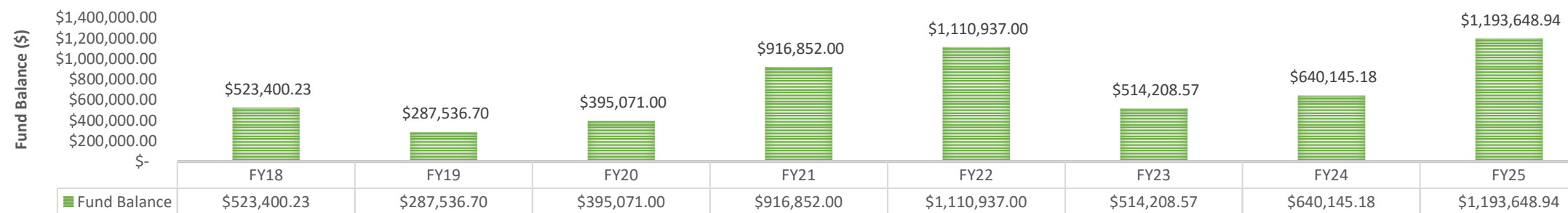
BARS for Approval:

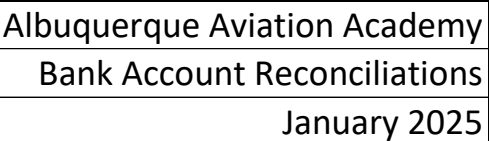
2425-11000-0015-I	2425-31703-0022-I
2425-23000-0016-I	2425-26107-0023-IB
2425-31701-0018-I	
2425-31600-0019-I	
2425-27109-0020-I	

FY25 OPERATIONAL CASH BALANCE



HISTORICAL OPERATIONAL FUND BALANCE



2



Albuquerque Aviation Academy

Bank Register Activity

January 2025

[illegible]

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: 544-000-2425-0015-I

Fund Type: General Fund / Capital
Outlay / Debt Service

Adjustment Type: Increase

Fiscal Year: 2024-2025

Entity Name: Albuquerque Aviation Academy

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:	

Revenue 11000.0000.11111 \$454,649.00

Fund	Function	Object	Program	Location	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000 Operational	1000 Instruction	53711 Other Charges	3000 Vocational and Technical Programs	544001 Albuquerque Aviation Academy	0000 No Job Class	\$10,000.00	\$10,000.00	\$20,000.00	
11000 Operational	1000 Instruction	56109 Instructional Materials On Line Digital Subscriptions	1010 Regular Education (PreK-12) Programs	544001 Albuquerque Aviation Academy	0000 No Job Class	\$105,000.00	\$12,000.00	\$117,000.00	
11000 Operational	1000 Instruction	56112 Other Instructional Materials	1010 Regular Education (PreK-12) Programs	544001 Albuquerque Aviation Academy	0000 No Job Class	\$739,386.35	\$99,449.00	\$838,835.35	
11000 Operational	1000 Instruction	56119 Supply Assets (\$5,000 or less).	1010 Regular Education (PreK-12) Programs	544001 Albuquerque Aviation Academy	0000 No Job Class	\$10,647.44	\$20,000.00	\$30,647.44	
11000 Operational	1000 Instruction	56119 Supply Assets (\$5,000 or less).	3000 Vocational and Technical Programs	544001 Albuquerque Aviation Academy	0000 No Job Class		\$25,000.00	\$25,000.00	
11000 Operational	1000 Instruction	57331 Fixed Assets (more than \$5,000)	3000 Vocational and Technical Programs	544001 Albuquerque Aviation Academy	0000 No Job Class	\$120,000.00	\$200,000.00	\$320,000.00	
11000 Operational	2100 Support Services-Students	55915 Other Contract Services	0000 No Program	544001 Albuquerque Aviation Academy	0000 No Job Class	\$5,160.00	\$15,000.00	\$20,160.00	
11000 Operational	2300 Support Services-General Administration	53411 Auditing	0000 No Program	544001 Albuquerque Aviation Academy	0000 No Job Class	\$19,000.00	\$3,200.00	\$22,200.00	
11000 Operational	2300 Support Services-General Administration	53413 Legal	0000 No Program	544001 Albuquerque Aviation Academy	0000 No Job Class	\$33,000.00	\$5,000.00	\$38,000.00	
11000 Operational	2300 Support Services-General Administration	53711 Other Charges	0000 No Program	544001 Albuquerque Aviation Academy	0000 No Job Class	\$12,000.00	\$5,000.00	\$17,000.00	
11000 Operational	2300 Support Services-General Administration	55400 Advertising	0000 No Program	544001 Albuquerque Aviation Academy	0000 No Job Class	\$10,000.00	\$5,000.00	\$15,000.00	
11000 Operational	2400 Support Services-School Administration	56119 Supply Assets (\$5,000 or less).	0000 No Program	544001 Albuquerque Aviation Academy	0000 No Job Class		\$5,000.00	\$5,000.00	
11000 Operational	2500 Central Services	53711 Other Charges	0000 No Program	544001 Albuquerque Aviation Academy	0000 No Job Class	\$725.00	\$20,000.00	\$20,725.00	

11000 Operational	2600 Operation & Maintenance of Plant	54312 Maintenance & Repair - Buildings and Grounds	0000 No Program	544001 Albuquerque Aviation Academy	0000 No Job Class	\$6,000.00	\$30,000.00	\$36,000.00	
						Sub Total	\$454,649.00		
						Indirect Cost			
						DOC. TOTAL	\$454,649.00		

Justification:

Adjust budget for actual cash per AFS. 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.

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: 544-000-2425-0016-I
Fund Type: General Fund / Capital
Outlay / Debt Service
Adjustment Type: Increase

Fiscal Year: 2024-2025
Adjustment Changes Intent/Scope of Program Yes or No?: No
Total Approved Budget (Flowthrough):

Entity Name: Albuquerque Aviation Academy
Contact: Sean Fry, Business Manager
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:	

Revenue 23000.0000.11112 \$3,966.00

Fund	Function	Object	Program	Location	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
23000 Non-Instructional Support	1000 Instruction	56118 General Supplies and Materials	1010 Regular Education (PreK-12) Programs	544001 Albuquerque Aviation Academy	0000 No Job Class	\$6,000.00	\$3,966.00	\$9,966.00	
						Sub Total	\$3,966.00		
						Indirect Cost			
						DOC. TOTAL	\$3,966.00		

Justification:

Adjust budget for actual cash per AFS. 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.

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: 544-000-2425-0018-I

Fund Type: Flowthrough

Adjustment Type: Increase

Fiscal Year: 2024-2025

Entity Name: Albuquerque Aviation Academy

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: 07/01/2024	To: 06/30/2025
A. Approved Carryover:	
B. Total Current Year Allocation:	
D. Total Funding Available:	

Revenue 31701.0000.11112 \$35,254.00

Fund	Function	Object	Program	Location	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
31701 Capital Improvements SB-9 Local	4000 Capital Outlay	57200 Buildings Purchase	0000 No Program	544001 Albuquerque Aviation Academy	0000 No Job Class	\$375,576.00	\$35,254.00	\$410,830.00	
Sub Total							\$35,254.00		
Indirect Cost									
DOC. TOTAL							\$35,254.00		

Justification:

Adjust budget for actual cash per AFS. 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.

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: 544-000-2425-0019-I

Fund Type: General Fund / Capital
Outlay / Debt Service

Adjustment Type: Increase

Fiscal Year: 2024-2025

Entity Name: Albuquerque Aviation Academy

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:

Revenue 31600.0000.11112 \$11,785.00

Fund	Function	Object	Program	Location	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
31600 Capital Improvem ents HB- 33	4000 Capital Outlay	54640 Rental - Lease To Purchase	0000 No Program	544001 Albuquerque Aviation Academy	0000 No Job Class	\$286,890.00	\$11,785.00	\$298,675.00	
Sub Total							\$11,785.00		
Indirect Cost									
DOC. TOTAL							\$11,785.00		

Justification:

Adjust budget for actual cash per AFS. 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.

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: 544-000-2425-0020-I

Fund Type: Flowthrough

Adjustment Type: Increase

Fiscal Year: 2024-2025

Entity Name: Albuquerque Aviation Academy

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: 07/01/2024	To: 06/30/2025
A. Approved Carryover:	
B. Total Current Year Allocation:	
D. Total Funding Available:	

Revenue 27109.0000.11112 \$3,935.00

Fund	Function	Object	Program	Location	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
27109 Instructional Materials - Special Appropriations	1000 Instruction	56109 Instructional Materials On Line Digital Subscriptions	1010 Regular Education (PreK-12) Programs	544001 Albuquerque Aviation Academy	0000 No Job Class		\$3,935.00	\$3,935.00	
						Sub Total	\$3,935.00		
						Indirect Cost			
						DOC. TOTAL	\$3,935.00		

Justification:

Adjust budget for actual cash per AFS. 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.

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: 544-000-2425-0022-I

Fund Type: Flowthrough

Adjustment Type: Increase

Fiscal Year: 2024-2025

Entity Name: Albuquerque Aviation Academy

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: 07/01/2024	To: 06/30/2025
A. Approved Carryover:	
B. Total Current Year Allocation:	
D. Total Funding Available:	

Revenue 31703.0000.11112 \$10,604.18

Fund	Function	Object	Program	Location	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
31703 SB-9 State Match Cash	4000 Capital Outlay	54640 Rental - Lease To Purchase	0000 No Program	544001 Albuquerque Aviation Academy	0000 No Job Class	\$33,141.82	\$10,604.18	\$43,746.00	
Sub Total							\$10,604.18		
Indirect Cost									
DOC. TOTAL							\$10,604.18		

Justification:

Adjust budget for actual cash per AFS. 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.

