NOTICE AND AGENDA
REGULAR MEETING OF THE GOVERNING COUNCIL OF
ALBUQUERQUE AVIATION ACADEMY
November 21, 2025
2:00 p.m.
AAA Board Room
6441 Ventana Rd NW, Albuquerque, NM
and Internet/Call-in
(See Special Procedures Below)

AAA MISSION

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

I. Call to Order
   - A. Roll Call
   - B. Adoption of the Agenda*
   - C. Review/Approval of Minutes from October 17, 2025 Regular Meeting*

II. Public Comment (comments will be limited to two minutes) – see attached Special Procedures for more information.

III. Ongoing Business Matters
   - A. Aviation Program/Committee Update

IV. Administrative Update
   - A. Student Achievement Update

V. New Business Matters
   - A. Additional GC Member as Signatory for Checks (discussion/action) *
   - B. FERPA Policy (discussion/action) *
   - C. Title IX Policy (discussion/action) *
   - D. Governing Council Policy Manual Update (discussion/action) *
   - E. Staff Handbook (discussion/action) *
   - F. Aviation Handbook (discussion/action) *
   - G. Preventative Maintenance Plan(discussion/action) *
   - H. Disposal List 11/17/2025 (discussion/action) *
   - I. 2024-2025 Published State Test Results
   - J. NM Vistas – Spotlight School Rating

VI. Governing Council Development
   - A. Discussion with Kelly Callahan

ALBUQUERQUE
AVIATION ACADEMY

VII. Finance Report

A. Business Office Operations Update
B. Voucher Approvals (discussion/action) *
C. Bank Reconciliation (discussion/action) *

VIII. Announcements

A. Date for next Regular AAA Governing Council Meeting

IX. Adjournment*

Note: * Indicates Action Item

If you are an individual with a disability who needs a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact Amanda Catanzaro at acatanzaro@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.

ALBUQUERQUE
AVIATION ACADEMY

Special Procedures for November 21, 2025 AAA Governing Council Regular Meeting

The AAA Governing Council Regular Meeting on November 21, 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 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. 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.

ALBUQUERQUE
AVIATION ACADEMY

GOVERNING COUNCIL

Regular Meeting of the Albuquerque Aviation Academy Governing Council on Friday, October 17, 2025

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

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

Farrah Nickerson

ALSO IN ATTENDANCE

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

PUBLIC

none

These minutes were approved on _____

By a vote of ___ yes ___no ___ absent __abstained

_____ President

_____ Secretary

I. Call to Order

Larry Kennedy called to order the Regular Meeting of the Governing Council for the Albuquerque Aviation Academy for October 17, 2025 at 2:03 PM on Zoom.us and in person.

A. Roll Call

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

B. Adoption of the Agenda*

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

C. Review/Approval of Minutes from September 26, 2025 Special Meeting*

Larry Kennedy asked for a motion to approve the minutes from the September 26, 2025 Special Meeting. Mike Romo made a motion to approve the minutes. Laura Kohr seconded the motion. Larry Kennedy asked Amanda Catanzaro to call roll. Amanda Catanzaro called Jody Meyer, Mike Romo, Alex Carothers, Roland Dewing, Laura Kohr, 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 Update

Dr. Lauren Chavez presented that they have flown approximately 84.8 hours in Hotel Kilo and approximately 35 hours in Addison. Both planes 50 hours are due so that is being scheduled. Addison has a small issue with the window that will be addressed at that time.

Classes are going well. Three students are close to being ready to solo. Drones class students are practicing for the FAA exam and the goal is to increase the number of students who earn their drones license this year. Air Traffic Control internship was

scheduled but on hold due to government shutdown. No new information on the display plane. Doc and Eric, the balloon instructor, are working with Eclipse to request the logo design from the display plane to be able to make new vinyl for Hotel Kilo and Addison.

Reviewed expenses. The second hangar is now going in the school's name that is housing Addison.

IV. Administrative Update

A. Student Achievement Update

Bridget Barrett presented current enrollment is 317 on the information packet, but one student ended up not disenrolling from the other school and stayed so our 40 day count was 316. 98.7% of the goal of 320 students. Discussion around next year and having 6th grade do a delayed start in Edgenuity since they come every day to help with the transition into middle school and hopefully help all of the initial students enroll, stay at the school.

Reviewed Imagine Learning grades from Academics by Enrollment. The question was asked if this can be broken down by grade level to support the students at each grade. Yes, we can break it down by grade level.

Continue to work on our focus of retention of students. The Adopt-a-Kid program seems to be making a difference and students are doing better than in previous years.

Alex Carothers enters the meeting in person at 2:17 PM.

There will be a small graduating class this year.

Flag football has begun and the kids are loving the game and new field. Balloons and Bagels was a success.

November 7th from 4:00-6:00, we will be hosting a Field Dedication Ceremony. We are inviting PEC members, legislators and special guests to attend and help us with ribbon cutting ceremony. Governing Council member made the comment that they attended the basketball games last week and was pleased with how these have become such well attended community events. CAPs was there to present the colors. CAPS is up to about 30 members and many more students from Albuquerque Aviation Academy.

V. New Business Matters

A. PSCOC Facilities Master Plan Application *

Amanda Catanzaro presented the application that would provide some funding to help the school create a new and updated Facilities Master Plan. The application was sent to the school with a very quick turn around so we asked Larry Kennedy to sign and then we could bring it to the board. If board decides to not approve, we will not accept the funding/grant from the program and will funds will come from operational.

Larry Kennedy asked for a motion to approve the FY26 Facilities Master Plan Funding Assistance Application. Alex Carothers made a motion to approve. Roland Dewing seconded the motion. Larry Kennedy called for a voice vote to approve; all board members present approved. Next, he called for any opposition and upon hearing none, the motion carried unanimously.

B. PEC Indicators of Success Survey

Larry Kennedy and Kelly Callahan lead a discussion regarding the questions being asked and if the Governing Council wanted to complete this voluntary survey this year. A school could have the chance to get $10,000 for supporting any indicators that are rated as 1, 2 or 3 if none were 1 and 2. This is not an action item and will be considered for the agenda for next meeting. No due date was found in the communication regarding the survey.

C. Upcoming CSD Site Visit January 13, 2026

Bridget Barrett shared the date so that GC members could put it on their calendars. The CSD will request to speak to at least a few GC members as part of the site visit.

D. Clean Channel Billboards

Amanda Catanzaro shared the information regarding our new advertising initiative with digital billboards around the Albuquerque area. This feel just below the $20,000 threshold for notification, but wanted the GC to know that the school is working hard on student recruitment.

E. Disposal List 10-17-25 *

Amanda Catanzaro shared the latest disposal list. The goal is to clear out the classroom that is being used to store a lot of old equipment so that we can open it for use as a classroom next semester.

Larry Kennedy asked for a motion to approve the Disposal List 10-17-2025. Mike Romo made a motion to approve. Laura Kohr seconded the motion. Larry Kennedy called for a voice vote to approve; all board members present approved. Next, he called for any opposition and upon hearing none, the motion carried unanimously.

VI. Governing Council Development

Kelly Callahan will continue the discussion regarding the Indicators of Success Survey vs what our GC is already using.

VII. Finance Report

A. Business Office Operations Update

Sean Fry presented that the Finance Committee met prior to the meeting and reviewed the financial statements through September 2025. The school is in good financial standing. Expenditures exceeded revenue by about $8200 but that continues to be expected at the beginning of the school year when one time payments are being made.

1st Quarter Actuals and Cash Report has been submitted to PED.

Discussion around membership and the potential loss of approximately $40,000-$43,000 based on the 40 days membership of 316 vs budgeted of 320, but if there is any increase in the final unit value, that could easily offset any loss from enrollment.

Reviewed abnormal transactions that are not reoccurring on the bank statement.

B. Voucher Approvals for September 2025 *

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

Larry Kennedy asked for a motion to approve the bank vouchers for September 2025. Mike Romo made a motion to approve. Alex Carothers seconded the motion. Larry Kennedy called for a voice vote to approve; all board members present approved. Next, he called for any opposition and upon hearing none, the motion carried unanimously.

C. Bank Reconciliation for September 2025 *

Sean Fry presented the September Bank Reconciliation and the Finance Committee can support the approval of the September Bank Reconciliations.

Larry Kennedy asked for a motion to approve the Bank Reconciliations for September 2025. Mike Romo made a motion to approve. Laura Kohr seconded the motion. Larry Kennedy called for a voice vote to approve; all board members present approved. Next, he called for any opposition and upon hearing none, the motion carried unanimously.

F. BAR 2526-11000-0004-T

Sean Fry presented the transfer BAR that is moving funds from planned carryover to the 2100, 2300 functions to cover increase in advertising and social worker costs.

Larry Kennedy asked for a motion to approve BAR 2526-11000-0004-T. Mike Romo made a motion to approve. Alex Carothers seconded the motion. Larry Kennedy called for a voice vote to approve; all board members present approved. Next, he called for any opposition and upon hearing none, the motion carried unanimously.

VIII. Announcements

Next Governing Council meeting is scheduled for November 21, 2025. Laura Kohr cannot attend the next meeting.

November 7, 2025 is the Field Dedication Ceremony.

IX. Adjournment*

Larry Kennedy called for a motion to adjourn. Mike Romo made a motion to adjourn. Alex Carothers seconded the motion. Larry Kennedy called for a voice vote to approve; all board members present approved. Next, he called for any opposition and upon hearing none, the motion carried unanimously.

The Regular Meeting of the Governing Council for the Albuquerque Aviation Academy adjourned on October 17, 2025 at 3:09 PM.

Monthly Report - November 21, 2025

All figures and outcomes are based on the date of this report - November 18, 2025
(HK hobbs time: _____ ; Addison Hobbs time: _____)

FLIGHT TRAINING:

- **Flights -** We've flown ~40 hrs in HK since the last board report. We have flown ~25 hrs in Addison. The 100 hr will be due on HK in ~10 hrs. Two students have soloed (and one has completed two cross country solos) since the last board meeting. One more is ready to solo (now.) And another will be ready to solo as soon as his medical is completed.

CLASSES:

- **Airplane -** Classes are going well. The average grade is ~80-83% in all of our aviation classes. The vast majority of our flight students are currently grounded for Edgenuity grades (hence the fewer flight hours.)
- **Drone -** Going well. I'm trying to encourage the students to cross that finish line and take their FAA Remote Pilot Exam before the semester ends.
- **Balloons** - Continuing to move forward. I have a commitment from the volunteer instructor to continue next semester.

ADDITIONAL:

- **Internships** - Slow. With the government shut down, we had to cancel our scheduled ATC internship. One student will be ready to start an A&P internship once his grades are up. Another is waiting for ATC to be ready. Eclipse said they're ready for our next student (but, again, with students being behind in Edgenuity, they are not eligible for internships.)
- **Donated airplane for display** - The EAA group had a meeting to decide what they wanted to do. I was told, "you will definitely get the Blue Acro for your school!" Now it's just a matter of getting the mounting details finalized. I reached out to Matt P. He said he'd get with Amanda this week to move forward.
- **Vinyl design for HK & Addison -** I finalized the falcon inside the Zia design (thank you, Chat GPT!) I talked to David Otero (EAA) who offered to help with "simple vinyl", and he said "I'm sure I can help!" We were supposed to meet on Saturday but didn't connect.

EXPENSES:

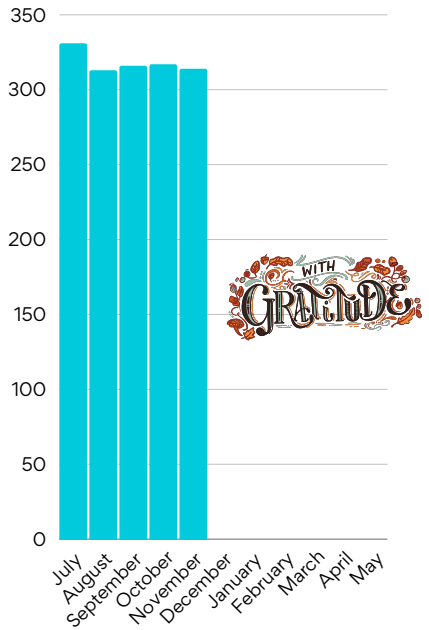
- **Fuel:** $3920 (est)
- **Maintenance:** $661.50 (HK 50 hr)
- **Hangar Rental:** $357 per month x 2
- **Insurance:** Annual Premium - $15,658 (both airplanes)

ALBUQUERQUE AVIATION ACADEMY

Student Achievement Update November 2025

Student Enrollment

Student Enrollment Goal SY 25/26: 320

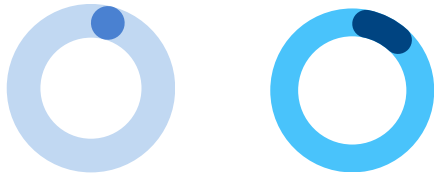


Academics by Enrollment

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

17%
On Pace and Passing (14% 11/2024)

67%
Behind and Passing (73% 11/2024)



1%
On Pace and Failing (12% 11/2024)

15%
Behind and Failing (1% 11/2024)

Imagine Learning Grade Enrollment Report Fall Semester

A : **3**% (1% 11/2024)
B : 7% (21% 11/2024)
C : 25% (23% 11/2024)
D : 25% (17% 11/2024)
F: 40% (35% 11/2024)

Registration Goal

Current Number of Students: **314**
Waiting List: **4 (6th, 7th, 8th, 9th)**
Goal : 320
Met : 314

Percent :98 %
40 Day Count 317

Altitude Achievement

Field Ribbon Cutting Ceremony and CYFD Foster Care Drive, Holiday Bingo 12/11, Holiday Party 12/19 1:00, Archery Tournament, Making a Difference

ALBUQUERQUE AVIATION ACADEMY INQUIRIES REGARDING STUDENT INFORMATION OR STUDENT RECORDS POLICY

INQUIRIES REGARDING STUDENT INFORMATION OR STUDENT RECORDS POLICY

Purpose and Scope

This policy establishes guidelines for handling inquiries regarding student information and student records in compliance with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g and 34 CFR Part 99. This policy applies to all faculty, staff, administrators, and third parties who may request access to student educational records maintained by Albuquerque Aviation Academy ("AAA or the "School).

Definitions

1. Educational records include any records that contain information directly related to a student and are maintained by the School or by a person acting for the School. These records include, but are not limited to, grades, transcripts, class lists, student course schedules, health records, financial information, and disciplinary records.
2. Directory Information

    a. Information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. This includes:

- Student's name
- Address
- Telephone number
- Date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Degrees and awards received
- Most recent previous educational institution attended

- A student ID number, user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password or other factor known or possessed only by the authorized user; and
- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

3. Personally Identifiable Information (PII)
    a. Information that can be used to distinguish or trace an individual's identity either directly or indirectly through linkages with other information.
    b. The term includes, but is not limited to—
        - The student's name;
        - The name of the student's parent or other family members;
        - The address of the student or student's family;
        - A personal identifier, such as the student's social security number, student number, or biometric record;
        - Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name;
        - Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or
        - Information requested by a person who the educational agency or institution reasonably believes knows the identity of the student to whom the education record relates.

4. Parent
    a. The term "parent" includes a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).
5. Eligible student

a. A student who has reached 18 years of age or is attending an institution of postsecondary education.

Rights Under FERPA

1. Parental Rights

Parents or legal guardians of students under 18 years of age have the right to:

- Inspect and review their child's educational records
- Request amendment of records they believe to be inaccurate or misleading
- Consent to disclosures of personally identifiable information contained in educational records, except as provided by law
- File a complaint with the U.S. Department of Education concerning alleged failures to comply with FERPA requirements

2. Eligible Student Rights

When a student reaches 18 years of age or attends a postsecondary institution, all rights under FERPA transfer from the parent to the student ("eligible student"). Eligible students have the same rights as parents regarding their educational records.

Handling Inquiries and Requests

a. Verification Procedures

Before releasing any student information, the School shall verify the identity of the requesting party and their right to access the information through:

- Photo identification for in-person requests
- Written authorization from the parent/eligible student for third-party requests
- Verification questions for telephone inquiries from parents/eligible students

b. Response Timeframes

The School shall respond to requests to inspect and review educational records within forty-five (45) days of receipt of the request.

c. Documentation Requirements

All requests for student information must be documented, including:

- Date and time of request
- Identity of requestor
- Specific information requested

- Purpose of the request
- Verification method used
- School personnel responding to the request
- Outcome of the request

Annual Notification

The School shall provide annual notification to parents and eligible students of their rights under FERPA, including the right to:

- Inspect and review educational records
- Seek amendment of records
- Consent to disclosures (with certain exceptions)
- File a complaint with the U.S. Department of Education

Subpoenas

Albuquerque Aviation Academy ("AAA" or the "School") employees may occasionally be contacted regarding legal matters to which the Academy is not a party.

AAA employees are prohibited from discussing or sharing information about a student with anyone other than the student's parent or legal guardian without a written release or unless required by the Family Educational Rights and Privacy Act (FERPA).

If any employee is contacted by an attorney, attorney's representative, or officer of the court regarding AAA students, staff, or other school business, the employee must notify their immediate supervisor and the Custodian of Records within forty-eight (48) hours of the contact and prior to providing any records or information.

In some cases, teachers or other personnel (such as counselors or diagnosticians) may be asked to serve as witnesses. Leave with pay will be granted when a lawful subpoena requires an employee's absence from duty. Subpoenas and any associated witness fees must be submitted to the Custodian of Records.

AAA employees are strongly discouraged from volunteering to serve as witnesses in family or personal disputes and are expected to remain professional and objective in all situations involving students or colleagues.

Student Records Requests

Albuquerque Aviation Academy follows FERPA guidelines regarding access to and the release of student education records.

Parents or guardians and students who are 18 years of age or older or a legally emancipated minor have the right to:

- Inspect and review the student's education records
- Request correction of inaccurate or misleading records
- Request a formal hearing if a correction request is denied
- Add a written statement to the record if the school decides not to amend it

Students must enroll under their full legal name, which will be used on all official documents. The transcript is the official record of high school coursework and graduation. A student's name on the transcript may only be changed upon presentation of a court order verifying a legal name change.

Release of Student Records

Written permission from the parent, guardian, or eligible student is required before releasing education records to a third party unless FERPA allows disclosure without consent.

FERPA permits disclosure of information without prior consent to the following parties or under the following conditions:

- School officials with a legitimate educational interest
- Other schools where the student seeks or intends to enroll
- Federal, state, or local education authorities
- Financial aid institutions or agents
- Accrediting organizations
- Organizations conducting approved studies on behalf of the school
- Judicial orders or subpoenas
- Appropriate officials in cases of health or safety emergencies

AAA will redact personally identifiable information before responding to third-party records requests when appropriate. All questions and record requests must be directed to the Custodian of Records.

Military and Postsecondary Recruiters

Schools are generally required to give military recruiters the same access to secondary school students as they provide to postsecondary institutions or to prospective employers. Schools are also generally required to provide students' names, addresses, and telephone listings to military recruiters, when requested.

In compliance with federal law, AAA must provide access to secondary students' names, addresses, and telephone numbers to military and post-secondary recruiters unless a parent or eligible student submits a written opt-out request.

Parents, guardians, or students 18 years or older may opt out at registration or by written request at any time. AAA will honor all opt-out requests and ensure no information is released to recruiters once a request has been received.

Opt-Out of Third-Party Requests

Directory information for students whose parents or guardians have opted out under FERPA will not be released in response to third-party data requests.

AAA will notify parents and students annually of their rights to opt out through the registration process or other official communications.

When responding to third-party requests, AAA will remind requesters that, under NMSA 1978, Section 22-21-2(A), it is illegal to use student or staff lists with personal identifying information for commercial marketing purposes.

Record Retention

Record retention at Albuquerque Aviation Academy varies by record type.

The high school transcript is the official and permanent record of a student's coursework and graduation.

Diplomas are issued at the time of graduation and are not retained by the School.

AAA cannot guarantee the long-term availability of all records or the feasibility of altering historical records after a student's graduation.

ALBUQUERQUE AVIATION ACADEMY TITLE IX POLICY

TITLE IX AND PROHIBITION OF ALL FORMS OF UNLAWFUL DISCRIMINATION POLICY

PART 1: NON-DISCRIMINATION AND EQUAL OPPORTUNITY NOTICE

Albuquerque Aviation Academy ("AAA" or "School") is dedicated to providing equal opportunity to learning and employment.

A. AAA does not discriminate on the basis of age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, serious medical condition, sex (including pregnancy), sexual orientation, spousal affiliation or protected veteran status in its programs and activities as required by federal and state equal opportunity/affirmative action regulations and laws and AAA policy and rules.

B. The Title IX Coordinator is designated by the Head Administrator who receives and process internal complaints of discrimination, on the basis of sex and gender, for AAA. Complaints of discrimination, sexual harassment, sexual violence and/or retaliation for reporting allegations of discriminatory conduct should be directed to the Title IX Coordinator at bbarrett@abqaviation.com, or submitted in person at the address listed herein. Complaints may also be filed with the Department of Education, Office for Civil Rights, the Equal Employment Opportunity Commission and/or the New Mexico Human Rights Division.

C. The Title IX Coordinator is responsible for ensuring compliance with Title IX and all state and federal laws addressing sex and gender-based harassment, including sexual assault, sexual exploitation, sexual intimidation, domestic violence, dating violence, stalking and other forms of sexual violence based on sex, gender, sexual orientation or gender identity.

D. Inquiries regarding Title IX should be directed to:

Bridget Barrett, Title IX Coordinator

(505)608-6441

bbarrett@abqaviation.com

E. Where a violation of AAA policies, rules or procedures is found to have occurred, AAA will act to stop the conduct, prevent its recurrence, remedy its effects and discipline those responsible in accordance with AAA policy.

