



NOTICE AND AGENDA
SPECIAL MEETING OF THE GOVERNING COUNCIL OF
ALBUQUERQUE AVIATION ACADEMY

December 12, 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 November 21, 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. Aviation Handbook (discussion/action) *
 - B. Disposal List 12/12/2025 (discussion/action) *
- VI. Governing Council Development
 - A. Discussion with Kelly Callahan
 - B. GC Self Evaluation Survey
- VII. Finance Report
 - A. Business Office Operations Update
 - B. Voucher Approvals (discussion/action) *
 - C. Bank Reconciliation (discussion/action) *
 - D. Budget Adjustment Requests (discussion/action) *

BAR 2526-26107-0005-IB



VIII. Announcements

A. Date for next Regular AAA Governing Council Meeting

IX. Adjournment*

Note: * Indicates Action Item

If you are an individual with a disability who needs a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact Amanda Catanzaro at acatanzaro@abqaviation.com least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact Ms. Catanzaro at the email address above if a summary or other type of accessible format is needed.



Special Procedures for December 12, 2025 AAA Governing Council Regular Meeting

The AAA Governing Council Regular Meeting on December 12, 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.



GOVERNING COUNCIL

Regular Meeting of the Albuquerque Aviation Academy Governing Council on
Friday, November 21, 2025

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

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

Laura Kohr

ALSO IN ATTENDANCE

Bridget Barrett, Amanda Catanzaro, Sean Fry, 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 November 21, 2025 at 2:01 PM on Zoom.us and in person.

A. Roll Call

Larry Kennedy asked Amanda Catanzaro to call roll. Amanda Catanzaro called Jody Meyer, Mike Romo, Farrah Nickerson, Roland Dewing, and Larry Kennedy.

B. Adoption of the Agenda*

Larry Kennedy requested the following amendments. Move Finance Report to after Public Comment, note that Governing Council Development may or may not take place today. Kelly Callahan plans on joining via Zoom but flight changes may not allow that to happen, and removal of New Business F. Aviation Handbook. Roland Dewing made a motion to approve the amended agenda. Farrah Nickerson 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.

Alex Carothers enters the meeting at 2:03 PM.

C. Review/Approval of Minutes from October 17, 2025 Regular Meeting*

Larry Kennedy asked for a motion to approve the minutes from October 17, 2025 Regular Meeting. Farrah Nickerson made a motion to approve the minutes. Mike Romo seconded the motion. Larry Kennedy called for a voice vote to approve, all board members present approved. Next, he called for any opposition and upon hearing none, the motion carried unanimously.

II. Public Comment

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

III. 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 October 2025. We are about 1/3 of the way through the fiscal year. There are no BARs this month. The committee reviewed outstanding checks and abnormal transactions. Lease Assistance is delayed this year.

We are anticipating a BAR around February which means we will not have budget authority until at least March.

A. Voucher Approvals for October 2025 *

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

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

B. Bank Reconciliation for October 2025 *

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

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

IV. Ongoing Business Matters

A. Aviation Program Update

Dr. Lauren Chavez presented that they have flown approximately 40 hours in Hotel Kilo and 25 hours in Addison since the last report. Doc shared the students who have soloed recently.

Many drones students are ready to take their exam but need to follow through with signing up for it.

The volunteer instructor for the balloon class has agreed to stay on next semester and has another volunteer who would like to join him in working with the students.

Discussion around the display airplane and update progress. The vinyl design was recreated to make shirts for students on the flight team.

Doc reviewed the expenses of the program.

V. Administrative Update

A. Student Achievement Update

Bridget Barrett presented. The question was asked about what is Imagine Learning? Explained that Edgenuity has a new name and discussion about updated Edge X courses.

The question around use of AI in the school and the ethics surrounding the use of AI.

Discussion about comparison of completion of courses to this same time last year. Grades are reflecting that many students are behind in their course work, so not very many A's at this time of year. The teachers are in PLCs not discussing ways to support students for this last push of the semester.

Interventions in reading and math for middle school are happening and Ms. Barrett is looking at options for integrating interventions for high school students next semester.

The question, discussion and request was made to provide a breakdown of middle school vs. high school for the next meeting.

The field ribbon cutting ceremony was great and thanks to Alex Carothers, Roland Dewing, and Larry Kennedy for attending. The next event is Holiday BINGO on 12/11. This is a school wide fundraising event that has been a lot of fun in the last couple of years.

Roland Dewing, Farrah Nickerson, Jody Meyer, and Larry Kennedy all said that they would be attending the Holiday Party on 12/19.

There was an archery tournament at the school which was a huge success. There were 13 schools and 22 teams in attendance.