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: 544-000-2425-0023-IB
Fund Type: Direct Grant
Adjustment Type: Initial Budget

Fiscal Year: 2024-2025
Adjustment Changes Intent/Scope of Program Yes or No?: No
Total Approved Budget (Flowthrough):

Entity Name: Albuquerque Aviation Academy
Contact: Sean Fry, Business Manager
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:	

Revenue 26107.0000.43214 \$10,000.00

Fund	Function	Object	Program	Location	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
26107 REC/Distr ict Fiscal Agent	2100 Support Services-Students	56118 General Supplies and Materials	0000 No Program	544001 Albuquerque Aviation Academy	0000 No Job Class		\$10,000.00	\$10,000.00	
						Sub Total	\$10,000.00		
						Indirect Cost			
						DOC. TOTAL	\$10,000.00		

Justification:
Received PEC award letter for FY25. 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.

Permanent Cash Transfer Form

Fiscal Year	2025
-------------	------

District/Charter

Albuquerque Aviation Academy

PED #	544-001
--------------	---------

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

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

X

for a permanent transfer of cash for the following reason:

Fund 25233 REAP is a population grant for rural schools. The grant cycle ran for 15 months, and draws ended At the end of the grant, the funds were drawn down, but the expenses occurred in FY22-23, charged to 11000.

other:

From Fund #	To Fund #	Amount	PED ONLY Program Manager Approval if applicable
25233	11000	\$ 28,160.00	

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

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

Date of Local Board Approval

1. Does cash control ledger balance (bank balance) reflect sufficient cash balance to transfer from?

2. Is justification for each transfer included?

Yes

No

x

X

Superintendent/Charter Representative Signature

Date _____

To: District/Charter Albuquerque Aviation Academy

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

Approved by:

Director, School Budget Bureau

Date _____

**STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
ALBUQUERQUE AVIATION ACADEMY
BALANCE SHEET
JUNE 30, 2024**

	Non-Major Special Revenue Fund 24330	Non-Major Special Revenue Fund 25233	Non-Major Special Revenue Fund 28211	
	ARP ESSER III	Rural Education Achievement Program	NM Schools Covid- 19 Testing Program DOH	Governmental Funds Total
ASSETS				
Cash and Cash Equivalents	\$ -	\$ 28,160	\$ -	\$ 1,707,629
Taxes Receivable	-	-	-	8,577
Due from Primary Government	536	-	-	226,160
Prepaid Expenses	-	-	-	6,899
Due from Other Funds	-	-	-	108,483
Total Assets	\$ 536	\$ 28,160	\$ -	\$ 2,057,748
LIABILITIES AND FUND BALANCE				
Accrued Liabilities	\$ 64	\$ -	\$ -	\$ 128,517
Accounts Payable	-	-	-	119,843
Due to Other Funds	472	-	-	108,483
Total Liabilities	536	-	-	356,843
Deferred Inflows of Resources - Unavailable Revenues	-	-	-	101,777
Fund Balances:				
Nonspendable	-	-	-	6,899
Restricted for:				
Aircraft Maintenance	-	-	-	40,475
Capital Projects	-	-	-	467,245
Other Purposes	-	28,160	-	28,160
Assigned for Student Activities	-	-	-	11,966
Assigned for Subsequent Year	-	-	-	739,000
Unassigned (Deficit)	-	-	-	305,383
Total Fund Balance (Deficit)	-	28,160	-	1,599,128
Total Liabilities and Fund Balance	\$ 536	\$ 28,160	\$ -	\$ 2,057,748

Entity Name: SW AERONAUTICS, MATHEMATICS
AND SCIENCE ACADEMY

PED No.: 544-001

Prior Year End: 6/30/2023

PED Cash Report for 2023-2024 Fiscal Year

Month/Quarter: M12/Q4

Report end date: 6/30/2024

Naming Convention: SAMS FY24 M12/Q4 Cash Report 544-001

Refer to "Instructions for PED Cash Report" for details on how to properly complete this form.			OPERATIONAL 11000	TEACHERAGE 12000	TRANSPORTATION 13000	INST. MATERIALS 14000	IMPACT AID OPERATIONAL 15100	LOCAL REVENUE OPERATIONAL 15200	FOOD SERVICES 21000	UNIVERSAL FREE LUNCH (STATE) 21100	ATHLETICS 22000
Line 1	Total Cash Balance 06/30/2023	+OR-	619,352.65	0.00	(13,415.00)	0.00	0.00	0.00	0.00	0.00	0.00
Line 2	Current Year Revenue to Date (Per OBMS Actuals Revenue Report)	+	3,528,179.43	0.00	247,404.00	0.00	0.00	0.00	0.00	0.00	0.00
Line 3	Prior Year Warrants Voided	+	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Line 4	Total Resources to Date for Current Year 06/30/2024	=	4,147,532.08	0.00	233,989.00	0.00	0.00	0.00	0.00	0.00	0.00
Line 5	Current Year Expenditures to Date (Per OMBS Actuals Expenditure Report)	-	(2,967,027.64)	0.00	(233,989.00)	0.00	0.00	0.00	0.00	0.00	0.00
Line 6	Permanent Cash Transfers/Reversions *Provide Explanation on Last Page	+OR-	(7,648.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Line 7	Total Cash	=	1,172,856.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Reconciling Items											
Line 8	Payroll Liabilities	+	112,616.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Line 9	Adjustments **Provide Explanation on Last Page	+OR-	20,792.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Line 10	Total Reconciled Cash Balance 06/30/2024	=	1,306,265.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Line 11	Total Outstanding Loans ***Provide Explanation on Last Page	+OR-	(104,548.83)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Line 12	Total Ending Cash 06/30/2024	=	1,201,717.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

			NON-INSTRUCT. 23000	FEDERAL		LOCAL GRANTS 26000	STATE		LOCAL OR STATE 29000	BOND BUILDING 31100	TEACHERAGE BOND BUILDING 31120
				FLOWTHROUGH 24000	DIRECT 25000		FLOWTHROUGH 27000	DIRECT 28000			
Line 1	Total Cash Balance 06/30/2023	+OR-	15,825.57	(96,678.22)	0.00	0.00	(8,818.38)	(6,856.48)	0.00	0.00	0.00
Line 2	Current Year Revenue to Date (Per OBMS Actuals Revenue Report)	+	15,321.72	452,713.11	28,160.00	0.00	92,656.99	0.00	0.00	0.00	0.00
Line 3	Prior Year Warrants Voided	+	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Line 4	Total Resources to Date for Current Year 06/30/2024	=	31,147.29	356,034.89	28,160.00	0.00	83,838.61	(6,856.48)	0.00	0.00	0.00
Line 5	Current Year Expenditures to Date (Per OMBS Actuals Expenditure Report)	-	(19,180.85)	(400,638.21)	0.00	0.00	(98,696.00)	0.00	0.00	0.00	0.00
Line 6	Permanent Cash Transfers/Reversions *Provide Explanation on Last Page	+OR-	0.00	(3,796.58)	0.00	0.00	0.00	6,856.48	0.00	0.00	0.00
Line 7	Total Cash	=	11,966.44	(48,399.90)	28,160.00	0.00	(14,857.39)	0.00	0.00	0.00	0.00
Other Reconciling Items											
Line 8	Payroll Liabilities	+	0.00	15,234.58	0.00	0.00	667.88	0.00	0.00	0.00	0.00
Line 9	Adjustments **Provide Explanation on Last Page	+OR-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Line 10	Total Reconciled Cash Balance 06/30/2024	=	11,966.44	(33,165.32)	28,160.00	0.00	(14,189.51)	0.00	0.00	0.00	0.00
Line 11	Total Outstanding Loans ***Provide Explanation on Last Page	+OR-	0.00	33,165.32	0.00	0.00	14,189.51	0.00	0.00	0.00	0.00
Line 12	Total Ending Cash 06/30/2024	=	11,966.44	0.00	28,160.00	0.00	0.00	0.00	0.00	0.00	0.00

Entity Name: SW AERONAUTICS, MATHEMATICS
AND SCIENCE ACADEMY

PED No.: 544-001

Prior Year End: 6/30/2023

PED Cash Report for 2023-2024 Fiscal Year

Month/Quarter: M12/Q4

Report end date: 6/30/2024

Naming Convention: SAMS FY24 M12/Q4 Cash Report 544-001

			PUBLIC SCHOOL CAPITAL OUTLAY 31200	SPECIAL CAPITAL OUTLAY			CAPITAL IMPROVEMENTS				ENERGY EFFICIENCY 31800
				LOCAL 31300	STATE 31400	FEDERAL 31500	HB 33 31600	SB9 - STATE 31700	SB9 - LOCAL 31701	SB9 - STATE MATCH 31703	
Line 1	Total Cash Balance 06/30/2023	+OR-	0.00	0.00	(160,000.00)	0.00	28,368.06	0.00	332,498.38	6,227.46	0.00
Line 2	Current Year Revenue to Date (Per OBMS Actuals Revenue Report)	+	171,582.00	0.00	308,500.00	0.00	258,263.66	0.00	131,063.51	37,518.82	0.00
Line 3	Prior Year Warrants Voided	+	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Line 4	Total Resources to Date for Current Year 06/30/2024	=	171,582.00	0.00	148,500.00	0.00	286,631.72	0.00	463,561.89	43,746.28	0.00
Line 5	Current Year Expenditures to Date (Per OMBS Actuals Expenditure Report)	-	(228,776.00)	0.00	(148,500.00)	0.00	(274,846.38)	0.00	(53,307.94)	0.00	0.00
Line 6	Permanent Cash Transfers/Reversions *Provide Explanation on Last Page	+OR-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Line 7	Total Cash	=	(57,194.00)	0.00	0.00	0.00	11,785.34	0.00	410,253.95	43,746.28	0.00
Other Reconciling Items											
Line 8	Payroll Liabilities	+	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Line 9	Adjustments **Provide Explanation on Last Page	+OR-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Line 10	Total Reconciled Cash Balance 06/30/2024	=	(57,194.00)	0.00	0.00	0.00	11,785.34	0.00	410,253.95	43,746.28	0.00
Line 11	Total Outstanding Loans ***Provide Explanation on Last Page	+OR-	57,194.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Line 12	Total Ending Cash 06/30/2024	=	0.00	0.00	0.00	0.00	11,785.34	0.00	410,253.95	43,746.28	0.00