F. No employee or student, neither in the workplace nor in the academic environment, should be subjected to discrimination. Even one incident of misconduct may constitute a violation of policy, rule or procedure. AAA expects students, faculty and staff to treat one another and campus visitors with respect.

G. Whether an action is discriminatory under law and/or policy will be determined based on the specific facts of each case and the context under which the conduct occurred.

1. Some conduct may be inappropriate, unprofessional, and/or subject to disciplinary action, but not fall under the definition of Title IX discrimination/sexual harassment/sexual misconduct as defined herein.

2. Action taken will depend on the nature and seriousness of the conduct alleged and proven.

PART 2: TITLE IX NOTICE

A. AAA does not discriminate on the basis of sex in education programs or activities. Title IX of the Education Amendment Act of 1972 is a federal law that states, “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

B. Title IX prohibits:

1. Sexual misconduct (sexual violence)

2. Sexual harassment (discrimination on the basis of sex or gender)

3. Stalking

4. Domestic Violence

5. Dating Violence

6. Retaliation

C. Title IX applies to all AAA students, staff and faculty. AAA policy requires reporting, of any discriminatory or alleged discriminatory conduct, by all “responsible employees”.1 Responsible employees include:

1. Those with the authority to address and remedy sex-based discrimination and harassment; and/or

2. Those with the responsibility to report sexual misconduct to a supervisor and the Title IX Coordinator; and/or

3. Those who a student would reasonably believe have such authority or obligation.

D. AAA has “actual knowledge” of discriminatory conduct when notice of sexual harassment or allegations of sexual harassment are made to the Title IX Coordinator or any AAA official who has the authority to institute corrective measures.

E. In assessing Title IX’s jurisdiction over off-campus behavior, as well as all other alleged discriminatory conduct, the Title IX Coordinator will apply a two-pronged test:

1. Does AAA have control over the harasser; and

2. Does AAA have control over the context of the harassment (on our property, in our programs, on land we lease or control, or at events we sponsor).

a. AAA reserves the option to take jurisdiction of off-campus misconduct when deemed necessary due to the involvement and/or impact on students and/or employees.

b. Discriminatory conduct, alleged to have occurred outside of the United States of America, must be reported, but will be investigated as a policy violation, not as a Title IX policy violation.

F. AAA will respond promptly to reports of sexual harassment in an education program or activity.

G. The Title IX Coordinator is charged with oversight of the resolution of Title IX complaints, as well identifying and addressing systematic problems and patterns of conduct arising from such complaints. The Title IX Coordinator is authorized to appoint Deputy Title IX Coordinators(s).

PART 3: PROHIBITION OF SEX DISCRIMINATION/SEXUAL HARASSMENT

A. AAA is committed to providing a place of work and learning free of sexual misconduct which includes sexual harassment, sexual misconduct and sexual violence. Engaging in sexual behavior that is inappropriate, unwanted, unsolicited and without consent is a violation of AAA policy.

B. Sexual harassment under Title IX includes: (1) quid pro quo; (2) "unwelcome conduct" of a sexual nature that a reasonable person would find "so severe, pervasive, and objectively offensive" that it effectively denies someone equal access to an education program; or (3) sexual assault, dating violence, domestic violence or stalking.

C. No student or employee, either in the workplace or in the academic environment, should be subjected to unwelcome, non-consensual, non-verbal, verbal or physical conduct that is of a sexual nature. Even one incident may constitute a violation of AAA policy, rule or procedure.

D. Conduct of a sexual nature, constitutes a violation of AAA policy and/or law and policy when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic status;

2. Submission to or rejection of the conduct is used as a basis for academic or employment decisions or evaluations, or permission to participate in an activity; or

3. The conduct has the purpose or effect of substantially interfering with an individual's academic or work performance, or creating an intimidating, hostile and offensive environment in which to work or learn.

PART 4: PROHIBITION OF RETALIATION

A. Retaliation against an individual who in good faith reports allegations of discriminatory conduct or provides information in an investigation about behavior that may violate AAA policy, rules or procedures is prohibited.

1. Such conduct will be grounds for disciplinary action, up to and including termination/suspension from AAA programs, activities and employment.

B. Any student or employee engaging in the protected activity of making a complaint/report of discrimination or sexual harassment, in good faith, and/or cooperating in an investigation of allegations, may not be adversely affected in the terms and conditions of their education or employment.

C. Retaliation includes, but is not limited to:

1. Adverse action taken to keep someone from opposing a discriminatory practice, or from participating in a discrimination proceeding;

2. Employment actions such as terminations, refusal to hire and denial of promotion;

3. Action, such as an assault or unfounded threats, or actual civil or criminal charges that are likely to deter a reasonable person from pursuing their rights; or

4. An unfair or unjustified grade.

PART 5: ALBUQUERQUE AVIATION ACADEMY SCHOOL SYSTEM-WIDE APPLICABILITY; SANCTIONS

All students and employees are subject to the Title IX Policy. Students or employees found to have violated Albuquerque Aviation Academy's anti-discrimination policies, rules or procedures will be subject to corrective action, commensurate with the severity of the violation, in accordance with Albuquerque Aviation Academy's rules governing student and employee discipline.

Reports/Complaints of alleged discriminatory conduct by visitors, consultants, independent contractors and other third parties at AAA should also be made to the Title IX Coordinator. The Title IX Coordinator will work with other AAA departments, units and colleges, to take necessary steps to protect the AAA community from discriminatory conduct including, but not limited to: restricting access to AAA facilities for individuals engaging in this conduct, requiring training, written notice, and any and all other steps necessary to stop the conduct and prevent recurrence.

PART 6: POLICY DISTRIBUTION

Notice of this policy and how it may be accessed will be distributed annually to all AAA students and employees. Human Resources and the Title IX Coordinator will maintain documentation of distribution. New employees will be provided with notice of this policy at the time of hire. Notice of this policy will be included in all student and staff handbooks created at school sites, as well as included in the employee negotiated agreement.

PART 7: STANDARD OPERATING PROCEDURES FOR PROCESSING COMPLAINTS OF DISCRIMINATION

The Title IX Coordinator is authorized to issue and publish standard operating procedures ("SOP") for processing complaints of discrimination, with the approval of the Head Administrator/designee.

SOPs will comply with applicable federal regulations, including the 2020 update to the Title IX regulations, any subsequent regulation changes, and any corresponding Department of Education guidance, which may subsequently be issued. The most current version of the SOPs may be found at abqaviation.com/about-us/title-ix.

ALBUQUERQUE
AVIATION ACADEMY

GOVERNING COUNCIL

POLICY MANUAL

Table of Contents

Section A: Foundations and Basic Commitments

A.01 Mission Statement for Albuquerque Aviation Academy

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

A.02 Nondiscrimination

The Albuquerque Aviation Academy reaffirms its commitment to providing equal educational and employment opportunities in compliance with all applicable federal and state laws protecting the rights of individuals with disabilities. These include, but are not limited to, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA) as amended by the ADA Amendments Act of 2008, and the New Mexico Human Rights Act (NMHRA).

The Academy prohibits discrimination on the basis of disability in any program, service, or activity, and will provide reasonable accommodations to ensure full access and participation for qualified students, employees, parents, and visitors.

The Albuquerque Aviation Academy also reaffirms its commitment to the rights and privacy of individuals with the Human Immunodeficiency Virus (HIV). The Academy strictly prohibits discrimination on the basis of HIV status and will ensure that the confidentiality and privacy rights of these individuals are protected in accordance with federal and state law.

Implementation and enforcement of this policy shall be the responsibility of the school administration through the development and adoption of appropriate procedural directives and practices to ensure compliance with all applicable laws and regulations.

Section B: Governance and Operations

B.01 Governing Council Powers and Responsibilities

The Governing Council of Albuquerque Aviation Academy retains and reserves unto itself all powers and duties conferred upon and vested in it by New Mexico State Statutes (including those prescribed in NMSA 1978, § 22-8B-4). The primary powers and duties of the Governing Council are to set school policy, review, approve, and monitor the budget for Albuquerque Aviation Academy, and hire the Head Administrator. Additionally, the Governing Council will monitor student academic achievement and monitor financial and resource management. The Governing Council is subject to New Mexico Public Education Department regulations, and state and federal statutes.

B.02 Governing Council Member Authority

Governing Council Members have authority only when acting as a Governing Council in regular or special session. The Governing Council will not be bound in any way by any statement or action on the part of any individual Governing Council Member. No Governing Council Member will speak for or represent the entire Governing Council unless so authorized by a majority of the Governing Council.

B.03 Suspending or Revoking Policies and Directives

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

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

B.04 Governing Council Membership

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

Governing Council President

1. Is elected as set forth in Section B.08.
2. Is a member of the Governing Council.
3. Works in close collaboration with the Head Administrator in achieving the school's mission.
4. Provides leadership to the Governing Council.
5. Chairs meetings of the Governing Council after developing the agenda with the Head Administrator.
6. Designates a Governing Council Member to preside over meetings in the Governing Council President's absence.
7. Encourages the Governing Council's role in strategic planning.
8. Helps guide and mediate Governing Council actions with respect to the school's priorities and governance concerns.

9. Reviews with Head Administrator any issues of concern to the Governing Council.

10. Monitors financial planning, financial reports, and academic performance.

11. Plays a lead in formally evaluating the Head Administrator.

12. Participates annually in the required Governing Council training.

13. Performs other responsibilities as assigned by the Governing Council.

14. Serves as the school's ambassador to the community

Governing Council Vice-President

1. Is elected as set forth in section B.08.

2. Performs duties of Governing Council President if the President is absent

3. Is an active participant in the Governing Council, by contributing needed hours per month toward Governing Council service. "Active Participation" may include, but not limited to, the following:

a. Attending a monthly Governing Council meeting

b. Presiding over meetings of the Governing Council if the Governing Council President is absent

c. Participating on a Governing Council committee

d. Reading school – or Governing Council- related material and preparing for meetings

e. Attending events at Albuquerque Aviation Academy, related legislative sessions or events and other tasks as required.

f. Attending Governing Council-related training to support more effective governance of the school's operation

4. Monitors financial planning, financial reports, and academic performance.

5. Volunteers and willingly accepts assignments and complete them on time.

6. Prepares well for meetings, reviews and comments on minutes and committee reports.

7. Works in good faith to build effective working relationships with other Governing Council members, the Albuquerque Aviation Academy administration and the Albuquerque Aviation Academy Staff.

8. Plays a role in formally evaluating the Head Administrator.

9. Participates annually in required Governing Council training.

10. Performs other responsibilities as assigned by the Governing Board President.

11. Serves as a school ambassador to the community.

Governing Council Member

1. Is an active participant in the Governing Council, by contributing needed hours per month toward Governing Council service. “Active participation” may include, but is not limited to, the following:

    a. Attending a monthly Governing Council meeting

    b. Presiding over meetings of the Governing Council if the Governing Council President is absent

    c. Participating on a Governing Council committee (or committees)

    d. Reading school- or Governing Council-related material and preparing for meetings

    e. Attending events at Albuquerque Aviation Academy, related legislative sessions or events and other tasks as required

    f. Attending Governing Council-related training to support more effective governance of the school’s operation

2. Monitors financial planning, financial reports, and academic performance.

3. Volunteers and willingly accepts assignments and completes them on time.

4. Prepares well for meetings, reviews and comments on minutes and committee reports.

5. Works in good faith to build effective working relationships with other Governing Council Members, the Albuquerque Aviation Academy administration and the Albuquerque Aviation Academy staff.

6. Plays a role in formally evaluating the Head Administrator.

7. Participates annually in required Governing Council training.

8. Performs other responsibilities as assigned by the Governing Council President.

9. Serves as the school’s ambassador to the community.

Each Governing Council Member understands that if three meetings are missed in-person within any consecutive twelve month period, her or his seat may be vacated by a vote of 50% or greater of Governing Council Members present at the meeting following the third absence, unless it is difficult or impossible for the Governing Council Member to attend. Absences may be accommodated by Governing Council Member participation via teleconference or similar communication equipment under The Open Meetings Act, specifically NMSA 1978, § 10-15-1(C). Furthermore, “difficult or impossible” shall be defined as medical or family emergencies or other similar, unforeseeable instances.

If a Governing Council Member believes that her/his duties can no longer be fulfilled to Albuquerque Aviation Academy and its specific Governing Council, it shall be that Member’s responsibility to submit a written resignation as a Member of the Governing Council to the Governing Council President. In the event of a motion to discharge a Governing Council Member from the Governing Council for non-performance of duties, any specific performance issues shall be discussed in closed session as permitted under the Open Meetings Act,

NMSA 1978 Section 10-15-1(H). Action on any performance-related issues discussed in closed session shall be conducted in open session.

B.05 Governing Council Vacancies

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

The Governing Council shall select Governing Council Members for vacant positions by a majority vote. Upon notification of a vacancy, the Governing Council shall obtain nominations by notifying community, business, and/or education leaders, and school families of vacancies on the Governing Council along with a description of the responsibilities of serving as a Member. The notice of vacancy shall be posted on the School's website, bulletin board, and through email to the parents of students. Interested individuals will be asked to submit their name, qualifications, and reasons for wanting to serve on the Governing Council or to submit the names of other individuals who they believe would be an asset to the Governing Council to the President of the Governing Council. Once candidates have been identified, notice shall be posted on the School's website, bulletin board, and through email to the parents of students, and provided to the candidates, the date and time of the Governing Council meeting at which the position(s) will be voted on by the Governing Council and Candidates will be required to attend the meeting at which an election is held and will be interviewed by the Governing Council in a public session. Only individuals who have no real or apparent conflicts of interests will be eligible to serve.

B.05.1 Orientation of New Governing Council Members

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

B.05.2 Governing Council Member Evaluation

The Governing Council President will provide each Governing Council Member with an annual evaluation regarding attendance at meetings, committee participation, and general involvement with Governing Council activities.

B.06 Governing Council Selection of the Head Administrator

In the event of a vacancy, the Governing Council of the Albuquerque Aviation Academy will advertise the position of Head Administrator until a reasonable pool of qualified applicants is obtained.

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

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

B.07 Governing Council Member Conflict of Interest

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

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

B.08 Governing Council Organizational Meeting

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

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

B.09 Governing Council Committees

The Albuquerque Aviation Academy Governing Council shall establish a Finance Committee and an Audit Committee. The Finance Committee and Audit Committees are sub-committees of the Governing Council and will consist of two Governing Council Members and two Members of the public. The Audit Committee will consist of two Governing Council Members, one volunteer member with accounting and finance experience, one volunteer parent, the Head Administrator, and CFO. Members of the Finance Committee may also serve as Members of the Audit Committee. Any Governing Council Member may attend any committee meeting; however, a quorum of the Governing Council is prohibited at all committee meetings unless such meeting is held in accordance with The Open Meetings Act.

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

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

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

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

B.10 Governing Council Meetings

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

B.11 Governing Council Meeting Agenda

The agenda for any Governing Council meeting shall be approved by the Governing Council President and the Head Administrator. The Governing Council reserves the right to add or delete items at the meeting that are from persons other than Governing Council Members, subject to the limits of the Open Meetings Act, NMSA 1978, §§ 10-15-1 et seq. A written request that an item be included on the Governing Council agenda must be filed in the office of the Head Administrator at least seven (7) calendar days prior to the publication of the agenda. Such requests must include in writing, all statements and materials the person anticipates presenting. This does not limit any person's right to speak during the public comment portion of each meeting.

Standing agenda items shall also include:

- Administrative Update Report
- Aviation Program Update Report
- Finance Report

B.12 Addressing the Governing Council

Any person may formally address the Governing Council during the “public comment” session of a regularly scheduled Governing Council meeting, provided “public comment” is included on the Governing Council agenda. “Public comment” is limited to two minutes per individual; the Governing Council President reserves the right to allow more time for relevant public discussion. The Governing Council President reserves the right to amend the public comment session.

B.13 Governing Council Minutes

A record of all actions of the Governing Council will be set forth in the official minutes of the Governing Council. The minutes shall be kept on file at the school.

B.14 Policy Adoption

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

B.15 Parliamentary Authority

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

B.16 Complaint Procedure

Any complaint or issue from regulatory, legal, administrative or other stakeholders must be provided to the Albuquerque Aviation Academy Governing Council in a timely fashion. The Albuquerque Aviation Academy Governing Council is not accountable for issues or complaints that are not brought directly to the Governing Council in writing.

The Albuquerque Aviation Academy staff and faculty of Albuquerque Aviation Academy shall treat parental concerns with respect and demonstrate a genuine interest in developing solutions. Any student or parent who believes they have been aggrieved by a member of the school's staff or community should address their concerns with the administration. The Head Administrator or designee shall investigate the student's or parent's concerns and take appropriate action. If the parent or student is not satisfied with the Head Administrator's action, he or she may file a written complaint with the Governing Council seeking review of the Head Administrator's action. Written complaints shall be addressed to the Governing Council President. Upon receipt of the complaint, the Governing Council President shall investigate the alleged incident. The Governing Council President may choose to conduct a closed hearing at the next regularly scheduled Governing Council meeting. At this hearing, the parent shall have the opportunity to present his/her case and the school shall present its' rationale for the decision. The Governing Council, in closed session, shall then rule to either uphold the administration's decision or remand the decision back to the administration for reconsideration. All decisions of the Governing Council are final and may only be appealed to the local court having jurisdiction.

B.17 Documents Accepted as Policy

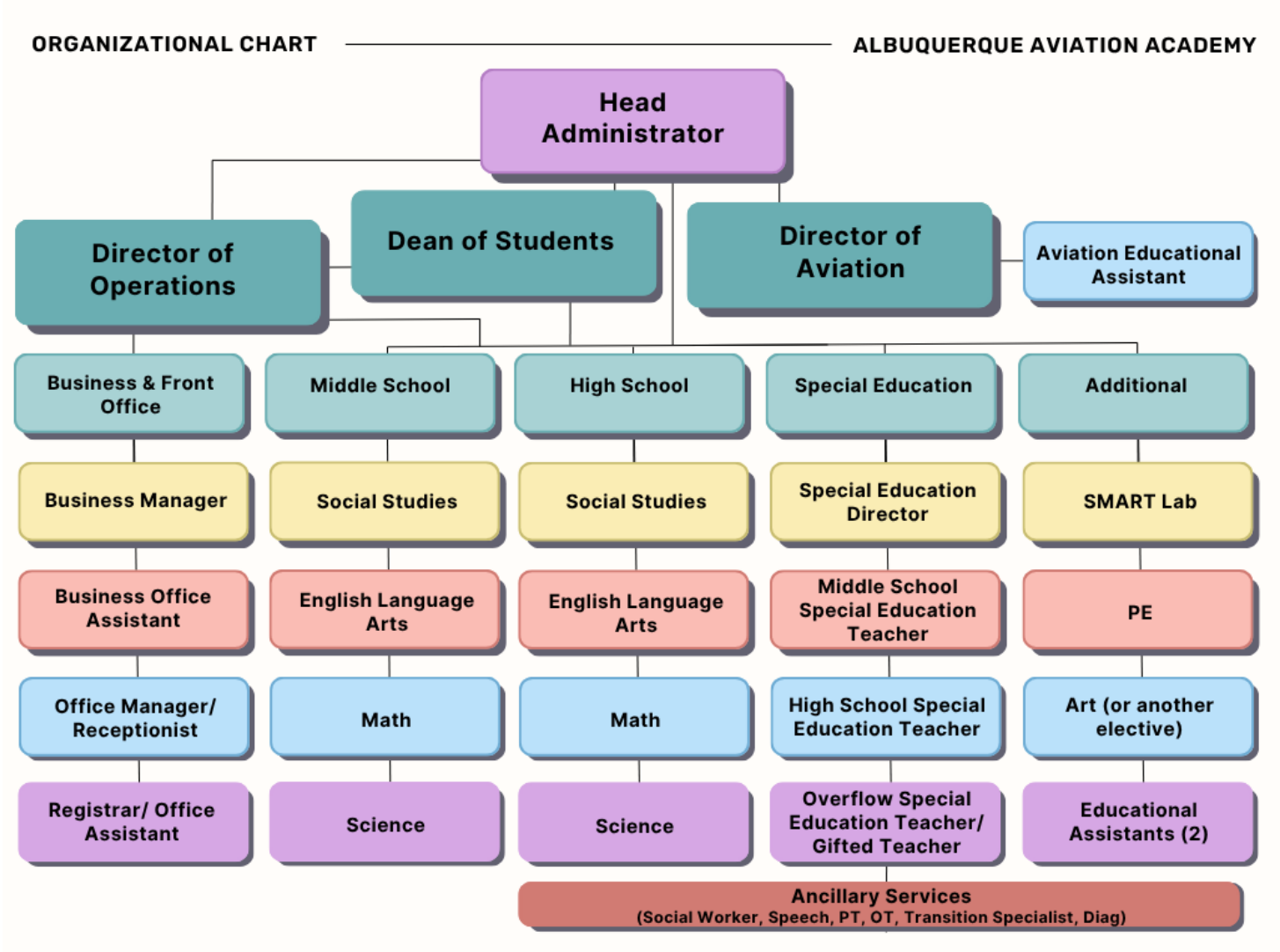
The Albuquerque Aviation Academy Governing Council hereby adopts the following documents: the Curriculum and Standards Alignment, Educational Plan for Student Success; the CNM, UNM, and New Mexico Tech Dual Credit Agreements; the Parent and Community Plan; the Safe School Plan; the Wellness Plan; the Student Handbook, Acceptable Use Policy, and the Student Code of Conduct; Accounting Policies and Procedures; the Mentorship Plan; the Educational Technology Plan; the Special Education Manual and the Student Assistance Team Manual (SAT); and the Employee Handbook.

B.18 Governing Council Self-Assessment

The Albuquerque Aviation Academy Governing Council will annually assess its governance actions and output.