This month to showcase "Making a Difference," Ms. Barrett shared about a student who has been a challenge this year, especially with their behavior. This student has been working closely with the interventionist and has made a lot of progress. This student will slowly be integrating back into their regular classes and hopefully the progress will continue.

VI. New Business Matters

A. Additional GC Member as Signatory for Checks *

Larry Kennedy shared that the request was made to add one more GC member as signatory for the bank. Alex Carothers volunteered to be added as signatory.

Larry Kennedy asked for a motion to approve Alex Carothers being added on as a bank signatory. Mike Romo made a motion to approve. Jody Meyer 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. FERPA Policy *

Amanda Catanzaro shared the new FERPA Policy that has been vetted by the attorney. Larry Kennedy asked for a motion to approve the FERPA Policy. Farrah Nickerson 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. Title IX Policy *

Amanda Catanzaro shared the new Title IX Policy that was written by the attorney. Larry Kennedy asked for a motion to approve the Title IX Policy. Mike Romo made a motion to approve. Farrah Nickerson seconded the motion. Larry Kennedy called for a voice vote to approve; all board members present approved. Next, he called for any opposition and upon hearing none, the motion carried unanimously.

D. Governing Council Policy Manual Update *

Amanda Catanzaro shared the updated GC Policy Manual. Changes and/or updates were highlighted in yellow and questions are in green.

Discussion around D.06 Cell Phones. Larry Kennedy asked for a motion to remove the D.06 section regarding Cell Phones. Farrah Nickerson made a motion to remove. Mike Romo seconded the motion. Larry Kennedy called for a voice vote to approve; all board members present approved. Next, he called for any opposition and upon hearing none, the motion carried unanimously.

Discussion around E.03 School-Owned Vehicles. Larry Kennedy asked for a motion to remove the E.03 section regarding School-Owned Vehicles. Farrah Nickerson made a motion to remove. 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.

Discussion around changing the wording in I.08 Teaching Controversial/Sensitive Issues. The amended version shall remove the following wording in the fourth sentence of the paragraph, "The Albuquerque Aviation Academy Opt-Out Policy shall

included, but is not limited to.” That sentence will read as follows: There is a process for parents to request an exemption from the parts of the health education curriculum that address the sexuality performance standards. Larry Kennedy asked for a motion to approve the amended I.08 Teaching Controversial/Sensitive Issues. Farrah Nickerson made a motion to approve as amended. Mike Romo seconded the motion. Larry Kennedy called for a voice vote to approve; all board members present approved. Next, he called for any opposition and upon hearing none, the motion carried unanimously.

Larry Kennedy asked for a motion approve the amended Governing Council Policy Manual. Farrah Nickerson made a motion to approve as amended. Mike Romo seconded the motion. Larry Kennedy called for a voice vote to approve; all board members present approved. Next, he called for any opposition and upon hearing none, the motion carried unanimously.

E. Staff Handbook *

Amanda Catanzaro shared Staff Handbook. This has been vetted and approved by the attorney.

Larry Kennedy asked for a motion to approve the Staff Handbook. Farrah Nickerson 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.

F. Aviation Handbook * (Removed)

G. Preventative Maintenance Plan *

Amanda Catanzaro shared the Preventative Maintenance Plan and requested to update the organizational chart structure to move Front Office Staff under the Director of Operations. Larry Kennedy asked for a motion to approve the Staff Handbook. Farrah Nickerson 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.

H. Disposal List 11/17/2025 *

Amanda Catanzaro shared the disposal list dated 11/17/2025. Larry Kennedy asked for a motion to approve the Disposal List 11/17/2025. Mike Romo made a motion to approve. Farrah Nickerson 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.

I. 2024-2025 Published State Test Results

Amanda Catanzaro shared the finalized test results from the 2024-2025 school year with the Governing Council as requested.

J. NM Vistas – Spotlight School Rating

Amanda Catanzaro shared the website nmvistas.org and how to navigate the site. Albuquerque Aviation Academy District and School Ratings were shared and explained. Albuquerque Aviation Academy received a “Spotlight” school rating for the 2024-2025 school year, which means that we are in the top 25% of schools in New Mexico.

VII. Governing Council Development

Kelly Callahan was not available to attend the meeting.

Larry Kennedy shared that he will be emailing the GC Evaluation Survey that PCSNM has provided. Each member of the GC should complete this survey prior to the next GC meeting in December. This will assist in providing areas of focus for next year.

VIII. Announcements

Discussion regarding moving the December meeting to 12/12 since the Holiday Party falls on 12/19, the date of the next regular scheduled meeting.