			ED. TECH EQUIP ACT 31900	PSCOC 20% 32100	DEBT SERVICE				ENTERPRISE 60000	GRAND TOTAL
					GO BOND 41000	TEACHERAGE BOND 41200	ENERGY EFFICIENCY BOND 41800	DEFERRED SICK LEAVE 42000	ED TECH BOND 43000	
Line 1	Total Cash Balance 06/30/2023	+OR-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	716,504.04
Line 2	Current Year Revenue to Date (Per OBMS Actuals Revenue Report)	+	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,271,363.24
Line 3	Prior Year Warrants Voided	+	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Line 4	Total Resources to Date for Current Year 06/30/2024	=	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,987,867.28
Line 5	Current Year Expenditures to Date (Per OMBS Actuals Expenditure Report)	-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(4,424,962.02)
Line 6	Permanent Cash Transfers/Reversions *Provide Explanation on Last Page	+OR-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(4,588.10)
Line 7	Total Cash	=	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,558,317.16
Other Reconciling Items										
Line 8	Payroll Liabilities	+	0.00	0.00	0.00	0.00	0.00	0.00	0.00	128,519.36
Line 9	Adjustments **Provide Explanation on Last Page	+OR-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20,792.50
Line 10	Total Reconciled Cash Balance 06/30/2024	=	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,707,629.02
Line 11	Total Outstanding Loans ***Provide Explanation on Last Page	+OR-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Line 12	Total Ending Cash 06/30/2024	=	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,707,629.02

Entity Name:	SW AERONAUTICS, MATHEMATICS AND SCIENCE ACADEMY
PED No.:	544-001
Prior Year End:	6/30/2023

PED Cash Report for 2023-2024 Fiscal Year

Month/Quarter:	M12/Q4
Report end date:	6/30/2024
Naming Convention:	SAMS FY24 M12/Q4 Cash Report 544-001

Column	B	C	D +	E +	F +OR-	G +OR-	H +	I	J +OR-
From Bank Statements				Adjustments to Bank Statements				From line 12 Grand Total All	1,707,629.02
	Account Name / Type / Last 4 of Account #	Bank	Statement Balance	Overnight Investments	Net Outstanding Items (Checks) Deposits	Outstanding Interbank transfers	Adjusted Bank Balance	Adjustment Description	Adjustment Amount
	Operating/Checking/#7515	Nusenda	1,706,829.34	0.00	(11,483.90)	0.00	1,695,345.44		0.00
	Savings/Savings/#7515	Nusenda	12,283.58	0.00	0.00	0.00	12,283.58		0.00
			0.00	0.00	0.00	0.00	0.00		0.00
			0.00	0.00	0.00	0.00	0.00		0.00
			0.00	0.00	0.00	0.00	0.00		0.00
			0.00	0.00	0.00	0.00	0.00		0.00
			0.00	0.00	0.00	0.00	0.00		0.00
			0.00	0.00	0.00	0.00	0.00		0.00
			0.00	0.00	0.00	0.00	0.00		0.00
			0.00	0.00	0.00	0.00	0.00		0.00
			0.00	0.00	0.00	0.00	0.00		0.00
			0.00	0.00	0.00	0.00	0.00		0.00
			0.00	0.00	0.00	0.00	0.00		0.00
			0.00	0.00	0.00	0.00	0.00		0.00
			0.00	0.00	0.00	0.00	0.00		0.00
			0.00	0.00	0.00	0.00	0.00		0.00
			0.00	0.00	0.00	0.00	0.00		0.00
			0.00	0.00	0.00	0.00	0.00		0.00
			0.00	0.00	0.00	0.00	0.00		0.00
			0.00	0.00	0.00	0.00	0.00		0.00
			0.00	0.00	0.00	0.00	0.00		0.00
			0.00	0.00	0.00	0.00	0.00		0.00
			0.00	0.00	0.00	0.00	0.00		0.00
Totals			1,719,112.92	0.00	(11,483.90)	0.00	1,707,629.02		1,707,629.02
Please provide Page 1 of each of your Bank Statement(s). We strongly recommend you only list the last four digits of the account.						NOTE: Total Column H must equal total Column J			
									RECONCILED

*** PERMANENT CASH TRANSFERS/REVERSIONS (LINE 6)**

Please identify all approved cash transfers and reversions per general ledger. These should also be entered in the cash module in OBMS upon approval. Please provide an explicit explanation (Note: To start a new line of text press **Alt+Enter** to insert a line break).

FUND	AMOUNT	Explicit Explanation	FUND	AMOUNT	Explicit Explanation	FUND	AMOUNT	Explicit Explanation	FUND	AMOUNT	Explicit Explanation
11000	(7,648.00)	PCT24-01. To Funds 24330 & 28211	23000	0.00		31200	0.00		31900	0.00	
12000					From 11000. \$4588.10 Reverted to PED						
	0.00		24000	(3,796.58)	(24146)	31300	0.00		32100	0.00	
13000	0.00		25000	0.00		31400	0.00		41000	0.00	
14000	0.00		26000	0.00		31500	0.00		41200	0.00	
15100	0.00		27000	0.00		31600	0.00		41800	0.00	
15200	0.00		28000	6,856.48	PCT24-01 From 11000.	31700	0.00		42000	0.00	
21000	0.00		29000	0.00		31701	0.00		43000	0.00	
21100	0.00		31100	0.00		31703	0.00		60000	0.00	
22000	0.00		31120	0.00		31800	0.00				
									Total	(4,588.10)	

Entity Name: SW AERONAUTICS, MATHEMATICS
AND SCIENCE ACADEMY

PED No.: 544-001

Prior Year End: 6/30/2023

PED Cash Report for 2023-2024 Fiscal Year

Month/Quarter: M12/Q4

Report end date: 6/30/2024

Naming Convention: SAMS FY24 M12/Q4 Cash Report 544-001

** OTHER RECONCILING ITEMS - ADJUSTMENTS (LINE 9)

Please identify all reconciling adjustments per general ledger. This includes expenditures that have not been liquidated and revenue that has not yet been received. Please provide an explicit explanation (Note: To start a new line of text press Alt+Enter to insert a line break).

FUND	AMOUNT	Explicit Explanation	FUND	AMOUNT	Explicit Explanation	FUND	AMOUNT	Explicit Explanation	FUND	AMOUNT	Explicit Explanation
11000	20,792.50	FY13 Facility Deposit refunded	23000	0.00		31200	0.00		31900	0.00	
12000	0.00		24000	0.00		31300	0.00		32100	0.00	
13000	0.00		25000	0.00		31400	0.00		41000	0.00	
14000	0.00		26000	0.00		31500	0.00		41200	0.00	
15100	0.00		27000	0.00		31600	0.00		41800	0.00	
15200	0.00		28000	0.00		31700	0.00		42000	0.00	
21000	0.00		29000	0.00		31701	0.00		43000	0.00	
21100	0.00		31100	0.00		31703	0.00		60000	0.00	
22000	0.00		31120	0.00		31800	0.00		Total		20,792.50

*** TOTAL OUTSTANDING LOANS (LINE 11)

Please identify all outstanding loans per general ledger. Be descriptive in the Explicit Explanation column and provide a breakdown of funds that were temporarily loaned from Operational. (Note: To start a new line of text press Alt+Enter to insert a line break).

FUND	AMOUNT	Explicit Explanation	FUND	AMOUNT	Explicit Explanation	FUND	AMOUNT	Explicit Explanation	FUND	AMOUNT	Explicit Explanation
11000	(104,548.83)	To Funds: 24101, 24106, 24174, 24189, 24330,27502 & 31200	23000	0.00		31200	57,194.00	From 11000. to Fund 31200 pending reimburse	31900	0.00	
12000	0.00		24000	33,165.32	From 11000. to Funds: 24101, 24106, 24174, 24189 & 24330 pending Reimburse	31300	0.00		32100	0.00	
13000	0.00		25000	0.00		31400	0.00		41000	0.00	
14000	0.00		26000	0.00		31500	0.00		41200	0.00	
15100	0.00		27000	14,189.51	From 11000. to Fund 27502 pending Reimburse	31600	0.00		41800	0.00	
15200	0.00		28000	0.00		31700	0.00		42000	0.00	
21000	0.00		29000	0.00		31701	0.00		43000	0.00	
21100	0.00		31100	0.00		31703	0.00		60000	0.00	
22000	0.00		31120	0.00		31800	0.00		Total		0.00

I, hereby, certify that the information contained in this cash report reconciles to the General Ledger.