Section C: General School Administration

The administrative structure at Albuquerque Aviation Academy is designed for operational efficiency and clear accountability. The Head Administrator oversees all academic processes, instructional programs, and educational outcomes. The Director of Operations is responsible for all daily operational processes, including facilities, logistics, and general school operations. The Director of Aviation manages all aviation-related programs, partnerships, and curriculum integration. This structure ensures that each area of the School is managed effectively, with clearly defined responsibilities and strong lines of communication.



C.01 Administrative Support

It is the policy of the Governing Council to provide the Head Administrator and the administrative team the support and tools necessary to effectively carry out the educational program of the school, to meet the

school's vision and mission and to create a safe learning environment for the students, staff Members and community.

C.02 Head Administrator's Authority & Responsibilities

The Albuquerque Aviation Academy Governing is responsible for hiring the school's Head Administrator. The Head Administrator shall be or shall be eligible to be a New Mexico licensed school administrator. If the Head Administrator is not a licensed school administrator, he or she shall obtain provisional licensure pursuant to 6.62.2.9 NMAC prior to assuming his or her duties.

The Governing Council delegates to the Head Administrator the authority and responsibility to develop procedures to implement all policies of the Governing Council.

The Governing Council delegates to the Head Administrator the authority and responsibility to develop procedures to implement methods to improve student academic achievement.

The Governing Council delegates to the Head Administrator the authority and responsibility to employ appropriate personnel, according to New Mexico State Statutes. The Head Administrator of the school makes all decisions related to the employment and/or discharge of all employees of the school in accordance with the Charter Schools Act, NMSA 1978, §22-8B-10.

C.03.1 Head Administrator

1. Create and maintain a powerful and consistent vision for the school, ensuring that the school meets its accountability plan.
2. Respond to and meet requirements as specified from the Chartering Authority.
    a. Liaison (point of contact) to Chartering Authority
    b. Evaluate and analyze bills, rules, policies of governmental entities impacting the schools
3. Provide exceptional support and information to the Governing Council in order to:
    a. Guide the school's mission, direction, and strategic plan
    b. Establish appropriate policies and procedures
    c. Make informed decisions based on timely and accurate information which takes into account legal and regulatory requirements
    d. Guide and assure student academic performance to meet or exceed Chartering Authority Improvement Plans
    e. Meet the school's resource objectives, and create and fulfill resource policies and procedures

4. Work in collaboration with the Administrative Team, if applicable, to ensure that:

    a. The educational program adheres to the charter

    b. Adequate and appropriate assessment systems are in place to evaluate the success of the academic program and to use data to drive instructional improvement, and

    c. Ensure collaboration with licensed administrators responsible for the annual evaluation process of all school staff including period licensure and background checks are up to date.

5. Work in collaboration with the Business Manager to ensure that:

    a. The school's financial objectives and practices meet all legal and ethical requirements,

    b. Financial objectives are achieved, and

    c. Creation and fulfillment of financial policies and procedures are achieved.

6. Work in collaboration with the Director of Operations to ensure that:

    a. Daily operational facilities are maintained and are available for students, staff and administration.

    b. Information and technological processes are available and that data required on a daily basis is available

    c. The lottery selection process, registration, administrative support, and maintenance actions are achieved accurately and ethically.

    d. School Administrative Support is adequately resourced and that tools needed are available on a daily basis.

7. Develop and implement a mission-driven, equitable, and transparent process for the allocation of core organizational resources within the school, including human, financial, physical, and temporal decisions about the allocation of core resources within the school.

8. Enhance the school's credibility with parents, students, and the broader community by leading the school with professionalism, integrity and enthusiasm.

9. Perform other duties as needed for the effective day-to-day operation of the school.

C.04 Administrative Evaluations

An effective working relationship between the Governing Council, the Head Administrator and the Administrative Team is essential to the successful operation of the school. The development and maintenance of such relationship will be assisted by annual performance reviews.

The Governing Council directs the Head Administrator to evaluate members of the administrative team in compliance and in accordance with the New Mexico Highly Objective Statewide Standard of Evaluation for Principals and Assistant Principals (HOUSSE). The Governing Council shall annually evaluate the job performance of the Head Administrator during a closed meeting of the Governing Council. The Governing Council may evaluate the Head Administrator on the achievement of school goals, student learning, parent satisfaction, and the financial well-being of the school.

All members of the school's administration shall conduct themselves in an ethical manner as outlined in the New Mexico Code of Ethics for the Education Profession (6.60.9.8 NMAC).

Section D: Fiscal Management

D.01 Budget Process

The adoption of the annual operational budget is the responsibility of the Governing Council. The administration shall present to the Governing Council for adoption a specific budget. The Governing Council shall identify priorities and give general instructions to the administration to prepare a balanced budget based upon the Governing Council's priorities. Finally, the Governing Council shall debate and vote upon budgetary matters following a minimum of two public hearings.

D.02 Contracts

The Governing Council recognizes that in order to accomplish the specific mission, goals, and objectives of the school, the administration must enter into contracts for specific purposes. Furthermore, the Governing Council recognizes that it is in the school's best financial interest to secure services on an as-needed basis rather than employ full-time personnel to fulfill short-term needs or requirements as allowed by the State Procurement Code.

The Governing Council authorizes the administration to seek contractual services wherever it is deemed appropriate.

The Governing Council authorizes the Head Administrator to enter into professional service contracts up to State Procurement Code limit of $60,000.00. The Governing Council President must execute each negotiated contract in excess of $60,000.00. The Governing Council shall be notified at the next Governing Council meeting of any professional service contract entered into on behalf of the school in excess of $20,000.00 but less than $60,000.00. The Financial Committees and Albuquerque Aviation Academy Governing Bodies will monitor financial and accounting activities and provide status reports to the Governing Bodies.

D.03 Central Purchasing

The Governing Council assigns the Director of Operations as the head of its central purchasing office and as its chief procurement officer.

The Director of Operations will purchase, rent, lease, or otherwise acquire on behalf of the school all items of tangible personal property, services, or construction. All purchases will be strictly in accordance with the laws of the State of New Mexico and federal law in addition to applicable policies and procedures of the Governing Council and the State Public Education Department. The Director of Operations shall establish and maintain a manual of purchasing policies and procedures which shall be reviewed and approved by the Governing Council as part of the school's financial policies and procedures.

D.04 Audit

The Governing Council considers the audit function to be a critical ingredient in providing comprehensive evaluation of the level of control in the school's operating and accounting systems. The audit function shall be independent from school administration in carrying out the responsibilities outlined in this policy. The Albuquerque Aviation Academy Governing Council's Audit Committee will attend scheduled audit meetings with the auditor and provide status reports to the Governing Bodies as required.

The auditor shall independently review, evaluate, and report through audits and management studies the status of the school's financial condition; accuracy of financial and property record keeping; compliance with applicable laws, policies, guidelines, and procedures; and effectiveness and economy of operations.

D.05 Fiscal Integrity

In the event that the Head Administrator determines additional personnel, programs, or initiatives are warranted, no such additions shall be made without a corresponding identifiable source of funding.

D.06 Cell Phones

The Governing Council shall provide cell phones for use by the administration for school business. The Governing Council approves the use of cell phones for personal use, provided the administrators annually reimburse the school for personal calls, which shall be identified on the monthly statement by the administrators.

D.07 GASB 54

It is the policy of the Governing Council to adopt the GASB 54 accounting, reporting and budgeting of funds procedures. The objective of GASB 54 is to enhance the usefulness of fund balance information by providing

clearer fund balance classifications that can be more consistently applied in financial statements and to clarify the existing governmental fund type definitions.

D.08 Voucher Approval

The Governing Council authorizes the Head Administrator or his/her designee, pursuant to NMAC 6.20.2.14(H), to approve vouchers for payment prior to a Governing Council meeting. A summary listing of the vouchers and any additional information prescribed by the Governing Council shall be presented during periodic Finance Committee meetings and/or at the next regular Governing Council meeting for formal approval.

Section E: Support Services

E.01 Safety

The policy of the Governing Council is to take all reasonable steps to safeguard employees, students, and the public from accidents and to provide a safe, healthy work and educational environment.

E.02 Transportation

Transportation to and from school is primarily the responsibility of parents, guardians, or their designees. The Governing Council directs the Head Administrator to contract with state-approved transportation providers on an as-needed basis for school-related activities. Additionally, the school provides bus transportation for students to and from general centralized locations around the Albuquerque area in accordance with New Mexico Public Education Department (PED) policies and based on available PED funding.

E.03 School-Owned Vehicles

School vehicles may be taken home by employees in cases in which the employee must respond to school needs outside normal working hours and the Head Administrator has identified the need as appropriate to warrant approval of a school take home vehicle.

The school reserves the right to refuse an employee authorization to operate a school vehicle or be reimbursed for mileage if the employee is deemed to be a negligent operator or fails to maintain a valid New Mexico driver's license.

Any school employee convicted of driving while intoxicated shall not be allowed to operate a school vehicle.

Section F: Facilities Development

F.01 Naming Facilities

The Head Administrator of the school will determine the names of sites and other facilities governed by the Governing Council.

F.02 Building Accommodations

The Governing Council desires to maintain the quality of the educational environment regardless of size and location. In an effort to accomplish the mission, vision, goals, and objectives of the school as set forth in the charter, the Governing Council directs the Head Administrator to secure appropriate facilities through the use of lease-to-purchase arrangements, leases, gifts, and donations as provided by statute. The Governing Council recognizes that it must obtain a permanent facility to comply with New Mexico State Laws requiring charter schools to be in publicly owned facilities.

The Head Administrator will develop criteria outlining building and facility site safety, number, use, and location for the school. The Head Administrator with Governing Council approval shall negotiate all facility acquisition arrangements on behalf of the school.

Section G: Personnel Policies

Section G of the Albuquerque Aviation Academy Governing Council Policy Manual specifies specific policies governed by the Governing Council. The Policy section specifies the expected outcome and approach while the Albuquerque Aviation Academy Employee Handbook specifies the actual actions and activities to be demonstrated.

G.01 Equal Employment

The Albuquerque Aviation Academy is an equal opportunity employer. The School prohibits discrimination on the basis of disability, race, ethnicity, color, sex, sexual orientation, national origin or ancestry, religion, age, veteran status and/or any other protected status as defined by law, in all facets of employment, compensation, promotion, transfer, demotion, layoff, termination or selection for School-sponsored training programs. Discriminatory behavior violates state and federal laws and regulations.

G.02 Employee Conflict of Interest

Employees must not engage in any activities, transactions, or relationships that are incompatible with the impartial, objective, and effective performance of their duties. Public employment is a public trust. Employees must maintain integrity and high ethical standards and may not use their position to advance personal or private interest. All employees must disclose real or potential conflicts of interest, as well as any activities that

might be perceived as a conflict of interest, as directed by the Government Conduct Act, NMSA 1978, § 10-16-3.

G.03 Sexual Harassment

It is the policy of the Governing Council to provide a working environment free of discrimination based on sex. Sexual harassment is prohibited. The Albuquerque Aviation Academy affirms that by state and federal law, students, parents, employees, and Members of the Albuquerque Aviation Academy Community have the right to be free from sexual harassment. The school shall promptly investigate all complaints of sexual harassment and will take appropriate action against any student, parent, employee, or Member of the Albuquerque Aviation Academy Community who violates this policy.

G.04 Drug and Tobacco Free Workplace

Albuquerque Aviation Academy forbids any employee from possessing, using, selling, distributing, or being under the influence of alcohol or illegal drugs, and from possessing, using, selling, or distributing drug paraphernalia. Use of tobacco by any persons on school grounds is prohibited.

G.05 Staff Conduct with Students

Albuquerque Aviation Academy strongly believes that a part of the schools' mission is to promote moral and ethical behavior by our students. These values are best promoted by "leading by example". The employees of Albuquerque Aviation Academy are expected to be positive role models for students. In addition, the standards of ethical behavior and professional conduct are set forth in New Mexico Public Education Department regulation 6.60.9 NMAC – Code of Ethical Responsibility. Violation of this code of conduct may result in disciplinary action up to and including termination or discharge by the school or up to licensure revocation by the Public Education Department.

G.06 Staff Participation in Political Activities

Albuquerque Aviation Academy prohibits employees seeking political office or participating in a political campaign from conducting campaign activities on school premises during regular working hours, disallows employees from using students in any campaign activity during school hours and bans employees from using school equipment or materials to produce campaign literature.

G.07 Grievance Adjustment Procedures

The school will strive to resolve conflict to ensure that all employees may bring to levels of authority legitimate grievances in order to secure equitable solutions.

G.08 Employee Insurance

Pursuant to NMSA 1978, § 22-8B-9(B)(16), Albuquerque Aviation Academy will participate in the public school insurance authority to provide employee health and benefit coverages, other risk-related coverages, as well as Worker's Compensation and other fringe benefits.

G.09 Annual Leave and Holidays

The Governing Council does not differentiate between annual leave and sick leave. Instead, it is the policy of the Governing Council to allow each classification of employee the allotted days to be used at the employee's discretion, with the pre-approval of the Head Administrator, or their designee.

The Governing Council shall annually identify the recognized paid holidays.

Albuquerque Aviation Academy provides its employees annual leave and holidays based upon the terms of their individual employment contracts. Further, the administration will consider long-term and short-term leave for its employees. The Head Administrator or their designee shall approve all leave on an individual basis.

G.10 Transfer of Employees

The Governing Council delegates to the Head Administrator the authority and responsibility for transferring employees based on programmatic, budgetary, or school need and/or the best interests of the students.

G.11 Duty Day

The Governing Council delegates scheduling authority and responsibility to the Head Administrator. The normal duty day shall not exceed 8 hours exclusive of lunch.

G.12 Staff Development

Albuquerque Aviation Academy will provide its employees quality opportunities for continual professional growth and development. Such opportunities shall reflect the mission, goals and objectives of Albuquerque Aviation Academy and provide for growth and development based upon an employee's goals and performance.

G.13 Personnel Evaluations

Albuquerque Aviation Academy will maintain a system of evaluation for all personnel in compliance with the laws of New Mexico and the standards and procedures adopted by the New Mexico Public Education Department, which system will also reflect and support the mission, goals, and objectives of the school.

G.14 Background Investigations

Albuquerque Aviation Academy recognizes that all applicants for employment with the school are subject to work history, education history, reference checks and criminal background investigations including, but not limited to, applicants for substitute and temporary positions, non-paid volunteers, mentors, and contractors or contractor's employee(s) with unsupervised access to students.

G.15 Employee Standards of Conduct

Employees of the Albuquerque Aviation Academy shall maintain the highest standards of conduct and act in a mature and responsible manner at all times. Employees must not engage in a) verbal or physical conduct, which harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive, or hostile environment or b) activities which violate federal, state or local laws or which, in any way, reflect adversely on Albuquerque Aviation Academy.

G.16 Fraud Awareness, Misconduct, and Whistle Blower

Albuquerque Aviation Academy is committed to protecting the school from fraud, misuse, misappropriation, misconduct or other irregularities. All employees are encouraged to report any suspicious, irregular, unethical or illegal behavior involving employees, stakeholders, consultants, vendors, contractors or other persons or entities with regard to Albuquerque Aviation Academy. Albuquerque Aviation Academy will not retaliate against employees who in good faith express their reasonable concerns about unlawful use or misuse of, or about other misconduct or irregularities, when reported to the appropriate school authority.

G.17 Nepotism

Albuquerque Aviation Academy shall comply with all applicable state and federal statutes regarding nepotism. The Governing Council and the Head Administrator shall not engage in nepotism in any of its operations or hiring practices. The Albuquerque Aviation Academy shall not initially employ or approve initial employment in any capacity a person who is a family member of the Governing Council or the Head Administrator. The Governing Council may waive this policy for family Members of the Head Administrator.

G.18 Personnel Reduction-In-Force

The purpose of the Albuquerque Aviation Academy Reduction-In-Force policy is to establish an orderly, non-discriminatory and equitable procedure to reduce the number of employees in the event that the Albuquerque Aviation Academy experiences insufficient or reduced revenues, and to preserve a sound balanced educational program that is consistent with the function and responsibilities of the Albuquerque Aviation Academy charter. The Head Administrator shall be the final decision-maker on the content and scope of the Reduction-In-Force plan after giving due consideration to the recommendations of the Governing Council.

G.19 Travel and Reimbursement

It is the policy of the Albuquerque Aviation Academy Governing Council to reimburse actual, reasonable travel expenses incurred by employees as a result of travel to conferences, meetings, trainings, or other gatherings away from the school building that were pre-approved by the Head Administrator. The school shall not pay for alcohol. The employee must present receipts and complete a travel reimbursement voucher upon return. Mileage shall be reimbursed at the rate established by the Internal Revenue Service as amended annually. The Governing Council grants the Head Administrator the right to make determinations on the reasonableness of individual requests.

G.20 Family and Medical Leave Act

It is the policy of the Albuquerque Aviation Academy Governing Council to comply fully with the requirements and directives of the Family and Medical Leave Act.

Section H: Employee Relations

H.01 Employee Relations

Nothing in this policy manual shall be construed to limit or affect the right of any employee to express a view or opinion on any matter related to the condition or terms of employment, so long as the same does not interfere with the full, faithful, and proper performance of the employee's duties or interrupt the educational process for the students.

Section I: Instruction

I.01 Instructional Program

Instruction in the school will aim to provide maximum opportunity for learning for all students. Learning activities shall be appropriate to the individual needs and developmental levels of the students. Programs of study, aligned to the New Mexico Content Standards and Benchmarks, (i.e. Edgenuity, Smart Lab, Platinum Learning, Skills Tutor, and others as deemed necessary by the Head Administrator) made available to the

students will be consistent with the policies of the Secretary of Education and the Public Education Department. The Head Administrator will make recommendations for improvement in the educational program, including revising, dropping, or adding courses or subjects of instruction.

I.02 School Year and Work Year

Annually, as part of the budget approval process, the Albuquerque Aviation Academy Governing Council will adopt an official calendar outlining the instructional school year. The Albuquerque Aviation Academy Governing Council reserves the right and authority to change the calendar as circumstances warrant.

I.03 Treatment of Religious Issues

The Albuquerque Aviation Academy Governing Council adopts a neutral stance in matters involving religion. Students and parents who object to a specific assignment on religious grounds shall make their concerns known to the teacher and the administration within 24 hours after the lesson. The teacher and administration shall design a lesson of equal difficulty and educational relevance to substitute for the original lesson. No student's grade shall be penalized for objecting to a specific lesson on religious grounds.

I.04 Instructional Materials

The Albuquerque Aviation Academy Governing Council directs the Head Administrator to secure and purchase instructional materials and textbooks that support the instructional program. These purchases will be based on projections for the upcoming year. Instructional material and textbook adoption will be completed in a manner to accomplish timely implementation for optimum student learning and financial efficiency.

The Albuquerque Aviation Academy Governing Council shall give written notice to parents and other community and shall invite parental involvement in the adoption process of instructional materials. The Governing Council will also give public notice; which notice may include publication in a newspaper of general circulation in the school district or school-wide website. (NMSA 22-15-8. B.)

The Albuquerque Aviation Academy Governing Council policy is for each student to have access to instructional materials and textbooks for school and home use. (NMSA 22-15-9. D.)

I.05 School Volunteers

Volunteer services augment resources and effect stronger linkages among the school, parents, and other Members of the community. The Albuquerque Aviation Academy Governing Council recognizes the need to identify and utilize volunteers. The Albuquerque Aviation Academy Governing Council directs the

administration to conduct background checks on all persons wishing to serve as a regular volunteer at the school.

I.06 Student Travel: Field Trips

The Albuquerque Aviation Academy Governing Council authorizes the Head Administrator to approve field trips for students. A field trip is defined as a school-sponsored educational experience. Students who participate in field trips must have approval from the administration and prior written consent from the parent or guardian.

I.07 Reports to Parents on Student Progress

A periodic system of grading and reporting student progress to parents will be maintained by the school. Teachers are encouraged to experiment in an effort to discover more satisfactory methods for communicating student progress.

The school shall operate on a semester basis. A minimum of two (2) official reports shall be made available to parents each year.

I.08 Teaching Controversial/Sensitive issues

The Albuquerque Aviation Academy Governing Council encourages the objective study of controversial issues. The Albuquerque Aviation Academy will provide instruction about the Human Immunodeficiency Virus (HIV) and related issues in the required health education curriculum. Provisions will be made for review of student or parent objections to presentations or to print or multi-media instructional materials. The Albuquerque Aviation Academy Opt-Out Policy shall include, but is not limited to the process for parents to request an exemption from the parts of the health education curriculum that address the sexuality performance standards. Parents objecting to a sensitive or controversial issue may request an alternative assignment and will assume responsibility for meeting the sexuality performance standards for their child.

I.09 Student Internet Acceptable Use Policy

All students and parents must agree in writing to follow the school's acceptable use policy (AUP) prior to using one of the school's computer systems. Once signed, the AUP remains in effect throughout the student's enrollment at the school.

The Albuquerque Aviation Academy Governing Council hereby adopts the school's Acceptable Use Policy and the terms and conditions outlined within the AUP.

I.10 Pledge of Allegiance

It is the policy of the Albuquerque Aviation Academy for all students to stand and recite the pledge of allegiance daily. Students may be excused from reciting the pledge for religious reasons by providing a note from a parent/guardian in advance of the school year requesting the excusal. The letter from the parent shall be retained in the student's file and made part of the official school record.

