



NOTICE AND AGENDA  
REGULAR MEETING OF THE GOVERNING COUNCIL OF  
ALBUQUERQUE AVIATION ACADEMY  
(Formerly SAMS)  
June 20, 2025  
2:00 p.m.  
AAA Board Room  
6441 Ventana Rd NW, Albuquerque, NM  
and Internet/Call-in  
**(See Special Procedures Below)**

AAA MISSION

Albuquerque Aviation Academy cultivates opportunities for 6<sup>th</sup>-12<sup>th</sup> grade students to excel in fields related to aviation and STEAM. Students will have unique options to explore and excel in multiple career areas of aviation which are woven throughout an innovative hybrid learning experience.

- I. Call to Order
  - A. Roll Call
  - B. Adoption of the Agenda\*
  - C. Review/Approval of Minutes from May 16, 2025 Regular Meeting\*
- II. Closed Session \*
  - A. Limited personnel matters, head administrator evaluation, pursuant to NMSA 1978, Section 10-15-1(H)(2).
  - B. Limited personnel matters, head administrator contract, pursuant to NMSA 1978, Section 10-15-1(H)(2).
- III. Open Session \*
  - A. Action on items discussed in closed session.
- IV. Public Comment (comments will be limited to two minutes) – see attached Special Procedures for more information.
- V. Ongoing Business Matters
  - A. Aviation Program Update
  - B. Aviation Committee Update
- VI. Administrative Update
  - A. Student Achievement Update
- VII. New Business Matters
  - A. Naloxon (Narcan) Use and Response Policy (discussion/action) \*
  - B. Cardiac Emergency Response Plan Policy (discussion/action) \*



- C. Artificial Intelligence Policy (discussion/action) \*
- D. Reduction in Force Policy (discussion/action) \*
- E. Furlough Policy (discussion/action) \*
- F. Certified Flight Instructor Volunteer Policy (discussion/action) \*
- G. Certified Flight Instructor Volunteer Waiver and Release of Liability (discussion/action) \*
- H. Acceptable Use Policy (discussion/action) \*
- I. Disposal List (discussion/action) \*
- J. 2025-2026 Fleet Service Contract – Transportation (discussion/action) \*
- K. 2024-2025 Family Survey Results

VIII. Governing Council Development

- A. No Discussion with Kelly Callahan

IX. Finance Report

- A. Business Office Operations Update
- B. Voucher Approvals (discussion/action) \*
- C. Bank Reconciliation (discussion/action) \*
- D. Budget Adjustment Requests (discussion/action) \*
  - BAR 2425-24154-0029-D
  - BAR 2425-24101-0031-I
  - BAR 2425-23000-0032-I

X. Announcements

- A. Date for next Regular AAA Governing Council Meeting

XI. 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@abqaviation.com](mailto:acatanzaro@abqaviation.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 June 20, 2025 AAA Governing Council Regular Meeting

The AAA Governing Council Regular Meeting on June 20, 2025 at 2:00 pm will be held at Albuquerque Aviation Academy boardroom 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@abqaviation.com](mailto:acatanzaro@abqaviation.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@abqaviation.com](mailto:acatanzaro@abqaviation.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 505-608-6441.

These procedures are subject to revision given changing circumstances. Please check the AAA website for any updates to these procedures.



**GOVERNING COUNCIL**

Regular Meeting of the Albuquerque Aviation Academy Governing Council on  
Friday, May 16, 2025

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

**BOARD MEMBERS PRESENT**

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

**BOARD MEMBERS ABSENT**

none

**ALSO IN ATTENDANCE**

Bridget Barrett, Amanda Catanzaro, Sean Fry, 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 Regular Meeting of the Governing Council for the Albuquerque Aviation Academy for May 16, 2025 at 2:10 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, Roland Dewing, Laura Kohr, Alex Carothers, Farrah Nickerson (via Zoom) and Larry Kennedy.

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

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

### **C. Review/Approval of Minutes from April 25, 2025 Special Meeting\***

Larry Kennedy asked for a motion to approve the minutes from the April 25, 2025 Special Meeting. Laura Kohr made a motion to approve the minutes. Farrah Nickerson seconded the motion. Larry Kennedy asked Amanda Catanzaro to call roll. Amanda Catanzaro called Jody Meyer, Mike Romo, Roland Dewing, Laura Kohr, Alex Carothers, Farrah Nickerson, and Larry Kennedy; all voted yes. The motion carried unanimously.

## **II. Public Comment**

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

## **III. Ongoing Business Matters**

### **A. Aviation Program/Committee Update**

Dr. Lauren Chavez presented that Hotel Kilo has flown approximately 76 hours since last report. Two more seniors have earned their private pilots license and one more expected in the next week. That will leave four seniors left to complete their training.

Classes are finishing up. Internships have been slow but one more should happen over the summer.

Display plane is progressing and students help to design the paint scheme.

Second airplane should be ready by early next week to begin extensive test flights with CFIs and then begin using for student training.

Dr. Chavez reviewed the expenses including fuel, hangar rental, and insurance.

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

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

Bridget Barrett presented the Edgenuity Academics by Enrollment with Actual grades becoming more of a bell curve. Walk-through goal was met for the month. KRQE is doing a story on the school's drone soccer program that will air May 20. NM Senator Jay Block visited the campus and is going to be a speaker at graduation.

Question was asked how many seniors do we have this year. We have approximately 38 graduates.

#### **V. New Business Matters**

##### **A. Aviation Email from NMPED \***

Bridget Barrett shared an email from Brigitte Russell at PED regarding flying seniors over the summer. The question was asked if they would still be covered by insurance and Dr. Chavez said they are.

Alex Carothers made a motion to approve the flying of four (4) seniors, currently enrolled in the flight program, with a completion date of no later than July 25, 2025. Roland Dewing seconded the motion. Larry Kennedy asked Amanda Catanzaro to call roll. Amanda Catanzaro called Jody Meyer, Mike Romo, Roland Dewing, Laura Kohr, Alex Carothers, Farrah Nickerson, and Larry Kennedy; all voted yes. The motion carried unanimously.

##### **B. FY 2026 School Calendar \***

Amanda Catanzaro presented the school calendar for 2025-2026 school year and noted few changes between this year and proposed calendar.

Larry Kennedy asked for a motion to approve FY 2026 School Calendar as presented. Farrah Nickerson made a motion to approve. Alex Carothers seconded the motion. Larry Kennedy asked Amanda Catanzaro to call roll. Amanda Catanzaro called Jody Meyer, Mike Romo, Roland Dewing, Laura Kohr, Alex Carothers, Farrah Nickerson, and Larry Kennedy; all voted yes. The motion carried unanimously.

##### **C. FY 2026 Salary Schedules \***

Sean Fry presented the salary schedules for FY 2026 that include increasing the minimum salary of EA's the 4% which took the minimum EA salary from \$20.00/hour

to \$20.60/hour. Then administration decided to add an additional \$1.00/hour which increase the minimum to \$21.60/hour. This was then increased throughout the salary schedule.

Mandated raises for this year was 4%. Teachers salaries were increased by 4% and the beginning step was increased to \$57,500 for Level 1, \$69,000 for Level 2, and \$81,022 for Level 3. \$5000 additional for full time special education teachers still in the schedule. Discussion about vocational licenses without holding a bachelor's degree for the position of CFI will receive an incremental pay of \$5000. Discussion that this puts the school in a more competitive salary for industry standards for CFIs.

Larry Kennedy asked for a motion to approve FY 2026 Salary Schedules as presented. Alex Carothers made a motion to approve. Mike Romo seconded the motion. Larry Kennedy asked Amanda Catanzaro to call roll. Amanda Catanzaro called Jody Meyer, Mike Romo, Roland Dewing, Laura Kohr, Alex Carothers, Farrah Nickerson, and Larry Kennedy; all voted yes. The motion carried unanimously.

#### **D. FY 2026 Operating Budget \***

Sean Fry presented the 2025-2026 Operating Budget. The unit value went up by \$247.60 per unit, a 3.78% increase. Discussion about the line items that went down including At Risk, and ELL funding. Budget is due June 10, 2025.

Larry Kennedy asked for a motion to approve FY 2026 Operating Budget as presented. Roland Dewing made a motion to approve. Mike Romo seconded the motion. Larry Kennedy asked Amanda Catanzaro to call roll. Amanda Catanzaro called Jody Meyer, Mike Romo, Roland Dewing, Laura Kohr, Alex Carothers, Farrah Nickerson, and Larry Kennedy; all voted yes. The motion carried unanimously.

#### **E. Narcan Policy \***

Amanda Catanzaro shared that we are still waiting for attorney review of this policy that was sent to Laura Castille on April 14, 2025.

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

#### **F. Civil Air Patrol MOU \***

Bridget Barrett shared the Renewal of Existing Partnership for CAP. The squadron is growing and currently has 22 cadets.

Larry Kennedy asked for a motion to approve the Civil Air Patrol MOU as presented. Alex Carothers made a motion to approve. Mike Romo seconded the motion. Larry Kennedy asked Amanda Catanzaro to call roll. Amanda Catanzaro called Jody Meyer, Mike Romo, Roland Dewing, Laura Kohr, Alex Carothers, Farrah Nickerson, and Larry Kennedy; all voted yes. The motion carried unanimously.

**G. Cardiac Emergency Response Plan Policy \***

Amanda Catanzaro shared that we are still waiting for attorney review of this policy that was sent to Laura Castille on April 14, 2025.

Larry Kennedy asked for a motion to table the Cardiac Emergency Response Plan Policy. Mike Romo made a motion to table. Laura Kohr seconded the motion. Larry Kennedy asked Amanda Catanzaro to call roll. Amanda Catanzaro called Jody Meyer, Mike Romo, Roland Dewing, Laura Kohr, Alex Carothers, Farrah Nickerson, and Larry Kennedy; all voted yes. The motion carried unanimously.

**VI. Governing Council Development**

**A. Discussion with Kelly Callahan**

Kelly Callahan shared that the Governing Council completed their training hours for the year. She will be sending the school and the CDS the report card by June 1, 2025 as requested by the CSD. She will also provide a detailed report to the Governing Council by June 30, 2025. Discussion regarding plan for FY 2026. Request was made for PCSNM and Kelly Callahan to send an MOU for review by the Governing Council.

**VII. Finance Report**

**A. Business Office Operations Update**

Sean Fry presented that the finance committee met prior to the meeting and there are a couple of issues related to the bank account number change that the business office is working through. NMPSIA payment hit both accounts in AptaFund, which it is not supposed to be allowed to do so Sean is working with Apta to get this resolved.

**B. Voucher Approvals for April 2025\***

Sean Fry presented the April Vouchers and the Finance Committee can support the approval of the April Voucher Approvals.

Larry Kennedy asked for a motion to approve the Bank Vouchers for April 2025. Laura Kohr made a motion to approve. Jody Meyer seconded the motion. Larry Kennedy asked Amanda Catanzaro to call roll. Amanda Catanzaro called Jody Meyer, Mike Romo, Roland Dewing, Laura Kohr, Alex Carothers, Farrah Nickerson, and Larry Kennedy; all voted yes. The motion carried unanimously.

**C. Bank Reconciliation for April 2025\***

Sean Fry presented the April Bank Reconciliation that included Bode lost check from the old account. That will be reissued from the new account and a journal entry will be done to note that. Check was in the amount of \$1071.00. Finance Committee can support the approval of the April 2025 Bank Reconciliation.

Larry Kennedy asked for a motion to approve the Bank Reconciliation for April 2025. Laura Kohr made the motion. Jody Meyer seconded the motion. Larry Kennedy asked Amanda Catanzaro to call roll. Amanda Catanzaro called Jody Meyer, Mike Romo, Roland Dewing, Laura Kohr, Alex Carothers, Farrah Nickerson, and Larry Kennedy; all voted yes. The motion carried unanimously.

#### **VIII. Announcements**

Next Governing Council meeting is scheduled for June 20, 2025. Graduation is May 23, 2025 at 10:30 at UNM Continuing Education Building on University.

#### **IX. Adjournment\***

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

The Regular Meeting of the Governing Council for the Albuquerque Aviation Academy adjourned on May 16, 2025 at 3:17 p.m.



## Monthly Report - June 20, 2025

All figures and outcomes are based on the date of this report - June 17, 2025 (hobbs time: 1638.9)

### FLIGHT TRAINING:

- **Flights** - We've flown 103.2 hrs since the last board report. One student should have had his checkride today (6/20/25.) Another has hopefully solo'd (between the time I'm doing the report and the board meeting.) We have two other students. It will be near impossible to finish them before July 25, but we will do everything we can and get them as far as we can.
  - HK - We've been flying her a lot. She's less than 200hrs from TBO. I'm in the process of getting three bids for an overhaul. We just completed another 100hr/annual inspection. She's flying great. The only squawk is one detached window spring (an insignificant issue,) which will be repaired at the next mx inspection.
  - Addison - We picked her up, but the oil temp doesn't appear to be operative, so we can't fly her until that's repaired. She also developed a flat front tire. The mechanic should (hopefully) have the oil temp (and maybe the tire?) repaired by the time of this board meeting.
  - Del Sol - has a Cessna 172 with Dynon Skyview (like HK). They were interested in a sale/trade, but they will also lease her to us. Asking price \$199k, \$186/hr.
  - Winston - Our mechanics haven't worked on him at all (we've kept them busy with our other two.) Now that HK and Addison are almost finished, I've been a "squeaky wheel" to get Winston fixed. Then, we can use him when HK is down for overhaul (if needed,) and I can use him to help get our last two seniors finished after July 25 (at no expense to the school.)

### CLASSES:

- **Airplane** - Summer Break
- **Instrument/Commercial** - Summer Break
- **Drone** - Summer Break
- **Balloons** - Summer Break

### ADDITIONAL:

- **Internships** - They will continue over the summer, to some extent.
- **Donated airplane for display** - I need to check the status

### EXPENSES:

- **Fuel:** \$2,120 (est)
- **Maintenance:** \$2142.00 (100 hr HK); \$527.50 (50 hr HK); \$6044.07 (repairs/annual Addison)
- **Hangar Rental:** \$357 per month (x2?)
- **Insurance:** Annual Premium - \$15,658 (both airplanes)

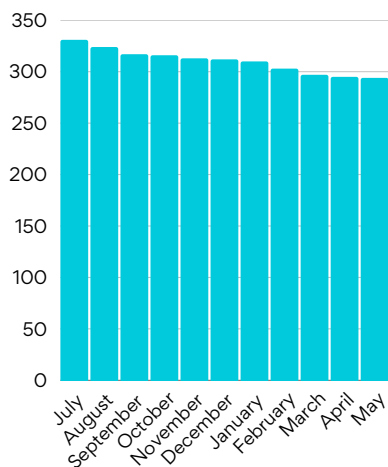


# Student Achievement Update June 2025



## Student Enrollment

Student Enrollment Goal  
SY 24/25: 320



**Letters of Intent:** Submitted: 266

**Not returning:** 7 (from submitted)

**Current number of not returning:** 21

## Advertising Campaign



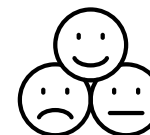
### Campaign

#### Daypart Summary

| Daypart       | Spots |
|---------------|-------|
| Early Morning | 257   |
| Daytime       | 346   |
| Early Fringe  | 124   |
| Early News    | 36    |
| Access        | 66    |
| Prime         | 82    |
| Late News     | 72    |
| Late Fringe   | 364   |
| Weekend       | 70    |
| Overnight     | 227   |

## EOY Edgenuity Relative Grade Report

A+



A : 13%

B : 30%

C : 29%

D : 20%

F: 8%

## Registration Goal



Currently Registered **308**

Offered a spot: waiting on registration: **24**

Waitlist: **20**



Goal : 350\*

Met : 308

**Percent : 88%**

## What's Happening?

\*Registration Goal based on reduction of students at start of year. Actual goal for the year is 320.

Summer School is underway! Students have until 6/26 to complete Summer Session.