Signature of Licensed School Business Official

7/24/2024

Date

Sean Fry

From: noreply@ed.gov
Sent: Friday, September 29, 2023 1:23 PM
To: Sean Fry
Subject: [G5.gov] Payment Request Notification

Sean,

Requesting User ID: sfry@samsacademy.com

Your payment submitted on 09/29/2023 in the amount of \$28,160.00, has been received and will be deposited to Bank Account ****7515 on Tue Oct 03 00:00:00 EDT 2023. Your control number is 2023092970943.

Should you have any questions, please contact the Helpdesk at 1-888-336-8930 (TTY: 1-866-697-2696, local 202-401-8363) or email edcaps.user@ed.gov.

Hours of operation: 8am-6pm Washington DC time Monday-Friday.

S358A212945

Jill Brame

SW AERONAUTICS MATHEMATICS AND SCIENCE ACADEMY

4100 Aerospace Parkway NW

Albuquerque, NM 87120

S358A212945

Bridget Barrett
SW AERONAUTICS MATHEMATICS AND SCIENCE ACADEMY
4100 Aerospace Parkway NW
Albuquerque, NM 87120



US Department of Education
Washington, D.C. 20202

S358A212945

GRANT AWARD NOTIFICATION

10

PR/AWARD NUMBER: S358A212945

RECIPIENT NAME: SW AERONAUTICS MATHEMATICS AND SCIENCE ACADEMY

TERMS AND CONDITIONS

- (1) The Office of Management and Budget requires all Federal agencies to assign a Federal Award Identifying Number (FAIN) to each of their financial assistance awards. The PR/AWARD NUMBER identified in Block 2 is your FAIN. If subawards are permitted under this grant, and you choose to make subawards, you must document the assigned PR/ AWARD NUMBER (FAIN) identified in Block 2 of this Grant Award Notification on each subaward made under this grant. The term subaward means:
 1. A legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient. (See 2 CFR 200.331(a))
 2. The term does not include your procurement of property and services needed to carry out the project or program (The payments received for goods or services provided as a contractor are not Federal awards, see 2 CFR 200.501(f) of the OMB Uniform Guidance: "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards").
 3. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract. (See 2 CFR 200.1)
- (2) The negotiated indirect cost rate or the indirect cost allocation plan approved for the entity identified in Block 1 of this GAN applies to this grant award.
- (3) (1) Grants under the REAP Small Rural School Achievement Program are made subject to the applicable acts and regulations.

This grant is issued in accordance with the provisions of Title V, Part B, Subpart 1 of the Elementary and Secondary Education Act (ESEA), as amended. This award is also subject to the provisions of the Department of Education General Administrative Regulations (EDGAR), 34 CFR Parts 75, 77, 79, 81, 82, 97, 98 and 99, 2 CFR 3485, and the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in 2 CFR Part 200, as adopted and amended as regulations of the Department in 2 CFR part 3474.

(2) Funds received under this program may be used to carry out activities authorized under one or more of the following federal programs:

Part A of Title I (Improving Basic Programs Operated by Local Educational Agencies)

Part A of Title II (Supporting Effective Instruction)

Title III (Language Instruction for English Learners and Immigrant Students)

Part A of Title IV (Student Support and Academic Enrichment Grants)

Part B of Title IV (21st Century Community Learning Centers)

(3) In accordance with 34 CFR 75.261(a), the U.S. Department of Education has extended the performance period of this award so that any funds that are not obligated at the end of the federal funding period specified in Block 6 shall remain available for obligation for an additional period of 12 months, providing a total of 27 months for funds to be obligated.



**US Department of Education
Washington, D.C. 20202**

S358A212945

GRANT AWARD NOTIFICATION

A handwritten signature in blue ink, reading "Ian Rosenblum".

Ian Rosenblum
Acting Assistant Secretary

AUTHORIZING OFFICIAL

07/22/2021

DATE

EXPLANATION OF BLOCKS ON THE GRANT AWARD NOTIFICATION

For Discretionary, Formula and Block Grants (See Block 2 of the Notification)

- 1. RECIPIENT NAME** - The legal name of the recipient or name of the primary organizational unit that was identified in the application, state plan or other documents required to be submitted for funding by the grant program.
- 2. AWARD INFORMATION** - Unique items of information that identify this notification.
 - PR/AWARD NUMBER** - A unique, identifying number assigned by the Department to each application. On funded applications, this is commonly known as the "grant number" or "document number." The PR/Award Number is also known as the Federal Award Identifying Number, or FAIN.
 - ACTION NUMBER** - A numeral that represents the cumulative number of steps taken by the Department to date to establish or modify the award through fiscal or administrative means. Action number "01" will always be "NEW AWARD"
 - ACTION TYPE** - The nature of this notification (e.g., NEW AWARD, CONTINUATION, REVISION, ADMINISTRATIVE)
 - AWARD TYPE** - The particular assistance category in which funding for this award is provided, i.e., DISCRETIONARY, FORMULA, or BLOCK. If this award was made under a Research and Development grant program, the terms RESEARCH AND DEVELOPMENT will appear under DISCRETIONARY, FORMULA OR BLOCK.
- 3. PROJECT STAFF** - This block contains the names and telephone numbers of the U.S. Department of Education and recipient staff who are responsible for project direction and oversight.
 - *RECIPIENT PROJECT DIRECTOR** - The recipient staff person responsible for administering the project. This person represents the recipient to the U.S. Department of Education.
 - EDUCATION PROGRAM CONTACT** - The U.S. Department of Education staff person responsible for the programmatic, administrative and business management concerns of the Department.
 - EDUCATION PAYMENT CONTACT** - The U.S. Department of Education staff person responsible for payments or questions concerning electronic drawdown and financial expenditure reporting.
- 4. PROJECT TITLE AND CFDA NUMBER** - Identifies the Catalog of Federal Domestic Assistance (CFDA) subprogram title and the associated subprogram number.
- 5.* KEY PERSONNEL** - Name, title and percentage (%) of effort the key personnel identified devotes to the project.
- 6. AWARD PERIODS** - Project activities and funding are approved with respect to three different time periods, described below:
 - BUDGET PERIOD** - A specific interval of time for which Federal funds are being provided from a particular fiscal year to fund a recipient's approved activities and budget. The start and end dates of the budget period are shown.
 - PERFORMANCE PERIOD** - The complete length of time the recipient is proposed to be funded to complete approved activities. A performance period may contain one or more budget periods.
 - *FUTURE BUDGET PERIODS** - The estimated remaining budget periods for multi-year projects and estimated funds the Department proposes it will award the recipient provided substantial progress is made by the recipient in completing approved activities, the Department determines that continuing the project would be in the best interest of the Government, Congress appropriates sufficient funds under the program, and the recipient has submitted a performance report that provides the most current performance information and the status of budget expenditures.
- 7. AUTHORIZED FUNDING** - The dollar figures in this block refer to the Federal funds provided to a recipient during the award periods.
 - *THIS ACTION** - The amount of funds obligated (added) or de-obligated (subtracted) by this notification.
 - *BUDGET PERIOD** - The total amount of funds available for use by the grantee during the stated budget period to this date.
 - *PERFORMANCE PERIOD** - The amount of funds obligated from the start date of the first budget period to this date.
 - RECIPIENT COST SHARE** - The funds, expressed as a percentage, that the recipient is required to contribute to the project, as defined by the program legislation or regulations and/or terms and conditions of the award.
 - RECIPIENT NON-FEDERAL AMOUNT** - The amount of non-federal funds the recipient must contribute to the project as identified in the recipient's application. When non-federal funds are identified by the recipient where a cost share is not a legislation requirement, the recipient will be required to provide the non-federal funds.
- 8. ADMINISTRATIVE INFORMATION** - This information is provided to assist the recipient in completing the approved activities and managing the project in accordance with U.S. Department of Education procedures and regulations.

DUNS/SSN - A unique, identifying number assigned to each recipient for payment purposes. The number is based on either the recipient's assigned number from Dun and Bradstreet or the individual's social security number.

***REGULATIONS** - Title 2 of the Code of Federal Regulations(CFR), Part 200 as adopted at 2 CFR 3474; the applicable parts of the Education Department General Administrative Regulations (EDGAR), specific program regulations (if any), and other titles of the CFR that govern the award and administration of this grant.

***ATTACHMENTS** - Additional sections of the Grant Award Notification that discuss payment and reporting requirements, explain Department procedures, and add special terms and conditions in addition to those established, and shown as clauses, in Block 10 of the award. Any attachments provided with a notification continue in effect through the project period until modified or rescinded by the Authorizing Official.

9. LEGISLATIVE AND FISCAL DATA - The name of the authorizing legislation for this grant, the CFDA title of the program through which funding is provided, and U.S. Department of Education fiscal information.

FUND CODE, FUNDING YEAR, AWARD YEAR, ORG.CODE, PROJECT CODE, OBJECT CLASS -

The fiscal information recorded by the U.S. Department of Education's Grants Management System (G5) to track obligations by award.

AMOUNT - The amount of funds provided from a particular appropriation and project code. Some notifications authorize more than one amount from separate appropriations and/or project codes. The total of all amounts in this block equals the amount shown on the line, "THIS ACTION" (See "AUTHORIZED FUNDING" above (Block 7)).