I.11 Distance Learning Policy

The Albuquerque Aviation Academy Governing Council strives to provide a high-quality education for all students that develops and utilizes 21st-century teaching and learning skills. The Head Administrator, or their designee, is authorized to establish and oversee distance learning programs, a process used to provide instruction for credit when the student and instructor are not necessarily physically present at the same time and/or place. The Albuquerque Aviation Academy will ensure that students enrolled in a distance learning program have the necessary access to technology and resources to successfully participate in all courses, subject to the Head Administrator's or their designee's discretion regarding program design, delivery, and eligibility.

Section J: Students

J.01 Selection of Students

Students will be selected to attend the Albuquerque Aviation Academy by lottery. If more students apply to the school than the school has seats available, remaining students will be placed onto a waiting list.

Siblings of students enrolled at the school will receive "priority placement" for the following school year. Priority placement shall occur prior to the lottery.

J.02 Enrollment Requirements

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

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

J.03 Student Attendance, Absence, and Excuses

In accordance with State law, all children over the age of five (5) and students under the age of eighteen (18) and who have not yet graduated from high school are required to attend school unless they are officially excused. Compliance is the responsibility of the parent.

Daily school attendance is necessary for students to benefit from the instructional program. The school does recognize that there are situations that dictate a student's absence. However, students and their families must recognize that excessive absenteeism, regardless of the reason, will negatively affect the student's achievement.

The Albuquerque Aviation Academy Governing Council authorizes the administration to develop a strict attendance policy and procedures to follow that utilize all available means and resources within the community.

J.04 Release of Students

No class may be dismissed before the regular hour for dismissal except with the approval of the Head Administrator, or designee.

Except in appropriate circumstances, custody of a student shall not be relinquished by school personnel to any person without the approval of the parent having legal custody.

J.05 Hazing

Hazing will not be permitted as a condition of membership in any group or organization connected with the school. Hazing and bullying are not permitted. The Albuquerque Aviation Academy Governing Council hereby adopts the school's Bully Prevention Policy.

J.06 Student Interrogations

School authorities have a responsibility to cooperate with law enforcement agencies and/or child abuse investigators who are seeking to interview students at the school. Individual students should not be interrogated on campus without the knowledge of the Head Administrator.

There is no requirement to notify the parents of the student prior to questioning by school personnel. Every attempt shall be made by the school's administration to notify parents prior to a student being questioned by law enforcement personnel. A commissioned law enforcement official must place a student under arrest or into protective custody before the student may be removed from the campus for either further questioning or

to be held at a detention facility. School authorities must immediately make a good faith effort to notify the parents of a student if the student has been removed from campus by law enforcement authorities.

J.07 Student Discipline

The primary goal of discipline at the Albuquerque Aviation Academy is to provide and maintain a safe, just, affirmative, and appropriately challenging environment that promotes learning and positive personal growth. Disciplinary measures will be aimed toward assisting each student in the development of self-control, social responsibility, and the acceptance of appropriate consequences for his/her actions. Administrators will utilize the progressive discipline procedures and options specified in the Student Handbook and outlined in the Student Code of Conduct.

The Governing Council hereby adopts the Student Handbook, the Student Code of Conduct, the Acceptable Use Policy, and all consequences and procedures outlined within these documents.

Corporal punishment, which is defined as “any disciplinary action taken by school personnel with the intention of producing pain” is strictly forbidden.

J.08 Extracurricular Activities

Extracurricular activities are an integral part of the educational process, providing students with opportunities beyond the classroom to further develop their unique capabilities, interests, and needs. Participation in these activities is a privilege offered to and earned by students. Participation is not a right.

J.09 Student records

Student records kept by the school shall be open to review by parents and/or students and will be treated as prescribed by the Family Educational Rights and Privacy Act of 1974 (FERPA) as amended, New Mexico Public Education Department regulations, and other existing law. If there are apparent conflicts among the statutes and guidelines, the provisions of FERPA shall prevail.

The Albuquerque Aviation Academy Governing Council authorizes the Head Administrator to make provisions to store student records of students no longer attending the school in electronic format.

J.10 Student Grade Change

It is the policy of the Governing Council for the Albuquerque Aviation Academy to provide students and parents with an accurate assessment of the student’s work at the completion of the grading term.

Parents and students who disagree with a reported grade shall first attempt to meet with the teacher to discuss the situation. Following this meeting, parents and students who still disagree with the grade assigned by the instructor may ask for a formal administrative review of the earned grade. The process to initiate a review of the grade is as follows:

1. Within 10 days of receipt of the report card a parent may ask for a review by writing a letter to the school's head administrator stating the reason the parent believes the grade to be in error.

2. Within 14 days of receipt of the parent's letter, a school administrator shall conduct an investigation into the reported earned grade, specifically focused on the reason stated in the parent's letter. The investigation may include looking at the grade book, re-computing the grade based upon the teacher's syllabus, and speaking to the teacher.

3. If the administrator believes that there is sufficient evidence to support the parent's claim, the administrator shall convene a committee of no less than three people (one of whom shall be a licensed teacher) to review the findings.

4. The committee shall then issue a written response to the parent and affected teacher notifying them of the decision to change or leave the grade as reported.

J.11 Release of Student Lists or Directories

The Albuquerque Aviation Academy Governing Council, in compliance with FERPA, will allow the release of directory information about students only to those persons or organizations having a legal right to know.

J.12 Student Possession of a Firearm

Any student found to be in possession of a firearm while at school, at any school-related event, or at any time when the Student Handbook is in force, shall be expelled from the school for a minimum of one calendar year and the offender shall be referred to law enforcement.

The definition of "firearm" is "any weapon which will propel a projectile by the action of an explosive."

J.13 Release Time for Religious Instruction

Any student may be excused for religious instruction with the written consent of the parent. The Albuquerque Aviation Academy assumes no responsibility for the student from the time he/she leaves the campus until after they have returned.

J.14 Do Not Resuscitate Orders

The policy of the Governing Council for the Albuquerque Aviation Academy is to provide all students with immediate first aid and emergency rescue services when a medical crisis or life-threatening episode occurs at school. However, if the attending physician of a student has a written Do Not Resuscitate Order (DNR) on the authorization of the child's parent(s)/guardian(s), school personnel must act in accordance with the order and refrain from medical interventions that are not consistent with the order.

J.15 Students and Off-Campus Violent Acts

Any student identified to the school as having been formally charged with committing a violent act or having illegally possessed a firearm in the community, may be assessed by the school administration as to whether the student 1) may reasonably present a danger to him or herself or others, and/or 2) would likely significantly disrupt the school environment by returning to the school campus. As a result of such an assessment process, the school administration may require the student to be placed into an alternative program for the safety of the student and others. The school administration may also require that the student be placed into an alternative program during the assessment process.

J.16 Home Language Determination

All students enrolled at the school shall participate in a home language survey prior to the first day of class to identify students whose primary or home language is something other than English (PHLOTE) and to identify students as English Language Learners (ELL). Once a student is identified, the school shall administer a State-approved placement test in order to initiate an appropriate language development program with the student's teachers.

J.17 McKinney-Vento Homeless Children and Youth Act.

In accordance with federal law, the Albuquerque Aviation Academy has adopted the following policy regarding resolving complaints brought pursuant to the McKinney- Vento Homeless Children and Youth Act (42 USC Section 11432(g)(1)(c)).

If a family of a student, in completing the Albuquerque Aviation Academy Student Registration Information, indicates they are homeless, the student should be considered homeless. Each homeless student shall be provided services comparable to the services offered to other students. Such services may include:

1. Access to the available transportation services.

2. Educational services for which the student meets the relevant eligibility criteria, such as services provided under Title I, special education services and programs for students with limited English proficiency.

For each homeless student, any record ordinarily kept by the school, including immunization or medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, shall be maintained so that they are available in a timely fashion.

The Albuquerque Aviation Academy administration shall ensure that:

1. Homeless students drawn in the lottery and who choose to enroll will have a full and equal opportunity to succeed in school.

2. The parents of homeless students are informed of the educational and related opportunities available to them and are provided with meaningful opportunities to participate in the education of their children.

Disputes regarding services and assistance provided by the Albuquerque Aviation Academy shall be addressed as follows:

1. Upon receipt of a written complaint from the parent of a homeless student, or an unaccompanied homeless student, the administration shall resolve the complaint within ten (10) calendar days.

2. If the final decision of the Albuquerque Aviation Academy is adverse to the parent, guardian or student, the decision along with the New Mexico Public Education Department's dispute resolution process form will be forwarded to the Public Education Department's homeless liaison within five (5) calendar days of the date of issuance of the final decision.

Section K: School Relations

K.01 Community Involvement

The Albuquerque Aviation Academy Governing Council recognizes that constructive study, discussion, and active participation by citizens are necessary to promote the best program of education in the community.

Parents are encouraged to visit the school throughout the school year. Conferences between such visitors and employees should not interfere with the employee's assigned duties. Visitors should verify their identity and the purpose of their visit.

At the discretion of the school's administration, the school may create Parent-Teacher Organizations, Booster Clubs, Parent Advisory Committees, Parent Budget Committees, or other committees deemed necessary for receiving parental input on particular issues.

K.02 Use of Community Resources

The Albuquerque Aviation Academy Governing Council approves of and encourages the use of community resources to assist in making learning experiences more realistic.

K.03 Community Use of Buildings, Grounds, and Equipment

The Governing Council assigns to the Head Administrator the authority to allow or disallow community groups the use of the school's facilities. The use of a school facility does not constitute an endorsement of any project, service, or organization by the Albuquerque Aviation Academy Governing Council.

K.04 Advertising in School

The Albuquerque Aviation Academy Governing Council supports advertising initiatives that enhance the school's goals and objectives. The Head Administrator shall approve agreements on behalf of the school. Advertising requests that promote alcohol, tobacco, gaming, firearms, controversial products or services shall not be permitted. The school will maintain compliance with all federal and state statutes, rules, and regulations.

K.05 Political Solicitations in School

The school's primary mission is to properly educate its' young people; all else must be secondary. For this reason, appearances of candidates or their representatives will be limited to time outside of the standard school hours except in those instances where teachers invite candidates to visit classes as part of the educational program.

School facilities may be used by any candidates provided expenses incurred as a result of the candidate's use are reimbursed to the school and that the candidate does not interfere with the educational process.

K.06 Relations with Community Organizations

The Head Administrator may cooperate in furthering the work of non-profit, community-wide service, civic, or governmental agencies or organizations that support the mission, goals, and policies of the school.

K.07 Custodian of Public Records

The official custodian of public records for the school will be the Head Administrator. As required in the Inspection of Public Records Act, this office will be responsible for (1) receiving and responding to requests to inspect public records; (2) providing proper and reasonable opportunities to inspect the records; and (3) providing reasonable facilities to make or furnish copies of the public records during usual business hours – any costs associated with the providing of public records shall be born by the individual making the request.

It is the policy of the Albuquerque Aviation Academy Governing Council to make available personnel to photocopy record requests at the rate of $1.00 per page. This rate covers the cost of supplies and materials and employee time. This fee may be waived by the Head Administrator if deemed appropriate.

K.08 Restaurant Liquor License Waivers

City ordinance F/S R-121, Enactment 115-1998 requires that the Albuquerque Aviation Academy Governing Council be consulted during the consideration of any distance waiver requests from the prohibition of alcoholic beverage sales within 300 feet of a church or school as set forth in 60-6B-10 NMSA 1978.

It is the policy of the Albuquerque Aviation Academy Governing Council to oppose in all cases the granting of any waiver to a restaurant or other establishment for the purpose of allowing the serving of alcoholic beverages within 300 feet of the school's campus. The granting of such a waiver would increase the risk to students and staff of encountering intoxicated persons who may potentially interfere with or negatively impact the instructional process; and, would increase the danger of vehicular accidents within the walk zones surrounding the school.

ALBUQUERQUE AVIATION ACADEMY
STAFF HANDBOOK
2025-2026

ALBUQUERQUE
AVIATION ACADEMY

ALBUQUERQUE AVIATION ACADEMY
STAFF HANDBOOK

This handbook states guidelines for staff rights and responsibilities. It does not create any contractual rights, and the school has the discretion to modify the provisions of this handbook at any time.

Table of Contents

GENERAL INFORMATION

Welcome to Albuquerque Aviation Academy ("AAA" and/or the "School")!

The Albuquerque Aviation Academy Staff Handbook is provided to ensure all employees understand the general rules, guidelines, and expectations related to their employment and professional responsibilities. Please take time to read this handbook and become familiar with its contents, as they are intended to support a positive, collaborative, and productive school year for staff and students alike.

This handbook provides a summary of operations, policies, procedures, and employee guidelines. It does not cover every aspect of employment at Albuquerque Aviation Academy and should not be interpreted as a contract, express or implied. If you have questions or need clarification regarding the information in this handbook, please consult with your supervisor or the Head Administrator/Principal.

This Staff Handbook replaces any previous versions and may be revised as needed to reflect business, employment, legislative, or operational changes. Revisions will apply to both current and future employees, and official updates will be communicated to staff. Only the Governing Council has the authority to approve changes to policy, and any alterations to this handbook must be formally adopted. Statements or promises made by administrators do not alter or modify handbook provisions.

In the event of a conflict between this handbook and policy, the most recently adopted policy of the Governing Council, or applicable state and federal law, shall prevail.

WHEN IS THE STAFF HANDBOOK IN FORCE?

The provisions of the Staff Handbook are in force:

1. During regular work hours and/or when on school property.
2. While supervising, transporting, or otherwise responsible for students during school-provided transportation.
3. At times and places where staff are acting in their official capacity, including but not limited to school-sponsored events, field trips, athletic functions, and other school-related activities.
4. While representing Albuquerque Aviation Academy in any capacity, whether on or off campus, including but not limited to digital spaces, such as social media platforms.

Additionally, the Head Administrator/Principal or their designee retains authority to take administrative action when an employee's conduct, whether on or off duty, may have a detrimental effect on students, staff, or the orderly operation of the school.

The Head Administrator/Principal or their designee has the responsibility to take discretionary action any time the educational process or workplace environment is threatened with disruption. Nothing in the following is intended to prevent a staff member, teacher, Head Administrator/Principal, or other administrator from using their best professional judgment concerning a particular situation.

If there is a conflict between this staff handbook and state or federal law, state and/or federal law shall govern.

ALBUQUERQUE AVIATION ACADEMY MISSION STATEMENT

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

ALBUQUERQUE AVIATION ACADEMY CONTACT INFORMATION

Address:
6441 Ventana Road Northwest
Albuquerque, New Mexico 87114

Website: abqaviation.com

Phone Number:
505-608-6441

Fax Number:
505-212-6180

GOVERNING COUNCIL

The Albuquerque Aviation Academy Governing Council makes policy decisions concerning the School and, interviews and hires the Head Administrator. The members of the Governing Council operate according to its bylaws. The council members are volunteers who oversee the school's operation and ensure that Albuquerque Aviation Academy's charter's goals and mission are carried out. Regular meetings are held on the third Friday of every month at 2:00 PM (unless otherwise indicated), and often, other meetings are convened to discuss school business. Albuquerque Aviation Academy Governing Council meeting notices will be posted on the website and at the school.

Please refer to the website at: abqaviation.com for contact information for the Governing Council.

CALENDAR AND HOURS

Please refer to the school's website at abqaviation.com for the official school year calendar. The calendar outlines academic days, professional development dates, conference dates, end of terms, and other important school events.

Staff members are expected to adhere to the work schedule, dates, and times as specified in their individual contracts. While student instructional hours are listed below, staff schedules may include additional duties such as supervision, meetings, and professional development.

	Monday-Thursday	Friday
Office Hours:	7:30 AM – 4:00 PM	7:30 AM – 12:00 PM
Class Hours:	8:00 AM – 3:30 PM	8:00 AM – 11:30 AM & Remote 12:00-3:30 PM

Staff should plan accordingly to ensure they are available to fulfill all professional responsibilities beyond student instructional hours as outlined in their contracts.

OBSERVED SCHOOL/FEDERAL HOLIDAYS

Albuquerque Aviation Academy observes the following holidays for the 2025–2026 school year: Independence Day, Labor Day, Fall Break, Indigenous Peoples'/Columbus Day, the Monday prior to Election Day, Election Day, Thanksgiving Break, Winter Break, Martin Luther King Jr. Day, Presidents' Day, Spring Break, and Memorial Day. More information regarding days off can be found in staff contracts and in the Instructional Calendar.

STAFF DIRECTORY OF ALBUQUERQUE AVIATION ACADEMY

A directory of staff members and contact information can be found on our website at abqaviation.com.

WHAT ALBUQUERQUE AVIATION ACADEMY EXPECTS OF YOU

At Albuquerque Aviation Academy, your first responsibility is to carry out your assigned duties promptly, accurately, and with professionalism. Just as important, you are expected to collaborate with leadership and fellow staff members in a spirit of teamwork and respect. The way you interact with colleagues, students, and families contributes directly to the success of our school community.

Staff are expected to regularly check emails, and other designated communication platforms to stay current with updates from school leadership regarding operations and student support. Timely communication helps ensure that all departments work together smoothly and effectively, supporting our shared mission of student success.

Every role at Albuquerque Aviation Academy is vital. Whatever your position, we ask that you perform each task to the best of your ability and remain open to feedback, direction, and collaboration. We encourage you to share ideas, voice concerns, and contribute suggestions that may improve our practices and strengthen our community. Leadership welcomes open communication and values input from all staff.

Our school is built on a commitment to individualized learning, high-quality instruction, aviation-themed opportunities, and strong partnerships with families and the community. By upholding these guiding principles, you help create an environment where every student can thrive academically, socially, and personally.

COMMUNICATION AND RESOURCES

Effective communication is essential to the success of Albuquerque Aviation Academy. All staff are expected to stay informed and connected through multiple communication channels. Key resources—including schedules, forms, duty assignments, student behavior resources, homeroom materials, information from the Public Education Department (PED), mandatory trainings, staff meeting and PLC (group of educators who regularly collaborate to improve teaching practices and student learning through shared goals, data analysis, and continuous reflection) notes, evaluation tools, testing information, and more—are available in the 2025-2026 Flight Crew News.

Weekly staff-specific communication is generally sent on Tuesdays via Talk-O Tuesday, which is distributed by email and accessible in the Flight Crew News. Additionally, school-wide updates are shared through Wings Weekly, which is delivered by email, text, and posted on the school website. For quick, real-time communication, Microsoft Teams is used throughout the school.

While these are the primary channels, staff are encouraged to stay attentive to all communication from leadership, as timely access to information is critical for the smooth operation of the school and the success of our students.

ALBUQUERQUE AVIATION ACADEMY NON-DISCRIMINATION STATEMENT

Albuquerque Aviation Academy does not discriminate and prohibits discrimination by students, employees, or third parties affiliated to the School on the basis of disability, physical or mental handicap, serious medical condition, race, creed, color, sex, gender identity, sexual orientation, spousal affiliation, national origin, religion, ancestry or need for special education services and shall not allow for the imposition of discipline, discrimination or disparate treatment against a student based on the student's race, religion or culture or because of the student's use of protective hairstyles or cultural or religious headdresses. or any other protected characteristic.

EQUAL EMPLOYMENT OPPORTUNITY

Albuquerque Aviation Academy is an equal opportunity employer committed to fostering a diverse and inclusive work environment. The School does not unlawfully discriminate against any individual on the basis of race, color, religion, age, sex, national origin or ancestry, mental or physical disability, medical condition, veteran status, military service, sexual orientation, spousal affiliation, marital status, gender identity, or any other characteristic protected by federal, state, or local law. This policy applies to all programs, services, policies, and procedures of Albuquerque Aviation Academy.

Employee compensation and benefits are designed to attract, motivate, retain, and reward high-quality personnel who can effectively support the mission and objectives of Albuquerque Aviation Academy. All compensation decisions are made without regard to race, color, ancestry, religion, age, sex, national origin, disability, medical condition, veteran status, sexual orientation, spousal affiliation, gender identity, or any other protected characteristic. Albuquerque Aviation Academy strives to maintain competitive compensation and benefits to support excellence in public education within the local community.

EMPLOYEES WITH DISABILITIES/ACCOMMODATIONS

In accordance with the Americans with Disabilities Act (ADA), Albuquerque Aviation Academy does not discriminate against any “qualified individual with a disability.” Individuals are considered qualified if they meet the educational, skills, and experience requirements of a position and can perform the essential functions of the job, with or without reasonable accommodation. The School will provide accommodations to qualified employees with disabilities unless that accommodation would cause the School undue hardship.

Albuquerque Aviation Academy is committed to diversity, inclusion, and the full employment of qualified individuals with disabilities. A process is in place to assist employees in requesting reasonable accommodations to their work environment, enabling them to perform the essential functions of their position. Employees are responsible for initiating a request for accommodation by contacting the Head Administrator/Principal.

All requests will be taken seriously and reviewed promptly to determine whether the employee qualifies as an individual with a disability and whether a reasonable accommodation can be provided without causing undue hardship to Albuquerque Aviation Academy or other staff members. Accommodations are evaluated on an individual, case-by-case basis in accordance with the Americans with Disabilities Act (ADA) and applicable state and local laws prohibiting discrimination based on disability.

If you believe you have been subjected to unlawful discrimination based on a disability, you should discuss the matter with the Head Administrator/Principal and/or follow the complaint procedure outlined in this handbook and in policy.

ANTI-HARASSMENT AND ANTI-DISCRIMINATION POLICY

Albuquerque Aviation Academy is committed to maintaining a workplace that is free from unlawful discrimination, harassment, and retaliation. All employees are expected to treat colleagues, students, families, visitors, and guests professionally, respectfully, and in accordance with applicable federal and New Mexico laws, including Title VII of the Civil Rights Act, the Americans with Disabilities Act (ADA), the Age Discrimination in Employment Act (ADEA), the New Mexico Human Rights Act, the New Mexico Civil Rights Act and other relevant statutes.