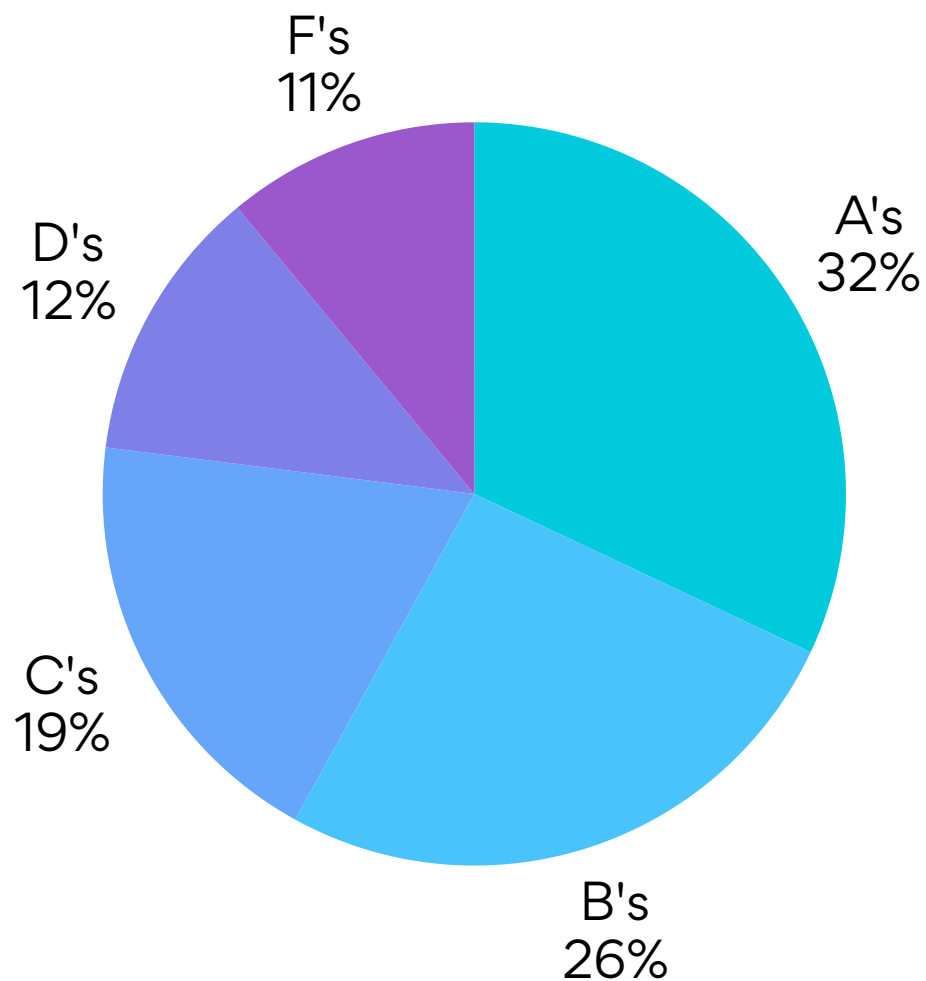
We are piloting the new Edge Ex program in Edgenuity this Summer



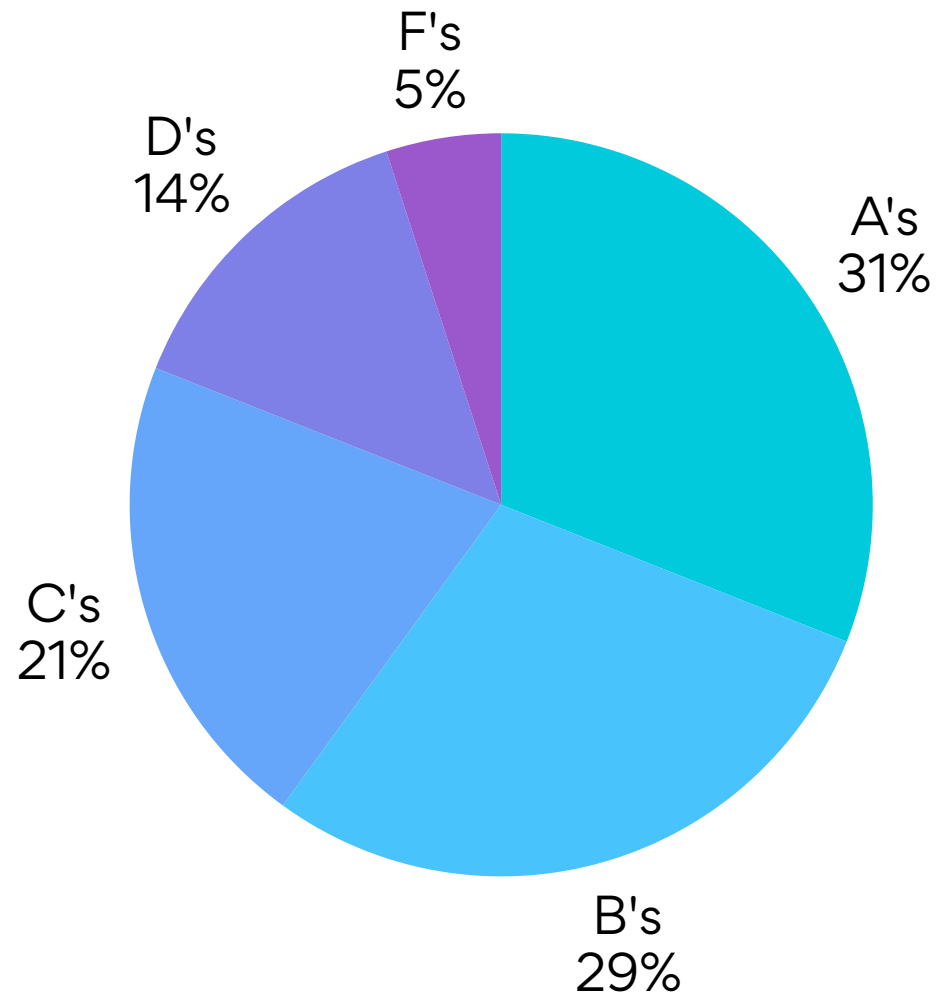
## Imagine Learning Enrollments EOY Grades at a Glance



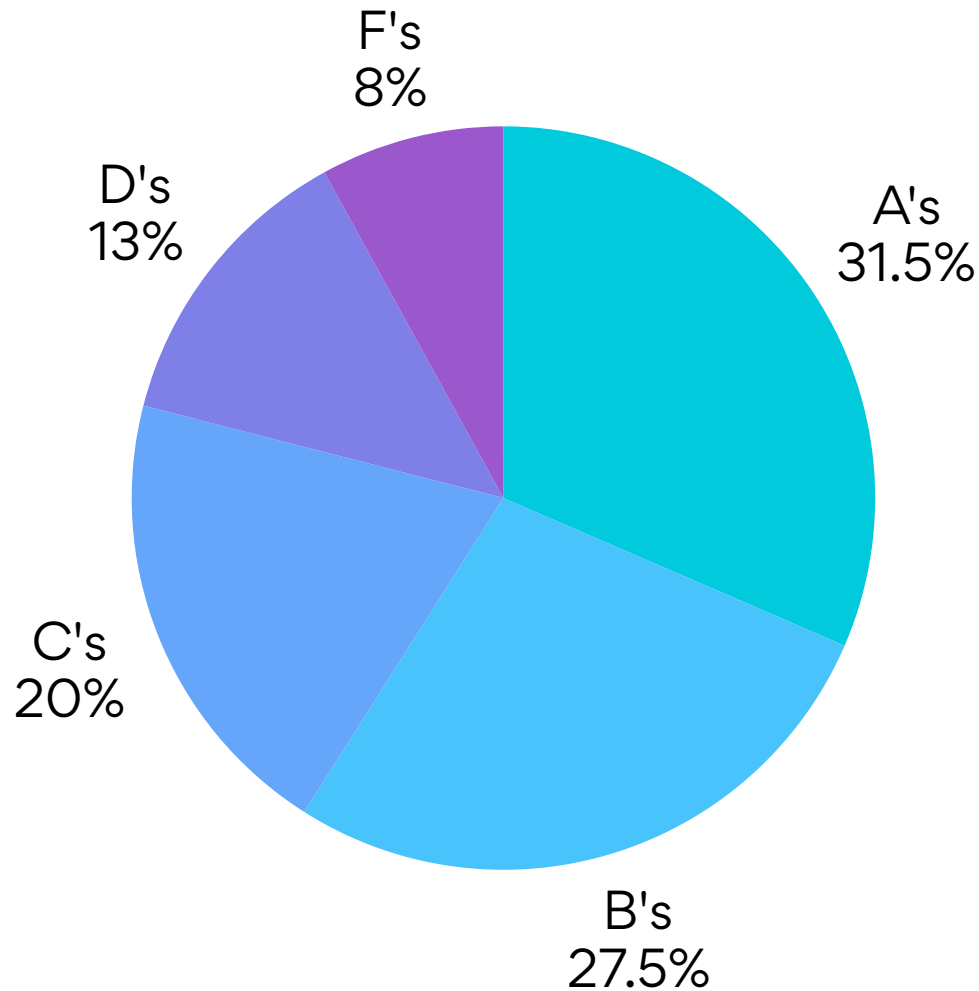
Semester 1 Grades as reported in Power School  
(includes all electives and core classes)



Semester 2 Grades as reported in Power School  
(includes all electives and core classes)



24/25 School Year Grades as Reported in Power School  
(includes electives and core classes)



# ALBUQUERQUE AVIATION ACADEMY

## NALOXONE (NARCAN) USE AND RESPONSE POLICY



### PURPOSE

The purpose of this policy is to establish clear guidelines for the storage, administration, and response to opioid-related overdoses using Naloxone (Narcan) at Albuquerque Aviation Academy. In recognition of the increasing risk of opioid exposure within communities, and with guidance from the Standing Order from the New Mexico Department of Health as well as New Mexico law, this policy aims to protect the health and safety of students, staff, and visitors by ensuring rapid, informed intervention in the event of a suspected opioid overdose. Through proper staff training and the availability of Narcan on campus, the school is committed to preventing fatalities and promoting a safe, responsive learning environment.

### DISCLAIMER

Albuquerque Aviation Academy personnel are not medical professionals. Trained staff will administer Narcan in good faith, based on the best available information and their training.

- **Not a Form of Treatment:** Naloxone is a temporary emergency intervention for opioid overdose and does not address the underlying causes of substance use or addiction. It should not be considered a substitute for comprehensive treatment.
- **Not a Replacement for Medical Care:** Emergency medical services (911) must be contacted immediately following the administration of naloxone. Medical evaluation and ongoing care are essential, as the individual may require further treatment and monitoring.
- **Effectiveness May Vary:** Naloxone may be ineffective in cases involving non-opioid substances or if the overdose has resulted in irreversible harm. Prompt medical attention remains critical in all suspected overdose situations.

This policy cannot guarantee complete protection in all situations and unforeseen circumstances may arise. Availability of Naloxone is subject to change and outside the scope of power of Albuquerque Aviation Academy given federal and state legislation as well as global and national shortages of the Naloxone itself. Albuquerque Aviation Academy is not responsible for injuries or damages resulting from the attempted or administration of Naloxone or any unforeseen events.

### NALOXONE (NARCAN) USE AND RESPONSE POLICY

Consistent with New Mexico law, NMSA 1978, Section 24-23-1(B), Albuquerque Aviation Academy will maintain a supply of clearly marked Naloxone (Narcan) nasal spray in designated, secure, and accessible locations throughout campus. These locations may include the nurse's office, main office, and security or administrative offices. All Narcan supplies will be stored according to manufacturer instructions and checked monthly to ensure they are within their expiration dates and ready for use.

Select staff members, including school nurses, health assistants, administrators, security personnel (when applicable), and other designated individuals, will be trained in recognizing the signs and symptoms of an opioid overdose and administering Narcan. In alignment with best practices and state guidelines, this training will be conducted by a qualified provider and will include both instruction and practical demonstration. All trained staff must attend the training at least once every two years, and the school will maintain records of staff members who are trained.

In the event of a suspected opioid overdose, trained personnel will immediately administer Narcan while another staff member contacts 911 and initiates the school's emergency response protocol. The responder will stay with the individual, monitor vital signs, and provide supportive care until emergency medical services arrive. After the incident, school administration will document the response and submit any required reports to appropriate local or state agencies, if applicable. For students under 18, the student's parent(s) or legal guardian(s) will be notified as soon as possible after the incident. For students over the age of 18, with the student's consent, a trusted emergency contact (if provided) may be notified. If the student is unconscious or otherwise incapacitated, the designated emergency contact will be informed in accordance with FERPA and applicable state laws.

To support transparency and awareness, the school will provide age-appropriate education and information to staff and families regarding the risks of opioid use and the life-saving potential of Narcan. While the primary goal is prevention, Albuquerque Aviation Academy recognizes the critical importance of harm reduction strategies and believes every possible step should be taken to save a life during a medical emergency.

# ALBUQUERQUE AVIATION ACADEMY CARDIAC EMERGENCY RESPONSE PLAN POLICY



## PURPOSE

The purpose of this Cardiac Emergency Response Plan (CERP) is to ensure that Albuquerque Aviation Academy is fully prepared to respond quickly and effectively to incidents of sudden cardiac arrest (SCA) on school grounds during both school-day activities and after-school activities. In accordance with New Mexico law, this plan is designed to safeguard the health and safety of students, staff, and visitors by implementing accessible life-saving tools, ensuring designated personnel are trained in cardiopulmonary resuscitation (CPR) and the use of automated external defibrillators (AEDs), and establishing clear procedures for emergency response. The goal is to increase the likelihood of survival in the event of a cardiac emergency through the implementation of clear procedures, and swift, coordinated, and informed action.

## DISCLAIMER

Albuquerque Aviation Academy staff are not medical professionals. This plan cannot guarantee complete protection in all situations and unforeseen circumstances may arise. Albuquerque Aviation Academy is not responsible for injuries or damages resulting from the use of the plan or any unforeseen events. While this plan aims to provide a structured response, it cannot guarantee complete protection in all situations. Individual responsibility and cooperation are crucial for the plan's effectiveness.

## CARDIAC EMERGENCY RESPONSE PLAN POLICY

Albuquerque Aviation Academy is committed to maintaining AEDs on campus in multiple accessible locations including the main office, gymnasium, and school nurse's office. These AEDs will be clearly marked, securely installed, and inspected on a regular quarterly basis to ensure readiness. An annual maintenance check will also be conducted in accordance with manufacturer guidelines.

To comply with New Mexico regulations, all school nurses, health assistants, physical education teachers, designated administrators, and security personnel (if applicable) will be trained and certified in CPR and AED use. The school strongly encourages all staff members to undergo CPR/AED training to broaden the network of potential responders, however an annual AED training, approved by PED, will be provided to all staff members. In addition, Albuquerque Aviation Academy will incorporate CPR instruction into the health education curriculum for high school students, meeting state educational requirements.

A designated Cardiac Emergency Response Team (CERT) will be established, consisting of staff trained in CPR and AED use. This team will be responsible for planning, practicing, and evaluating cardiac emergency response drills, maintaining updated emergency contact information, and coordinating with local emergency

medical services (EMS). Members of this team will participate in regular training refreshers to ensure preparedness.

In the event of a suspected cardiac emergency, the school will follow a clearly defined protocol: 911 will be called immediately, CPR will be initiated by trained staff, an AED will be retrieved and applied as soon as possible, and EMS will be directed to the location of the emergency. Parents or guardians will be notified immediately if a student is involved.

Information about the CERP, including AED locations and emergency procedures, will be communicated to staff and students at the beginning of each school year and posted prominently throughout the campus. In addition, the CERP will be provided to any group or organization using school grounds or facilities. Each use of an AED or cardiac emergency will be documented and reviewed by the school's administration to determine any necessary updates to the response plan or training procedures.

# ALBUQUERQUE AVIATION ACADEMY

## ARTIFICIAL INTELLIGENCE POLICY



### PURPOSE

At Albuquerque Aviation Academy, we recognize that Artificial Intelligence (“AI”) technologies are becoming increasingly integrated into education, work, and everyday life. Our mission is to prepare students not only to succeed in the classroom, but also to engage responsibly with emerging technologies. This policy is designed to guide appropriate AI use by students and staff, ensure academic integrity, and promote digital literacy. AI should be viewed as a tool to support learning—not a replacement for student effort or critical thinking. As aviation professionals-in-training, our students are held to high ethical standards, and their use of AI should reflect those values.

### ARTIFICIAL INTELLIGENCE POLICY

#### General Guidelines

Artificial intelligence refers to computer systems capable of carrying out complex tasks that typically require human abilities, such as reasoning, decision-making, and creativity. AI encompasses a broad range of tools and systems that can simulate human tasks such as writing, decision-making, and creating media. While tools like ChatGPT, Grammarly, and Elicit can enhance the learning experience, their use must be transparent, responsible, and aligned with educational goals. AI may be used when explicitly allowed by instructors and must never be used to complete assignments dishonestly or to bypass the learning process.

#### Permitted Use of AI

Students may use AI for educational support under teacher supervision or explicit instruction. Acceptable uses include grammar and spelling checks, sentence rephrasing, or organizational improvements to writing students have authored themselves. AI may also be used to brainstorm ideas, generate questions, or create outlines if students are still responsible for completing and submitting their original work. Some assignments may even require AI use, and instructors will provide guidance and tutorials in such cases. When used appropriately, AI can strengthen student work and improve problem-solving and writing skills.

#### Prohibited Use of AI

Improper use of AI is violation of AAA’s Academic Dishonest Policy. AI should not be used to generate full drafts or answers on behalf of the student. Copying entire paragraphs or responses from AI tools without citation is considered academic dishonesty and any and all AI uses will be subject to the School’s Academic Dishonesty Policy. If AI-generated content is included, it must be clearly quoted and cited. For example: *OpenAI, ChatGPT. Response to prompt: “Explain what is meant by the term ‘Triple Bottom Line’” (February 15, 2023, <https://chat.openai.com/>).* Students must not utilize AI to cheat, gain unfair academic advantage, or to bypass student learning.

If students use AI improperly—such as submitting AI-generated work as their own without disclosure—they will receive a zero on the assignment and may only resubmit with the teacher’s permission and at their discretion. Inappropriate use may also result in a disciplinary report.

Students who continue such behaviors will be placed on a three-strike policy per calendar year. After the third offense, the student will be placed on an Academic Dishonesty Probation Contract, which must be signed by the student, their parent or guardian, and a school administrator. Any violation of the terms outlined in this contract will result in the student being subject to long-term suspension and required to go before a hearing officer. If suspended, the student will not receive academic credit for the semester in progress and may be removed from the school for the remainder of the academic year.

Students who access AI software using their own devices and/or personal accounts do so at their own risk, understanding that these platforms collect different types of data that may violate state and federal law.

### **Transparency and Limits**

If AI is permitted, students must indicate which parts of their work were generated by AI and which were their own. No more than 25% of an assignment may consist of AI-generated content unless otherwise instructed.

### **Ethical Considerations and Bias Awareness**

Students should understand that AI is not always accurate or fair. AI systems may reflect or amplify bias present in the data they were trained on, potentially leading to unfair or misleading outcomes. Instructors will educate students on these limitations and promote awareness of how AI can unintentionally perpetuate stereotypes or discrimination. Responsible AI use requires critical thinking, ethical judgment, and transparency.

### **Conclusion**

At AAA, we believe that learning to use AI effectively and ethically is an essential 21st-century skill. We are committed to fostering responsible use that enhances student learning while maintaining academic integrity and fairness. By setting clear expectations, we aim to create a learning environment where students are empowered to use technology as a supportive tool without compromising the values of honesty, responsibility, and excellence.