IX. Adjournment*

Larry Kennedy called for a motion to adjourn. Farrah Nickerson made a motion to adjourn. 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.

The Regular Meeting of the Governing Council for the Albuquerque Aviation Academy adjourned on November 21, 2025 at 3:12 PM.

Monthly Report - December 12, 2025

All figures and outcomes are based on the date of this report - December 9, 2025
(HK hobbs time: 1871.3 ; Addison Hobbs time: 2439.8)

FLIGHT TRAINING:

- **Flights** - We've flown 27.5 hrs in HK since the last board report. The 100 hr is due on HK. We have flown 3.1 hrs in Addison (low because we've been focusing largely on cross-countries and night flights, which are currently more appropriate in HK.) We've had two students finish all of their night flight requirements, and one may be ready for his checkride before the next board meeting. :) Addison is down now for a short period of time to replace a light bulb and switch.

CLASSES:

- **Airplane** - Classes are finished. The average grade was ~75% in most of our aviation classes. AIA's average was 85%.
- **Drone** - Class is finished. The average grade was 78%.
- **Balloons** - We had a balloon inflation on campus last week (and I think "today", too) so that's cool. Again, I have a commitment from the volunteer instructor to continue next semester.

ADDITIONAL:

- **Internships** - Finished for the semester.
- **Donated airplane for display** - No new news.
- **Vinyl design for HK & Addison** - I need to get with the vinyl guy about when we can replace the vinyl on HK and Addison.

EXPENSES:

- **Fuel:** \$1713.60 (est)
- **Maintenance:** \$0 (yet) - HK's 100 hr & Addison's bulb/switch replacement will be invoiced soon.
- **Hangar Rental:** \$357 per month x 2
- **Insurance:** Annual Premium - \$15,658 (both airplanes)

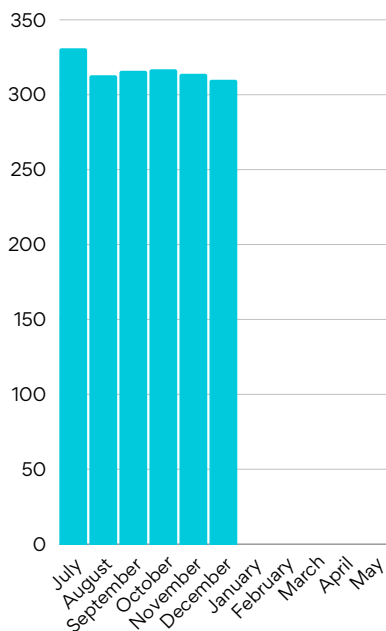


Student Achievement Update **December** 2025



Student Enrollment

Student Enrollment Goal
SY 25/26: 320



Academics by Enrollment

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



19%

On Pace and Passing
(52% 12/24)



65%

Behind and Passing
(38% 12/24)



3%

On Pace and Failing
(1% 12/24)



13%

Behind and Failing
(9% 12/24)

Imagine Learning Grade Enrollment Report Fall Semester



A : 3%

B : 22%

C : 26%

D : 16%

F: 33%

Registration Goal

Current Number of Students: 310
Waiting List: 10



Goal 320

Met 310

Percent Met: 97%
40 Day Count: 317

Altitude Achievement

Attended AI Conference hosted by NMPED and NCSU 12/3, shared information at staff meeting 12/5.
Federal and State Guidelines attached. Holiday Bingo Thursday 12/11/25!





ENROLLMENTS BY GRADE LEVEL COMPARISON CHART

Grades as of 12/9/2025



Grade level	A (89.5-100%)	B (79.5-89.4%)	C (69.5-79.4%)	D (59.5-69.4%)	F (59.4% and below)
6th	1%	25%	14%	28%	32%
7th	5%	30%	13%	19%	33%
8th	3%	23%	17%	27%	30%
9th	2%	23%	17%	31%	27%
10th	5%	28%	23%	18%	26%
11th	1%	28%	11%	20%	40%
12th	3%	13%	33%	25%	22%

Federal Expectations on AI

[Advancing Artificial Intelligence Education for American Youth](#)

[Guidance on the Use of Federal Grant Funds to Improve Education Outcomes Using Artificial Intelligence \(AI\)](#)