This policy applies to all employees, contract workers, volunteers, consultants, vendors, students, parents, guardians, visitors, and anyone conducting business with or on behalf of Albuquerque Aviation Academy. It applies on school property, at all school-sponsored events, and in any work-related setting, including off-site activities and online platforms, such as social media.

DISCRIMINATION AND HARASSMENT

Discrimination or harassment includes any unwelcome conduct—verbal, physical, or visual—directed at an individual because of a protected characteristic, including but not limited to: race, color, religion, sex, gender identity, sexual orientation, national origin, ancestry, age, disability, medical condition, veteran status, marital status, or any other status protected under federal or New Mexico law. Such conduct can interfere with an individual's ability to perform their job and is never tolerated, especially given the example it sets for our students and community.

SEXUAL HARASSMENT

Sexual harassment is a form of unlawful harassment and includes, but is not limited to:

- Requests for sexual favors or sexual advances;
- Persistent or unwelcome flirting or dating requests after a clear objection;

- Sexually motivated conduct such as leering, gestures, touching, blocking movements, or other inappropriate physical behavior;
- Displaying sexually suggestive objects, images, or materials;
- Conditioning employment decisions, benefits, or opportunities on submission to sexual requests;
- Hostile or degrading comments or conduct based on sex, including comments about an individual's appearance, dress, or body.

Sexual harassment may occur between individuals of the same or different sexes.

OTHER PROHIBITED HARASSMENT

Other unlawful harassment includes verbal or physical conduct that demeans, intimidates, or shows hostility toward an individual because of a protected characteristic. Examples include racial or ethnic slurs, age-related derogatory remarks, offensive jokes, obscene language, or any other conduct that creates an intimidating, hostile, or offensive work environment.

Albuquerque Aviation Academy takes all allegations of discrimination or harassment seriously. Employees who experience or witness harassment should promptly report it to the Head Administrator/Principal or follow the complaint procedures outlined in this handbook. Retaliation against anyone for reporting harassment or participating in an investigation is strictly prohibited.

REPORTING HARASSMENT AND DISCRIMINATION

AAA is committed to maintaining a workplace free from harassment and discrimination. If you experience behavior that you believe is offensive, inappropriate, or discriminatory, you are encouraged—but not required—to communicate directly with the individual to address the behavior. All employees are required to promptly report any incidents of harassment or discrimination to their supervisor.

All reports will be investigated promptly, discreetly, and confidentially to the extent possible. If harassment or discrimination is confirmed, AAA will take appropriate disciplinary action, which may range from verbal warnings to termination, depending on the circumstances. Additional steps will also be taken to remedy the situation as needed.

Retaliation against anyone for making a good faith report of harassment or discrimination is strictly prohibited. Employees are personally responsible for their actions, and AAA assumes no liability for the behavior of individual employees. Legal, financial, or other assistance may not be provided to individuals accused of harassment or discrimination if a legal complaint is filed.

RELATIONSHIPS

Consensual romantic/ dating relationships between co-workers in a supervisor-subordinate role are inappropriate and go against the School's standards of conduct.

Consensual romantic/ dating relationships between co-workers who are not in a supervisor-subordinate role are not generally concerning to the School *unless* behavior arising from the relationship:

- constitutes sexual harassment or discrimination;
- influences an employee's evaluation, treatment, or professional opportunities; or
- disrupts productivity or the harmony of the workplace environment.

CLASSROOM COVERAGE

Students must be supervised at all times and may never be left unattended. If you need to leave your classroom or work area, you must notify the Head Administrator or their designee so that coverage can be arranged. When leaving the campus for any reason, you are required to inform administration, unless it is during your designated duty-free lunch period- sign out at the front desk, and sign back in upon your return.

PROFESSIONAL DEVELOPMENT

All Albuquerque Aviation Academy personnel are required to participate in regularly scheduled professional development. Professional development includes a combination of collaborative working time and professional training, and will encompass all mandatory trainings required by the New Mexico Public Education Department (NMPED), the Charter School Division, and the school's insurance provider (POMS). This includes, but is not limited to, training on racial awareness and sensitivity, culturally responsive practices, and strategies to create equitable learning environments for all students. Your supervisor will provide additional details regarding specific training requirements.

Albuquerque Aviation Academy encourages ongoing professional growth that benefits both the individual and the collective success of the school. This may include seminars, conferences, workshops, additional certifications or licensure, and site-based learning within the community. Requests for funding to support professional development activities, courses, trainings, license fees, or certifications must be submitted to the Head Administrator/Principal for approval.

RELIGIOUS ACCOMMODATIONS

Occasionally, employees may have religious beliefs or practices that conflict with their work schedules or assigned duties. Albuquerque Aviation Academy will make reasonable efforts to accommodate such religious beliefs or practices, provided that doing so does not create an undue hardship for the employee's department or interfere with the employee's ability to perform the essential functions of their position. Religious accommodations are evaluated on an individual, case-by-case basis in accordance with applicable federal, state, and local laws prohibiting discrimination based on religion.

Employees seeking a religious accommodation should contact the Head Administrator/Principal. You may be asked to provide appropriate documentation to support your request.

RELIGIOUS HEADWEAR

The School and any of its employees shall not prohibit a student who is enrolled, or eligible for enrollment, in a federally recognized Indian nation, tribe or pueblo from wearing tribal regalia or objects of cultural significance along with or attached to a cap or gown or wearing tribally significant footwear or other items of apparel under a gown at graduation ceremonies or public school events.

As used in this section:

(1) "cultural or religious headdresses" includes hijabs, head wraps or other headdresses used as part of a person's personal cultural or religious beliefs;

(2) "protective hairstyles" includes such hairstyles as braids, locs, twists, tight coils or curls, cornrows, bantu knots, afros, weaves, wigs or head wraps; and

(3) "tribal regalia" means a tribe's traditional dress or recognized objects of religious or cultural significance, including tribal symbols, jewelry, beading and feathers.

For more information on this policy, review the Albuquerque Aviation Academy Tribal Regalia Policy located on the School's website.

IMMIGRATION LAW COMPLIANCE

All offers of employment with Albuquerque Aviation Academy are contingent upon verification of your legal right to work in the United States. As required by federal law, you will be asked to provide original documentation verifying your employment eligibility and to complete a Federal Form I-9, "Employment Eligibility Verification." If, at any time, you are unable to verify your right to work in the United States, Albuquerque Aviation Academy may be required to terminate your employment.

PERSONNEL RECORDS

The responsibility for maintaining personnel records at Albuquerque Aviation Academy has been assigned to the Director of Operations or their designee. Questions regarding insurance, wages, or interpretation of personnel policies may be directed to the Director of Operations.

Albuquerque Aviation Academy strives to balance its need to collect, use, and retain employment information with each employee's right to privacy. Personnel records are limited to information necessary for the conduct of school business as required by federal, state, or local law.

Employees are responsible for keeping their personnel records up to date and must notify the Director of Operations in writing of any changes in:

- Name
- Address
- Contact phone numbers
- Marital status (for benefits and tax withholding purposes)

- Number of dependents (for benefits and tax withholding purposes)
- Addresses and phone numbers of dependents, spouse, or former spouse (for insurance purposes)
- Beneficiary designations, if applicable
- Emergency contact information

An employee's personnel file may include, but is not limited to:

- Employment application and verification of qualifications as outlined in the job description
- Professional licenses
- Official transcripts
- Signed employment contract and job description
- Pre-employment references
- Acknowledgment of receipt and review of the Employee Handbook, including policies on child abuse and neglect, confidentiality, equal employment opportunity, drug-free workplace, conflicts of interest, employee complaints, termination and discipline, email and computer usage, code of conduct, and confidentiality
- Complaints, allegations, inquiries, or findings of student abuse or neglect; warnings or disciplinary actions
- Fingerprint/background check results

Certain records are maintained separately for each employee, including:

- Employment medical and health records, including vaccination records
- I-9 Employment Eligibility Verification Form
- Workers' compensation records
- Drug testing records
- Documentation of issued equipment (keys, pagers, cell phones, etc.)
- Performance appraisals/yearly evaluations

INSPECTION OF PERSONNEL FILES

Employees may inspect their own personnel records in the presence of the Director of Operations (or designee), except for confidential pre-employment materials. Requests must be submitted in writing to the Director of Operations (email sufficient) and will be scheduled at a mutually convenient time.

Employees who believe any record is incomplete, inaccurate, or irrelevant may submit a written request to the Director of Operations to correct or add documentation to their personnel file. Personnel files may only be accessed by supervisors or administration on a need-to-know basis related to employment.

SEVERE WEATHER AND EMERGENCY CONDITIONS

In the event of severe weather or other emergencies, Albuquerque Aviation Academy will generally follow Albuquerque Public Schools (APS) decisions regarding school closures or delays. However, the School may make independent decisions based on local conditions or facility considerations.

Local television stations will be used to notify families and staff of any closures or delays. In addition, notifications will be sent via email and text messages to ensure timely communication. Campus administrators are responsible for sharing updates as they become available.

ACTIVE SURVEILLANCE

For the safety and security of all students, staff, and visitors, Albuquerque Aviation Academy maintains active surveillance across campus through a network of security cameras, some of which may include audio recording capabilities. These systems monitor and support campus safety, deter misconduct, and assist in investigations when necessary. Individuals on campus should have no expectation of privacy in public or common areas, except for locations where privacy is protected by law, such as restrooms and designated private areas.

Access to security camera footage at Albuquerque Aviation Academy is strictly controlled to protect the privacy of all individuals on campus. Footage may only be accessed through a written request and with the approval of school administration. Viewing is limited to on-campus and must be supervised by Administration or their designee. Reasonable efforts will be made to blur or obscure the identities of other students not involved in the incident under review. Recording, photographing, or copying any portion of the footage is strictly prohibited. Copies of footage will not be shared or released unless required by a valid court order. All decisions regarding the release or viewing of footage are made at the Administration's sole discretion.

CAMPUS ACCESS AND SECURITY

All visitors to Albuquerque Aviation Academy must sign in and comply with school visitor and security procedures. Use of the school's facilities by outside groups or private individuals may only be granted by school administration and only pursuant to facility use procedures.

Upon hire, staff members or certain contracted employees are provided with the applicable access card, gate card, and keys based on their position and access needs throughout the school. These items are issued to ensure staff can perform their duties safely and effectively.

Staff have access to the building 24/7 and will be assigned a security access code to arm and disarm the alarm system. Additionally, each staff member is issued a gate access card, which can be used at either gate at any time. Staff are responsible for ensuring that gates are properly closed when leaving the campus outside of regular school hours.

Employees must keep all access codes and cards confidential and must not share them with any other adults or students. Employees must not give building codes/keys to any outside organization or person not employed by the School. Under no circumstances should staff allow students to use their keys, access cards, or codes, except in the case of an emergency.

If a key, access card, or security code is lost, or if keys/access cards are not returned at the end of employment or when requested by the Head Administrator/Principal, Director of Operations or their designee, the staff member will be responsible for all costs associated with replacement and any additional expenses required to maintain school security, including changing locks or updating security systems.

BACKGROUND CHECKS AND CRIMINAL HISTORY

Albuquerque Aviation Academy requires all applicants, employees, volunteers, contractors, and contractor employees who may have unsupervised contact with and access to students, to undergo a background check. This policy is designed to safeguard our school community. Failure or refusal to comply with background check requirements disqualifies an individual from employment, volunteering, or contracting with the School. This policy does not apply to parents or guardians supervising only their own children during online learning only.

Certain ethical misconduct or crimes may disqualify an individual from initial or continued employment, volunteering, or contracting. These include, but are not limited to: criminal homicide, murder, kidnapping, smuggling of persons, prostitution, false imprisonment, trafficking of persons, improper relationships between school staff and students, public lewdness involving a student, indecency with a child, injury to a child, child abuse or neglect, abandoning or endangering a child, sale or purchase of a child, child pornography, and sexual solicitation of a child.

Employees must submit to a renewal background check every five consecutive years of employment. The School reserves the right to require additional criminal background checks at any time if there is reasonable suspicion of new information that could place students or staff at risk. Refusal to submit to a required background check may result in disciplinary action, up to dismissal from employment or termination of their contract. Information obtained through background checks may result in employment actions consistent with the Criminal Offender Employment Act, the Code of Ethical Responsibility for the Education Profession, School policies, or applicable state and federal laws.

For complete details regarding background checks, including volunteer and contractor requirements, please refer to the AAA Background Check Policy.

APPLICATION EMPLOYMENT HISTORY REQUIREMENTS

As part of the application process, all prospective employees at Albuquerque Aviation Academy are required to provide information about their work history, including:

- A list of current and previous employers where the applicant worked in a position involving unsupervised contact with students, including contact information for each employer.
- A written statement disclosing whether the applicant:
    - Has ever been under investigation for, or found to have violated, any state or federal law relating to child abuse, neglect, sexual misconduct, or other sexual offenses;
    - Has ever been under investigation for, or found to have violated, any ethical rules or policies of a previous employer; or
    - Has ever had a professional license or certificate denied, suspended, revoked, or surrendered due to findings of child abuse or ethical misconduct.
- A signed authorization allowing prior employers to release relevant information and releasing those employers from liability related to providing such information.

As a condition of employment, all staff must notify the Head Administrator/Principal within five (5) days if they are charged with, convicted of, plead guilty to, or otherwise found guilty of any misdemeanor or felony, regardless of sentencing.

Providing false information or willfully omitting required disclosures during the application or background check process may result in termination of employment, denial of employment, or other disciplinary action. Misrepresentations discovered during a renewal background check may also result in employment separation, revocation of conditional offers, or action affecting professional licensure.

PAYROLL, DEDUCTIONS, AND LEAVE

Albuquerque Aviation Academy uses the APTA Fund for all payroll, leave tracking, and purchasing management. Employees will receive login credentials upon hire, allowing access to up-to-date leave balances, payroll stubs, and certain deductions, which can be managed directly through the system. Any issues or questions related to APTA should be directed to the Business Manager or their designee.

REPORTING ABSENCES AND TIME OFF

If you are unable to report to work or expect to arrive late, you are required to contact the Head Administrator or their designee before the start of the workday. If you know in advance that you will need to be absent, you must request this time off following the Time Off Protocols. All absences, full or partial, must be documented as soon as possible and submitted in APTA for approval.

If your absence is due to illness, the Head Administrator or their designee may require a written statement from your health care provider indicating that you are able to resume your employment responsibilities.

Failure to comply with the policies and procedures regarding absences, unauthorized absences, lateness, or leaving campus without approval may result in disciplinary action, up to and including termination or discharge. For more information, please refer to the Leave Policies available on the School's website.

Two days of no-show, no-call will be considered job abandonment and result in the employee's separation from employment with AAA.

PAYROLL SCHEDULE

Employees are paid semi-monthly on the 15th and the last day of the month, unless these dates fall on a weekend or holiday, in which case paychecks will be deposited on the previous business day. There are twenty-four (24) pay periods in each fiscal year.

PAYROLL DEDUCTIONS

Your payroll stub will list all deductions from your paycheck and is available to view in APTA Fund. Please review your paycheck carefully each payday. If you have questions about the amounts shown or how they are calculated, contact the Director of Operations.

AAA takes all reasonable steps to ensure employees are paid accurately and on time. If an employee is overpaid, they must promptly notify the Director of Operations and Business Manager so corrections can be made. Any overpayment discovered by AAA will also be communicated to the employee as soon as possible.

Employees are not entitled to retain pay in excess of what has been earned. Overpayments will be treated as an advance of future wages and may be deducted from subsequent paychecks until fully repaid, in accordance with applicable law. Employees will be asked to sign a wage deduction authorization to allow for such adjustments.

DIRECT PAYROLL DEPOSIT

Direct payroll deposit allows your pay to be automatically deposited into your bank or financial institution account. For details and the required authorization forms, please contact the Business Manager. This service is provided for your convenience, and all employees are encouraged to take advantage of it.

BASIS FOR DETERMINING PAY AND SALARY INCREASES

The Albuquerque Aviation Academy Governing Council adopts a salary schedule for most positions each year based on the school's annual budget, education, experience, and applicable legislative requirements. Licensed employees' salaries are determined according to the New Mexico Public Education Department's three-tier license salary schedule. Any salary adjustments are based on the adopted salary schedule, individual qualifications, and/or state-mandated changes. Documentation required to place employees on the salary schedule can be reviewed in the annual budget.

EDUCATIONAL TRAINING COMPENSATION/NATIONAL BOARD CERTIFICATES

Teachers may be eligible for salary increments for additional educational training. To claim eligibility, teachers must submit a written request by September 15, followed by official transcripts from accredited colleges or universities no later than September 30 of that school year to the Business Manager. Salary adjustments will take effect once all transcripts have been approved, with the increment distributed over the remaining pay periods for that school year.

Training hours eligible for increments must be completed after the highest earned degree (e.g., BA, BA+15, BA+45, MA, MA+15, MA+45, Ph.D., or Ed.D.).

Teachers who have earned a National Board Certification will receive compensation in accordance with NMSA 1978, Section 22-8-23.4. To claim eligibility for this certification, teachers must submit a copy of their certificate to the Business Manager by September 15 of that school year.

MANDATORY DEDUCTIONS FROM PAYCHECK

Federal, state, and local income taxes, as well as contributions to Social Security and the New Mexico Educational Retirement Board (NMERB), will be deducted from your paycheck as required by law. These

deductions will be itemized on your pay stub. The amount withheld depends on your earnings and the exemptions you claim on your W-4 form.

If you wish to change your withholding allowances, you must complete a new W-4 form. Only you may make changes to your W-4; verbal or written instructions are not sufficient. We recommend reviewing your pay stub regularly to ensure your withholdings are correct.

Other mandatory deductions may include court-ordered garnishments or support payments. If AAA receives a court order requiring payroll garnishment, you will be notified and provided a copy of the order. The School will comply with the court order until a subsequently dated and signed court order directs otherwise.

REIMBURSEMENT FOR TRAVEL AND EXPENSES

Employees will be reimbursed for authorized travel and per diem expenses in accordance with the New Mexico Per Diem and Mileage Act, NMSA 1978, Sections 10-8-1, et seq., and the New Mexico Administrative Code, as amended.

All expenses must receive prior written authorization from the administration before being incurred. Requests for reimbursement that are not pre-approved will be denied. Employees are responsible for submitting complete and accurate documentation of expenses in accordance with school procedures and applicable state regulations. Please note that Per Diem Rates are subject to change based on guidance issued by the Department of Finance and Administration. For information on rates, visit: https://www.nmdfa.state.nm.us/financial-control/resource-information/memos-and-notices/

EMPLOYMENT CLASSIFICATIONS

Your position at Albuquerque Aviation Academy is classified as full-time, part-time, or short-term, or temporary employee. Per the requirements of the Fair Labor Standards Act (FLSA) and applicable state laws, employees are also classified as either exempt or non-exempt. Some policies in this handbook may apply differently depending on your classification. If you have questions about how a provision applies to you, or a question regarding what classification your position fits under, contact the Head Administrator/Principal or Director of Operations before acknowledging receipt of this handbook.

1. Exempt and Non-Exempt Employees
    - At the time of hire or transfer to a different position, you will be classified as either exempt or non-exempt.
    - Non-exempt employees are entitled to overtime pay for hours worked over forty (40) hours per workweek, as required by the Federal Fair Labor Standards Act (FLSA) and applicable state laws.
    - Exempt employees include directors, administrators, teachers, counselors, and other staff whose duties allow them to be exempt from overtime provisions.
2. Full-Time Employees
    - Employees regularly scheduled to work thirty-two (32) hours or more per week are considered full-time.
3. Part-Time Employees

- Employees regularly scheduled to work less than thirty-two (32) hours per week are considered part-time.

4. Overtime Pay
    - Non-exempt employees must receive prior approval from their supervisor before working overtime. Unauthorized overtime may result in disciplinary action.
    - For overtime calculation, AAA's workweek runs from 12:00 a.m. Monday through 11:59 p.m. Sunday.
5. Additional Services Agreement
    - Staff assigned work outside the scope of their regular job description will be required to sign an Additional Services Agreement to initiate an additional stipend or timesheet as required by the business office. This agreement does not result in overtime pay.
6. Compensatory Time / Flex Time
    - At the discretion of the Head Administrator, their designee, or campus administrators, flex time may be approved to allow employees paid time off to balance hours worked beyond their regular duties at the school's request.

EMPLOYEE PERFORMANCE EVALUATIONS

Albuquerque Aviation Academy administration will conduct performance evaluations in accordance with Governance Council policies and New Mexico legal requirements for all licensed and certified personnel. Evaluations are conducted collaboratively between identified administrators and AAA employees.

All employees, including non-exempt staff, participate in setting annual performance goals and engaging in regular performance reviews. Employees should expect to participate in self-reflection and coaching sessions designed to support professional growth and development. Licensed personnel will be evaluated in a manner consistent with legal requirements and the school's charter.

Performance evaluations provide an opportunity for two-way communication between you and your supervisor. This is an ideal time to discuss your interests, career goals, and professional development. Your supervisor is available to answer questions about the evaluation process and to support your growth toward achieving both personal and work-related goals.

The Head Administrator or their designee may use your annual performance evaluation as a factor in recommending salary adjustments, promotions, or contract renewals, as applicable. Your evaluation may also reflect your adherence to AAA's employee conduct policies and compliance with directives from your supervisor or administration.

The AAA Governing Council annually evaluates the Head Administrator in compliance with state statutes and regulations. The Head Administrator receives formative feedback throughout the year from the Governance Council, with additional meetings scheduled as needed.

STANDARDS OF CONDUCT

All employees are expected to act professionally, responsibly, and in compliance with applicable laws at all times. Educational professionals must adhere to the New Mexico Code of Ethical Responsibility for the Education Profession and the Professional Standards for the Education Profession under the regulations promulgated by the New Mexico Public Education Department via the New Mexico Administrative Code, 6.60.9.1, et seq.