10. TERMS AND CONDITIONS - Requirements of the award that are binding on the recipient.

***PARTICIPANT NUMBER** - The number of eligible participants the grantee is required to serve during the budget year.

***GRANTEE NAME** - The entity name and address registered in the System for Award Management (SAM). This name and address is tied to the DUNS number registered in SAM under the name and address appearing in this field. This name, address and the associated DUNS is what is displayed in the SAM Public Search.

***PROGRAM INDIRECT COST TYPE** - The type of indirect cost permitted under the program (i.e. Restricted, Unrestricted, or Training).

***PROJECT INDIRECT COST RATE** - The indirect cost rate applicable to this grant.

***AUTHORIZING OFFICIAL** - The U.S. Department of Education official authorized to award Federal funds to the recipient, establish or change the terms and conditions of the award, and authorize modifications to the award

FOR FORMULA AND BLOCK GRANTS ONLY:

(See also Blocks 1, 2, 4, 6, 8, 9 and 10 above)

3. PROJECT STAFF - The U.S. Department of Education staff persons to be contacted for programmatic and payment questions.

7. AUTHORIZED FUNDING

CURRENT AWARD AMOUNT - The amount of funds that are obligated (added) or de-obligated (subtracted) by this action.

PREVIOUS CUMULATIVE AMOUNT - The total amount of funds awarded under the grant before this action.

CUMULATIVE AMOUNT - The total amount of funds awarded under the grant, this action included.

* This item differs or does not appear on formula and block grants.

UNITED STATES DEPARTMENT OF EDUCATION
OFFICE OF THE CHIEF FINANCIAL OFFICER
& CHIEF INFORMATION OFFICER

SW AERONAUTICS MATHEMATICS AND SCIENCE ACADEMY
4100 Aerospace Parkway NW

Albuquerque, NM 87120

SUBJECT: Payee Verification for Grant Award S358A212945

This is to inform you of the payee for the above listed grant award issued by the United States Department of Education

Grantee DUNS/SSN: 078430713

Grantee Name: SW AERONAUTICS MATHEMATICS AND SCIENCE ACADEMY

Payee DUNS/SSN: 078430713

Payee Name: SW AERONAUTICS MATHEMATICS AND SCIENCE ACADEMY

If any of the above information is not correct, please contact a Payee Customer Support Representative at 1-888-336-8930. Please send all the correspondence relating to the payee or bank information changes to the following address:

U.S. Department of Education
550 12th Street, SW
Room 6087
Washington, DC 20202

Attn: Stephanie Barnes
Phone: 202-245-8006

AN OVERVIEW OF SINGLE AUDIT REQUIREMENTS OF STATES, LOCAL GOVERNMENTS, AND NONPROFIT ORGANIZATIONS

This GAN ATTACHMENT is not applicable to for-profit organizations. For-profit organizations comply with audit requirements specified in block 10 of their Grant Award Notification (GAN).

Summary of Single Audit Requirements for States, Local Governments and Nonprofit Organizations:

1. Single Audit. A non-Federal entity (a State, local government, Indian tribe, Institution of Higher Education (IHE)¹, or nonprofit organization) that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single audit conducted in accordance with 2 CFR 200.501, "Audit Requirements," except when it elects to have a program specific audit conducted.
2. Program-specific audit election. When an auditee expends Federal awards under only one Federal program (excluding research and development (R&D)), and the Federal program's statutes, regulations, or the terms and conditions of the Federal award do not require a financial statement audit of the auditee, the auditee may elect to have a program-specific audit conducted. A program-specific audit may not be elected for R&D unless all of the Federal awards expended were received from the same Federal agency, or the same Federal agency and the same pass-through entity, and that Federal agency, or pass-through entity in the case of a subrecipient, approves in advance a program-specific audit.
3. Exemption when Federal awards expended are less than \$750,000. A non-Federal entity that expends less than \$750,000 during the non-Federal entity's fiscal year in Federal awards is exempt from Federal audit requirements for that year, except as noted in 2 CFR 200.503, but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and Government Accountability Office (GAO). Generally, grant records must be maintained for a period of three years after the date of the final expenditure report ([2 CFR § 200.334](#))
4. Federally Funded Research and Development Centers (FFRDC). Management of an auditee that owns or operates a FFRDC may elect to treat the FFRDC as a separate entity.
5. Report Submission. To meet audit requirements of U.S. Office of Management and Budget (OMB) Uniform Guidance: Cost Principles, Audit, and Administrative Requirements for Federal Awards (Uniform Guidance), grantees must submit all audit documents required by Uniform Guidance 2 CFR 200.512, including Form SF-SAC: Data Collection Form electronically to the Federal Audit Clearinghouse at:

¹ As defined under the Higher Education Act of 1965, as amended (HEA) section 101.

<https://facides.census.gov/Account/Login.aspx>.

The audit must be completed, and the data collection form and reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's report(s), or nine months after the end of the audit period. If the due date falls on a Saturday, Sunday, or Federal holiday, the reporting package is due the next business day. Unless restricted by Federal statutes or regulations, the auditee must make copies available for public inspection. Auditees and auditors must ensure that their respective parts of the reporting package do not include protected personally identifiable information. (2 CFR 200.512)

Grantees are strongly urged to obtain the "OMB Compliance Supplement" and to contact their cognizant agency for single audit technical assistance.

The designated cognizant agency for single audit purposes is "the Federal awarding agency that provides the predominant amount of direct funding to the recipient." Grantees should obtain a copy of the OMB Compliance supplement. This supplement will be instructive to both grantees and their auditors. Appendix III of the supplement provides a list of Federal Agency Contacts for Single Audits, including addresses, phone numbers, fax numbers, and e-mail addresses for technical assistance.

For single audit-related questions, if the U.S. Department of Education is the cognizant agency, grantees should contact the Non-Federal Audit Team in the Department's Office of Inspector General, at oignon-federalaudit@ed.gov. Additional resources for single audits are also available on the Non-Federal Audit Team's website at <https://www2.ed.gov/about/offices/list/oig/nonfed/index.html>. For programmatic questions, grantees should contact the education program contact shown on the Department's GAN.

Grantees can obtain information on single audits from:

The OMB website at www.omb.gov. Look under Office of Management and Budget (in right column) then click Office of Federal Financial Management (to obtain OMB Compliance Supplement). The SF-SAC: Data Collection Form can be found at the Federal Audit Clearinghouse at: <https://facides.census.gov/Files/2019-2021%20Checklist%20Instructions%20and%20Form.pdf>.

The American Institute of Certified Public Accountants (AICPA) has illustrative OMB Single Audit report examples that might be of interest to accountants, auditors, or financial staff at www.aicpa.org.

TRAFFICKING IN PERSONS

The Department of Education adopts the requirements in the Code of Federal Regulations at 2 CFR [175](#) and incorporates those requirements into this grant through this condition. The grant condition specified in 2 CFR [175.15\(b\)](#) is incorporated into this grant with the following changes. Paragraphs a.2.ii.B and b.2. ii. are revised to read as follows:

“a.2.ii.B. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 34 CFR part 85.”

“b.2. ii. Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 34 CFR part 85.”

Under this condition, the Secretary may terminate this grant without penalty for any violation of these provisions by the grantee, its employees, or its subrecipients.

**FEDERAL FUNDING ACCOUNTABILITY TRANSPARENCY ACT
REPORTING SUBAWARDS AND EXECUTIVE COMPENSATION**

The Federal Funding Accountability and Transparency Act (FFATA) is designed to increase transparency and improve the public's access to Federal government information. To this end, FFATA requires that Department of Education (Department) grant recipients:

1. Report **first-tier subawards** made under Federal grants that are funded at \$30,000 or more that meet the reporting conditions as set forth in this grant award term;
2. Report their executives' compensation for all new Federal grants that are funded at \$30,000 and that meet the reporting conditions as set forth in this grant award term; and
3. Report executive compensation data for their **first-tier subrecipients** that meet the reporting conditions as set forth in this grant award term.

For FFATA reporting purposes, the Department grant recipient is the entity listed in box 1 of the Grant Award Notification.

Only **first-tier subawards** made by the Department grant recipient to its **first-tier subrecipients** and the **first-tier subrecipients'** executive compensation are required to be reported in accordance with FFATA.

Subaward, Subrecipient, Recipient, Total Compensation, Executives, and other key terms, are defined within item 5, Definitions, of this grant award term.

This grant award term is issued in accordance with [2 CFR Part 170—Reporting Subaward And Executive Compensation Information](#).

1. Reporting of First-tier Subawards -

a. Applicability and what to report.

Unless you are exempt as provided item 4, Exemptions, of this grant award term, you must report each obligation that **equals or exceeds \$30,000** in Federal funds for a first-tier subaward to a non-Federal entity or Federal agency.

You must report the information about each obligating action that are specified in the submission instructions posted at [FSRS](#).

b. Where and when to report.

The Department grant recipient must report each obligating action described in paragraph **1.a.** of this award term to [FSRS](#).

Report subaward information no later than the end of the month following the month in which the subaward obligation was made. For example, if the obligation was made on November 7, 2020, the obligation must be reported by no later than December 31, 2020.

2. Reporting Total Compensation of the Department's Grant Recipients' Executives -

a. *Applicability and what to report.*

You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if—

- i The total Federal funding authorized to date under this Federal award **equals or exceeds \$30,000;**
- ii In the preceding fiscal year, you received—
 - A. 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at [2 CFR 170.320](#) (and subawards), **and**
 - B. \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at [2 CFR 170.320](#) (and subawards); **and,**
 - C. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at [SEC Investor.gov Executive Compensation](#).)

b. *Where and when to report.*

You must report executive total compensation described in paragraph **2.a.** of this grant award term:

- i As part of your registration profile at [SAM.gov](#).
- ii By the end of the month following the month in which this award is made (for example, if the obligation was made on November 7, 2020 the executive compensation must be reported by no later than December 31, 2020), and annually thereafter.