1. **Gives immediate permission** for districts to start using *current* federal grant funds for AI-related initiatives right now, as long as they follow legal requirements.
 - **Allowable Uses of Federal Funds**
 - Schools and districts can use **existing formula and discretionary grants** to responsibly integrate AI, provided legal requirements are met. Priority uses include:
 - **AI-Powered Instructional Materials** – Personalized, adaptive learning tools that adjust to each learner in real time; teacher/family training to use them effectively.
 - **AI-Enhanced Tutoring** – Intelligent tutoring systems, hybrid human+AI tutoring, and AI tools to match students to support services based on needs.
 - **College & Career Pathway Tools** – AI platforms for career exploration, course planning, financial aid guidance, and predictive models to identify students needing extra advising.
2. **Encourages exploration and piloting** of AI in teaching, learning, and student support, emphasizing “responsible integration” rather than rushing adoption.
 - **Frames AI as an ongoing process** — urging districts to work with researchers, educators, and communities to roll out AI effectively, safely, and ethically over time.
3. **Federal Principles for Responsible AI Use** All AI initiatives should be:
 - **Educator-led** – AI supports but does not replace teachers and education leaders.
 - **Ethical** – Students learn *with* AI, not just *from* it; they develop skills to evaluate AI’s validity and use it responsibly, including in social media contexts.
 - **Accessible** – Digital tools must meet accessibility standards for students, educators, and families with disabilities.
 - **Transparent & Explainable** – Stakeholders, especially parents, must understand how AI works and have a say in adoption decisions.
 - **Data-Protective** – All AI systems must comply with FERPA and other privacy laws.
4. **Expectations for School Districts**
 - Apply **sound judgment** in AI adoption.
 - Partner with **researchers, educators, and communities** to ensure effective and safe AI use.
 - Focus AI efforts on **supporting learners, empowering educators, and strengthening the education system**.

State of NM Expectations on AI

[New Mexico AI Guidance for K-12 Education 1.0](#)

1. Vision

- **Human-Centered Approach** – AI supports, not replaces, educators. Teacher oversight (“human-in-the-loop”) ensures ethical, contextual decision-making.
- **Digital Equity & AI Literacy** – Every student should have the devices, connectivity, skills, and knowledge to engage with AI safely and effectively.

2. Guiding Principles for AI Use

1. **Safe & Effective Systems** – Tools must work reliably without causing harm or widening gaps.
2. **Fairness & Anti-Bias** – Avoid algorithmic discrimination; use diverse training data and human oversight.
3. **Data Privacy** – Protect student/educator data; comply with FERPA/COPPA; prioritize data sovereignty.
4. **Transparency** – Disclose when AI is used and how it functions.
5. **Human Alternatives** – Provide opt-out options and corrective measures for AI errors.

3. AI Literacy Goals

- **Students**
 - *Early Grades*: Introduce basic AI concepts, everyday examples, ethics, and bias awareness.
 - *Middle Grades*: Analyze AI systems, explore ethics, work with datasets, understand bias, and envision future uses.
 - *High School*: Learn technical AI concepts, policy implications, hands-on development, bias mitigation, and career pathways.
- **Educators**
 - Ongoing professional development to evaluate AI tools, integrate AI into curriculum, and model responsible use.

4. Framework for Integration

- **Teaching WITH AI** – Use AI to enhance instruction (adaptive lessons, real-time feedback, simulations).
- **Teaching ABOUT AI** – Embed AI concepts, ethics, and societal impact into existing curriculum.
- **Policy & Governance** – Update Acceptable/Responsible Use Policies to address AI; engage stakeholders in drafting age-appropriate guidelines.

5. Equity & Access [A Call to Action for Closing the Digital Access, Design, and Use Divides](#)

- Close the **digital access divide** (devices, internet, infrastructure).
- Bridge the **digital design divide** (teacher capacity to design AI-rich lessons).
- Address the **digital use divide** (students use AI creatively and critically, not just passively).

2024 National Education Technology Plan (NETP)

[National Education Technology Plan PDF](#)

A Call to Action for U.S. Educators

What is the NETP?

The **National Education Technology Plan (NETP)** is the U.S. Department of Education's official vision for how technology should support learning across the country. Released in **January 2024**, it sets expectations for schools, districts, and states to use technology to close opportunity gaps and improve learning for every student.

Closing the Three Digital Divides

1. Access Divide

- Ensure every student and educator has **reliable devices, high-speed internet, and accessible digital content**.
- Focus on **equity**—students in rural, low-income, and special education settings must not be left behind.

2. Design Divide

- Support educators with **professional learning and resources** to design **engaging, inclusive, and tech-enabled lessons**.
- Move beyond basic substitution of paper with screens to **transform learning**.

3. Use Divide

- Empower students to **use technology for problem-solving, creativity, critical thinking, and collaboration**—not just passive consumption.
- Promote **authentic, real-world applications** of digital tools.