ChatGPT. (2025). *Artificial Intelligence Policy and Guidance*. Retrieved from <https://chat.openai.com>

# ALBUQUERQUE AVIATION ACADEMY

## REDUCTION IN FORCE POLICY



### **PURPOSE**

The purpose of this policy is to establish clear and fair procedures for implementing a Reduction-in-Force (“RIF”) at Albuquerque Aviation Academy (“AAA” or “School”) when necessary due to decreased enrollment, budgetary constraints, changes in educational programming, exigent fiscal circumstances, or other legitimate causes. This policy ensures that any decision to discharge or terminate certified and non-certified personnel is based on bona fide educational considerations, follows due process, and aligns with applicable state laws and regulations. It provides guidelines for identifying the need for a RIF, developing a RIF plan, and determining personnel impacted, while maintaining the integrity and quality of the educational program. AAA will make reasonable efforts to avoid a disparate impact based on age, race, gender, sexual orientation, gender identity, disabilities, or any other protected against discrimination by state and federal laws.

### **REDUCTION IN FORCE POLICY**

AAA has the authority to discharge certified school personnel during the term of their contracts or to terminate certified school instructors and non-certified employees with rights created by Section 22-10-14 NMSA 1978, after notice and hearing when a reduction of such personnel is required as a result of decreased enrollment or a decrease or revision of budget. Reduction of force constitutes “just cause” for discharge of certified school personnel and termination of certified and non-certified employees, when established pursuant to this policy.

AAA is vested with the discretion to determine educational programming. The School may revise the educational program or decrease the number of employees of the school at any time and is solely vested with the discretion to determine when decreased enrollment, program needs, financial exigency or other causes justify a reduction in personnel.

Any RIF plan adopted by AAA shall be made available to all staff, by providing copies thereof in the administrative offices within five working days after approval by the Governing Council.

Each certified instructor discharged, and each tenured employee terminated pursuant to this policy shall be entitled to the procedural rights provided under the applicable statutes and regulations of the NM Public Education Department governing discharge of certified school personnel or the termination of tenured employees.

All terminations are to be carried out in compliance with applicable laws, regulations, and organizational policies.

### **COURSE OF ACTION**

#### **1. Situations Justifying Reduction-in-Force:**

- a. Situations which justify RIF shall include, but are not limited to, the following:

- Decrease in enrollment
- Decrease in revenue
- Change in education program as determined by the Albuquerque Aviation Academy Governing Council
- Court Orders
- Legislative mandates
- Exigent fiscal circumstances

b. The school shall exercise its discretion in good faith, and determinations that a RIF is necessary shall be based on bona fide education considerations and not be a subterfuge for discharging or termination of personnel without just cause or impermissible reasons.

c. Any RIF may occur at any time during the calendar year when the school, in its discretion, determines that it is justified and the procedures prescribed herein are applicable and are followed.

## 2. Determination of Need for Reduction-in-Force:

a. Preliminary Report: The AAA Head Administrator or designee must inform the Governing Council about any situation that might lead to a Reduction in Force (RIF), so that staff can be warned ahead of time and steps can be considered to avoid or lessen the impact if possible.

b. Preparation of plan for RIF: When the Head Administrator or designee concludes that a RIF is necessary, he/she will present a Reduction-in-Force plan to the Governing Council for consideration. The RIF Plan shall not identify individuals to be discharged or terminated, but shall focus upon the education program of the school and how it may be modified to reduce the number of personnel while still providing a quality educational program. The RIF Plan shall include, but not be limited to

- A detailed description of the cause or causes requiring a RIF;
- A description of all adjustments already made by the administration in an attempt to avoid a RIF, if any;
- A designation of the part or parts of the total educational program in which the RIF is proposed and the number of positions to be reduced in each program;
- A discussion of alternatives (if any) considered by the Head Administrator or designee and the management team of Albuquerque Aviation Academy and an explanation of why each alternative was rejected.

## 3. Selection of Personnel to be Released: The following criteria shall be applied in making the selection:

### Certified Personnel:

a. Certification-Licensure/Qualification: The primary concern and the initial criterion to be applied, in making the RIF selections is the official certification or licensure and qualifications of certified staff to maintain a sound and balanced education program that meets statutory requirements and

accreditation through the NM Public Education Department. Those having proper certification/licensure shall be given preference over those who do not.

b. Additional Training and Experience: Training and experience in activities that are to be retained as part of the school's overall program for its students may be considered a qualification requirement.

c. Seniority: Where certification/licensure qualifications status and additional training and experience are equal between two or more certified instructors being considered for release, the more senior instructor(s) will be given preference, unless not terminating a tenured instructor would result in a staff realignment which would negatively impact the education program.

# ALBUQUERQUE AVIATION ACADEMY

## FURLOUGH POLICY



### **PURPOSE**

The purpose of this policy is to establish a structured process for implementing employee furloughs at Albuquerque Aviation Academy (“AAA” or “School”) in response to financial exigencies, such as decreased enrollment, loss of funding, or other unforeseen budgetary constraints. The policy is designed to preserve the integrity of the educational program while minimizing the need for permanent staff reductions. It outlines the conditions under which furloughs may occur, the decision-making authority, and the procedures for fair and transparent implementation. This policy ensures that any furlough is executed in a manner consistent with the School’s mission, the best interests of students, and the well-being of faculty and staff. AAA will make reasonable efforts to avoid a disparate impact based on age, race, gender, sexual orientation, gender identity, disabilities, or any other groups protected against discrimination by state and federal laws.

### **FURLOUGH POLICY**

If AAA experiences insufficient or reduced school revenues caused by a reduction in the number of enrolled students, number of students in a particular program, unexpected reduction in revenues from local, state or federal sources or any other financial exigency, that might result in a need to reduce the number of employees, it is the policy of Albuquerque Aviation Academy to implement a short-term employee furlough in order to preserve a sound and balanced educational program that is consistent with the functions and responsibilities of AAA. For the purposes of this policy, “furlough” means the placing of an employee in a temporary status without duties and pay because of lack of work or funds or other non-disciplinary reasons. A furlough in lieu of a reduction in force OR in addition to a reduction in force will be implemented whenever, in the sole discretion of AAA, such measures are the best interest of Schools’s students and program. A furlough will only be carried out after the Administrator and the Governing Council jointly adopt a determination that, based on the projected financial burdens of the school, AAA cannot survive financially for the fiscal year already underway unless a furlough is implemented.

The Head Administrator or his/her designee shall determine, based on the best interest of the educational program, whether all employees or certain categories of employees or positions will be subject to furlough as defined in this policy. It is the intent of the School to conduct an intermittent rather than continuous furlough to mitigate employee financial hardship; however, AAA reserves the right to conduct a furlough in any manner deemed necessary to ensure the stability of the educational program. Furloughs will be implemented in a fair manner that is sensitive to the mission of AAA and the needs of its faculty and staff.

#### **1. Definition**

A furlough is the placement of an employee in a temporary leave without pay status for a specified number of hours or days within a certain time frame. A furlough is not a layoff or reduction in workforce and may be used to avoid or delay such action.

#### **2. Determination**

The decision to implement an employee furlough will be made by the Head Administrator or his/her designee after consultation with the Governing Council.

### **3. Furlough Plan**

The Head Administrator or his/her designee shall prepare a furlough plan that will identify the budgetary justification for the furlough; who or what job classifications will be affected; the number of days/hours that will be reduced from each employee's work day/week/month; specific dates, if applicable, and the procedure for implementing the furlough. The furlough plan shall be sufficiently comprehensive to address the entire shortfall projected for the balance of the budget year at issue. The Head Administrator may, at his/her sole discretion, require staggered furlough days (one employee or certain categories of employees during a specified time) or, alternatively, uniform furlough days (i.e. for all employees at one time).

### **4. Implementation**

To implement a furlough, the Governing Council will consider the Head Administrator, or his/her designee's furlough plan and vote on the plan at a public meeting. At this meeting, the Head Administrator, or his/her designee, will explain the reasons for the furlough and his/her plan for implementing the furlough. The Governing Council may recommend revisions to the Head Administrator or his/her designee's furlough plan to the extent the plan does not adequately address the budgetary constraints identified as justification for the furlough. The Head Administrator or his/her designee, however, shall make the final decision regarding the plan as it affects employee's and school programs.

### **5. Written Notice**

Employees will be given as much advance written notice as possible, but not less than 10 work days prior to implementation of the furlough.

### **6. Status During Furlough**

Affected employees must take time off without pay for the period of time designated by the furlough. Supervisors may not require, ask or permit employees to work on a furlough day except in instances of an emergency. An employee may not conduct any school business during the 24 hours of a furlough day. This includes checking work-related e-mail and voice mail, and taking work-related calls.

### **7. Voluntary Furlough**

If possible, prior to implementing a mandatory furlough, the Head Administrator or his/her designee may call for a voluntary furlough. The Head Administrator, or his/her designee; however, may in his/her sole discretion, determine whether the response to the call for a voluntary furlough will be sufficient to meet the anticipated budgetary shortfall for which a furlough is necessary.

### **8. Categories of Employees**

At the sole discretion of the Head Administrator or his/her designee, he/she may implement a furlough of employees according to their job functions and responsibilities at AAA. The categories of employees are as follows:

- Administration (Head Administrator, Director of Operations and Business Manager)
- Licensed Faculty and Staff

- Secretarial and Clerical
- Custodial

The Head Administrator or his/her designee shall ensure that any categorical or position- based furlough is implemented in a non-discriminatory and fair manner.

## **9. Selection of Furlough Hours/Day**

The Administrative Team will consider reasonable requests to schedule furlough hours or days at the convenience of the employee, however, any decision regarding an employee's furlough schedule will be made in order to minimize disruption to the efficient operation of Albuquerque Aviation Academy's programs. The scheduling of specific furlough hours is at the sole discretion of the Head Administrator and is not subject to the grievance procedure.

All furlough is to be carried out in compliance with applicable laws, regulations, and organizational policies.

## **10. Holiday Pay During Furlough Hours**

If a holiday is selected as the eight-hour furlough period, then the employee will not receive pay for that day.

## **11. Continuation of Benefits**

The intermittent nature of the furlough is designed to avoid any adverse impact to employee benefits. Employees will continue to receive employer-provided benefits and accrue leave during the furlough period.

A furlough will not affect employees' continuous service, including calculations for retirement eligibility, length of service, or hire anniversary date.

## **12. Part-time Employees and Phased Retirees**

Part-time employees and return to work retirees are subject to a pro-rated furlough schedule. The amount of time a part-time employee must take off for the mandatory unpaid furlough will be pro-rated on the employee's assigned part-time percentage (e.g. 50%) of a full-time position.

## **13. Documentation**

The Head Administrator or his/her designee, shall ensure that appropriate documentation of the furlough and of those employees affected are maintained in a manner consistent with the State of New Mexico records retention laws.

# ALBUQUERQUE AVIATION ACADEMY CERTIFIED FLIGHT INSTRUCTOR VOLUNTEER POLICY



## PURPOSE

To ensure the safety and effectiveness of the Albuquerque Aviation Academy's ("AAA" or "School") aviation instruction program, all individuals seeking to volunteer as Certified Flight Instructors ("CFI") must comply with the following policy requirements. These requirements are established to maintain a high standard of safety, professionalism, and alignment with school policies.

## CERTIFIED FLIGHT INSTRUCTOR VOLUNTEER POLICY

### Eligibility and Requirements for CFI Volunteers:

#### 1. Certification and Credentials

All volunteer CFIs must hold a current, valid Certified Flight Instructor certificate issued by the Federal Aviation Administration ("FAA"). Proof of certification must be submitted as part of the vetting process.

#### 2. Background Check Compliance

All CFI volunteers are required to undergo and pass a comprehensive background check.

- The background check must be conducted through the school's approved vendor and in accordance with the AAA's general volunteer policy.
- Volunteers may not begin services until a cleared background check has been verified and documented.

#### 3. Mandatory Training

Volunteer CFIs must successfully complete training provided by the AAA.

- This training is conducted by the Director of Aviation and includes school-specific procedures, safety protocols, student interaction guidelines, and curriculum alignment.
- Completion of training must be documented and approved by the Director of Aviation prior to any volunteer instructional activities.

#### 4. Waiver and Liability Agreement

All volunteers must review, sign, and submit a liability waiver provided by the school prior to beginning service.

- The waiver outlines the scope of responsibility and indemnifies Albuquerque Aviation Academy from liability associated with volunteer-led flight instruction activities.
- Volunteers must also acknowledge they are not employees and do not receive compensation for services.

## 5. Ongoing Expectations

- Volunteers are expected to follow all AAA policies, including those related to student safety, reporting, professionalism, and conduct.
- The school reserves the right to suspend or terminate volunteer privileges at any time if policies are not followed or concerns arise regarding safety or performance.
- Volunteers will be subject to the FAA's Aviation Instructor Handbook.

## 6. Fitness for Flight and Substance Use Policy

- All volunteer pilots must report for duty in a condition that ensures the highest level of safety and professionalism. Specifically:

### **Fitness for Flight**

Volunteer pilots are required to be physically and mentally fit to safely conduct flight operations. This includes being well-rested, free of illness or injury that may impair performance, and fully capable of exercising sound aeronautical judgment.

### **Prohibited Substance Use**

Volunteer pilots must not:

- Consume alcohol within 8 hours of any flight duty, or be under the influence of alcohol while acting as pilot in command or crew.
- Use any illegal drugs, , or misuse prescription or over-the-counter medications that may impair their ability to operate an aircraft safely, i.e. including recreational marijuana.
- Engage in flight operations while under the influence of any substance that affects alertness, coordination, judgment, or decision-making abilities.

### **Self-Assessment and Disclosure**

Pilots are expected to conduct a pre-flight self-assessment (e.g., using the IMSAFE checklist: Illness, Medication, Stress, Alcohol, Fatigue, Emotion) and must voluntarily decline or cancel a flight if any factor could compromise safety.

Any known violations of this policy may result in immediate suspension or removal from the volunteer pilot program.

### **Implementation and Oversight:**

This policy will be administered and enforced by the Director of Aviation in coordination with the school's administration. All documentation and approvals will be maintained in the volunteer's file. Either party reserves the right to terminate the volunteer relationship with 24-hour notice.

# ALBUQUERQUE AVIATION ACADEMY CERTIFIED FLIGHT INSTRUCTOR VOLUNTEER WAIVER AND RELEASE OF LIABILITY



## **CERTIFIED FLIGHT INSTRUCTOR VOLUNTEER WAIVER AND RELEASE OF LIABILITY**

This Waiver and Release of Liability ("Agreement") is entered into by the undersigned ("Volunteer") in consideration for being permitted to provide volunteer Certified Flight Instructor ("CFI") services at Albuquerque Aviation Academy ("AAA" or "School").

### **1. Voluntary Participation**

I, the undersigned, acknowledge that my participation as a volunteer CFI at AAA is strictly voluntary, without compensation or promise of future employment. I understand that I am not an employee, agent, or contractor of AAA.

### **2. Assumption of Risk**

I acknowledge and understand that participation in flight instruction and aviation-related activities involves certain inherent risks, including but not limited to risk of injury, property damage, or death. I voluntarily assume all such risks associated with my participation as a volunteer instructor, whether arising from the actions or negligence of others, conditions of equipment, weather, or any other factor.

### **3. Release and Waiver**

To the fullest extent permitted by law, I hereby release, waive, discharge, and hold harmless AAA, its administration, directors, Governing Council, employees, agents, volunteers, and affiliates from any and all liability, claims, demands, actions, or causes of action whatsoever arising out of or related to any loss, damage, injury, or harm (including death) that may be sustained by me or to any property belonging to me, while participating in or arising out of any volunteer activities, whether caused by the negligence of AAA or otherwise.

### **4. Indemnification**

I agree to indemnify, defend, and hold harmless AAA and its affiliates from any and all claims, liabilities, damages, losses, or expenses (including attorneys' fees) arising out of my acts or omissions in connection with my volunteer services.

### **5. Compliance with Policies**

I agree to comply with all applicable AAA policies, procedures, and safety regulations, including successful completion of required volunteer training provided by the Director of Aviation and completion of a background check through the school's approved vendor. I acknowledge that I am fit to fly and free from the influence of drugs or alcohol.

### **6. Medical Treatment**

I understand that AAA does not provide medical insurance or coverage for volunteers. I authorize the AAA to

secure emergency medical treatment for me in the event of injury or illness, and I accept full responsibility for any related costs.

## **7. Governing Law**

This Agreement shall be governed by and construed in accordance with the laws of the State of New Mexico and federal laws and guidelines governing Aviation.

## **8. Severability**

If any provision of this Agreement is found to be invalid or unenforceable, the remainder shall continue in full force and effect.

BY SIGNING BELOW, I confirm that I have read, fully understand, and voluntarily agree to the terms of this Waiver and Release of Liability.

Volunteer Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Emergency Contact Name & Phone: \_\_\_\_\_

Director of Aviation Approval (Signature): \_\_\_\_\_

Date of Training Completion: \_\_\_\_\_

# 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. Students may not use cell phones/electronic devices during any class, school assemblies, and other special events. Cell phones/electronic devices must not disrupt the educational process and/or school activities. Cell phones/electronic devices must be turned off and placed in teacher directed location (i.e. cell phone box, table or other designated area) during instructional time. Albuquerque Aviation Academy reserves the right to confiscate cell phones/electronic devices from students who violate the cell phone/electronic device policy. Parents will be notified to pick up the student's confiscated cell phone/electronic device from the school. Repeated violations of this policy may result in disciplinary action.