3. Reporting of Total Compensation of Subrecipient Executives –

a. *Applicability and what to report.*

Unless you are exempt as provided in item 4, Exemptions, of this award term, for each first-tier **non-Federal entity** subrecipient under this award, you shall report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if—

- i In the subrecipient's preceding fiscal year, the subrecipient received—

- A. 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at [2 CFR 170.320](#) (and subawards), **and**
 - B. \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at [2 CFR 170.320](#) (and subawards); **and**,
 - C. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at [SEC Investor.gov Executive Compensation](#).)
- b. *Where and when to report.*

You must report subrecipient executive total compensation described in paragraph **3.a.** of this grant award term:

- i. In [FSRS](#). You must include a condition on subawards that requires the subrecipients to timely report the information required under paragraph **3.a.** to you the prime awardee, or in the [SAM.gov](#). Subrecipient executive compensation entered in [SAM.gov](#) by the subrecipient will pre-populate in [FSRS](#), so you do not have to report when subrecipients enter this information in [SAM.gov](#). Subrecipient executive compensation not entered in [SAM.gov](#) by the subrecipient is reported in [FSRS](#) by you the Department grant recipient.
- ii. By the end of the month following the month during which you make the subaward. For example, if the subaward obligation was made on November 7, 2020 the subrecipient's executive compensation must be reported by no later than December 31, 2020.

4. Exemptions –

- a. If, in the previous tax year, you had gross income, from all sources, under \$300,000, you are exempt from the requirements to report:
 - i. Subawards, and
 - ii. The total compensation of the five most highly compensated executives of any **subrecipient**.

5. Definitions -

- a. For purposes of this award term:
 - i. Federal *Agency* means a Federal agency as defined at [5 U.S.C. 551\(1\)](#) and further clarified by [5 U.S.C. 552\(f\)](#).
 - ii. Non-Federal *Entity* means all of the following, as defined in [2 CFR part 25](#):

A Governmental organization, which is a State, local government, or Indian tribe;

- A foreign public entity;
- A domestic or foreign nonprofit organization; and,
- A domestic or foreign for-profit organization
- iii. *Executive* means officers, managing partners, or any other employees in management positions.
- iv. *Obligation*, when used in connection with a non-Federal entity's utilization of funds under a Federal award, means orders placed for property and services, contracts and subawards made, and similar transactions during a given period that require payment by the non-Federal entity during the same or a future period.
- v. *Subaward*:

This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.

The term does not include your procurement of property and services (such as payments to a contractor, small purchase agreements, vendor agreements, and consultant agreements) that are needed for the benefit of the prime awardee to carry out the project or program (for further explanation, see [2 CFR 200.331](#)). For example, the following are not considered subawards:

Cleaning Vendors: Vendors that are hired by a grantee to clean its facility.

Payroll Services Vendors: Vendors that carryout payroll functions for the grantee.

Information Technology Vendors: Vendors that provide IT support to grant staff.

Payments to individuals that are beneficiaries of Federal programs are not considered subawards.

A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.

- v. *Subrecipient* means a non-Federal entity or Federal agency that:

Receives a subaward from you (the recipient) under this award; and

Is accountable to you for the use of the Federal funds provided by the subaward.

In accordance with its subaward, uses the Federal funds to carry out a program for a public purpose specified in authorizing statute, as opposed to providing goods or services for the benefit of the Department prime awardee.

- vii. *Recipient* means a non-Federal entity that receives a Federal award directly from a Federal awarding agency to carry out an activity under a Federal program. The term recipient does not include subrecipients. See also §200.69 Non-Federal entity.
- viii. *Total compensation* means the cash and noncash dollar value earned by the executive during the recipient's or subrecipient's preceding fiscal year and includes the following (for more information see [17 CFR 229.402\(c\)\(2\)](#)):

Salary and bonus.

Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.

Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization, or medical reimbursement plans that do not discriminate in favor of executives and are available generally to all salaried employees.

Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.

Above-market earnings on deferred compensation which is not tax-qualified.

Other compensation, if the aggregate value of all such other compensation (e.g., severance, termination payments, value of life insurance paid on behalf of the employee, perquisites, or property) for the executive exceeds \$10,000.

**SPECIFIC CONDITIONS FOR DISCLOSING
FEDERAL FUNDING IN PUBLIC ANNOUNCEMENTS**

When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, U.S. Department of Education grantees shall clearly state:

- 1) the percentage of the total costs of the program or project which will be financed with Federal money;
- 2) the dollar amount of Federal funds for the project or program; and
- 3) the percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

Recipients must comply with these conditions under Division H, Title V, Section 505 of Public Law 116-260, Consolidated Appropriations Act, 2021.

**PROHIBITION OF TEXT MESSAGING AND EMAILING WHILE DRIVING
DURING OFFICIAL FEDERAL GRANT BUSINESS**

Federal grant recipients, sub recipients and their grant personnel are prohibited from text messaging while driving a government owned vehicle, or while driving their own privately-owned vehicle during official grant business, or from using government supplied electronic equipment to text message or email when driving.

Recipients must comply with these conditions under Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," October 1, 2009.

REGISTRATION OF UNIQUE ENTITY IDENTIFIER (UEI) NUMBER AND TAXPAYER IDENTIFICATION NUMBER (TIN) IN THE SYSTEM FOR AWARD MANAGEMENT (SAM)

The U.S. Department of Education (Department) Grants Management System (G5) disburses payments via the U.S. Department of Treasury (Treasury). The U.S. Treasury requires that we include your Tax Payer Identification Number (TIN) with each payment. Therefore, in order to do business with the Department you must have a registered Unique Entity Identifier (UEI)¹ and TIN number with the SAM, the U.S. Federal Government's primary registrant database. If the payee UEI number is different than your grantee UEI number, both numbers must be registered in the SAM. Failure to do so will delay the receipt of payments from the Department.

A TIN is an identification number used by the Internal Revenue Service (IRS) in the administration of tax laws. It is issued either by the Social Security Administration (SSA) or by the IRS. A Social Security number (SSN) is issued by the SSA whereas all other TINs are issued by the IRS.

The following are all considered [TINs according to the IRS](#).

- Social Security Number "SSN"
- Employer Identification Number "EIN"
- Individual Taxpayer Identification Number "ITIN"
- Taxpayer Identification Number for Pending U.S. Adoptions "ATIN"
- Preparer Taxpayer Identification Number "PTIN"

If your UEI number is not currently registered with the SAM, you can easily register by going to www.sam.gov. Please allow 3-5 business days to complete the registration process. If you need a new TIN, please allow 2-5 weeks for your TIN to become active. If you need assistance during the registration process, you may contact the SAM Federal Service Desk at 866-606-8220.

If you are currently registered with SAM, you may not have to make any changes. However, please take the time to validate that the TIN associated with your UEI is correct.

If you have any questions or concerns, please contact the G5 Hotline at 888-336-8930.

¹ Currently, ED uses the Data Universal Numbering System (DUNS) number, assigned by Dun and Bradstreet, INC. to uniquely identify business entities, as the UEI.

SYSTEM FOR AWARD MANAGEMENT AND UNIVERSAL IDENTIFIER REQUIREMENTS

1. Requirement for System for Award Management (SAM)

Unless you are exempted from this requirement under 2 CFR 25.110, you are, in accordance with your grant program's Notice Inviting Applications, required to maintain an active SAM registration with current information about your organization, including information on your immediate and highest level owner and subsidiaries, as well as on all predecessors that have been awarded a Federal contract or grant within the last three years, if applicable, at all times during which you have an active Federal award or an application or plan under consideration by a Federal awarding agency. To remain registered in the SAM database after your initial registration, you are required to review and update your information in the SAM database on an annual basis from the date of initial registration or subsequent updates to ensure it is current, accurate and complete.

2. Requirement for Unique Entity Identifier (UEI)* Numbers

If you are authorized to make subawards under this award, you:

1. Must notify potential subrecipients that they may not receive a subaward from you unless they provided their UEI number to you.
2. May not make a subaward to a subrecipient when the subrecipient fails to provide its UEI number to you.

3. Definitions

For purposes of this award term:

1. System for Award Management (SAM) means the Federal repository into which a recipient must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the SAM internet site (currently at <https://www.sam.gov>).
2. Unique Entity Identifier (UEI) means the identifier assigned by SAM registration to uniquely identify business entities. Currently the Data Universal Numbering System (DUNS) number, the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B), is used to uniquely identify business entities. A DUNS number may be obtained from D&B by telephone (currently 866-705-5711) or the Internet (currently at <http://fedgov.dnb.com/webform>).
3. Recipient means a non-Federal entity that receives a Federal award directly from a Federal awarding agency to carry out an activity under a Federal program. The term recipient does not include subrecipients. See 2 CFR 200.86.
4. Subaward means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include

payments to a contractor or payments to an individual that is a beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract. See 2 CFR 200.92.

5. Subrecipient means a non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency. See 2 CFR 200.93.

*Currently, the Department uses the Data Universal Numbering System (DUNS) number, assigned by Dun and Bradstreet, Inc. to uniquely identify business entities, as the UEI.