If you have questions about any work rule, safety requirement, or any of the activities considered unacceptable, please contact the Head Administrator or their designee for clarification.

PARTICIPATION IN POLITICAL ACTIVITIES

AAA staff members may hold public office regardless of the relationship between the office and the interests of AAA. Employees who are candidates for public office are prohibited from conducting campaign activities during work hours or on school premises.

AAA seeks to help employees avoid conflicts between their duties to the school and their responsibilities as public officials. Employees holding public office may act, speak, debate, and vote in their official capacity according to their own convictions, without influence from the Governance Council or administration.

All employees holding public office must comply with applicable laws, including the anti-donation clause of the New Mexico Constitution-N.M. Const., art. IX, § 14. School employees are not permitted to serve as members of the AAA Governance Council.

SOLICITATION AND ACCEPTANCE OF GIFTS

Employees must obtain advance approval from the Head Administrator before soliciting any gift on behalf of Albuquerque Aviation Academy (AAA). Only the Head Administrator, and when required, the Governance Council, may accept gifts to the School. Anyone wishing to make a donation or provide a gift to the School should be referred to the Head Administrator. All fundraising activities must be coordinated through the director to ensure proper oversight and compliance with school policies.

TUTORING OR ADVISING FOR PAY

Except for school personnel who receive stipends for extra- or co-curricular activities, staff members are not permitted to receive additional pay for tutoring or advising students who are already assigned to them through their classroom teaching or other School responsibilities.

EMPLOYEE'S CHILDREN AT WORK SITE

Arrangements for childcare are the responsibility of employees. Children of employees are not permitted on school grounds during the workday unless they are enrolled students at AAA. In limited cases, and only with prior approval from the director, an employee's child may be on campus during school hours, provided the child wears a visible visitor badge at all times. The employee is fully responsible for supervising their child, and the school is not liable for any incidents or injuries that may occur.

SMOKING/E-CIGS/VAPES

The use of tobacco, e-cigarettes, vapes, or related products is prohibited on school grounds or at any Albuquerque Aviation Academy-sponsored functions, events, or activities. This policy applies to students, staff, volunteers, and contractors.

STAFF MEETINGS

Occasionally, you may be required to attend a meeting or school function outside of your regular duty hours. If you are unable to attend, you must obtain prior approval from the Head Administrator/Principal. Non-exempt employees will be compensated for time spent, and any overtime must receive prior approval from the Head Administrator/Principal.

COMPUTER SOFTWARE USE AND COPYRIGHT COMPLIANCE

Albuquerque Aviation Academy licenses computer software from various external companies and does not have the right to reproduce the software or grant licenses to others. Employees must use all software in accordance with the software publisher's license agreement. Copyright law also protects other materials, and employees must not download school-purchased software onto personal or unauthorized computers, or copy and distribute copyrighted materials without proper authorization. Unauthorized reproduction of software or copyrighted materials may result in civil damages, criminal penalties, and disciplinary action, up to and including termination or discharge of employment.

STAFF TECHNOLOGY ACCEPTABLE USE

Albuquerque Aviation Academy provides laptop computers for staff to use during their employment. These laptops remain the property of the School at all times. Staff are expected to use the laptops for school-related purposes and in accordance with the School's Acceptable Use Policy.

Employees are prohibited from viewing or using illegal materials, installing unlicensed or unauthorized software, or using the laptop for personal purposes that violate School policies. Staff are responsible for any damage or loss resulting from neglect or misuse of the laptop.

For detailed information and specific responsibilities regarding School-issued laptops, staff should refer to the Staff Computer Sign Out Agreement. Violations of this agreement may result in the revocation of laptop privileges and require the return of the device to the School.

DRESS CODE AND PERSONAL APPEARANCE

Employees are expected to dress and groom themselves in a manner consistent with professional and business standards during working hours and whenever representing Albuquerque Aviation Academy. Attire and grooming should be appropriate for an educational environment, respectful of all colleagues and students, and inclusive.

Employees should avoid clothing or accessories that display political, controversial, or potentially divisive messages. If the Head Administrator/Principal or a campus administrator determines that an employee's attire or grooming is inappropriate, the employee may be asked to leave the workplace until properly attired or groomed. Non-compliance with dress code standards may result in disciplinary action.

ALCOHOL & DRUG-FREE WORKPLACE

The possession, distribution, dispensing, manufacture, sale, or use of controlled substances or alcohol by any School employee is strictly prohibited in the workplace, on school property, or in connection with any School-sponsored activity. Prohibited substances include but are not limited to:

- Alcohol
- Tobacco
- Cannabis
- Narcotics
- Steroids
- Barbiturates
- Hallucinogens
- Synthetic drugs

Employees must not work while under the influence of alcohol or drugs, or any prohibited substance, as doing so creates a safety risk for themselves, co-workers, and students, and can negatively affect the School's reputation and integrity. Albuquerque Aviation Academy maintains a drug- and alcohol-free workplace in accordance with applicable federal and state laws.

Employees are prohibited from possessing, using, distributing, dispensing, or being under the influence of alcohol or drugs while on school grounds, at school-sponsored activities, in school vehicles, or while engaged in school-related work or events.

This policy does not prevent the use of prescription or over-the-counter medications as directed by a licensed medical professional. If a medication may affect your ability to perform your job safely, you must notify the Head Administrator/Principal so that appropriate safety measures can be implemented.

All employees are required to comply with these standards as a condition of employment. Employees must also notify the Head Administrator/Principal of any criminal drug conviction related to workplace conduct within five (5) days. Violations of this policy may result in disciplinary action, up to and including termination, or may require participation in an approved drug or alcohol rehabilitation program at the employee's expense.

The school reserves the right to take necessary actions to maintain a safe, drug- and alcohol-free environment, including inspections as allowed by law.

HEALTH EXAMINATIONS

AAA may require an employee to undergo an examination to assess their ability to perform the essential functions of their job.

CONFLICT OF INTEREST AND EMPLOYMENT OF RELATIVES

To maintain transparency, fairness, and compliance with applicable law, Albuquerque Aviation Academy does not allow employees to directly supervise or work in the same department as an immediate family member. "Immediate family members" include spouses, parents, children, in-laws, siblings, and any relatives who are financially dependent on the employee.

Employees must also avoid any situation that could create a conflict of interest, such as participating in decisions or actions that could result in personal or family financial gain. If an employee has a potential conflict of interest, they are required to disclose it immediately to the Governance Council or Head Administrator.

NEPOTISM

The Head Administrator of AAA shall not initially employ or approve the initial employment in any capacity of a person who is the spouse, father, father-in-law, mother, mother-in-law, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister or sister-in-law of a member of the governing body or the head administrator. The governing body may waive the nepotism rule for family members of the Head Administrator. no waivers are granted for family members of the Governance Council. Nothing in this section shall prohibit the continued employment of a person employed on or before July 1, 2008.

For more detailed information, including disclosure procedures and definitions of financial interest, employees should refer to the Conflict of Interest and Nepotism Policy.

SOLICITATIONS AND DISTRIBUTIONS

Employees of Albuquerque Aviation Academy are not permitted to solicit for any cause or distribute non-AAA literature during working hours or in work areas. Selling raffle tickets, merchandise, or distributing materials of any kind requires prior approval from administration.

Individuals who are not employed by AAA are prohibited from soliciting or distributing literature on school property at any time.

CONFIDENTIALITY

As an employee of Albuquerque Aviation Academy, you may have access to confidential information regarding students, staff, or school operations (collectively "confidential school information"). This information must not be shared with anyone outside AAA and may only be shared with other employees on a need-to-know basis. Sharing confidential information inappropriately may result in disciplinary action, up to and including discharge or termination.

AAA will release employee information to outside parties only with written authorization from the employee or as required by law. Only the Head Administrator, Director of Operations or the Business Manager may authorize the release of personnel information. Most banks, credit agencies, or other organizations requesting employment verification will provide an appropriate form, which must be submitted in writing and signed before any information is released.

AAA's standard reference letters are limited to confirming employment dates, job title, and current rate of pay. Requests for employment verification must be submitted in writing to the Head Administrator, Director of Operations or Business Manager, and responses will also be provided in writing. The Head Administrator or Director of Operations will not provide recommendations for employees, contractors, or agents known or suspected to have engaged in sexual misconduct with a student or minor. Ethical misconduct will be disclosed to potential employers as required by law.

Employees are expected to respect the privacy of colleagues. Personal information about any staff member must not be discussed with other employees or non-employees without written authorization. Breaching confidentiality may result in disciplinary action, up to and including discharge or termination.

Employees must also follow the AAA FERPA Policy regarding student information. For more information, refer to the FERPA Policy.

EMPLOYEE PRIVACY

Albuquerque Aviation Academy reserves the right to conduct searches of any person entering school property or performing school-related duties off-site, as well as school property, equipment, and storage areas. This includes, but is not limited to, computers, phones, other electronic devices, clothing, personal belongings, vehicles, offices, classrooms, lockers, desks, cabinets, lunch or equipment bags, and any school-provided equipment.

Employees should not bring any items to work that they do not wish to have inspected. Searches will be conducted in a manner consistent with applicable federal and state law and AAA policies to maintain a safe and secure school environment.

MANDATORY TRAINING AND REPORTING OF CHILD ABUSE

All AAA employees, school volunteers, contractors, and contractor employees are required to complete training developed or adopted by the New Mexico Public Education Department (NMPED) in areas including the detection and reporting of child abuse and neglect, ethical misconduct, professional responsibilities, sexual abuse and assault, and substance abuse. This training must be completed during an individual's first year of service at AAA or, for returning staff, within the first fiscal year following the adoption of any new NMPED-required training.

Any person performing services at AAA who has information that is not legally privileged, or who knows or reasonably suspects that a child is being abused or neglected, must immediately report the matter to one of the following:

1. A local law enforcement agency;
2. The New Mexico Children, Youth and Families Department (CYFD); or
3. A tribal law enforcement or social services agency for any Indian child residing in Indian country.

All requested information must be provided to the appropriate agency. Following the report, the Head Administrator or the Director of Operations should be informed as soon as possible. The administrator will coordinate and maintain confidential records related to the report. The identity of the victim must be kept confidential by school personnel.

Failure to report suspected abuse or neglect may result in a misdemeanor conviction under Section 32A-4-3 NMSA 1978. Staff are expected to fully cooperate with any investigations conducted by law enforcement or CYFD.

ETHICAL MISCONDUCT INVESTIGATION AND REPORTING

All AAA employees, school volunteers, contractors, and contractor employees who know or reasonably suspect that a child or student has been subjected to ethical misconduct by a school employee, volunteer, contractor, or contractor employee must report the matter immediately to:

1. Head Administrator; or
2. The Director of Operations; or
3. The New Mexico Public Education Department (NMPED).

If the Head Administrator or the Director of Operations receives a report of known or suspected ethical misconduct involving a child or student, they will immediately follow the procedures set forth by New Mexico state law and the NMPED.

Staff should maintain confidentiality and provide all information as required by law while cooperating with any subsequent investigation.

INTERNAL CONTROLS

AAA has established and maintains an internal control structure designed to provide reasonable assurance that School assets are safeguarded against loss, theft, or unauthorized use; that transactions are properly authorized and accurately recorded; and that state and federal programs are managed in compliance with applicable laws and regulations.

All employees and contractors are expected to fully comply with AAA's internal controls and related procedures. Staff can access detailed guidance from the Director of Operations or the Business Manager.

INSTRUCTION OF CONTROVERSIAL ISSUES

AAA supports the thoughtful and objective study of controversial issues as part of preparing students to think critically and engage with diverse perspectives. Staff are expected to foster an environment of respectful discussion, free from bias or prejudice, and to guide students in exploring issues through evidence-based, balanced approaches rather than presenting personal viewpoints.

Teachers serve as facilitators of inquiry, helping students examine multiple perspectives while maintaining neutrality. Teachers are encouraged to use professional judgment when addressing controversial topics in class and should notify the Head Administrator before inviting guest speakers.

If an administrator determines that the presentation of a controversial issue does not align with these expectations, they will discuss concerns with the teacher and suggest alternative approaches. The School reserves the right to reject speakers and presentations that do not align with AAA values, at their discretion. Teachers are expected to follow that guidance but may use the grievance procedures outlined in this handbook if they believe further review is necessary.

BASIS FOR CONDUCT-RELATED DISCIPLINE

In addition to the professional standards of conduct expected of all AAA employees, the following is a list of unacceptable activities that may result in disciplinary action, up to and including termination. This list is not comprehensive and does not alter the at-will nature of employment for applicable employees.

Examples of unacceptable conduct include, but are not limited to:

- Violation of any AAA policy or procedure.
- Violation or failure to follow security or safety rules, or failure to observe safe practices.
- Negligence or any careless action that endangers the life or safety of another person.
- Being intoxicated or under the influence of a controlled substance, including alcohol, while at work; use, possession, or sale of a controlled substance in any quantity while on AAA property, except prescribed medications that do not impair work performance.
- Unauthorized possession of dangerous or illegal firearms, weapons, or explosives on AAA property or at any school-sponsored event.
- Engaging in criminal conduct or acts of violence, or making threats of violence toward anyone while on AAA property or when representing AAA; fighting or provoking a fight.
- Insubordination or refusing to obey reasonable instructions or directives from a supervisor; unreasonably refusing to assist with a special assignment.
- Threatening, intimidating, or coercing fellow employees, students, or community members on or off school premises.
- Misuse of, or intentional or negligent destruction of, school property or the property of others.
- Theft or unauthorized possession of school property or the property of others; unauthorized removal of any school property, including documents, without prior permission; unauthorized use of school equipment for personal reasons or personal profit.
- Dishonesty; falsification or misrepresentation on employment applications or other records; untruthfulness about leave; falsifying reasons for an absence; unauthorized alteration of student, school, or employment records.

- Spreading malicious gossip or rumors; engaging in behavior that disrupts teamwork, creates conflict, or interferes with the job performance of others.
- Immoral conduct or indecency on school property or while representing AAA.
- Conducting a lottery or gambling on school property or while using school equipment.
- Unsatisfactory or careless work; failure to meet productivity or quality standards.
- Any act of harassment as defined in this handbook.
- Leaving work early, arriving late, or stopping work without supervisor approval; failing to be ready to work at the start of the day.
- Sleeping or loitering during work hours.
- Excessive use of personal phones or computers for non-work purposes.
- Smoking on school property or in school vehicles.
- Creating or contributing to unsanitary conditions.
- Failure to report an absence or late arrival; excessive absences or lateness.
- Obscene, abusive, or disrespectful language or behavior toward supervisors, employees, parents, or students; disorderly or antagonistic conduct.
- Careless or unsafe driving on school property.
- Failure to immediately report damage to, or accidents involving, school equipment or property.
- Unauthorized soliciting during working hours or in work areas; selling merchandise or collecting funds without authorization.
- Failure to use required timesheets accurately; altering timesheets or records; falsifying attendance data.
- Engaging in off-campus conduct that negatively impacts AAA's learning or work environment, or disrupts the educational process.
- Racialized aggression (defined broadly as hostility, aggression, or invalidation directed toward another racial group or its members) involving students or school personnel.
- Ethical misconduct as defined by the School Personnel Act, NMPED regulation, or other applicable law.
- Any other act or omission that impairs or restricts AAA's ability to provide a safe and supportive environment for employees and students.

DISCIPLINE PROCESS

AAA is committed to addressing employee performance and conduct in a fair and constructive manner. Various approaches may be used to motivate, correct, or discipline employees, including—but not limited to—verbal counseling, written warnings, probation, suspension, or termination. The specific action taken will depend on the circumstances.

If an employee's performance is unsatisfactory or if conduct becomes a concern, a supervisor may provide counseling and work with the employee to resolve the issue. Employees are also encouraged to initiate conversations with their supervisor if they need support or guidance.

Supervisors may (but are not required to) use a progressive discipline process. This process may involve oral or written warnings, probation for poor work performance or habits, suspension, or termination. In some cases, progressive steps may not be appropriate, and the supervisor, in consultation with the Head Administrator,

may take whatever disciplinary action is deemed necessary and in the best interest of the school, up to and including discharge or termination.

In situations involving serious misconduct, it may be necessary to protect the safety and security of the workplace by placing an employee on administrative leave or suspension during an investigation. Outcomes of such investigations may include:

- Return to work with or without additional disciplinary action.
- Suspension without pay for a defined period of time.
- Discharge or termination of employment.

Employees covered under the New Mexico School Personnel Act will be afforded the due process protections outlined in that law.

FAILURE TO OBTAIN APPROPRAITE LICENSURE

All staff members performing the duties of a licensed school employee must hold a valid New Mexico license or certificate, or must have submitted a complete application for licensure within the first three months of beginning employment. Employees who do not meet this requirement may not continue to be compensated until proof of valid licensure is provided.

This requirement does not apply to student teachers or teaching interns as defined by NMPED regulations.

COMPLAINT AND GRIEVANCE PROCEDURES

Albuquerque Aviation Academy recognizes that many workplace conflicts arise from miscommunication. The grievance procedure provides a formal way to address employment-related concerns early, helping to resolve issues before they escalate.

Employees are encouraged to use this process to report and resolve concerns promptly, with minimal disruption and expense. Choosing not to use the grievance procedure in favor of other methods may limit the administration's ability to fully address your concerns.

AAA strictly prohibits retaliation, discrimination, harassment, or any other adverse action against employees who, in good faith, use the grievance procedure, report harassment, or provide information related to a complaint. Retaliation of any kind is considered misconduct and may result in disciplinary action, up to and including discharge or termination.

COMPLAINT PROCEDURE, INVESTIGATION AND RESPONSE

A. Complaints may be made verbally or in writing to the Head Administrator. If the complaint involves the Head Administrator, it should be reported directly to the President of the Governance Council.

B. Investigations typically include interviews with the complainant, the alleged offender (who will be informed of all allegations), and any witnesses or other relevant individuals. All participants are expected to cooperate

fully. Failure to cooperate or providing false information during an investigation may result in disciplinary action, up to and including discharge or termination. A third-party investigator may also be involved, and all relevant documents will be reviewed.

C. AAA administration will investigate every report of harassment or discrimination. While AAA will strive to maintain privacy, complete confidentiality may not always be possible due to the need for a thorough investigation.

D. Upon completion of the investigation, the investigator will communicate the findings to the relevant parties. If harassment or discrimination is confirmed, the supervisor will determine and implement appropriate disciplinary action, up to and including discharge or termination. Both the complainant and alleged offender will be informed of the outcome and any disciplinary measures.

E. Appeal**:** If either the complainant or alleged offender is dissatisfied with the outcome, they may appeal to the AAA Governance Council or a neutral third party, as determined by the Head Administrator. Appeals must be submitted in writing to the Head Administrator within five (5) working days of the decision, with copies to the other party. The non-appealing party and supervisor may submit supporting written materials within three (3) working days.

F. Final Decision**:** The Governance Council or neutral third party will provide a written decision within ten (10) working days of the appeal submission. This decision represents the final level of internal review. Timelines may be extended or waived at the discretion of the Governance Council.

WHISTLEBLOWER REPORTING

At Albuquerque Aviation Academy, a whistleblower is any employee who reports activity they believe to be illegal, dishonest, or fraudulent. This may include, for example, billing for services not performed, reporting false financial information, or other forms of misconduct. Employees are not responsible for investigating the activity or assigning fault.

If you have knowledge of or a concern about illegal or dishonest activity, you should report it immediately to the Head Administrator or the Director of Operations. If the concern involves the Head Administrator or the Director of Operations, report it to the opposite and/or the President of the Governance Council.

Employees must exercise sound judgment and avoid making unfounded allegations. Deliberately filing a false report may result in disciplinary action, up to and including discharge or termination.

Whistleblowers are protected in two key areas: confidentiality and protection from retaliation. AAA will make every effort to maintain the whistleblower's confidentiality; however, your identity may need to be disclosed to conduct a proper investigation or ensure the accused individual's legal rights.

AAA strictly prohibits retaliation against whistleblowers. This includes protection from adverse actions such as discharge, termination, reduction in pay, poor work assignments, or threats of harm. Whistleblower protection does not provide immunity for personal wrongdoing that is identified and investigated.

TERMINATION AND DISCHARGE

Definitions

- **Termination:** Means the act of severing the employment relationship with a school employee.
- **Discharge:** Means the act of severing the employment relationship with a licensed school employee prior to the expirations of the current employment contract.
- **Just Cause:** Means a reason that is rationally related to a school employee's competence or turpitude or the proper performance of the school employee's duties and that is not in violation of the school employee's civil or constitutional rights.

Termination Not Requiring Just Cause

- Non-licensed employees and Educational Assistants (EAs) with one year or less of consecutive service are considered at-will employees. They may be dismissed at any time for any lawful reason, with written notice provided.
- Licensed employees on contract- excluding licensed educational assistants who have not been offered and accepted the third consecutive contract- may have their contracts non-renewed for any reason the Governing Council finds sufficient.

Termination Requiring Just Cause

- The Governing Council may not terminate a licensed school employee who has been offered and accepted a third-year contract or a non-licensed school employee or licensed educational assistant who has been employed by a school district or state agency for more than one year without just cause.
- Licensed employees are considered to meet the three-year threshold once they have been offered and accepted a third consecutive contract.

Discharge Before Contract End

- Employees may be discharged before the end of a contract only for just cause.

Position Reductions, Reduction-in-Force, or Furloughs

- From time to time, AAA may need to eliminate positions, reduce staff, or implement furloughs due to operational or budgetary reasons. Such actions constitute just cause for termination or discharge. Further details are available in the Operations Manual.

Administrative Leave

- Employees suspected of violating AAA policies, procedures, or work rules may be placed on paid administrative leave while an investigation occurs. This leave is not a disciplinary action but allows for a thorough review of the situation.