For the purposes of this policy, a wireless communication device is defined as a portable electronic device capable of transmitting voice, text, or data, including but not limited to:

1. A cellular phone, smartphone, or smartwatch;
2. A tablet computer;
3. A laptop computer; or
4. A gaming device.

Exemptions to this policy are provided for students during instructional hours in the following cases:

- Medical necessities;
- Emergencies; and
- Accommodations as prescribed by an Individualized Education Plan (IEP) or Section 504 Plan.

Teachers may authorize use of wireless communication devices for instructional or educational purposes during class time. Students may also be permitted to use devices during emergencies, in accordance with school safety protocols.

To protect student privacy and confidentiality, any use of electronic devices must comply with all school policies and state regulations. The school prohibits unauthorized audio or video recording of students or staff.

Use of wireless communication devices during non-instructional hours is permitted as long as it does not interfere with school operations. Violations of this policy will result in confiscation and potential disciplinary action as outlined above.

Consequences for violating the wireless communication device policy will follow a progressive discipline model and may include confiscation, parent retrieval, and further disciplinary action for repeat offenses.

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

| Inventory Number | Serial Number   | Description                    | Chromebook Number<br>(if applicable) | Notes          | Recommended Status |
|------------------|-----------------|--------------------------------|--------------------------------------|----------------|--------------------|
|                  | 5CD5106K9K      | Student Chromebook (SAMS #343) | 343                                  | Old Technology | Disposal           |
|                  | 5CD5106LB       | Student Chromebook (SAMS #345) | 345                                  | Old Technology | Disposal           |
|                  | 5CD5106KGJ      | Student Chromebook (SAMS #346) | 346                                  | Old Technology | Disposal           |
|                  | 5CD5153YSQ      | Student Chromebook (SAMS #348) | 348                                  | Old Technology | Disposal           |
|                  | unknown         | Student Chromebook (SAMS #351) | 351                                  | Old Technology | Disposal           |
|                  | 5CD52531N7      | Student Chromebook (SAMS #358) | 358                                  | Old Technology | Disposal           |
|                  | 3VPB9FAN929915L | Student Chromebook             | 0                                    | Old Technology | Disposal           |
|                  | 3VPB9FAN930046A | Student Chromebook             | N/A                                  | Old Technology | Disposal           |
|                  | 3VPB9FAN930064Z | Student Chromebook             | 102                                  | Old Technology | Disposal           |
|                  | 3VPB9FAN930261M | Student Chromebook             | 132                                  | Old Technology | Disposal           |
|                  | 3VPB9FAN930299E | Student Chromebook             | 0                                    | Old Technology | Disposal           |
|                  | 3VPB9FANA06221W | Student Chromebook             | 0                                    | Old Technology | Disposal           |
|                  | 3VPB9FANA06223P | Student Chromebook             | 0                                    | Old Technology | Disposal           |
|                  | 3VPB9FANA06224B | Student Chromebook             | 0                                    | Old Technology | Disposal           |
|                  | 3VPB9FANA06227A | Student Chromebook             | 0                                    | Old Technology | Disposal           |
|                  | 3VPB9FANA06228T | Student Chromebook             | 386                                  | Old Technology | Disposal           |
|                  | 3VPB9FANA06234W | Student Chromebook             | 124                                  | Old Technology | Disposal           |
|                  | 3VPB9FANA06240H | Student Chromebook             | 0                                    | Old Technology | Disposal           |
|                  | 3VPB9FANA06241X | Student Chromebook             | 101                                  | Old Technology | Disposal           |
|                  | 3VPB9FANA06241X | Student Chromebook             | 101                                  | Old Technology | Disposal           |
|                  | 3VPB9FANA06243V | Student Chromebook             | 0                                    | Old Technology | Disposal           |
|                  | 3VPB9FANA06247W | Student Chromebook             | 0                                    | Old Technology | Disposal           |
|                  | 3VPB9FANA06262J | Student Chromebook             | 0                                    | Old Technology | Disposal           |
|                  | 3VPB9FANA06266H | Student Chromebook             | 0                                    | Old Technology | Disposal           |
|                  | 3VPB9FANA06278L | Student Chromebook             | 0                                    | Old Technology | Disposal           |
|                  | 3VPB9FANA06288J | Student Chromebook             | 0                                    | Old Technology | Disposal           |
|                  | 3VPB9FANA06297M | Student Chromebook             | 0                                    | Old Technology | Disposal           |
|                  | 3VPB9FANA06300P | Student Chromebook             | 0                                    | Old Technology | Disposal           |
|                  | 3VPB9FANA06312F | Student Chromebook             | 0                                    | Old Technology | Disposal           |
|                  | 3VPB9FANA06313P | Student Chromebook             | 325                                  | Old Technology | Disposal           |
|                  | 3VPB9FANA06333V | Student Chromebook             | 0                                    | Old Technology | Disposal           |
|                  | 3VPB9FANA06347R | Student Chromebook             | 139                                  | Old Technology | Disposal           |
|                  | 3VPB9FANA06349K | Student Chromebook             | 0                                    | Old Technology | Disposal           |
|                  | 3VPB9FANA06369H | Student Chromebook             | 128                                  | Old Technology | Disposal           |
|                  | 3VPB9FANA06369H | Student Chromebook             | 128                                  | Old Technology | Disposal           |
|                  | 3VPB9FANA06372P | Student Chromebook             | 0                                    | Old Technology | Disposal           |
|                  | 3VPB9FANA06376A | Student Chromebook             | 127                                  | Old Technology | Disposal           |
|                  | 3VPB9FANA06377T | Student Chromebook             | 0                                    | Old Technology | Disposal           |
|                  | 3VPB9FANA06378J | Student Chromebook             | 0                                    | Old Technology | Disposal           |
|                  | 3VPB9FANA06386B | Student Chromebook             | 0                                    | Old Technology | Disposal           |
|                  | 3VPB9FANA06390X | Student Chromebook             | 0                                    | Old Technology | Disposal           |
|                  | 3VPB9FANA06393R | Student Chromebook             | 0                                    | Old Technology | Disposal           |
|                  | 3VPB9FANA06397F | Student Chromebook             | 0                                    | Old Technology | Disposal           |
|                  | 3VPB9FANA06417B | Student Chromebook             | 0                                    | Old Technology | Disposal           |
|                  | 3VPB9FANA06531T | Student Chromebook             | 122                                  | Old Technology | Disposal           |
|                  | 3VPB9FANA06556A | Student Chromebook             | 0                                    | Old Technology | Disposal           |
|                  | 5CD10537B2      | Student Chromebook             | 0                                    | Old Technology | Disposal           |
|                  | 5CD1054V1D      | Student Chromebook             | N/A                                  | Old Technology | Disposal           |
|                  | 5CD110K6D8      | Student Chromebook             | 0                                    | Old Technology | Disposal           |
|                  | 5CD110K6J1      | Student Chromebook             | 0                                    | Old Technology | Disposal           |
|                  | 5CD110K6KD      | Student Chromebook             | 0                                    | Old Technology | Disposal           |
|                  | 5CD110K6PQ      | Student Chromebook             | 0                                    | Old Technology | Disposal           |
|                  | 5CD110K6Q6      | Student Chromebook             | N/A                                  | Old Technology | Disposal           |
|                  | 5CD110K6SZ      | Student Chromebook             | 0                                    | Old Technology | Disposal           |
|                  | 5CD110K76T      | Student Chromebook             | N/A                                  | Old Technology | Disposal           |
|                  | 5CD110K7DV      | Student Chromebook             | N/A                                  | Old Technology | Disposal           |
|                  | 5CD110K896      | Student Chromebook             | 0                                    | Old Technology | Disposal           |
|                  | 5CD11159FN      | Student Chromebook             | 228                                  | Old Technology | Disposal           |
|                  | 5CD11159MQ      | Student Chromebook             | 0                                    | Old Technology | Disposal           |
|                  | 5CD1115B00      | Student Chromebook             | 0                                    | Old Technology | Disposal           |
|                  | 5CD1115B04      | Student Chromebook             | 0                                    | Old Technology | Disposal           |
|                  | 5CD1115BCL      | Student Chromebook             | 163                                  | Old Technology | Disposal           |
|                  | 5CD1115BMZ      | Student Chromebook             | 0                                    | Old Technology | Disposal           |
|                  | 5CD1115DCY      | Student Chromebook             | N/A                                  | Old Technology | Disposal           |
|                  | 5CD111800K      | Student Chromebook             | 0                                    | Old Technology | Disposal           |
|                  | 5CD1118015      | Student Chromebook             | 0                                    | Old Technology | Disposal           |
|                  | 5CD111801V      | Student Chromebook             | 0                                    | Old Technology | Disposal           |
|                  | 5CD1118020      | Student Chromebook             | 0                                    | Old Technology | Disposal           |
|                  | 5CD111802W      | Student Chromebook             | N/A                                  | Old Technology | Disposal           |
|                  | 5CD1118041      | Student Chromebook             | 0                                    | Old Technology | Disposal           |
|                  | 5CD1118042      | Student Chromebook             | 0                                    | Old Technology | Disposal           |
|                  | 5CD1118058      | Student Chromebook             | 0                                    | Old Technology | Disposal           |

|  |                 |                    |     |                |          |
|--|-----------------|--------------------|-----|----------------|----------|
|  | 5CD111805Q      | Student Chromebook | N/A | Old Technology | Disposal |
|  | 5CD1118067      | Student Chromebook | 0   | Old Technology | Disposal |
|  | 5CD111806F      | Student Chromebook | N/A | Old Technology | Disposal |
|  | 5CD1118076      | Student Chromebook | 295 | Old Technology | Disposal |
|  | 5CD111807K      | Student Chromebook | 0   | Old Technology | Disposal |
|  | 5CD111807P      | Student Chromebook | N/A | Old Technology | Disposal |
|  | 5CD111807T      | Student Chromebook | 0   | Old Technology | Disposal |
|  | 5CD111808J      | Student Chromebook | N/A | Old Technology | Disposal |
|  | 5CD111809W      | Student Chromebook | N/A | Old Technology | Disposal |
|  | 5CD112GXCN      | Student Chromebook | 0   | Old Technology | Disposal |
|  | 5CD1134RJB      | Student Chromebook | 0   | Old Technology | Disposal |
|  | 5CD1134XY1      | Student Chromebook | 0   | Old Technology | Disposal |
|  | 5CD11389WM      | Student Chromebook | N/A | Old Technology | Disposal |
|  | 5CD11389XW      | Student Chromebook | 0   | Old Technology | Disposal |
|  | 5CD1138DOV      | Student Chromebook | 0   | Old Technology | Disposal |
|  | 5CD5106K9K      | Student Chromebook | 343 | Old Technology | Disposal |
|  | 5CD5106K9K      | Student Chromebook | 343 | Old Technology | Disposal |
|  | 5CD5106KGJ      | Student Chromebook | 346 | Old Technology | Disposal |
|  | 5CD5106LB       | Student Chromebook | 345 | Old Technology | Disposal |
|  | 5CD5106LB       | Student Chromebook | 345 | Old Technology | Disposal |
|  | 5CD5106LJN      | Student Chromebook | 353 | Old Technology | Disposal |
|  | 5CD5153YSQ      | Student Chromebook | 348 | Old Technology | Disposal |
|  | 5CD5153YSQ      | Student Chromebook | 348 | Old Technology | Disposal |
|  | 5CD5252748      | Student Chromebook | 352 | Old Technology | Disposal |
|  | 5CD52529R1      | Student Chromebook | 349 | Old Technology | Disposal |
|  | 5CD52531N7      | Student Chromebook | 358 | Old Technology | Disposal |
|  | 5CD525330Q      | Student Chromebook | 350 | Old Technology | Disposal |
|  | AC449700058171  | Student Chromebook | 0   | Old Technology | Disposal |
|  | Samsung         | Student Chromebook | 0   | Old Technology | Disposal |
|  | Samsung         | Student Chromebook | 0   | Old Technology | Disposal |
|  | Samsung         | Student Chromebook | 328 | Old Technology | Disposal |
|  | Samsung         | Student Chromebook | 356 | Old Technology | Disposal |
|  | Samsung         | Student Chromebook | 369 | Old Technology | Disposal |
|  | Samsung         | Student Chromebook | 372 | Old Technology | Disposal |
|  | SN PEALED OFF   | Student Chromebook | 344 | Old Technology | Disposal |
|  | SN PEALED OFF   | Student Chromebook | 351 | Old Technology | Disposal |
|  | Unknown Number  | Student Chromebook | 404 | Old Technology | Disposal |
|  | 5CD1118073      | Student Chromebook | 324 | Old Technology | Disposal |
|  | 5CD11159MF      | Student Chromebook | 260 | Old Technology | Disposal |
|  | 5CD110K7K2      | Student Chromebook | 506 | Old Technology | Disposal |
|  | 3VPB9FANA06244R | Student Chromebook | 137 | Old Technology | Disposal |
|  | 5CD1110VV9      | Student Chromebook | 147 | Old Technology | Disposal |
|  | 5CD1110VV9      | Student Chromebook | 147 | Old Technology | Disposal |
|  | 5CD1110VV9      | Student Chromebook | 147 | Old Technology | Disposal |
|  | 5CD2304YIG      | Student Chromebook | 491 | Old Technology | Disposal |
|  | 3VPB9FAN918729D | Student Chromebook | 121 | Old Technology | Disposal |
|  | 3VPB9FANA06314B | Student Chromebook | 387 | Old Technology | Disposal |
|  | 3VPB9FANA06340N | Student Chromebook | 134 | Old Technology | Disposal |
|  | 3VPB9FANA06371F | Student Chromebook | 114 | Old Technology | Disposal |
|  | 5CD1118034      | Student Chromebook | 199 | Old Technology | Disposal |
|  | 3VPB9FANA06460W | Student Chromebook | 135 | Old Technology | Disposal |
|  | 3VPB9FANA06277Y | Student Chromebook | 305 | Old Technology | Disposal |
|  | 3VPB9FANA06277Y | Student Chromebook | 305 | Old Technology | Disposal |
|  | Samsung         | Student Chromebook | 371 | Old Technology | Disposal |
|  | 3VPB9FANA06231R | Student Chromebook | 103 | Old Technology | Disposal |
|  | 3VPB9FANA06512Z | Student Chromebook | 100 | Old Technology | Disposal |
|  | 5CD11389Y9      | Student Chromebook | 215 | Old Technology | Disposal |
|  | 3VPB9FANA06296B | Student Chromebook | 131 | Old Technology | Disposal |
|  | 5CD1110QZ2      | Student Chromebook | 337 | Old Technology | Disposal |
|  | 5CD1115BHG      | Student Chromebook | 158 | Old Technology | Disposal |
|  | 5CD111806P      | Student Chromebook | 322 | Old Technology | Disposal |
|  | 5CD111808D      | Student Chromebook | 218 | Old Technology | Disposal |
|  | 5CD1118018      | Student Chromebook | 314 | Old Technology | Disposal |
|  | 5CD111803X      | Student Chromebook | 508 | Old Technology | Disposal |
|  | 5CD1130K39      | Student Chromebook | 222 | Old Technology | Disposal |
|  | 5CD23076M4      | Student Chromebook | 443 | Old Technology | Disposal |
|  | 5CD23076RN      | Student Chromebook | 414 | Old Technology | Disposal |
|  | 5CD23076JN      | Student Chromebook | 420 | Old Technology | Disposal |
|  | 5CD23077HZ      | Student Chromebook | 405 | Old Technology | Disposal |
|  | 5CD2304YJD      | Student Chromebook | 477 | Old Technology | Disposal |
|  | 5CD2304YJD      | Student Chromebook | 477 | Old Technology | Disposal |
|  | 5CD23076SS      | Student Chromebook | 475 | Old Technology | Disposal |
|  | 5CD23076NT      | Student Chromebook | 440 | Old Technology | Disposal |
|  | 3VPB9FANA06284M | Student Chromebook | 113 | Old Technology | Disposal |