THE USE OF GRANT FUNDS FOR CONFERENCES AND MEETINGS

You are receiving this memorandum to remind you that grantees must take into account the following factors when considering the use of grant funds for conferences and meetings:

- Before deciding to use grant funds to attend or host a meeting or conference, a grantee should:
 - Ensure that attending or hosting a conference or meeting is consistent with its approved application and is reasonable and necessary to achieve the goals and objectives of the grant;
 - Ensure that the primary purpose of the meeting or conference is to disseminate technical information, (e.g., provide information on specific programmatic requirements, best practices in a particular field, or theoretical, empirical, or methodological advances made in a particular field; conduct training or professional development; plan/coordinate the work being done under the grant); and
 - Consider whether there are more effective or efficient alternatives that can accomplish the desired results at a lower cost, for example, using webinars or video conferencing.
- Grantees must follow all applicable statutory and regulatory requirements in determining whether costs are reasonable and necessary, especially the Cost Principles for Federal grants set out at 2 CFR Part 200 Subpart E of the, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards." In particular, remember that:
 - Federal grant funds cannot be used to pay for alcoholic beverages; and
 - Federal grant funds cannot be used to pay for entertainment, which includes costs for amusement, diversion, and social activities.
- Grant funds may be used to pay for the costs of attending a conference. Specifically, Federal grant funds may be used to pay for conference fees and travel expenses (transportation, per diem, and lodging) of grantee employees, consultants, or experts to attend a conference or meeting if those expenses are reasonable and necessary to achieve the purposes of the grant.
 - When planning to use grant funds for attending a meeting or conference, grantees should consider how many people should attend the meeting or conference on their behalf. The number of attendees should be reasonable and necessary to accomplish the goals and objectives of the grant.
- A grantee hosting a meeting or conference may not use grant funds to pay for food for conference attendees unless doing so is necessary to accomplish legitimate meeting or conference business.
 - A working lunch is an example of a cost for food that might be allowable under a Federal grant if attendance at the lunch is needed to ensure the full participation by conference attendees in essential discussions and speeches concerning the purpose of the conference and to achieve the goals and objectives of the project.
- A meeting or conference hosted by a grantee and charged to a Department grant must not be promoted as a U.S. Department of Education conference. This means that the seal of the U.S. Department of Education must not be used on conference materials or signage without Department approval.

- All meeting or conference materials paid for with grant funds must include appropriate disclaimers, such as the following:

The contents of this (insert type of publication; e.g., book, report, film) were developed under a grant from the Department of Education. However, those contents do not necessarily represent the policy of the Department of Education, and you should not assume endorsement by the Federal Government.
- Grantees are strongly encouraged to contact their project officer with any questions or concerns about whether using grant funds for a meeting or conference is allowable prior to committing grant funds for such purposes.
 - A short conversation could help avoid a costly and embarrassing mistake.
- Grantees are responsible for the proper use of their grant awards and may have to repay funds to the Department if they violate the rules on the use of grant funds, including the rules for meeting- and conference-related expenses.

MEMORANDUM TO REMIND DEPARTMENT OF EDUCATION GRANTEEES OF EXISTING CASH MANAGEMENT REQUIREMENTS CONCERNING PAYMENTS

The Department of Education (Department) requires that its grantees adhere to existing cash management requirements concerning payments and will ensure that their subgrantees are also aware of these policies by providing them relevant information. A grantee's failure to comply with cash management requirements may result in an improper payment determination by the Department in accordance with the [Payment Integrity Information Act \(PIIA\) of 2019](#).

There are three categories of payment requirements that apply to the drawdown of funds from grant accounts at the Department. The first two types of payments are subject to the requirements in the Treasury Department regulations implementing the Cash Management Improvement Act (CMIA) of 1990, 31 U.S.C.6513, and the third is subject to the requirements in the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) at 2 CFR part 200,¹ as follows:

1. Payments to a State under programs that are covered by a State's Treasury State Agreement (TSA);
2. Payments to States under programs that are not covered by a TSA; and
3. Payments to other non-Federal entities, including nonprofit organizations and local governments.

CMIA Requirements Applicable to Programs included in a TSA

Generally, under the Treasury Department regulations implementing the CMIA, only major assistance programs (large-dollar programs meeting thresholds in 31 CFR § 205.5) are included in a State's written TSA. See 31 CFR § 205, subpart A. Programs included in a TSA must use approved funding techniques and both States and the Federal government are subject to interest liabilities for late payments. State interest liabilities accrue from the day federal funds are credited to a State account to the day the State pays out the federal funds for federal assistance program purposes. 31 CFR § 205.15. If a State makes a payment under a Federal assistance program before funds for that payment have been transferred to the State, Federal Government interest liabilities accrue from the date of the State payment until the Federal funds for that payment have been deposited to the State account. 31 CFR § 205.14.

CMIA Requirements Applicable to Programs Not Included in a TSA

Payments to States under programs not covered by a State's TSA are subject to subpart B of Treasury's regulations in 31 CFR § 205. These regulations provide that a State must minimize the time between the drawdown of funds from the federal government and their disbursement for approved program activities. The timing and amount of funds transfers must be kept to a minimum and be as close as is administratively feasible to a State's actual cash outlay for direct program costs and the proportionate share of any allowable indirect costs. 31 CFR § 205.33(a). States should exercise sound cash management in funds transfers to subgrantees.

¹ The Department adopted the Uniform Guidance as regulations of the Department at 2 CFR part 3474.

Under subpart B, neither the States nor the Department owe interest to the other for late payments. 31 CFR § 205.33(b). However, if a State or a Federal agency is consistently late in making payments, Treasury can require the program to be included in the State's TSA. 31 CFR § 205.35.

Fund transfer requirements for grantees other than State governments and subgrantees

The transfer of Federal program funds to grantees other than States and to subgrantees are subject to the payment and interest accrual requirements in the Uniform Guidance at 2 CFR § 200.305(b). These requirements are like those in subpart B of the Treasury Department regulations in 31 CFR part 205, requiring that "payments methods must minimize the time elapsing between the transfer of funds from the United States Treasury or the pass-through entity and the disbursement by the non-Federal entity." 2 CFR § 200.305(b) introduction.

The Federal Government and pass-through entities must make payments in advance of expenditures by grantees and subgrantees if these non-Federal entities maintain, or demonstrate the willingness to maintain, written procedures "that minimize the time elapsing between the transfer of funds and disbursement by the non-Federal entity, and financial management systems that meet the standards for fund control and accountability." 2 CFR § 200.305(b)(1). If a grantee or subgrantee cannot meet the criteria for advance payments, a Federal agency or pass-through entity can pay that entity through reimbursement. See 2 CFR § 200.305(b)(1) and (4) for more detailed description of the payment requirements and the standards for requiring that payments be made by reimbursement.

Non-Federal entities must maintain advance payments in interest bearing accounts unless certain conditions exist. See 2 CFR § 200.305(b)(8) for those conditions. The requirements regarding interest accrual and remittance follow:

Grantees and subgrantees must annually remit interest earned on federal advance payments except that interest earned amounts up to \$500 per year may be retained for administrative expense. Any additional interest earned on Federal advance payments deposited in interest-bearing accounts must be remitted annually to the Department of Health and Human Services Payment Management System (PMS) through an electronic medium using either Automated Clearing House (ACH) network or a Fedwire Funds Service payment. 2 CFR § 200.305(b)(9)(i) and (ii).

1. When returning interest through ACH Direct Deposit or Fedwire, grantees must include the following in their return transaction:
 - PMS Account Number (PAN). NOTE: The PAN is the same series of alpha-numeric characters used for payment request purposes (e.g.: C1234G1).
 - PMS document number.
 - The reason for the return (e.g., interest, part interest part other, etc.).
 - An explanation stating that the refund is for interest payable to the Department of Health and Human Services, and the grant number(s) for which the interest was earned.
- a. U.S. Department of Education grantees are generally located and operate domestically and return interest domestically. Below is PSC ACH account information for interest returned

domestically. For international ACH interest returned, account information is available at: Returning Funds/Interest.

- PSC ACH Routing Number is: 051036706
 - PSC DFI Accounting Number: 303000
 - Bank Name: Credit Gateway - ACH Receiver
 - Location: St. Paul, MN
- b. Service charges may be incurred from a grantee's financial institution when a Fedwire to return interest is initiated. For FedWire returns, Fedwire account information is as follows:
- Fedwire Routing Number: 021030004
 - Agency Location Code (ALC): 75010501
 - Bank Name: Federal Reserve Bank
 - Treas NYC/Funds Transfer Division
 - Location: New York, NY
2. Interest may be returned by check using only the U.S. Postal Service; however, returning interest via check may take 4-6 weeks for processing before a check payment may be applied to the appropriate PMS account.
- a. Interests returned by check are to be mailed (USPS only) to:
- HHS Program Support Center
PO Box 979132
St. Louis, MO 63197
- A brief statement explaining the nature of the return must be included.
- b. To return interest on a grant not paid through the PMS, make the check payable to the Department of Health and Human Services, and include the following with the check:
- An explanation stating that the refund is for interest
 - The name of the awarding agency
 - The grant number(s) for which the interest was earned
 - The return should be made payable to: Department of Health and Human Services.
3. For detailed information about how to return interest, visit the PSC Returning Funds/Interest page at: [Returning Funds/Interest](#)

Grantees, including grantees that act as pass-through entities and subgrantees have other responsibilities regarding the use of Federal funds. For example, all grantees and subgrantees must have procedures for determining the allowability of costs for their awards. We highlight the following practices related to the oversight of subgrantee compliance with the financial management requirements in the Uniform Guidance that will assist State grantees (pass-through entities) in meeting their monitoring responsibilities. Under 2 CFR § 200.332, pass-through entities must –

1. Evaluate each subrecipient's risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the subaward for purposes of determining the appropriate subrecipient monitoring.
2. Monitor the performance and fiscal activities of the subrecipient to ensure that the subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the subaward; and that subaward performance goals are achieved.