Resignation and Job Abandonment

- Non-exempt employees should provide at least two (2) weeks written notice (email sufficient) of resignation to the Head Administrator or their designee.

- Licensed contract employees must provide at least thirty (30) calendar days written notice (email sufficient). Failure to provide proper notice may be reported to the PED Licensing Bureau.
- Employment will be considered voluntarily terminated if an employee:
    1. Resigns from AAA;
    2. Fails to return from an approved leave on the specified date; or
    3. Fails to report to work or call in for two (2) or more consecutive workdays.

REDUCTION IN FORCE (RIF)

AAA may implement a Reduction-in-Force (RIF) when necessary due to decreased enrollment, budget constraints, changes in educational programming, or other legitimate reasons. Any RIF will be conducted in compliance with state law and School policy, ensuring decisions are based on bona fide educational considerations. Certified and non-certified personnel affected by a RIF will receive notice and procedural protections as required by law. Criteria for determining reductions include certification/licensure, training and experience, and seniority. Staff will be informed of RIF plans and procedures as appropriate.

For full details, including procedural steps, selection criteria, and staff rights, please refer to the complete Reduction-in-Force Policy available on the AAA website.

RETIREMENT

Eligible employees who meet the requirements set by the New Mexico Educational Retirement Board (NMERB) and wish to retire should contact the Business Manager well in advance of their planned retirement date to begin the retirement process. Employees are also encouraged to contact NMERB directly to ensure they are following the most current policies and procedures for retirement.

RETURN OF ALBUQUERQUE AVIATION ACADEMY PROPERTY

Any Albuquerque Aviation Academy (AAA) property issued to you, including but not limited to:

- Keys
- Computers/laptops
- Phones, or other equipment
- Furniture
- Software equipment
- Office and cleaning supplies

Items must be returned upon your resignation, termination, or discharge. Employees are responsible for any lost or damaged items. If school property of value is not returned, you may be required to sign a wage deduction authorization form to cover the cost.

GENERAL EMPLOYEE SAFETY

Albuquerque Aviation Academy (AAA) is committed to providing a safe and healthy work environment and complying with all regulations regarding injury prevention and employee safety. Maintaining a safe workplace

requires the active cooperation of all employees. You are responsible for asking your supervisor or the Director of Operations for guidance if you are ever unsure how to perform a task safely.

All unsafe conditions and workplace injuries must be reported immediately. Following safety rules is a condition of employment, and employee input on health and safety matters is encouraged.

Safe Work Practices (this list is not an exhaustive list of safe work practices, but rather a list of some suggested actions that entail safe work practices):

- **Lifting:** Ask for assistance when lifting heavy objects. Bend your knees, hold items close to your body, and lift with your leg muscles rather than your back.
- **Materials Handling:** Always carry or pass items safely. Use flammable materials, such as cleaning fluids, with caution, and stack materials only to safe heights.
- **Trash Disposal:** Keep sharp objects and hazardous substances out of regular trash. Dispose of items requiring special handling in approved containers.
- **Cleaning Up:** Clean spills and pick up debris immediately to prevent slips and trips.
- **Preventing Falls:** Keep aisles, stairways, and work areas clear and well-lit. Walk carefully and avoid running.
- **Handling Tools:** Use tools for their intended purpose only. Do not use broken or greasy tools. Wear safety glasses or goggles when using power tools.
- **Falling Objects:** Store objects securely to prevent falling. Do not place heavy or fragile items on high shelves.
- **Work Areas:** Keep cabinets and drawers closed when not in use. Open only one drawer at a time and pad sharp corners when necessary.
- **Using Ladders:** Use ladders properly and do not substitute chairs, boxes, or other items for ladders.
- **Machines:** Do not clean or repair machinery while it is running. Lock disconnect switches before cleaning or maintenance.
- **Electrical Hazards:** Avoid standing on wet surfaces while using electrical equipment. Keep extension cords in good repair and do not overload outlets. Only authorized personnel may make electrical repairs.
- **Fire Prevention:** Know the location of fire extinguishers and keep them accessible. Report any used or broken extinguishers. Store flammable liquids in approved containers away from ignition sources. Be familiar with evacuation routes, fire drill procedures, and student evacuation plans.

REPORTING SAFETY ISSUES AND INJURIES

All accidents, injuries, potential hazards, safety suggestions, and health concerns must be reported immediately to the Director of Operations or your supervisor. If an injury occurs, contact emergency services if necessary. Employees must complete a Worker's Compensation Claim Form for any work-related injury, even if medical attention is not sought immediately. Failure to report injuries promptly may affect your eligibility for workers' compensation benefits.

STUDENT ILLNESS AND INJURY PROCEDURES

To ensure the health and safety of all students, the following procedures must be followed when a student becomes ill or injured during the school day:

Students Walking to the Nurse/Health Assistant

If a student becomes ill but is able to safely walk to the office, please notify the front desk before sending the student. This ensures that staff are prepared to receive and assist the student upon arrival.

More Serious Illness or Injury

If a student is experiencing a more serious illness or injury and should not be moved, call the front desk immediately. A health assistant will come to your location to assess the situation and determine next steps.

Minor Injuries

For minor injuries such as small cuts or scrapes (e.g., papercuts), staff may provide basic first aid within the classroom. Have the student wash the affected area with soap and water and apply a bandaid. Additional bandaids are available at the front desk if you need a supply for your classroom.

Required Injury Reporting

Any time a student experiences a more serious injury—especially when the nurse or health assistant must come to the student rather than the student going to the office—the staff member of record at the time of the incident is required to complete the New Mexico Public Schools Insurance Authority (NMPSIA) Health Form.

- The form must be completed and submitted within 24 hours of the incident.
- If an injury that initially appeared minor later results in the need for medical attention, the staff member of record at the time of the original incident must complete and submit the form within 24 hours of becoming aware of the change in condition.

Submission of Forms

Completed NMPSIA Health Forms must be submitted to the Head Administrator or Director of Operations. These procedures help ensure proper care for students and accurate documentation for the school. Follow them carefully and reach out to the front desk or administration with any questions.

WEAPONS

Albuquerque Aviation Academy (AAA) strictly prohibits anyone on school property from carrying or possessing handguns, firearms, knives of any length, or any other weapons, whether on their person or in bags, backpacks, or other personal items. The only exceptions are law enforcement officers or school security personnel who have received written authorization from the AAA Governing Council. Vehicles on school property are considered private property and are subject to applicable laws, but employees should be aware

that weapons must not be brought into buildings or common areas. Employees who violate this policy will be subject to disciplinary action, up to and including discharge or termination.

VIOLENCE IN THE WORKPLACE

Workplace violence is not tolerated at Albuquerque Aviation Academy (AAA). Any acts or threats of physical violence—including intimidation, harassment, or coercion—that affect AAA, occur on school property or during AAA sanctioned activities, are taken very seriously. Employees are required to report any incidents or threats of violence they are aware of to the Head Administrator or the Director of Operations.

Per OSHA's guidelines, workplace violence is any act or threat of physical violence, harassment, intimidation, or other threatening behavior that occurs at the work site. It ranges from threats and verbal abuse to physical assaults and even homicide. Examples include hitting or shoving someone, threatening an individual or their family, friends, or property, intentionally damaging or threatening to damage school property, making harassing or threatening phone calls, stalking or following someone, and unauthorized possession or use of firearms or other weapons.

Employees who experience violence from a student should report the incident immediately to the Head Administrator or the Director of Operations, who will involve law enforcement as necessary. Racialized aggression—hostility, denigration, or invalidation toward members of a different racial group—is strictly prohibited for both students and staff.

SECURITY

Maintaining the security of Albuquerque Aviation Academy (AAA) buildings, grounds, and vehicles is the responsibility of every employee. Cameras are used throughout the campus, and access cards are required for entry through doors. Staff are expected to ensure that all outer and inner doors remain securely closed at all times and must never prop doors open under any circumstance. Employees should not allow unknown persons or vehicles to enter the campus without proper authorization. Developing habits that promote security and vigilance is essential. All staff are required to follow AAA's security protocols and premises-use procedures to maintain a safe environment for students, employees, and visitors.

PARKING AREAS

Employees are expected to lock their vehicles every day and park in designated areas. Practicing courtesy and common sense while parking helps prevent accidents, injuries, and damage to your vehicle or the vehicles of others. If you damage another vehicle while parking or leaving, report the incident immediately to administration, providing the license plate numbers of both vehicles and any other relevant details. AAA is not responsible for loss, theft, or damage to personal vehicles or personal property brought onto school grounds. All personal property on school property is subject to search at any time.

PROHIBITED DISCLOSURE OF STUDENT INFORMATION

Employees are prohibited from selling or using student, faculty, or staff lists containing personal identifying information obtained from the school for the purpose of marketing goods or services directly to students, staff, or their families through any form of communication. This restriction does not apply if the student and their parent or guardian have provided written consent.

PROHIBITED SALES BY SCHOOL PERSONNEL

Employees of Albuquerque Aviation Academy are prohibited from directly or indirectly selling, profiting from, or receiving a commission on any instructional materials, furniture, equipment, insurance, or school supplies sold to the School. This restriction does not apply if an employee contracts to provide special services to the School outside of their regular duties. Employees are also prohibited from soliciting or selling insurance or investment products to other School employees. Violating these provisions may result in legal consequences, including criminal charges, and could lead to suspension or revocation of a licensed employee's certification by the Public Education Department.

CONFLICT OF INTEREST

Employees of Albuquerque Aviation Academy must not use confidential information gained through their work for personal gain or for the benefit of others. Employees are also prohibited from requesting, accepting, or receiving gifts, loans, or any item of value that could influence—or appear to influence—their professional judgment or performance of their duties.

BENEFITS

Albuquerque Aviation Academy provides a comprehensive benefits program for eligible employees. Health and dental coverage may be available to you and your eligible dependents, as defined by the insurance provider. For additional information regarding benefits, coverage, or eligibility, please contact the Business Manager.

AAA reserves the right to modify or discontinue non-mandatory employee benefits at any time.

A. Group Insurance

Eligible employees may participate in the New Mexico Public School Insurance Authority (NMPSIA) Employee Benefits Group Plan, which includes medical, dental, vision, and basic life coverage. Key points include:

1. All employees meeting eligibility requirements may participate in medical, dental, and vision coverage.
2. AAA provides 100% of premiums for Basic Life insurance coverage for any employee working at least 15 hours per week.
3. Members of the Governance Council are not eligible for medical, dental, vision, or life insurance coverage.
4. Newly eligible employees must enroll within 31 calendar days of hire or status change.
5. Employees experiencing a qualifying event must update coverage within 31 calendar days using the NMPSIA Employee Record Change Card.
6. Federal law and NMPSIA rules allow special enrollment in medical coverage following certain life events; these rules do not apply to dental or vision coverage.

B. Life Insurance Coverage

1. AAA provides $50,000 Basic Life/Accidental Death and Dismemberment coverage for all eligible employees.
2. Employees may purchase Voluntary Life coverage for themselves, spouses, or children at their own cost.
3. Long-term disability coverage is available on a matching basis with a 30-day waiting period.

C. New Mexico Retirement Plan

Eligible employees participate in the New Mexico Educational Retirement Act, which provides a monthly pension benefit upon retirement. Employees working more than 25% FTE are required by law to participate, beginning the first day of the month following hire. Both AAA and the employee contribute to this plan. For detailed information on contributions, vesting, administration, and investments, consult the New Mexico Educators Retirement Board's Summary Plan Description.

D. Social Security

All employees participate in Social Security in accordance with federal law. AAA makes a mandatory matching contribution. Contribution rates are set by law and are subject to change. For more information, contact your local Social Security office.

E. Workers' Compensation

AAA provides workers' compensation coverage for employees injured or ill due to work-related duties, with the full cost covered by AAA. Claims are subject to review and investigation by AAA and its insurance provider. Report all work-related injuries promptly to your supervisor. Additional information is available from the business manager.

F. Unemployment Compensation

AAA employees are covered under applicable unemployment compensation laws. Any forms or inquiries related to unemployment claims should be directed to the business manager.

G. Leave Benefits

AAA provides various types of leave for eligible employees, including paid time off (PTO), bereavement leave, professional leave, military leave, voting leave, and extended unpaid leave. PTO accrues based on years of service and may be used in full-day or quarterly increments. Employees must submit leave requests for approval via established protocols, and approval is required prior to taking leave. Extended or specialized leaves, such as extended medical leave, may require documentation.

For detailed information about accrual rates, eligibility, procedures, and other leave types, please refer to AAA's Leave Policies available on the website.

EMPLOYEE TUITION REIMBURSEMENT

Albuquerque Aviation Academy may reimburse staff up to $1,000 per year for pre-approved, job-related courses at accredited institutions, split between Fall and Spring semesters. Only courses completed with a passing grade ("C" or better) are eligible, and reimbursement is not guaranteed, as funds are limited. Staff must submit a reimbursement application, proof of enrollment, and payment, and provide a transcript upon course completion. Reimbursements may be taxable, and employees are responsible for IRS reporting.

See the full Tuition/Book/Course Fee Reimbursement Policy on the school website for complete details.

This Handbook is intended to provide an overview of the policies and procedures at Albuquerque Aviation Academy, but it may not reflect every possible situation. The Administration retains the right to use discretion in addressing any circumstances. For a more comprehensive list of policies and procedures, please visit our website at abqaviation.com.

ALBUQUERQUE
AVIATION ACADEMY

Staff Handbook Acknowledgement Form

School Year: 2025-2026

By signing below, we acknowledge that we have received and reviewed the Albuquerque Aviation Academy Staff Handbook. We understand that the handbook contains important information regarding School policies, procedures, expectations, and staff responsibilities.

We agree to adhere to the guidelines outlined in the handbook and understand the consequences of failing to do so.

If we have any questions about the content of the handbook, we will contact the school Administration for clarification.

Staff Name (Printed): _____

Staff Signature: _____ **Date:** _____

Albuquerque Aviation Academy Preventative Maintenance Plan – School Year 2025-2026

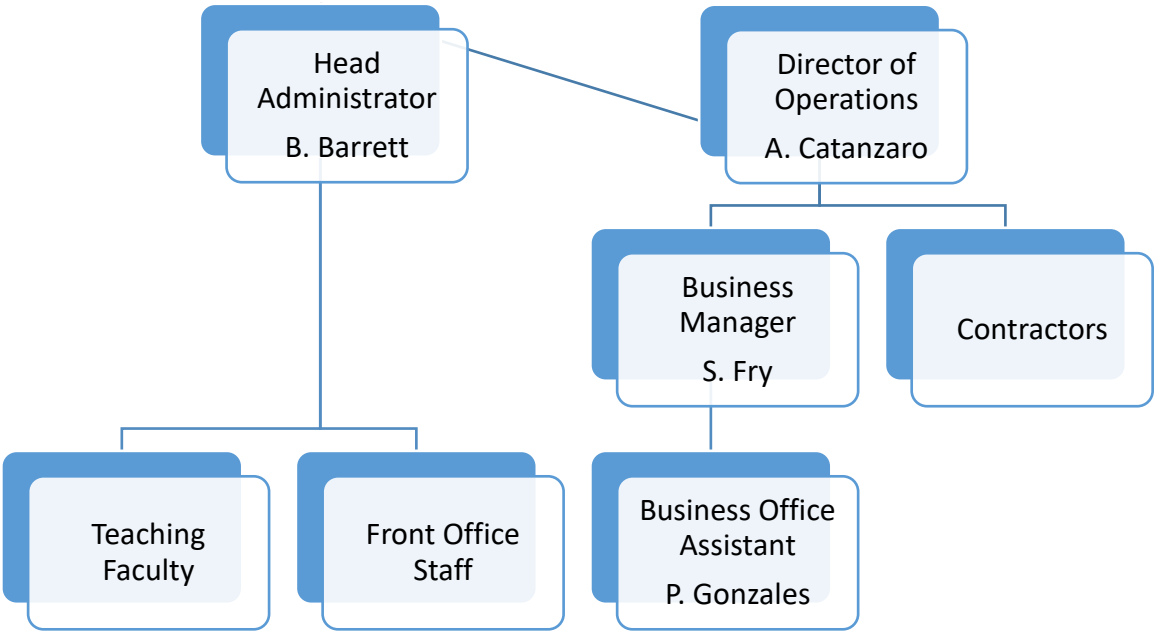
I. **School Maintenance Mission Statement and Maintenance Goals:**
The School must identify the purpose of the maintenance department, and list specific goals to be achieved during the next 12 months. (Note: Each goal should be specific, measurable, attainable, and realistic to be completed in a timely manner).
Updated requirements:

The Albuquerque Aviation Academy Maintenance and Custodial mission is to maintain a clean and safe educational facility to optimize the educational experience for all students and faculty at Albuquerque Aviation Academy.

Maintenance and Custodial goals include:

- *Regularly clean all campus facilities according to the established schedule, maintaining a 95% completion rate. Report any cleaning concerns or needs through the Work Order log.*
- *Sustain a 95% Preventative Maintenance completion rate for the school year.*
- *Sustain a work order completion rate of at least 75% completion within a one-month period of time based on submission of work order to the Director of Operations.*

II. **Maintenance Organization and Staffing Responsibilities:**
The district must provide an organizational chart identifying the district's chain of command for directing maintenance activities, listing general responsibilities of each of the maintenance staff, including school custodians, also addressing responsibilities for decision making on contract maintenance operations and equipment/material purchases.



III. **Maintenance Priorities & Procedures:**
The district should identify and define their priorities for maintenance activities including emergencies, safety health, preventive maintenance, unscheduled routine maintenance, support services, et al., and for maintenance-related custodial work.

Updated requirements:

- Any change in the defined maintenance priorities and/or procedures
- Any change or addition of maintenance procedures, such as:
    - Work order processing
    - Material and equipment acquisition, storage, and control etc.
    - Staff professional development
    - Safety policies & procedures
    - Oversight of contract services
    - Energy Management practices
    - Process for updating facility equipment lists
    - IPM (Integrated Pest Management) changes or updates

Albuquerque Aviation Academy currently processes maintenance work orders through a digital system coordinated by the Director of Operations. Faculty members submit work requests by completing a designated Google Form. All submissions are reviewed and approved by the Director of Operations, who then assigns the work to maintenance or custodial staff or schedules a contracting vendor as needed. New work order requests must include the requestor's name, a description of the work, the location, and the reason for the request.

IV. **Inspection & Maintenance Schedules:**
Albuquerque Aviation Academy should provide daily, monthly, semiannual, annual PM schedules for all building systems and equipment. Manufacturer's scheduled service intervals as well as any other services (e.g., more frequent filter changes in dusty environments) should be included, specifying also whether this work is done by employees or contracted staff. This section of the plan should also include the school's equipment inventory and any update procedures for the preventive maintenance program.

Updated requirements:

- *Please see attached maintenance schedule*

V. **Scheduled Preventive Maintenance Tasks:**
The school should list each inspection and PM task to be scheduled for every type of building component (i.e., roof, fire protection, irrigation, etc.) or equipment item (HVAC, fire extinguisher, etc.).

Updated requirements:

- *Please see attached inspection and maintenance schedule*

VI. **Custodial Duties & Responsibilities:**
The school should provide an organized schedule of work tasks for custodial personnel at each facility. In cases where custodial personnel are doing fire extinguisher checks, grounds maintenance or PM activities, these tasks should be listed by frequency (daily, weekly, monthly, etc.).

Updated requirements:

- *Please see attached custodial duties*

VII. **Planned Major Maintenance & Repair Projects:**
The school should provide a list of all major maintenance and repair projects that are expected to be accomplished in the next few years, including those identified in the district's 5-year facility master plan.

- *Albuquerque Aviation Academy's Facilities Master Plan is scheduled to be completed during the 2025-2026 school year. However, some of the major maintenance and repair projects that are scheduled for the next couple years are as follows -*
    1. *Security upgrades. Albuquerque Aviation Academy is currently working on adding additional cameras to areas in front of the restrooms and other areas around campus that are considered blind spots or under covered areas of the campus.*

2. *Technical upgrades including moving from desktop computers to laptop computers for all teaching and classroom spaces that include using a docking station and large monitors. Servers that are end of life will be replaced using E-rate funding in the summer of 2025.*
3. *Painting of halls and touch up painting around classrooms in summer of 2025.*
4. *Albuquerque Aviation Academy needs to repaint the arrows in the parking lot for clear traffic patterns.*
5. *Albuquerque Aviation Academy needs to develop a new transportation plan that includes flashing beacon lights, signs, and markings on the public roads for a school zone. Transportation plan should also include crosswalks surrounding the campus to encourage walking to and from campus safely.*
6. *Turf playing field and track are scheduled to begin installation in June 2025. Field will include soccer goals and bleacher seating. Trash receptacles for outdoor need to be ordered and installed to help maintain field cleanliness.*
7. *Albuquerque Aviation Academy would like to plan, and prepare drawings for the design, planning and building of a school cafeteria kitchen to begin to be able to serve school lunches.*
8. *Replacing all thermostats in the building to user friendly and wi-fi capable units.*

VIII. **Record of PM Plan Review:**
The school should provide a summary page listing the dates of the last review of the PM plan with any changes signed off by administration.

Latest review and approval by Governing Council on November 21, 2025.