|     |                 |                                             |     |                |          |
|-----|-----------------|---------------------------------------------|-----|----------------|----------|
|     | 5CD1118089      | Student Chromebook                          | 210 | Old Technology | Disposal |
|     | 3VPB9FAN929946W | Student Chromebook                          | 504 | Old Technology | Disposal |
|     | 3VPB9FAN929839Y | Student Chromebook                          | 108 | Old Technology | Disposal |
|     | 3VPB9FAN929839Y | Student Chromebook                          | 108 | Old Technology | Disposal |
|     | 5CD111805M      | Student Chromebook                          | 259 | Old Technology | Disposal |
|     |                 | Student Chromebook                          | 332 | Old Technology | Disposal |
|     | 5CD110K6QL      | Student Chromebook                          | 289 | Old Technology | Disposal |
|     | 3VPB9FANA06285E | Student Chromebook                          | 144 | Old Technology | Disposal |
|     | 5CD111805M      | Student Chromebook                          | 259 | Old Technology | Disposal |
| 394 | 5CD23075Y0C     | HP Chromebook                               | 394 | Old Technology | Disposal |
| 227 | 5CD11389Y6      | Chromebook 11 G8 EE                         | 227 | Old Technology | Disposal |
| 480 | 5CD2307615      | HP Chromebook 2023                          | 480 | Old Technology | Disposal |
| 340 | 5CD111805G      | Chromebook 11 G8 EE                         | 340 | Old Technology | Disposal |
| 699 | 5CD311CG9L      | HP Chromebook 11MK G9 EE (6/2024; \$250.00) | 699 | Old Technology | Disposal |
| 521 | 5CD3094C8T      | HP Chromebook 11MK G9 EE (8/2023; \$250.00) | 521 | Old Technology | Disposal |
| 413 | 5CD23076FQ      | HP Chromebook 2023                          | 413 | Old Technology | Disposal |
| 155 | 5CD111808C      | Chromebook 11 G8 EE                         | 155 | Old Technology | Disposal |
| 206 | 5CD111809K      | Chromebook 11 G8 EE                         | 206 | Old Technology | Disposal |
| 574 | 5CD311C88XC     | HP Chromebook 11MK G9 EE (6/2024; \$250.00) | 574 | Old Technology | Disposal |
| 197 | 5CD1115BYF      | Chromebook 11 G8 EE                         | 197 | Old Technology | Disposal |
| 360 | ACC44900033412  | HP Chromebook 4                             | 360 | Old Technology | Disposal |
| 198 | 5CD111806G      | Chromebook 11 G8 EE                         | 198 | Old Technology | Disposal |
| 207 | 5CD112NWX       | Chromebook 11 G8 EE                         | 207 | Old Technology | Disposal |
| 213 | 5CD11159VP      | Chromebook 11 G8 EE                         | 213 | Old Technology | Disposal |
| 214 | 5CD1138D0Z      | Chromebook 11 G8 EE                         | 214 | Old Technology | Disposal |
| 216 | 5CD1115BLZ      | Chromebook 11 G8 EE                         | 216 | Old Technology | Disposal |
| 222 | 5CD1130K39      | Chromebook 11 G8 EE                         | 222 | Old Technology | Disposal |
| 223 | 5CD1054V81      | Chromebook 11 G8 EE                         | 223 | Old Technology | Disposal |
| 227 | 5CD11389Y6      | Chromebook 11 G8 EE                         | 227 | Old Technology | Disposal |
| 231 | 5CD11389Z4      | Chromebook 11 G8 EE                         | 231 | Old Technology | Disposal |
| 232 | 5CD111805R      | Chromebook 11 G8 EE                         | 232 | Old Technology | Disposal |
| 265 | 5CD110K7B9      | HP Chromebook 14 /HP Chromebook 14A G40     | 265 | Old Technology | Disposal |
| 266 | 5CD110K7ZX      | HP Chromebook 14 /HP Chromebook 14A G48     | 266 | Old Technology | Disposal |
| 267 | 5CD110K6JS      | HP Chromebook 14 /HP Chromebook 14A G21     | 267 | Old Technology | Disposal |
| 361 | 5CD11180BB      | Chromebook 11 G8 EE                         | 361 | Old Technology | Disposal |
| 363 | 5CD11353CP      | Chromebook 11 G8 EE                         | 363 | Old Technology | Disposal |
| 364 | 5CD111800V      | Chromebook 11 G8 EE                         | 364 | Old Technology | Disposal |
| 381 | 5CD11159LW      | Chromebook 11 G8 EE                         | 381 | Old Technology | Disposal |
| 394 | 5CD23075Y0C     | HP Chromebook                               | 394 | Old Technology | Disposal |
| 413 | 5CD23076FQ      | HP Chromebook 2023                          | 413 | Old Technology | Disposal |
| 425 | 5CD23076HB      | HP Chromebook 2023                          | 425 | Old Technology | Disposal |
| 438 | 5CD23076HP      | HP Chromebook 2023                          | 438 | Old Technology | Disposal |
| 477 | 5CD2304YJD      | HP Chromebook 2023                          | 477 | Old Technology | Disposal |
| 503 | 5CD111808B      | Chromebook 11 G8 EE                         | 503 | Old Technology | Disposal |
| 521 | 5CD3094C8T      | HP Chromebook 11MK G9 EE (8/2023; \$250.00) | 521 | Old Technology | Disposal |
| 564 | 5CD3094C74      | HP Chromebook 11MK G9 EE (8/2023; \$250.00) | 564 | Old Technology | Disposal |
| 599 | 5CD311CQGZ      | HP Chromebook 11MK G9 EE (6/2024; \$250.00) | 599 | Old Technology | Disposal |
| 622 | 5CD311CQLC      | HP Chromebook 11MK G9 EE (6/2024; \$250.00) | 622 | Old Technology | Disposal |
| 670 | 5CD311CGPY      | HP Chromebook 11MK G9 EE (6/2024; \$250.00) | 670 | Old Technology | Disposal |
| 699 | 5CD311CG9L      | HP Chromebook 11MK G9 EE (6/2024; \$250.00) | 699 | Old Technology | Disposal |
| 496 | 5CD230761F      | HP Chromebook 2023                          | 496 | Old Technology | Disposal |

### 13 FLEET SERVICE CONTRACT (FORM)

THIS AGREEMENT is made and entered into as this 1ST day of JUNE,

2025, by and between ALBUQUERQUE AVIATION ACADEMY hereinafter called "**BOARD**"  
(local board of education)

and HERRERA SCHOOL BUSES INC herein after referred to as "**CONTRACTOR.**"  
(contractor )

W I T N E S S E T H:

WHEREAS, **BOARD** has engaged **CONTRACTOR** to provide the pupil transportation services described herein; and

WHEREAS, **CONTRACTOR** desires to provide such transportation services;

NOW, THEREFORE, in consideration of the covenants hereinafter contained, the parties agree as follows:

[12-31-98]

#### 13.1 TERM

The term of this agreement shall commence JULY 1, 2025 and shall continue through JUNE 30, 2026. This contract may be renewed annually thereafter on the same terms and conditions at the option of the **BOARD**. [12-31-98]

#### 13.2 SCOPE OF SERVICES

a. **CONTRACTOR** shall, during the term of the agreement supply the buses listed on Appendix A incorporated herein by reference and shall maintain such number of school buses specified to provide transportation services to the **BOARD** consistent with the terms of this contract.

b. **CONTRACTOR** shall, provide for the efficient management of the transportation services as set forth herein. **CONTRACTOR** shall advise the **BOARD** of the name(s), address(s), and phone number(s) of individual(s) designated as responsible for the management of services.

c. **CONTRACTOR** shall provide for the to-and-from transportation of students in grades kindergarten through twelve who attend school within the school district, of three and four year old children who meet the Secretary of Education approved criteria and definition of developmentally disabled, and for the

transportation of students to and from their regular attendance centers and vocational programs approved by the Public Education Department.

d. Transportation services shall be provided for 187 school days in accordance with bus routes and schedules agreed to under the terms of this contract. For each day that a bus is not operated, the compensation paid the **CONTRACTOR** shall be decreased by 1/187th of the total compensation for services provided in paragraph 3.a of this contract.

e. **CONTRACTOR** shall comply with all federal and state laws, regulations, policies and directives of the **BOARD**.  
[12-31-98]

### 13.3 COMPENSATION

a. The **BOARD** shall pay **CONTRACTOR** all sums due and calculated in accordance with the conditions of this contract. The **BOARD** agrees to pay the **CONTRACTOR** \$66,057.00 for purchase allowance/rental fees, and \$231,390.00 for services herein for a total of \$297,447.00 to be paid in consecutive monthly installments as follows: 9 equal installments of \$29,744.70 each, and a final installment of \$29,744.70, commencing on the 1ST day of AUGUST, 2025.

b. The compensation payable pursuant to this contract is subject to adjustment by the **BOARD** for route changes, the addition of to-and-from buses approved by the Public Education Department, or changes in the provision of services. Contract amendments required; as a result of such adjustments shall be approved by the **BOARD**.

c. This contract may be further adjusted or payments withheld where audits or investigations by the **BOARD** or Public Education Department verify overpayments, underpayment, or expenditures in violation of state laws or regulations or the terms of this contract.

d. The terms of this contract are contingent upon sufficient legislative appropriations for to-and-from transportation and authorization of the appropriation. [12-31-98]  
[12-31-98]

### 13.4 FUEL

**CONTRACTOR** shall furnish all fuel to be used in its performance of this agreement. [12-31-98]

### **13.5 OPERATION AND MAINTENANCE**

- a. **CONTRACTOR** shall furnish buses of a type and with the equipment required by federal and state law and regulations, including applicable Secretary of Education Regulations.
- b. **CONTRACTOR** shall provide for all operation and maintenance of buses utilized for service under the terms of this agreement.
- c. **CONTRACTOR** shall ensure that buses operating under this contract meet established Secretary of Education safety inspection requirements.  
[12-31-98]

### **13.6 SALARIES**

**CONTRACTOR** shall provide for salaries and benefits of all employees providing service under the terms of this agreement. [12-31-98]

### **13.7 ROUTES AND SCHEDULES**

- a. **CONTRACTOR** shall operate the bus(es) according to the routes approved by the **BOARD**. The **BOARD** on the basis of safety, efficiency and economy shall approve such routes.
- b. On the 40th day of the school year, **CONTRACTOR** shall furnish **BOARD** a complete route map and roster of eligible students who are transported. Additional reports shall be submitted as follows:
- c. The **BOARD** reserves the right to modify the routes consistent with the terms of this contract, should circumstances require such modifications. The superintendent or designee may modify stops and time schedules as required. The **CONTRACTOR** shall be notified in writing by the **BOARD**'s superintendent or designee when changes are necessary, and **CONTRACTOR** shall adjust its operations to incorporate such changes.  
[12-31-98]

### **13.8 RECORDS AND REPORTS**

- a. All records required by state law or regulations shall be subject to inspections and audits by the Public Education Department, the Office of the State Auditor, and any auditor designated to conduct such inspections or audits. The Public Education Department and the State Auditor shall have the right to audit both

before and after payment, and payment under this contract shall not foreclose the right of the **BOARD** to recover excessive or illegal payments.

b. The **CONTRACTOR** shall complete Appendix B, incorporated herein by reference, and shall submit annually a final expenditure report for fuel, operation and maintenance, and salary and benefits on forms provided by the Public Education Department.

c. The **CONTRACTOR** shall make such reports as may be required by the **BOARD** or the Public Education Department. Failure to make required reports on time and with accuracy shall be considered a breach of contract and shall be cause to adjust payments or withhold payments until reporting requirements are met.  
[12-31-98]

### 13.9 INDEMNIFICATION

**CONTRACTOR** shall hold **BOARD**, its officers and employees harmless and does hereby indemnify the **BOARD**, its officers and employees from and against every claim or demand which may be made by any person, firm or corporation, or other entity arising from or caused by any act, neglect, default or omission of **CONTRACTOR** in the performance of this agreement, except to the extent that such claim or demand arises from or is caused by the negligence or willful misconduct of **BOARD**, its agents or employees. [12-31-98]

### 13.10 INSURANCE

a. The **BOARD** shall provide automobile liability coverage to the **CONTRACTOR**, which includes bodily injury, property damage, and physical damage for all buses under contract to the **BOARD**. The terms, conditions and limits of coverage shall be in accordance with that provided by the New Mexico Public Schools Insurance Authority or any other coverage provided by the local **BOARD** and allowed by statute.

b. The **CONTRACTOR** shall carry Worker's Compensation insurance as statutorily required by the State of New Mexico and shall provide evidence of Insurance to the **BOARD**.  
[12-31-98]

### 13.11 INCLEMENT WEATHER AND SCHOOL CLOSINGS

In the event of inclement weather or impassability of roads or whenever school is canceled, delayed or is dismissed early, **BOARD** shall notify **CONTRACTOR** not later than 2 hours before service. [12-31-98]

### 13.12 SAFETY

**CONTRACTOR** shall be responsible for meeting all safety requirements established by local, state, or federal laws or regulations. A record of training and other safety reporting requirements shall be provided to the **BOARD** upon request. [12-31-98]

### 13.13 OPERATION/PERSONNEL/DRIVER QUALIFICATIONS

a. **CONTRACTOR** shall employ a sufficient number of drivers and support personnel to carry out the terms of this contract.

b. **CONTRACTOR** shall ensure that employees meet training requirements set forth by federal and state law, Secretary of Education regulations and **BOARD** policies and shall assume the cost of training for drivers and bus assistants.

c. **CONTRACTOR** shall establish rules, which prohibit the driver from smoking on the bus or driving under the influence of drugs or alcohol while operating any bus.

d. **CONTRACTOR** shall comply with federal laws and regulations for drug and alcohol testing and shall provide to the **BOARD** verification of compliance.

e. **CONTRACTOR** shall be responsible for hiring and discharging personnel employed by **CONTRACTOR** to perform its obligations hereunder; provided, however, that the **BOARD** shall have the right to require **CONTRACTOR** to remove from service under this agreement any employee whose performance is, in good faith, deemed by the **BOARD** unsuitable to the provision of transportation services for **BOARD**; and provided further that **BOARD** shall provide the **CONTRACTOR** such notification in writing and provide justification for its determination.

f. **CONTRACTOR** shall provide qualified drivers, trained and licensed in accordance with the laws of this State and the rules and regulations of **BOARD**. [12-31-98]

### 13.14 TERMINATION OF CONTRACT BY BOARD

Subject to procedures hereinafter set forth, the **BOARD** may terminate this contract before its expiration date for violation of law, terms of the contract, or regulations and policies of the Secretary of Education or **BOARD**. The procedures for termination of this contract are as follows:

a. The **BOARD** shall serve notice upon the **CONTRACTOR** in person, or by registered or certified mail, specifying the charges against the **CONTRACTOR**

under which the contract is sought to be terminated, with a copy of such notice provided to the State Transportation Director.

b. The notice shall also specify a time and place at which the **BOARD** will hold a hearing on the charges made against the **CONTRACTOR** which hearing shall not be more than ten (10) calendar days after service of the notice upon the **CONTRACTOR**.

c. The **CONTRACTOR** shall have the right to appear and be represented by legal counsel, to be heard, and to call witnesses in his/her own behalf.

d. The **BOARD** shall have the power to suspend the **CONTRACTOR** pending a hearing on the charges.

e. The decision of the **BOARD** shall be final and conclusive, subject only to the approval of the State Transportation Director.

f. In the event that this contract is terminated, the Secretary of Education shall calculate the remaining number of years that the bus could be used based on a twelve-year replacement cycle and calculate a value reflecting that use. The **DISTRICT** shall deduct an amount equal to that value from any remaining amount due on the contract. If no balance remains on the contract, the **CONTRACTOR** shall reimburse the **DISTRICT** an amount equal to the value calculated.

g. In the event that this contract is terminated, the buses owned by the **CONTRACTOR** and used pursuant to the terms of this contract as set forth in Appendix A herein shall be appraised by three qualified appraisers appointed by the **BOARD** and approved by the State Transportation Director. The operator succeeding to the contract shall purchase, with the approval of the **CONTRACTOR**, all said buses at their appraised value.

[12-31-98]

### 13.15 TERMINATION OF CONTRACT BY CONTRACTOR

Subject to procedures hereinafter set forth, the **CONTRACTOR** may cancel this contract before its expiration by the following procedures:

a. The **CONTRACTOR** shall serve a written notice upon the **BOARD** in person or by registered or certified mail, with a copy of such notice provided to the State Transportation Director, specifying the reason for cancellation.

b. The notice shall also specify the date at which such cancellation shall be effective, but not less than sixty (60) calendar days after the service of notice.

c. Cancellation of the contract shall be effective only after the **BOARD** grants written consent and notice provided to the State Transportation Director.

d. This contract shall not be assigned to another individual or corporation.

e. In the event that this contract is terminated, the Secretary of Education shall calculate the remaining number of years that the bus could be used based on a twelve-year replacement cycle and calculate a value reflecting that use. The **DISTRICT** shall deduct an amount equal to that value from any remaining amount due on the contract. If no balance remains on the contract, the **CONTRACTOR** shall reimburse the **DISTRICT** an amount equal to the value calculated.

f. In the event that this contract is terminated, the buses owned by the **CONTRACTOR** and used pursuant to the terms of this contract as set forth in Appendix A herein shall be appraised by three qualified appraisers appointed by the **BOARD** and approved by the State Transportation Director. The operator succeeding to the contract shall purchase with the approval of the **CONTRACTOR** all said buses at their appraised value.

IN WITNESS WHEREOF we have set our hands and seals.

\_\_\_\_\_ BOARD OF EDUCATION

BY: \_\_\_\_\_ PRESIDENT

ATTEST: \_\_\_\_\_ SECRETARY

*Angela Lussier* CONTRACTOR 6/4/2025  
[12-31-98] Herrera School Buses Inc.