A small number of Department grant programs have program-specific cash management and payment requirements based on the authorizing legislation or program regulations. These program-specific requirements may supplement or override general cash management or payment requirements. If you have any questions about your specific grant, please contact the Education Program Contact listed in Block 3 of your Grant Award Notification.

**RECIPIENTS OF DEPARTMENT OF EDUCATION GRANTS AND COOPERATIVE AGREEMENTS
FREQUENTLY ASKED QUESTIONS ON CASH MANAGEMENT**

Q What are the Federal Laws and Regulations Regarding Payments to the States?

A The *Cash Management Improvement Act of 1990 (CMIA)* establishes interest liabilities for the Federal and State governments when the Federal Government makes payments to the States. See 31 U.S.C. 3335 and 6503. The implementing regulations are in Title 31 of the Code of Federal Regulations (CFR), Part 205, https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title31/31cfr205_main_02.tpl. Non-Federal entities other than States follow the rules on Federal payments set out in 2 CFR 200.305.

Q What is a Treasury-State Agreement (TSA)?

A A TSA documents the accepted funding techniques and methods for calculating interest agreed upon by the U.S. Department of the Treasury (Treasury) and a State. It identifies the Federal assistance programs that are subject to interest liabilities under the CMIA. The CMIA regulations specify a number of different funding techniques that may be used by a State but a State can negotiate with the Treasury Department to establish a different funding technique for a particular program. A TSA is effective until terminated and, if a state does not have a TSA, payments to the State are subject to the default techniques in the regulations that Treasury determines are appropriate.

Q What are the CMIA requirements for a program subject to a Treasury-State Agreement?

A Payments to a State under a program of the Department are subject to the interest liability requirements of the CMIA if the program is included in the State's Treasury-State Agreement (TSA) with the Department of Treasury. If the Federal government is late in making a payment to a State, it owes interest to the State from the time the State spent its funds to pay for expenditure until the time the Federal government deposits funds to the State's account to pay for the expenditure. Conversely, if a State is late in making a payment under a program of the Department, the State owes interest to the Federal government from the time the Federal government deposited the funds to the State's account until the State uses those funds to make a payment. For more information, GAN Enclosure 4.

Q What are the CMIA requirements for a program that is not subject to a Treasury-State Agreement?

A If a program is not included in the State's TSA, neither the State nor the Federal government are liable for interest for making late payments. However, both the Federal government and the State must minimize the time elapsing between the date the State requests funds and the date that the funds are deposited to the State's accounts. The State is also required to minimize the time elapsed between the date it receives funds from the Federal government and the date it makes a payment under the program. Also, the Department must minimize the amount of funds transferred to a State to only that needed to meet the immediate cash needs of the State. The timing and amount of funds transferred must be as close as is administratively feasible to a State's actual cash outlay for direct program costs and the proportionate share of any allowable indirect costs.

Q What if there is no TSA?

- A** When a State does not have a TSA in effect, default procedures in 31 CFR, part 205 that the Treasury Department determines appropriate apply. The default procedures will prescribe efficient funds transfer procedures consistent with State and Federal law and identify the covered Federal assistance programs and designated funding techniques.
- Q Who is responsible for Cash Management?**
- A** Grantees and subgrantees that receive grant funds under programs of the Department are responsible for maintaining internal controls regarding the management of Federal program funds under the Uniform Guidance in 2 CFR 200.302 and 200.303. In addition, grantees are responsible for ensuring that subgrantees are aware of the cash management and requirements in 2 CFR part 200, subpart D.
- Q Who is responsible for monitoring cash drawdowns to ensure compliance with cash management policies?**
- A** Recipients must monitor their own cash drawdowns **and** those of their subrecipients to assure substantial compliance to the standards of timing and amount of advances.
- Q How soon may I draw down funds from the G5 grants management system?**
- A** Grantees are required to minimize the amount of time between the drawdown and the expenditure of funds from their bank accounts. (See 2 CFR 200.305(b).) Funds must be drawn only to meet a grantee's immediate cash needs for each individual grant. The G5 screen displays the following message:
- By submitting this payment request, I certify to the best of my knowledge and belief that the request is based on true, complete, and accurate information. I further certify that the expenditures and disbursements made with these funds are for the purposes and objectives set forth in the applicable Federal award or program participation agreement, and that the organization on behalf of which this submission is being made is and will remain in compliance with the terms and conditions of that award or program participation agreement. I am aware that the provision of any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me, and the organization on behalf of which this submission is being made, to criminal, civil, or administrative penalties for fraud, false statements, false claims, or other violations. (U.S. Code Title 18, Section 1001; Title 20, Section 1097; and Title 31, Sections 3729-3730 and 3801-3812)**
- Q How may I use Federal funds?**
- A** Federal funds must be used as specified in the Grant Award Notification (GAN) and the approved application or State plan for allowable direct costs of the grant and an allocable portion of indirect costs, if authorized.
- Q What are the consequences to recipients/subrecipients for not complying with terms of the grant award?**
- A** If a recipient or subrecipient materially fails to comply with any term of an award, whether stated in a Federal statute or regulation, including those in 2 CFR part 200, an assurance, the GAN, or elsewhere, the awarding agency may in accordance with 2 CFR 200.339 take one or more of the following actions:

1. Temporarily withhold cash payments pending correction of the deficiency by the non-Federal entity or more severe enforcement action by the Federal awarding agency or pass-through entity.
2. Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity not in compliance.
3. Wholly or partly suspend or terminate the Federal award.
4. Initiate suspension or debarment proceedings as authorized under 2 CFR part 180 and Federal award agency regulations (or in the case of a pass-through be initiated by a Federal awarding agency).
5. Withhold further Federal awards for the project or program.
6. Take other remedies that may be legally available.

Q Who is responsible for determining the amount of interest owed to the Federal government?

A As set forth in 31 CFR 205.9, the method used to calculate and document interest liabilities is included in the State's TSA. A non-State entity must maintain advances of Federal funds in interest-bearing accounts unless certain limited circumstance apply and remit interest earned on those funds to the Department of Health and Human Services, Payment Management System annually. See 2 CFR 200.305.

Q What information should accompany my interest payment?

A In accordance with 2 CFR 200.305(b)(9), interest in excess of \$500.00 earned on Federal advance payments deposited in interest-bearing accounts must be remitted annually to the Department of Health and Human Services Payment Management System (PMS) through an electronic medium using either Automated Clearing House (ACH) network or a Fedwire Funds Service payment.

For returning interest on Federal awards paid through PMS, the refund should:

- (a) Provide an explanation stating that the refund is for interest;
- (b) List the PMS Payee Account Number(s) (PANs);
- (c) List the Federal award number(s) for which the interest was earned; and
- (d) Make returns payable to: Department of Health and Human Services.

For returning interest on Federal awards not paid through PMS, the refund should:

- (a) Provide an explanation stating that the refund is for interest;
- (b) Include the name of the awarding agency;
- (c) List the Federal award number(s) for which the interest was earned; and
- (d) Make returns payable to: Department of Health and Human Services.

For additional information about returning interest see GAN ATTACHMENT 4.

Q Are grant recipients/subrecipients automatically permitted to draw funds in advance of the time they need to disburse funds in order to liquidate obligations?

A The payment requirements in 2 CFR 200.305(b) authorize a grantee or subgrantee to request funds in advance of expenditures if certain conditions are met. However, if those conditions are not met, the Department and a pass-through agency may place a payee on reimbursement.

Q For formula grant programs such as ESEA Title I, for which States distribute funds to LEAs, may States choose to pay LEAs on a reimbursement basis?

A A subgrantee must be paid in advance if it meets the standards for advance payments in 2 CFR 200.305(b)(1) but if the subgrantee cannot meet those standards, the State may put the subgrantee on reimbursement payment. See 2 CFR 200.305(b).

Q Will the Department issue special procedures in advance if G5 plans to shut down for 3 days or more?

A Yes, before any shutdown of G5 lasting three days or more, the Department issues special guidance for drawing down funds during the shut down. The guidance will include cash management improvement act procedures for States and certain State institutions of higher education and procedures for grants (including Pell grants) that are not subject to CMIA.

ATTACHMENT S

SPECIAL CONDITIONS FOR DISCLOSING FEDERAL FUNDING IN PUBLIC ANNOUNCEMENTS

When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all grantees receiving Federal funds included in this Act, including but not limited to State and local governments and recipients of Federal research grants, shall clearly state —

- (1) the percentage of the total costs of the program or project which will be financed with Federal money;
- (2) the dollar amount of Federal funds for the project or program; and
- (3) percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

Recipients must comply with these conditions under Public Law 110-497, Providing For The Consideration Of The Senate Amendment To the Bill (HR. 2764) Making Appropriations For The Department Of State, Foreign Operations And Related Programs For The Fiscal Year Ending September 30, 2008, And For Other Purposes: DIVISION G—DEPARTMENTS OF LABOR, HEALTH AND HUMAN SERVICES, AND EDUCATION, AND RELATED AGENCIES APPROPRIATIONS ACT, 2008, Title V—General Provisions, Sec. 506, December 17, 2007.