Albuquerque Aviation Academy Inspection and Maintenance Schedule

Task	Frequency	Provider
Extinguisher Inspections	Monthly Annually (January)	Amanda Catanzaro Elevated Fire
Exit Lights & Emergency Lighting	Monthly Annually (January)	Amanda Catanzaro Elevated Fire
Fire Alarm Inspection	Annually (January)	Elevated Fire
Fire Alarm Monitoring	Annually	Elevated Fire
Fre Hydrant	Annually	Elevated Fire
Backflow/ Sprinkler Room Inspection	Annual (January)	Elevated Fire
Fire Door Assemblies	Annual (TBD)	Fire Marshall – City of Albuquerque
Doors	As needed	
Electrical	As needed	Five Star Electric (Antonio Mondragon)
Internet	Monthly	EM3 Network
Floor/Carpets Cleaning	Annual (Summer)	Clearly Clean
HVAC	Quarterly Schedule (Aug/Nov/Feb/May)	TLC
Landscape	Weekly (Wednesday)	Yellowstone
Pest Control	Monthly (3rd Friday/Month)	Clearly Clean (Thomas Whittington)
Plumbing	As needed	TLC
Roofing Roofs, Drains & Downspouts	Annual After 5 Years (2028)	Rafa's Roofing Inc
Security Cameras	As needed	Verkada PowerOn (Installation)
Windows (Replacement)	Annual (Spring)	Mobile Screen & Glass Inc (Tim Dixon)
General Custodial Duties incl. Restroom Cleaning	Daily	Clearly Clean

Lighting	As needed	Five Star Electric (Antonio Mondragon)
Biohazard Waste Pickup Medical Waster	Quarterly	Stericycle
Security Gates	As Needed	Action Security Gates
Gym Flooring	Annual	Arbo's Gym Flooring
Cleaning Supplies	Weekly	Brady Industries (Efren Hernandez)
Water	Monthly	ABCWUA
Gas	Monthly	NM Gas Company
Electricity	Monthly	PNM
Postage	Quarterly and As Needed	Quadient Leasing
Weapon Detection	Every 2 Years	DriftNet
LockSmith	As Needed	Federal Lock and Key
Turf Field	Annually	SynLawn Field
Electronic Boards	As Needed	Sharp
AED Supplies (Batteries/Pads)	As Needed	Rescue Stat

Albuquerque Aviation Academy Custodial Duties and Schedule
Cleaning

Cleaning **Daily**	**Task**
Admin and Lobby	Trash, vacuum, sweeping, moping, windows, sanitizing well used surfaces
Restrooms	Check paper dispensers and soap dispensers, toilets, sinks, and floors
Vacuum	Office spaces daily
Cafeteria	Sweep and wet mop daily

Trash	Empty outdoor trash receptacles and pick up classroom trash
Water fountains	Clean and sanitize
Grounds & Maintenance Weekly (Yellowstone)	**Task**
Hedges and Trees	Leaf blowing, trimming and clean up different places
Weeds	Weekly; Annual Spraying
Watering	Twice a Week during Growing Season

Additional

Task	Frequency	Provider
Airplane Insurance	Annually (March)	Lauren Chavez Assured Partners
Copiers	As Needed	Amanda Catanzaro Canon
Student Information System	Annually	Amanda Catanzaro PowerSchool
Accounting Software	Annually	Sean Fry Harris School Solutions (AptaFund)
Website	Annually	Amanda Catanzaro Finalsite
Domain Renewal	Annually (February)	Poweron IT (Wild West Domains.com)
Hangar Rentals	Monthly	Lauren Chavez Bode Air Services
Instructional Materials	Annually	Bridget Barrett Imagine Learning
Audit	Annually	Sean Fry Clifton Larson Allen
Accreditation	5 years	Bridget Barrett Cognia
Legal	As Needed	Bridget Barrett Castille Law
Internet Monitoring	Annually	Amanda Catanzaro Liminex – Go Guardian
Transportation	Annually	Amanda Catanzaro

		Herrera Coaches
Plane Fuel	Monthly	Lauren Chavez World Fuel Services
Insurance	Annually	Amanda Catanzaro NMPSIA
Plane Repairs	As Needed	Lauren Chavez Robertson Aircraft
Signage	As Needed	Amanda Catanzaro Fast Signs
Short Cycle Assessment (High School)	3 times/year	Renaissance Cognia (iMSSA)

ALBUQUERQUE AVIATION ACADEMY

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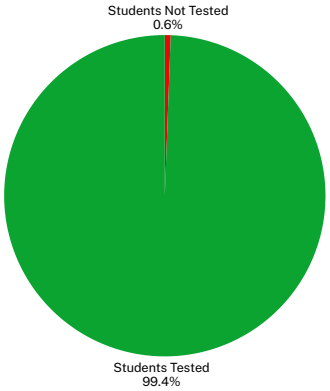
2024-2025 STATE TESTING RESULTS

PARTICIPATION RATES

ENGLISH LANGUAGE ARTS



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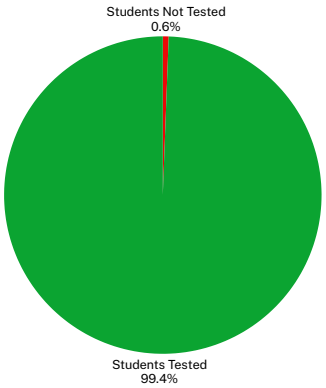

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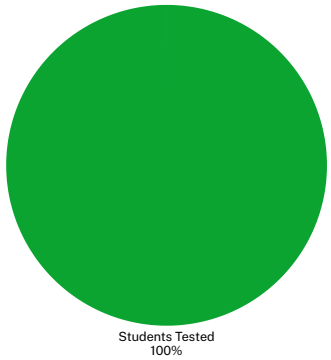
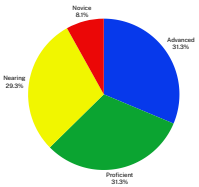


PROFICIENCY RATINGS

	2022-2023 Albuquerque Aviation Academy	2023-2024 Albuquerque Aviation Academy	2024-2025 Albuquerque Aviation Academy	2024-2025 STATE RATINGS	2024-2025 APS RATINGS
ELA	54%	59%	**63%**	44%	43%
Math	35%	27%	**41%**	25%	25%
Science	64%	61%	**63%**	35%	35%

6TH GRADE

ELA



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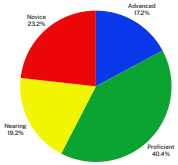

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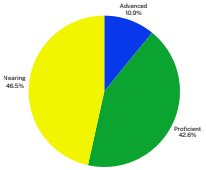

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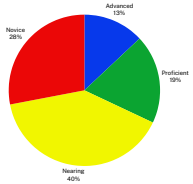

8TH GRADE

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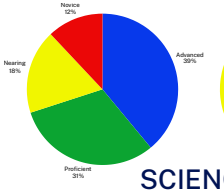

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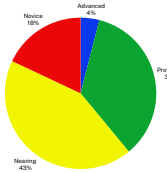

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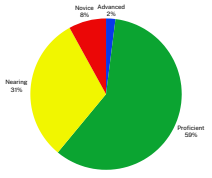

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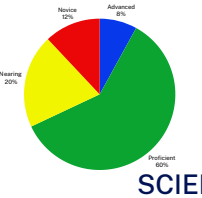
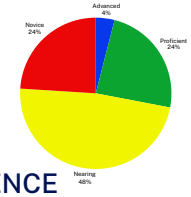
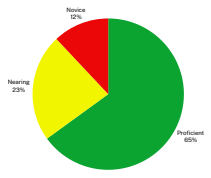


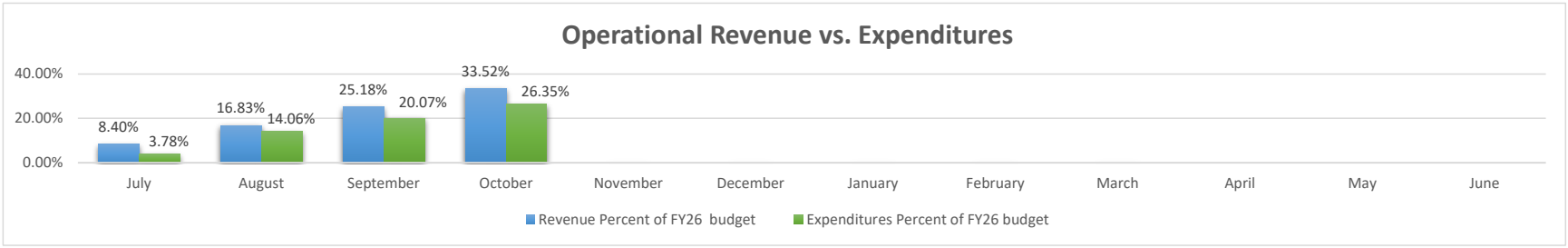
MATH



SCIENCE



Finance Summary as of October 31, 2025

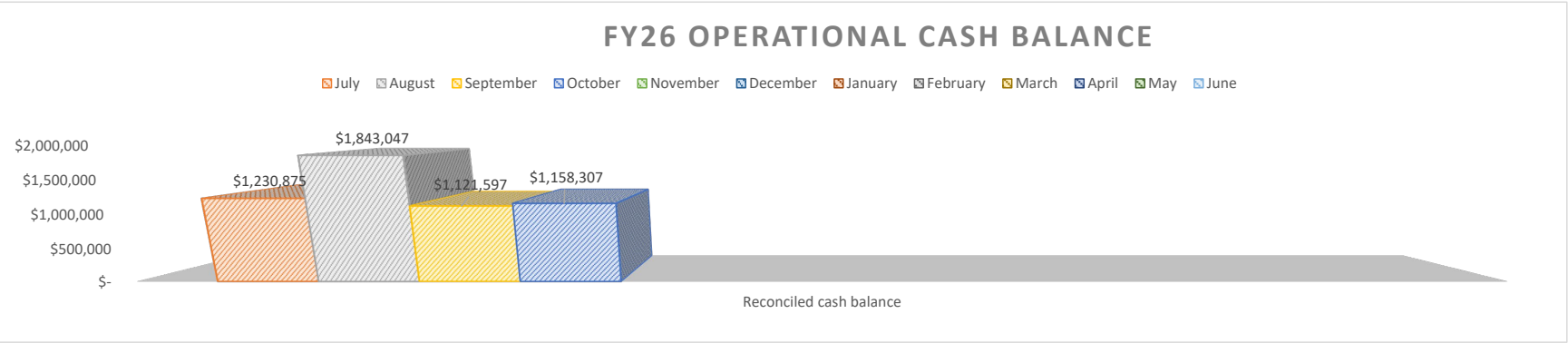


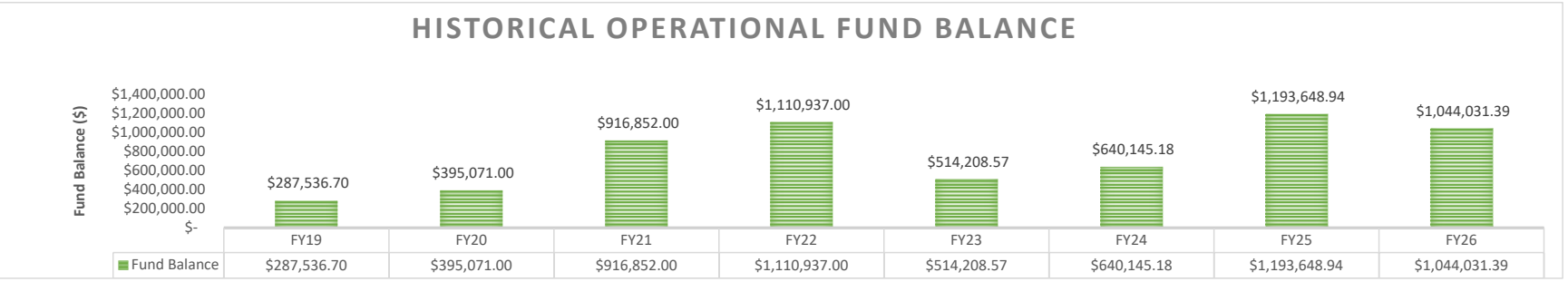
AA Academy received 33.52% of budgeted Operational revenue & expended 26.35% of budget thru October 2025.

Bank Reconciliation:

- October 2025
  - Reconciled cash balance at month end was $1,575,920.60
  - Outstanding items total $75,514.24
  - Expenditures exceeded Revenues by $258,919.81 for the month.

BARS for Approval:





Albuquerque Aviation Academy

Bank Register Activity

October 2025

Bank	Account Number				
Bank	Account Number				
Nusenda	**0075938112**				**Description**
Date	Number	Payee/From	Deposit	Withdrawal	
10/1/2025	00028311	September 2025 Bank Fee		$ 15.25	Bank Credit Card Fees
10/1/2025	00028312	BANKCARD MTHLY FEES25930		$ 113.97	Bank Fees
10/1/2025	CR10-01	Career Tech Program	$ 10,010.96		
10/1/2025	CR10-02	Senior pages/ Chromebook	$ 100.00		
10/1/2025	CR10-03	Basketball Fee/ Chromebook	$ 175.00		
10/3/2025		ABCWUA		$ 879.45	Water, Waste & Recycle at 6441 Ventana Rd
10/3/2025		Amazon Capital Services		$ 319.17	Supplies
10/3/2025		Capcon Networks LLC		$ 742.06	Internet Service
10/3/2025		Herrera Coaches, Inc.		$ 29,744.70	Bus Services
10/3/2025		NM Public Schools Insurance Authority		$ 25,007.80	NMPSIA
10/3/2025		Stericycle, Inc.		$ 315.85	Medical Waste
10/3/2025		World Fuel Services, Inc.		$ 849.50	Fuel for plane
10/3/2025	6732	ACES | Association of Charter Schools Education Services		$ 24,516.88	Poweron /Landscaping/JMP NOVA state reporting/ LDD Tech S
10/3/2025	6733	Brady Industries of New Mexico LLC		$ 504.27	Janitorial Supplies
10/3/2025	6734	Cooperative Educational Services		$ 3,985.55	Ancillary Services
10/3/2025	6735	Clearly Clean Janitorial Services LLC.		$ 5,649.59	Janitorial Services
10/3/2025	CR10-04	Basketball Game/ Boys Basketball fundraiser/ Student council fundraiser	$ 341.00		
10/6/2025	CR10-05	Charger replacement/ Chromebook Screen/ Senior Page/ Restitution	$ 146.25		
10/7/2025		Internal Revenue Service		$ 19,778.73	Federal Payroll Taxes PP07
10/7/2025		NUSENDA FCU		$ 53,508.30	Payroll FY26 PP07
10/7/2025	CR10-06	Homecoming Tickets	$ 40.00		
10/8/2025		Clear channel Outdoor Holdings Inc		$ 3,451.09	Advertising
10/8/2025		PowerSchool Group LLC		$ 1,325.00	Powerschool School Messenger
10/8/2025	6736	ACES | Association of Charter Schools Education Services		$ 1,979.22	LDD/JMP
10/8/2025	6737	Amanda Catanzaro		$ 520.00	Reimbursement for Dumpster Rental Fees
10/8/2025	6738	Bode Aero Services, Inc		$ 357.00	Hangar Rental
10/8/2025	6739	Cooperative Educational Services		$ 4,082.13	Ancillary Services
10/8/2025	6740	Clearly Clean Janitorial Services LLC.		$ 199.11	Pest control
10/8/2025	6741	Robert Pierce		$ 79.43	Fundraiser supplies
10/8/2025	CR10-07	Homecoming Tickets/ Basketball Fee/ Basketball game	$ 328.00		
10/9/2025	CR10-08	Chromebook replacement	$ 200.00		
10/10/2025	CR10-09	Vending Commission	$ 160.72		
10/10/2025	CR10-10	SEG Oct 2025	$ 345,337.05		
10/10/2025	CR10-11	FY26 Lab fee	$ 40.00		
10/14/2025	CR10-12	Homecoming Tickets/ Girls Basketball Fee	$ 90.00		
10/15/2025	CR10-13	Title I	$ 5,436.89		
10/15/2025	CR10-14	Homecoming Tickets/ Basketball Fee/ Replacement Charger	$ 312.00		
10/16/2025		Amazon Capital Services		$ 367.57	Supplies
10/16/2025		New Mexico Gas Company		$ 52.64	Gas at 6441 Ventana Rd
10/16/2025		Public Service Company of New Mexico		$ 2,612.57	Electricity Service at 6441 Ventana Rd
10/16/2025	6742	ACES | Association of Charter Schools Education Services		$ 2,550.04	Poweron
10/16/2025	6743	Cooperative Educational Services		$ 255,509.54	School Field
10/16/2025	6744	Gardenswartz Team Sales		$ 1,733.64	Football uniforms and supplies
10/16/2025	6745	Imagine Learning LLC		$ 1,105.00	MyPath program
10/16/2025	6746	The Stepping Stones Group		$ 5,514.71	Social Worker
10/16/2025	CR10-15AB	Sandoval County Property Tax	$ 17.82		
10/16/2025	CR10-16	Homecoming Tickets	$ 280.00		
10/17/2025	CR10-17	Homecoming Tickets	$ 20.00		
10/17/2025	CR10-18	Homecoming Tickets/ Basketball Fee/ Basketball game	$ 498.00		
10/20/2025	CR10-19	Bernalillo County Property Tax Dist.	$ 1,069.52		
10/20/2025	CR10-20	Homecoming Tickets	$ 160.00		
10/20/2025	CR10-21	Homecoming Tickets/ Boo Grams	$ 36.00		
10/21/2025	CR10-22	CTE(Career Tech)	$ 5,003.42		
10/21/2025	CR10-23	Basketball Fee/ Chromebook / Boo Grams	$ 233.00		
10/22/2025	CR10-24	Transportation Sep	$ 27,041.00		
10/22/2025	CR10-25	Basketball Fee/ Basketball Game/ MS Boo Grams	$ 184.00		
10/23/2025		Amazon Capital Services		$ 282.91	Supplies
10/23/2025		Canon Financial Services, Inc.		$ 916.18	Copier lease
10/23/2025		Clear channel Outdoor Holdings Inc		$ 3,451.09	Advertising
10/23/2025		World Fuel Services, Inc.		$ 1,710.22	Fuel for plane
10/23/2025	6747	Amanda Catanzaro		$ 140.00	Dumpster rental
10/23/2025	6748	Brady Industries of New Mexico LLC		$ 337.98	Janitoral supplies
10/23/2025	6749	Clearly Clean Janitorial Services LLC.		$ 199.11	Pest control
10/23/2025	6750	Matthew Dixson		$ 110.72	Homecoming Supplies
10/23/2025	6751	Plaques & Such		$ 1,830.00	Pins for students for Excellence
10/24/2025	CR10-26	Basketball Game	$ 24.00		
10/27/2025	CR10-27	Charger replacement	$ 15.00		
10/27/2025	CR10-28	Senior Yearbook page	$ 50.00		
10/28/2025	CR10-29	1st Place Sprit	$ 166.95		
10/29/2025		Internal Revenue Service		$ 22,210.17	Federal Payroll Taxes PP08
10/29/2025		NUSENDA FCU		$ 57,946.81	Payroll FY26 PP08
10/29/2025	CR10-30	IDEA-B	$ 4,410.64		
10/29/2025	CR10-31	Basketball Game/ Boo Grams	$ 79.00		
10/30/2025		NM Educational Retirement Board		$ 51,469.60	ERB
10/30/2025	6752	NM Child Support Enforcement Division		$ 180.00	Employee Garnishment
10/30/2025	CR10-32	FY26 Lab fee	$ 40.00		
10/31/2025		First Financial Group of America		$ 1,832.26	FFGA Monthly Payment
10/31/2025		New Mexico Retiree Health Care Authority		$ 5,352.07	RHC Monthly Payment
10/31/2025		New Mexico Taxation & Revenue Department		$ 4,904.03	State Taxes
10/31/2025		RM SAMS LLC		$ 61,605.88	LPA payment
10/31/2025	CR10-33	Dividend Income - Operating	$ 876.51		
Sub Total			**$ 402,922.73**	**$ 661,848.79**	

Bank	Account Number				
Nusenda Savings	37627515				
Date	Number	Payee/From	Deposit	Withdrawal	
10/31/2025	CR10-34	Dividend Income - Savings	$ 6.25		
Sub Total			**$ 6.25**	**$ -**	
GRAND TOTAL			**$ 402,928.98**	**$ 661,848.79**	

Albuquerque Aviation Academy
Bank Account Reconciliations
October 2025

Operating-NEW	Bank Reconciliation	+	Outstanding	=	Expected GL	-	Actual GL	1	Difference
Beginning Balance	$1,897,424.89	+	($75,956.51)	=	$1,821,468.38	-	$1,821,468.38	=	$0.00
Deposits/Debits	$402,922.73	+	$0.00	=	$402,922.73	-	$402,922.73	=	$0.00
Withdrawals/Credits	($663,291.06)	+	$1,442.27	=	($661,848.79)	-	($661,848.79)	=	$0.00
Sub Total	**$1,637,056.56**		**($74,514.24)**		**$1,562,542.32**		**$1,562,542.32**		**$0.00**

Outstanding Checks

Date	Item Number	Description	Withdrawal
8/21/2025	6701	CrewConcept Inc.	$500.00
10/23/2025	6747	Amanda Catanzaro	$140.00
10/30/2025	6752	NM Child Support Enforcement Division	$180.00
10/31/2025		RM SAMS LLC	$61,605.88
10/31/2025		First Financial Group of America	$1,832.26
10/31/2025		New Mexico Retiree Health Care Authority	$5,352.07
10/31/2025		New Mexico Taxation & Revenue Department	$4,904.03
			$74,514.24

	Bank Reconciliation	+	Outstanding	=	Expected GL	-	Actual GL	1	Difference
Beginning Balance	$13,372.03	+	$0.00	=	$13,372.03	-	$13,372.03	=	$0.00
Deposits/Debits	$6.25	+	$0.00	=	$6.25	-	$6.25	=	$0.00
Withdrawals/Credits	$0.00	+	$0.00	=	$0.00	-	$0.00	=	$0.00
Sub Total	**$13,378.28**		**$0.00**		**$13,378.28**		**$13,378.28**		**$0.00**