## Appendix A (part I)

[illegible]

### 6.43.2 NMAC

13.17

## Appendix A (part II)

### FLEET CONTRACT

| Bus# | Route<br>Mileage | Route Description (area served)                  |
|------|------------------|--------------------------------------------------|
| SA42 |                  | REDLANDS PARK, CALVARY CHURCH, COTTONWOOD MALL   |
| SA40 |                  | PETCO, LOWE'S, PARADISE HILLS CHURCH, THE TRAILS |
| SA41 |                  | DEFINED FITNESS, WALMART, TAYLOR RANCH LIBRARY   |
|      |                  |                                                  |
|      |                  |                                                  |
|      |                  |                                                  |
|      |                  |                                                  |
|      |                  |                                                  |
|      |                  |                                                  |
|      |                  |                                                  |
|      |                  |                                                  |
|      |                  |                                                  |
|      |                  |                                                  |
|      |                  |                                                  |
|      |                  |                                                  |
|      |                  |                                                  |

[12-31-98]

## APPENDIX B

## FLEET CONTRACT PAYMENT SCHEDULE

2025 - 2026 SCHOOL YEAR

This contract approved by the ALBUQUERQUE AVIATION ACADEMY  
 on JUNE / 1 / 2025 (BOARD)  
 for HERRERA SCHOOL BUSES INC  
(CONTRACTOR)

to operate 3 buses/routes set forth in Appendix A to provide school transportation services includes the following amounts deemed necessary for **CONTRACTOR** to carry out the terms of the contract safely, efficiently, and economically:

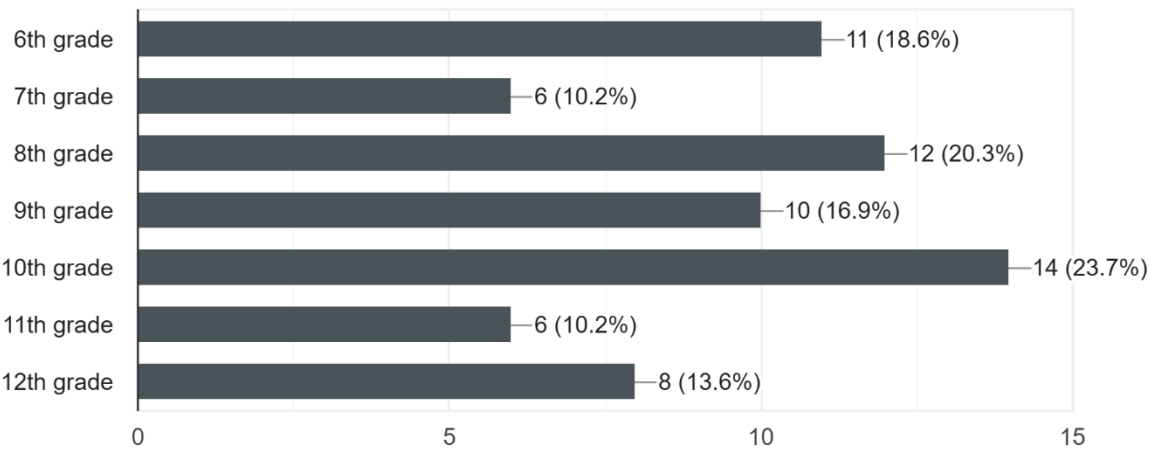
|                                                   |                      |
|---------------------------------------------------|----------------------|
| I. BUS PURCHASE/RENTAL FEE:                       | \$ <u>66,057.00</u>  |
| II. TRANSPORTATION SERVICES: (Estimated Budget)   |                      |
| a. Fuel                                           | \$ <u>40,000.00</u>  |
| b. Operation & Maintenance and All other expenses | \$ <u>91,390.00</u>  |
| c. Salary and Benefits                            | \$ <u>100,000.00</u> |
| Total Transportation Services                     | \$ <u>231,390.00</u> |
| III. Total Estimated Budget<br>[12-31-98]         | \$ <u>297,447.00</u> |

# 2024-2025 Family Survey Responses

(59 Responses)

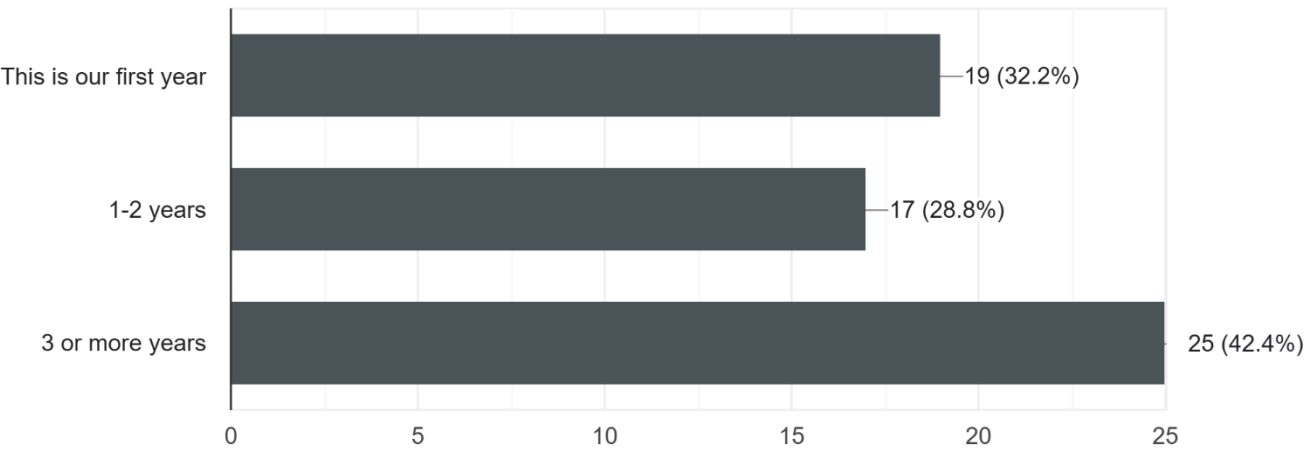
Please mark ALL the levels that represent your student(s) this year:

59 responses



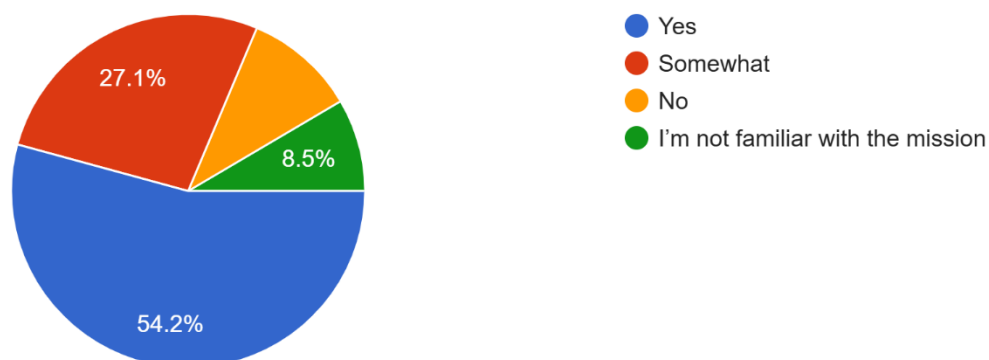
How long has your student been attending this school? If you have more than one student, how long has the student been attending the longest?

59 responses



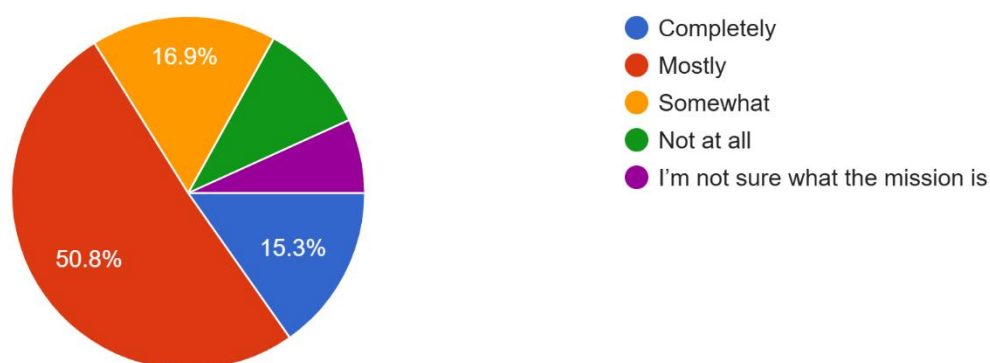
Do you believe our school is fulfilling its mission as stated in our charter?

59 responses



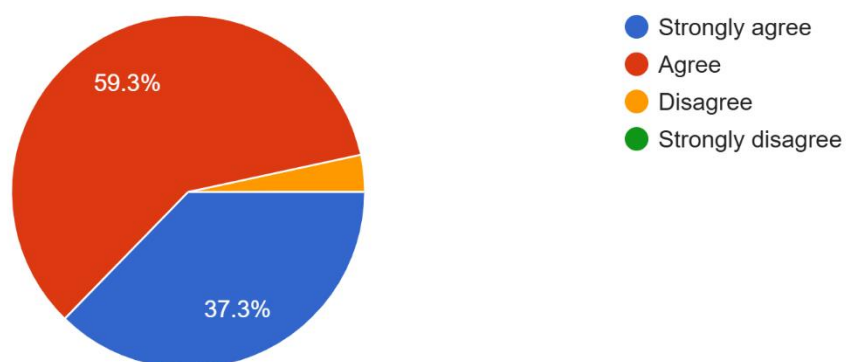
To what extent do you feel the school's actions and priorities reflect its mission?

59 responses



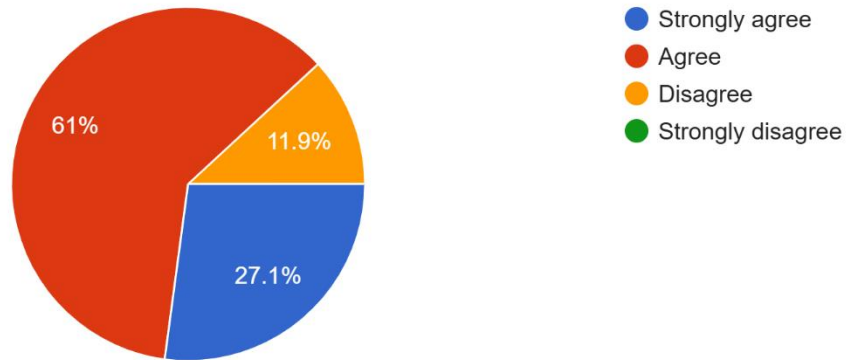
My student feels safe at school.

59 responses



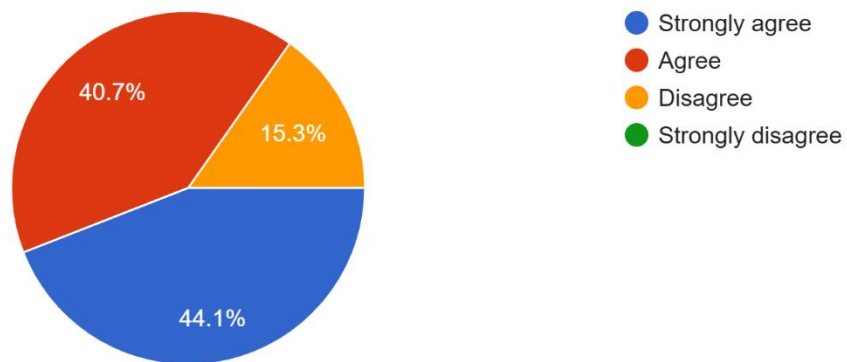
My student feels welcomed and included at school.

59 responses



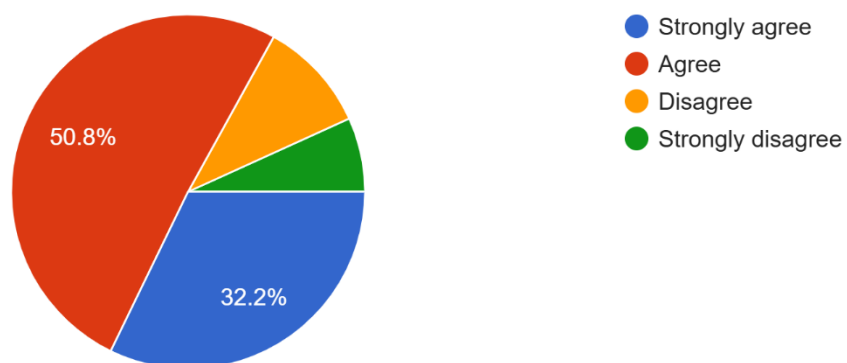
I feel respected and welcomed by school staff when I reach out or visit.

59 responses

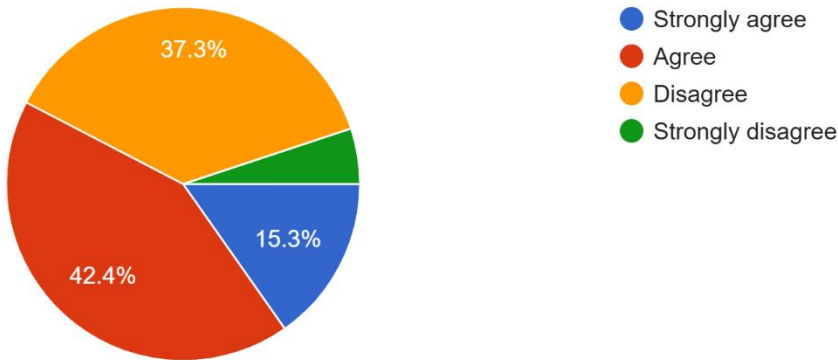


The school office/administration communicates clearly and frequently about important information.

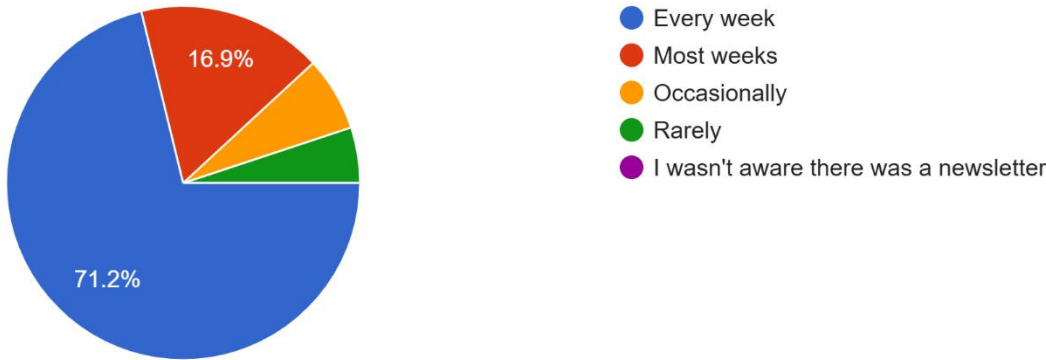
59 responses



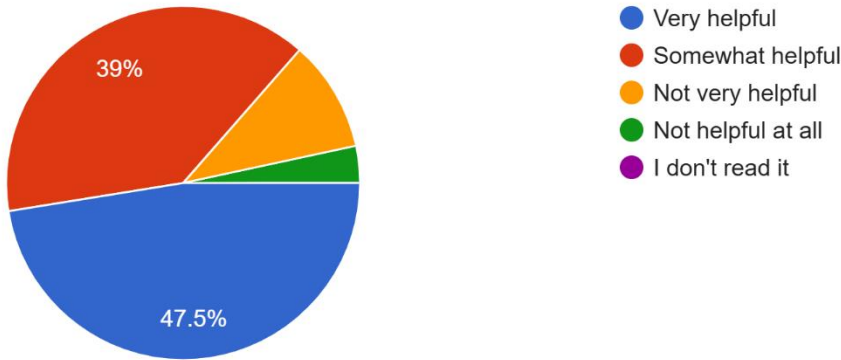
My student(s) teachers communicate clearly and frequently about important information.  
59 responses



How often do you read the school’s weekly newsletter?  
59 responses

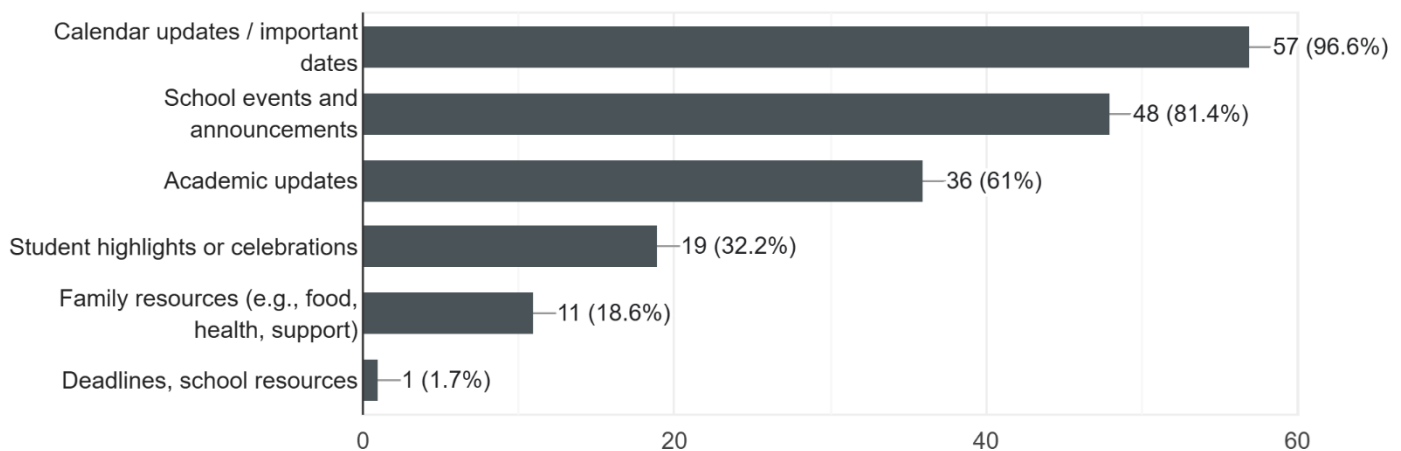


How helpful do you find the information in the weekly newsletter?  
59 responses



## What type of information in the newsletter is most useful to you? (Select all that apply)

59 responses



## How can we improve the weekly newsletter to better support you and your family? (29 responses)

When there are events listed please have the time and date listed as well. Sometimes it's not and it makes planning more difficult.

By sending it as an email and not in a link

Send out through email to students please!

The newsletter has been very helpful as is.

Cafeteria options

Do not repeat same information for more than two weeks. It makes the newsletter very long and repetitive.

The graphics are nice but they make it hard to read.

Too much fluff

Include dates farther out. Info about prom tickets going on sale etc.

sometimes hard to read with text over busy background

Sometimes there is so much information and so much going on in all the brightly colored boxes, my adhd brain gets overstimulated and I have to exit without reading. It's also gotten very ads heavy but it's probably just all the pre-summer info? Idk, it just feels like a LOT for a weekly newsletter.

More notification of events coming up.

Send in a mobile friendly way

More student accomplishments included in the newsletter would be nice. The newsletter seemed to have more at the beginning of the year and then it became the same updates every week. Recognizing students that made honor roll or student of the month would be nice.

Include other sports besides just archery. No volleyball or boys basketball was ever included, but archery always was. Newsletter also says the school is a "STEAM" school? I'm not sure what "Arts" the school has to be considered Arts focused.

More notice about academic assemblies so I have the opportunity to attend.

They are fine the way are now

In addition, include tips on Growth Mindset, offer meditation & yoga classes, discuss inclusivity, and all ways to stop bullying.

Stop emailing a link to a downloadable PDF. Make it a webpage or something.

Na

N/A

Year book?

Send it in an email again

Highlight your aviation students more. I feel like we hear more about Archery and pizza sales more than anything else.

I like it and love it the ways it is

It's fine

Giving us help sources for the extracurricular activities

Let the parents know All upcoming dates information and times. Nothing should be word of mouth or verbally telling the students to tell the parents. All events and school calendar should be planned out a YEAR in advance. EVERYTHING is always last minute and "Just thrown together". Have respect for everyone's time and be organized.

Unknown

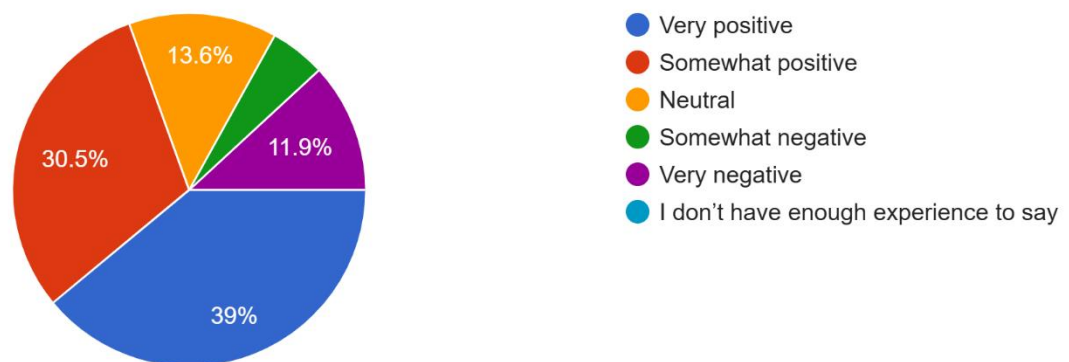
I know who to contact if I have concerns or questions.

59 responses



What is your overall impression of the administration at Albuquerque Aviation Academy?

59 responses



**Please share any specific feedback, concerns, or praise about the school's administration. (31 responses)**

Edgenuity is difficult for the kids to use. Sometimes it has had wrong answers that the kids have showed me. I know it's controlled by the State, but it is difficult to work with.

The seating options while basketball games due to a small gym.

N/A

I appreciate that administration has always prioritized my son's needs and adjusted his schedule accordingly.

Cafeteria needed/wanted! Mrs. Ashley Guild is a great communicator, other teachers have been rude to our Son!

They are positive and smiling when seen. They need to be more visible.

Most of the teachers seem completely unaware of what's going on. They don't even teach; everything is done on the computer, which we find really off-putting. One teacher, [REDACTED], constantly rants about how terrible Trump and Elon Musk are and wears clothing that supports the Democratic party. We find this very inappropriate especially when it is done well beyond teacher time. He even determines the number of paragraphs students have to write by rolling dice, which makes no sense. The [REDACTED] teacher is extremely difficult to understand, and the [REDACTED] teacher never grades anything or responds to any of the emails I've sent. My child has stated many, many, many times they learn nothing from the teachers. And the computer program you use is AWFUL!!!! At this point, I'm not sure if we'll be coming back next year.

I think the administration could interact more with students.

Fail to reply to emails, reminders don't have dates,

I definitely have seen a lack of professionalism, respect and attire from teachers

My daughter is comfortable and safe, and learning to advocate for her needs more confidently. I know this is because of how safe she feels in her school environment and because she is encouraged to be a leader in student council and other places.

The [REDACTED] should return calls as stated.

I would love to get more frequent updates in powerschool on grades, especially for classes not in edgenuity

Really nice people and I have only had good interactions with both the admin at the front desk as well as the school leadership.

Admin continues to make changes without informing parents. Admin seems to single out some students in a negative manner.

Teachers are rude to students and parents, not willing to help when a student says they are confused and need more help (become defensive and blamed the student). Students complain teachers don't teach very much or help when Edgenuity lessons are unclear.

Concerns regarding comments the [REDACTED] teacher makes to the classroom and nothing seems to be done

Need a new [REDACTED] teacher

Very helpful

Questions answered promptly

Some teachers are rude and do not get back to you when you call them

Enguuity is horrible and boring. My son went from being excited about school in 6th grade to basically being bored everyday. He lost his motivation to try hard and is not working to his full potential. Students who do well basically have to wait for the rest of the class to get up to speed.

You are all focused on the wrong thing

I am grateful for the existence of this institution I only wish my daughter have more options for her pilot career through the school

We wish there was more interaction with teachers, meeting them having conferences. We never met any teachers concerning schoolwork during the year.

The front desk staff is excellent, respectful, and always helpful.

Administration is respectful but I do feel like most of the information I'm needing is behind closed doors.

Ms Amanda is amazing.

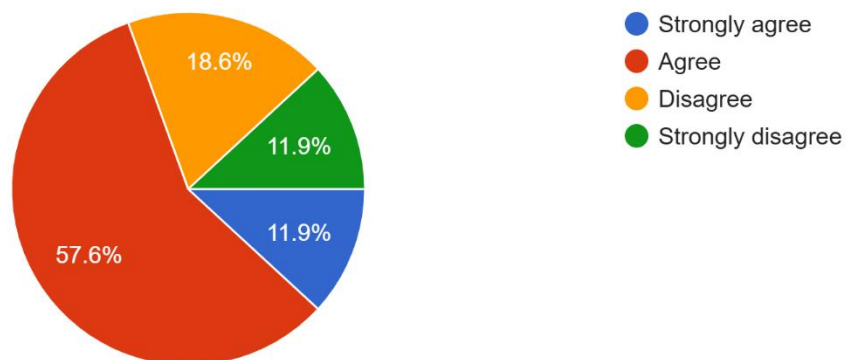
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Disorganized processes for all tasks, grades, reviews. Every event should be thought out or don't do it

Excellent program and great direction

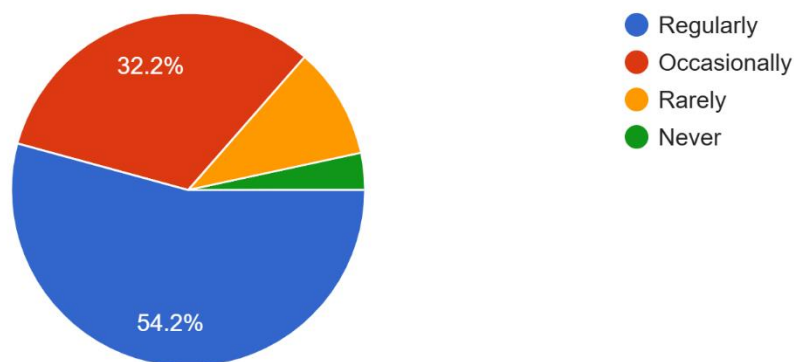
I believe the school provides the academic support my student needs to succeed.

59 responses



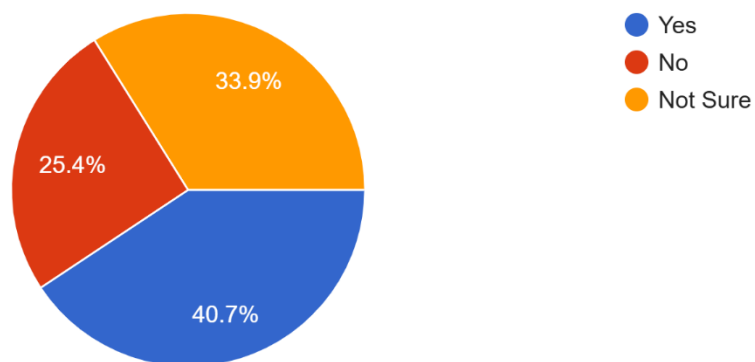
I am informed about my child's academic progress.

59 responses



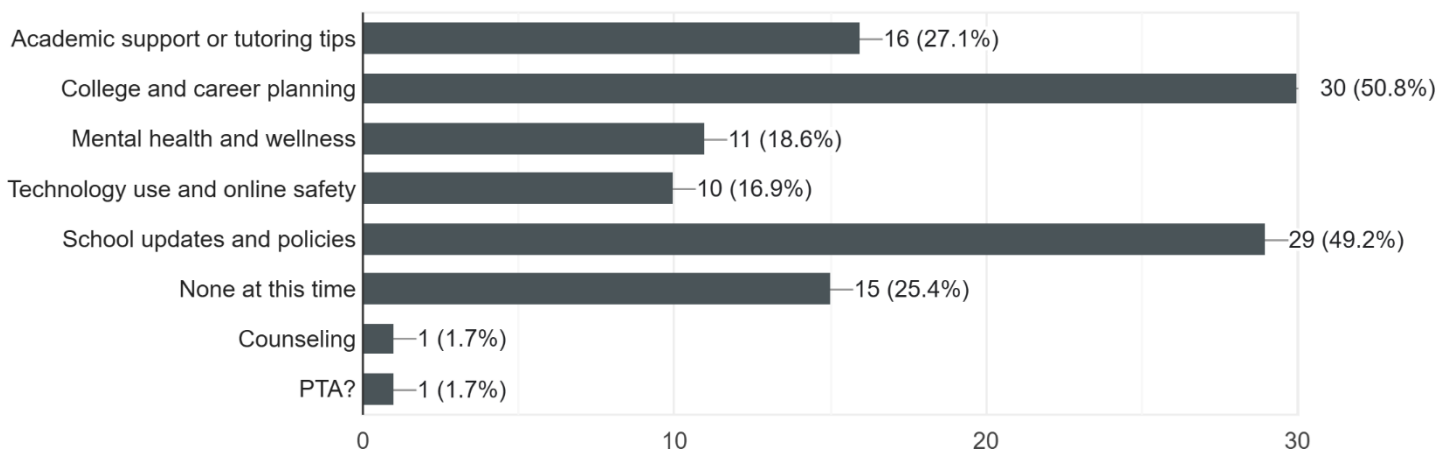
I have opportunities to be involved in school activities or decisions.

59 responses



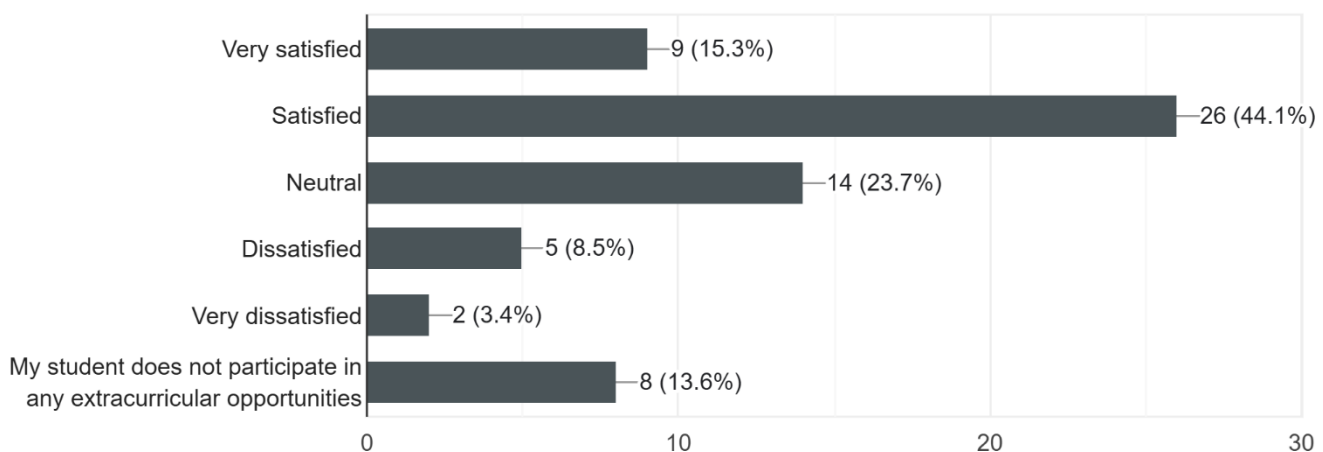
### What type of events or workshops would you be interested in attending? (Select all that apply)

59 responses



### How satisfied are you with the extracurricular opportunities available to your child?

59 responses



### What types of activities would you like to see more of at our school? (28 responses)

More science or technology based activities. There are some available, but technology is such a part of the world now. Kids really need to understand more about it.

Baseball

More after school functions for socialization (i.e., movie nights, casual dances, carnivals, etc.) as opportunities for socialization are not embedded into this curriculum.

More opportunities for other kinds of sports like Pickle Ball

More schools events where parents are invited. An 8th grade promotion ceremony.

mentoring, study groups, track

Soccer, flag football

Leadership skills

More extracurricular activities, electives, clubs, and sports

We were a little disappointed guitar went away this year, as it was a positive factor in leaving her old school for AbqAA

Would love to see more sport options

Teacher open hours for class support outside of normal classes

End of year festival!

After school clubs

Football

Evening assemblies for those of us who work and can't attend award ceremonies for our children more evening events

Computer programming via C#; Datamodeling via SQL

Music electives

Sports

Music

Very disappointed when you dropped the soccer program.

Clubs for kids who aren't athletic

Model aircraft club.

More sports

Soccer and music

Maybe a sport that competes with the majority APS/ RRPS system such as soccer or basketball.

More art, music, different clubs and drama.

More sports, model UN, Mock Trial, Honor Society, Dances, a cafe where kids can get lunch everyday. And PLEASE let the kids play in the gym at lunch during the cold months. Why do they have to sit on the floor during assembly. Administration needs to sit on the floor for an hour and realize how uncomfortable that is. Everyone should have a chair it is just common courtesy

### **What do you think our school is doing well? (32 responses)**

I think the school does do a good job working with the parents and creating a safe and welcoming environment.

The school is managing students behavior well. This parent is not afraid to drop of the student off at school. Thank you

I really appreciate the feeling of community.

Schedule

The safety if the students is clearly a top priority. This is superb. I am also very pleased with the dual credit opportunities. This remains a primary reason we choose this school. I also feel like the staff really does care for our students, so thank you!

Not at all.

Extra curricular activities and classroom support.

???!!!

The school has a very positive environment.

I think the teachers truly care about the students. The aviation program is very good.

Leans more towards the female way of thinking instead of being netural

School has great community!

Newsletter is great.

Elective selection is impressive and better than normal public school electives.

Pilot program and promoting archery

Doc, Stryker and the aviation team are amazing!

My kids enjoy have been happy to attend.

I like the small school atmosphere

I am very happy with it everything

Sponsor teachers have been outstanding

The sense of community, my children have thrived since attending. The education they are getting is what we like.

Can't think

Welcoming to all

The schedule

Aviation! Doc and Striker are Fantastic! They are focused on developing the student as pilots and as young adults. I appreciate how they challenge the students to push themselves in and out of the classroom. PE Weekly progress updates The staff seems to know the students at a personal level. Great facility!

Challenges students academically. Opens up new opportunities.

Aviation

I think it's growing but it's at a pivotal point that how material is presented and taught needs to grow with the schools growth.

Keeping the kids focused.

██████████ and ██████████ were two of the most unprofessional people that I have ever had the displeasure of having parent teacher conferences with. ██████████ did nothing but trash the school and the curriculum distribution. ██████████ was not helpful at all at answering questions we had about our son's projects. Opposed to helping she was more useful at blaming. These two "teacher" are the main reason our children will not be returning to your school. My wife and I had high hopes and after the first semester those were dashed quickly. Please do better.

Humm the teachers on edge unity are pretty good.

Programing

### **What suggestions do you have to improve our school? (36 responses)**

The school does pretty well, but both of my kids are struggling in math. I feel that we need to have more focus on math. It seems this is a nation wide problem. Whatever we can do to help the kids get past difficulties in math will help improve this problem.

Safe crosswalks. The students are allowed to walk outside of the school, if parents allow it. Some students do not walk parents to pick up in the drive up line.

Use interactions in class

1. The PSAT should be offered to 10th graders in the fall. This is, in my experience, typical and should be a school priority in order to prepare students adequately. As this did not happen last year, it should also be offered to 11th graders in the fall of 2025. 2. There should be more math help offered as learning math through Edgenuity does not meet the needs of all students. It would be beneficial to have a smaller student teacher ratio for math help wherein the students are all taking the same math class and the teacher is providing more examples, not just a study hall where teacher is available to answer questions. Students need more practice in. order to commit to memory. My son is a high-achieving student, and he still needed outside tutoring in order to pass. Fortunately for our family, this was financially viable this year, but having to do this for the next 2 years will be a financial burden. This financial burden may greatly limit the population of students this school is able to serve.

More testing time during in-school days or allow students to come in during their non in-school days to test.

Have Educational Assistants! Respect a child's needs and give them extra time to use the restroom.

Provide lunch for students.

Get better [REDACTED] teachers who can actually teach. Stop with the awful edgenuity. Also, stop allowing special ed kids to determine an entire classroom. My kids friend has to leave their class sometimes because a kid is screaming and throwing stuff. What?!?!?!? The whole classroom is disrupted by a single kid? REMOVE THE PROBLEM CHILD, not the ones slogging through the awful edgenuity.

I would like more support with tutoring or engaging students who are struggling with grades.

I think more resources for the smart lab and for science labs would be worthwhile.

More male teachers

would be great to have an FAQ for the Aviation program (requirements for advancement to each stage, what to expect, when to take the FAA Knowledge Exam and when students get to join the flight crew) - Doc & Stryker have kindly provided this info to us, but it could be a huge time saver for them to have it somewhere on the website.

Move [REDACTED] to a different class- Create a [REDACTED] class for him to teach? He's a terrible [REDACTED] teacher.

Utilize the cameras to cut down on theft from students.

More frequent grade updates.

Some classes have good student teacher interaction and supplement what they are learning on Edgenuity. Other classes do not really supplement what they are learning and is either a regurgitation of the slides or just asking the kids if they have questions. While I know this is a hybrid school some classes seem like home schooling because they aren't getting the push in the class to really make it worth it for them to go to class.

Why can't students use the gym during lunch hour? Why do students have to sit on the floor during assemblies? Assemblies are pure chaos and not well run. Waste of time. Promote all activities and not just certain ones (archery).

Teacher help/availability during classroom hours.

Teachers should be more involved rather than letting Edgenuity do all the teaching.

Less online work and more on class work

Engenuity is not a good platform for learning. The repetition is not engaging for students. The questions are often confusing and don't always relate to the topics being taught.

Meditation and yoga

I would like for the teachers to at least do one activity with the kids from ingenuity. Figure out a school lunch system or have more microwaves available, or microwaves in the classrooms. My son never gets to eat all his food, it takes 30 minutes for everyone to warm up food.

Need better communication between parents and teachers. I believe that the self-paced approach could be augmented more with the classroom time. Having a consistency of policy across the school with regard to retakes and such. More leniency in regard to retakes...give the kids an opportunity to work

harder to improve grades otherwise there is a line they cross in which it seems hopeless. Many times students who are behind have to be a squeaky wheel to get the help they need...I think a more proactive approach could engage these students earlier. Parents that are engaged can also be tied in more via text, email, etc.

The remote learning program needs work. Its quality is very low.

Not sure

More teacher involvement, less computer based learning

Not put so much emphasis on test and exam grades. Some kids just don't do well testing.

Focus on improving your curriculum. Hire a new principal.

Ingenuity is difficult to see assignments for parents, and details to see students progress.

Send science kits home for experiments.

We need help at home. Edgenuity lacks so much and has left many children at this school out to dry. I have been one on one working with my child along with hiring tutors and this program is overwhelmingly difficult. I'm confused what they do at school that supports this information. I feel like I'm teaching him at home, and having to learn edgenuity myself just to help him. This work needs to be more orderly. My son has found a way to do just the quizzes and tests without the assignments which should not be a thing. It should be orderly, you finish a lecture you can move into the assignment, then you can move onto the quiz and so on. We need help as parents. It is devastating to watch my child go to school then come home and do more school then eat and go to bed. My child's vision probably could be better if he wasn't in front of a screen all day. I know the teachers have their reasons but we need to know what is happening in these classrooms and how it's helping them finish their work on edgenuity so they can come home and be a kid too.

More art.

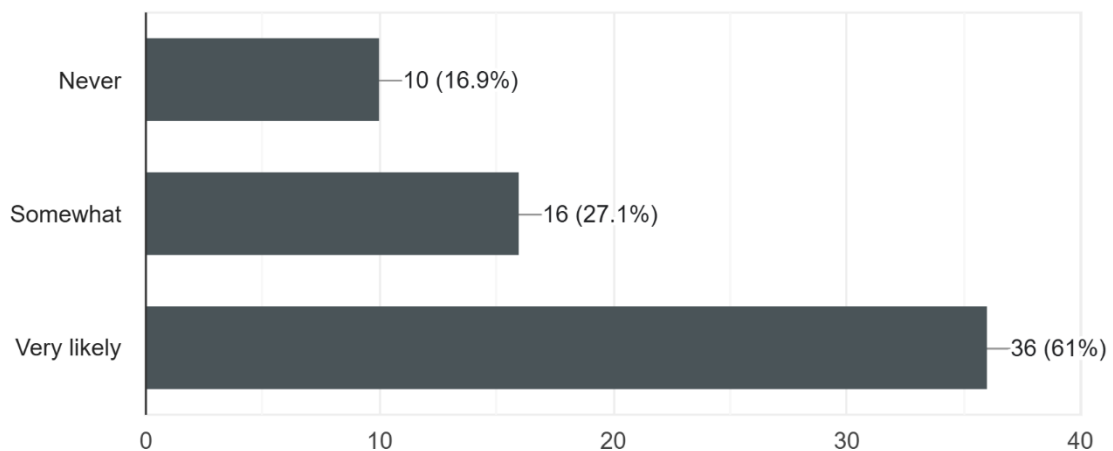
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Start over with a new administration

N/A

## How likely are you to recommend Albuquerque Aviation Academy to other families?

59 responses



## Is there anything else you'd like us to know? (28 responses)

No

My parent heart is at ease with my student attending this school.

N/A

Great school, we just wish opportunities for extracurricular activities were better! And the fact that the teachers have shown disrespect with the time it takes for our Son to go to the restroom.

See above.

Meetings tend to repeat the same issue over and over, need to be to the point and move on, if parents don't arrive in time, they can stay later to catch up, too much I feel, I think issues

We have felt that the school is horribly miss-managed. The administration and teachers don't have any idea what is going on with their students or their grades. The chosen curriculum lacks adequate teacher student interaction. The communication for and administration of test is appalling. We are very pleased to be leaving this school behind.

This only issue we have had this year that was in the hands of the [REDACTED] was never resolved. They couldn't even be bothered to return my calls after I was told multiple times they would. We have been at this school for several years and that one individual is the only one my child and I have had issues with. Very disappointing.

We love the school. Edgenuity takes my student hours every night to stay caught up. There is not enough time at school for them to do school work. They do work from getting home until almost bedtime and it's a struggle. I would love to see more time available at school to get work done, it's very overwhelming for 6th grade.

Mr.Pierce has been a huge support for our daughter and we are very grateful!

The [REDACTED] program this year was a mess. The [REDACTED] had multiple issues with players and parents that caused many students to leave the team during the season. She also did not teach the fundamentals and it showed in the record this year. The end of year banquet was cancelled because she didn't have time to plan it which is understandable but she expected the parents to do everything with no guidance. When no parents stepped up because she basically asked if anyone can do everything she cancelled it. The kids were definitely disappointed with her actions throughout the season.

This school continues to change rules on a whim. Seniors had one set of rules the first semester and then rules changed for second semester (test retakes). Parents are not informed when rules are changed or even asked for input. Requiring students to only take a test during that specific class period, but the assemblies shorten the time allowed in class. Assemblies should be scheduled in advance and posted. Admin needs to understand what a hybrid school is supposed to be. How many parents are aware of Admin watching each class on video and then calling the teachers when a student "doesn't look busy"? Why wouldn't a math class taken at CNM count towards a school math credit (a calculus class at CNM did not count even though this school doesn't offer higher level math).

Parent teacher conferences should be a time to Make shifts to help a struggling student, rather than blame the student or take the time to make suggestions to help them succeed (this happened in [REDACTED] [REDACTED] class). This is an aviation focused school. Lessons should have some minimal tie in to aviation.

Na

No

Thank you for an awesome 5 years

Offer yoga and meditation

I have been very thankful for the staff, the people who on a daily make a difference in my children's education. My sons love coming to school.

I appreciate the school leadership and the teachers. I do wish there was more active engagement for students without having to be the squeaky wheel, but the teachers do a good job in general.

Teachers are needed to teach, not rely on edgenuity.

Our son will not be returning next year due to the fact we're concerned about his academic career.

Senior meetings would have been better over zoom or in an email. More heads up about assemblies when your student is being recognized . Thank you for your time.

All the staff is very friendly and that is appreciated!

I need information on a possible PTA or board of academics/ curriculum coordinator. So we can have a conversation between parents and the faculty and find out how our kids can have the best experience, have good education and most importantly a good quality of life. My child is burnt out like a college student, this should not be the experience we promote to our children if we hope to encourage college one day. They are going to hate school and the minute they are out of it may not return.

Our child has grown being at the school

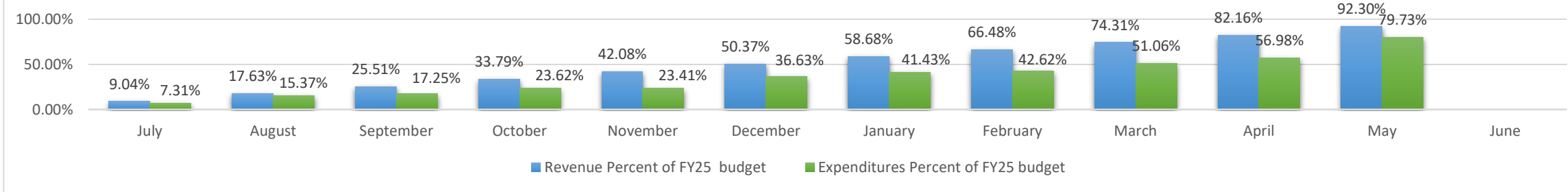
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You are not a STEM school if you don't offer high level math and science. You never once helped with college admission or dual credit. Very ineffective with math tutoring. Need to allow All kids to take tests everyday of the week. Stop holding them back.



# Finance Summary as of May 31, 2025

Operational Revenue vs. Expenditures



AA Academy received 92.30% of budgeted Operational revenue & expended 79.73% of budget thru May 2025.

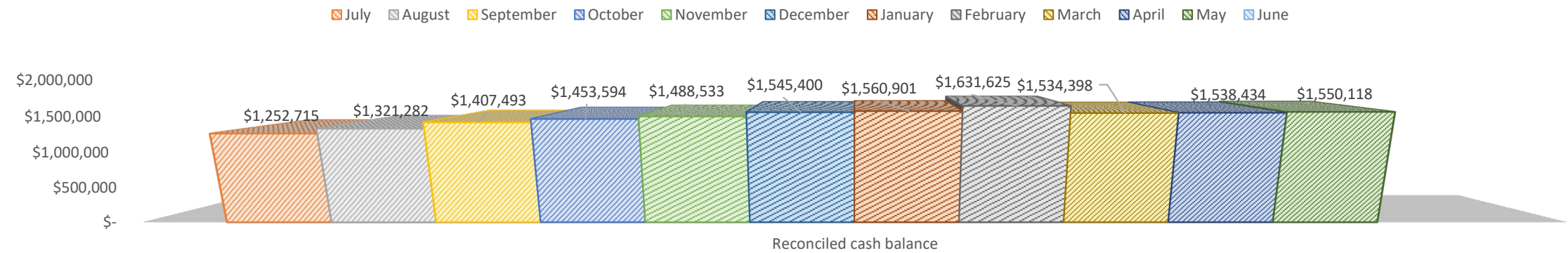
Bank Reconciliation:

- May 2025
  - o Reconciled cash balance at month end was \$1,982,566.44
  - o Outstanding items total \$69,495.09
  - o Expenditures exceeded Revenues by \$58,187.58 for the month.

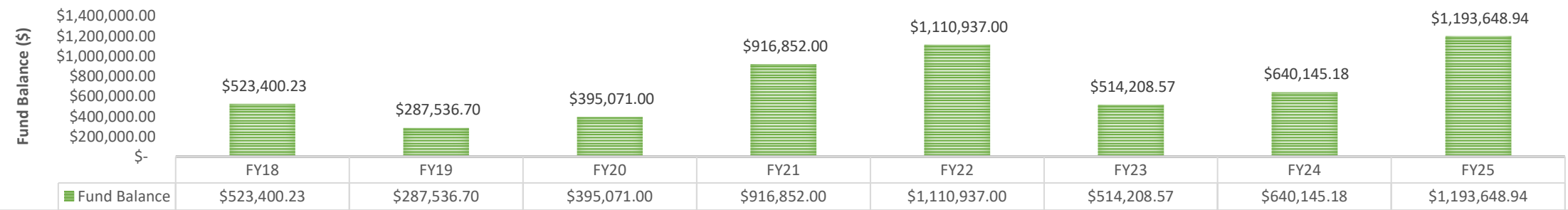
BARS for Approval:

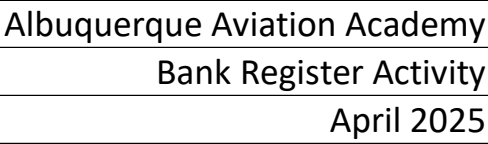
BAR 2425-24154-0029-D  
BAR 2425-24101-0031-I  
BAR 2425-23000-0032-I

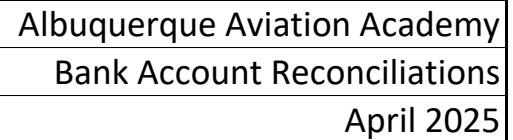
FY25 OPERATIONAL CASH BALANCE



HISTORICAL OPERATIONAL FUND BALANCE



2

3

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:** 544-000-2425-0029-D  
**Fund Type:** Flowthrough  
**Adjustment Type:** Decrease

**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

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

Revenue 24154.0000.44500 (\$3,632.00)

| Fund                                          | Function                                    | Object                         | Program                                   | Location                            | Job Class                 | Present Budget | Adj Amt Exp  | Adj Budget  | ADD'L FTE |
|-----------------------------------------------|---------------------------------------------|--------------------------------|-------------------------------------------|-------------------------------------|---------------------------|----------------|--------------|-------------|-----------|
| 24154 Teacher/Principal Training & Recruiting | 1000 Instruction                            | 51300 Additional Compensation  | 1010 Regular Education (PreK-12) Programs | 544001 Albuquerque Aviation Academy | 1411 Teachers-Grades 1-12 | \$13,428.00    | (\$2,499.98) | \$10,928.02 |           |
| 24154 Teacher/Principal Training & Recruiting | 1000 Instruction                            | 52111 Educational Retirement   | 1010 Regular Education (PreK-12) Programs | 544001 Albuquerque Aviation Academy | 1411 Teachers-Grades 1-12 | \$2,438.00     | (\$405.95)   | \$2,032.05  |           |
| 24154 Teacher/Principal Training & Recruiting | 2400 Support Services-School Administration | 53330 Professional Development | 0000 No Program                           | 544001 Albuquerque Aviation Academy | 0000 No Job Class         | \$4,011.84     | (\$268.72)   | \$3,743.12  |           |
| Sub Total                                     |                                             |                                |                                           |                                     |                           |                | (\$3,174.65) |             |           |
| Indirect Cost                                 |                                             |                                |                                           |                                     |                           |                | (\$457.35)   |             |           |
| DOC. TOTAL                                    |                                             |                                |                                           |                                     |                           |                | (\$3,632.00) |             |           |

**Justification:**

Received final allocation award letter 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: 544-000-2425-0031-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

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

Revenue 24101.0000.44500 \$7,002.00

| Fund                              | Function         | Object                          | Program                                            | Location                                     | Job Class                                            | Present Budget | Adj Amt Exp | Adj Budget  | ADD'L FTE |
|-----------------------------------|------------------|---------------------------------|----------------------------------------------------|----------------------------------------------|------------------------------------------------------|----------------|-------------|-------------|-----------|
| 24101<br>Title I Part<br>A - ESEA | 1000 Instruction | 51100 Salaries<br>Expense       | 1010 Regular<br>Education<br>(PreK-12)<br>Programs | 544001<br>Albuquerque<br>Aviation<br>Academy | 1711<br>Instructional<br>Assistants -<br>Grades 1-12 | \$43,408.93    | \$5,434.00  | \$48,842.93 | 0.16      |
| 24101<br>Title I Part<br>A - ESEA | 1000 Instruction | 52111 Educational<br>Retirement | 1010 Regular<br>Education<br>(PreK-12)<br>Programs | 544001<br>Albuquerque<br>Aviation<br>Academy | 1711<br>Instructional<br>Assistants -<br>Grades 1-12 | \$7,878.33     | \$986.00    | \$8,864.33  |           |
| 24101<br>Title I Part<br>A - ESEA | 1000 Instruction | 52112 ERA -<br>Retiree Health   | 1010 Regular<br>Education<br>(PreK-12)<br>Programs | 544001<br>Albuquerque<br>Aviation<br>Academy | 1711<br>Instructional<br>Assistants -<br>Grades 1-12 | \$868.34       | \$109.00    | \$977.34    |           |
| 24101<br>Title I Part<br>A - ESEA | 1000 Instruction | 52210 FICA<br>Payments          | 1010 Regular<br>Education<br>(PreK-12)<br>Programs | 544001<br>Albuquerque<br>Aviation<br>Academy | 1711<br>Instructional<br>Assistants -<br>Grades 1-12 | \$2,690.87     | \$337.00    | \$3,027.87  |           |
| 24101<br>Title I Part<br>A - ESEA | 1000 Instruction | 52220 Medicare<br>Payments      | 1010 Regular<br>Education<br>(PreK-12)<br>Programs | 544001<br>Albuquerque<br>Aviation<br>Academy | 1711<br>Instructional<br>Assistants -<br>Grades 1-12 | \$629.01       | \$80.00     | \$709.01    |           |
| 24101<br>Title I Part<br>A - ESEA | 1000 Instruction | 52315 Disability                | 1010 Regular<br>Education<br>(PreK-12)<br>Programs | 544001<br>Albuquerque<br>Aviation<br>Academy | 1711<br>Instructional<br>Assistants -<br>Grades 1-12 | \$40.32        | \$56.00     | \$96.32     |           |
| Sub Total                         |                  |                                 |                                                    |                                              |                                                      |                | \$7,002.00  |             | 0.16      |
| Indirect Cost                     |                  |                                 |                                                    |                                              |                                                      |                |             |             |           |
| DOC. TOTAL                        |                  |                                 |                                                    |                                              |                                                      |                | \$7,002.00  |             |           |

**Justification:**

Received final FY25 carryover and allocation award letter. 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:** 544-000-2425-0032-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

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

Revenue 23000.0000.41701 \$3,944.00

| 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 | \$9,966.00     | \$3,944.00  | \$13,910.00 |           |
| Sub Total                       |                  |                                      |                                           |                                     |                   |                | \$3,944.00  |             |           |
| Indirect Cost                   |                  |                                      |                                           |                                     |                   |                |             |             |           |
| DOC. TOTAL                      |                  |                                      |                                           |                                     |                   |                | \$3,944.00  |             |           |

**Justification:**

Align budget with Revenue received through EOY. 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.