What This Means for Educators

- **Access isn't optional:** Schools must provide devices, connectivity, and accessible learning tools for *all* students.
- **Professional growth is central:** Teachers are expected to receive training and ongoing support to integrate technology in meaningful ways.
- **Student use must shift:** Technology should prepare students for college, careers, and civic life by building skills like digital citizenship, collaboration, and problem-solving.
- **Equity is the priority:** Every decision around edtech should reduce—not widen—gaps in opportunity and learning outcomes.

Why This Matters

The NETP isn't just about devices—it's about **transforming learning** so every student can thrive in a digital world. Schools, districts, and states are expected to align with these goals in upcoming plans, funding priorities, and professional learning initiatives.

Educators' Role: You are at the center of this change. By embracing the NETP vision, you help ensure that technology is a bridge, not a barrier to student success.

ALBUQUERQUE AVIATION
ACADEMY
AVIATION HANDBOOK
2025-2026



ALBUQUERQUE
AVIATION ACADEMY

ALBUQUERQUE AVIATION ACADEMY

AVIATION HANDBOOK

Disclaimer: This Aviation Handbook states guidelines for student rights and responsibilities. It does not create any contractual rights. The Albuquerque Aviation Academy reserves the right to modify, rescind, delete, or add to the provisions of this Handbook at any time without prior notice. Any such modifications, rescissions, additions, or deletions shall apply to all current and future students and Aviation Program participants.

This Handbook supersedes and replaces all previous handbooks, policies, procedures, and practices of the Albuquerque Aviation Academy. In the event of a conflict between the policies contained in the Handbook and any applicable law, regulation, or collective bargaining agreement, the law, regulation, or agreement shall govern.

Table of Contents

Welcome Letter.....	3
When is the Aviation Handbook in Force.....	3
Albuquerque Aviation Academy Mission Statement	3
Albuquerque Aviation Academy Contact Information	3
Non-Discrimination Statement	4
Equal Employment Opportunity	4
Anti-Harassment and Anti-Discrimination Policy	4
Discrimination and Harassment Policy	4
Sexual Harassment	5
Students with Disabilities/ Accommodations	5
Program Overview.....	5
Eligibility Requirements for Student Pilots	6
General Limitations	6
Aviation Curriculum.....	7
Attendance & Academic Expectations.....	7
Safety Procedures & Protocols.....	7
Weather-Related Safety	7

Code of Conduct.....	8
Uniform & Equipment Guidelines.....	8
Random Drug Testing Policy	8
FAA Compliance & Certification Standards.....	8
Field Trips, Simulations & Flight Hours.....	9
Parent/Guardian Involvement.....	9
Acknowledgement Form.....	9

Welcome Letter

Dear Students and Families,

Welcome to the Albuquerque Aviation Academy Aviation Program! We are proud to offer a rigorous and career-focused pathway that prepares students for success in the aviation and aerospace industries. Whether your goal is to become a pilot, aviation technician, or pursue engineering, this program will provide foundational knowledge, technical skills, and hands-on experiences that are aligned with industry standards and Federal Aviation Administration (FAA) regulations.

We are committed to your safety, success, and growth as you explore the skies.

Sincerely,

Dr. Lauren Chavez

Director of Aviation

When is the Aviation Handbook in Force?

The provisions of the Aviation Handbook are in force:

- During school hours and/or when on school property.
- At school-sponsored events, field trips, athletic functions, and other school-related activities.
- 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.

Albuquerque Aviation Academy Mission Statement

Albuquerque Aviation Academy cultivates opportunities for 6th-12th grade students to excel in fields related to aviation and STEAM (science, technology, engineering, the arts, and math). 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

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.

Anti-Harassment and Anti-Discrimination Policy

Albuquerque Aviation Academy is committed to maintaining a School and Aviation Program that is free from unlawful discrimination, harassment, and retaliation. Any and all persons participating in the Aviation Program 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 Policy

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.

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.

Sexual Harassment¹

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.

Students with Disabilities/ Accommodations

The policy of the AAA is to guide and support institutional compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act in order to ensure equal access for students with disabilities. In accordance with the Americans with Disabilities Act (ADA), Albuquerque Aviation Academy does not discriminate against any students with disabilities.

Program Overview

The Aviation Program offers a variety of opportunities in the field of aviation. Students explore subjects such as the principles of aviation, flight simulation, drone operations, maintenance technology, and FAA ground school. Through this program, students gain a strong STEM foundation, professional skills, and practical experience that support postsecondary education and career readiness in aviation-related fields.

¹ Sexual harassment may occur between individuals of the same or different sexes.

² Every student enrolled at Albuquerque Aviation Academy has the opportunity to be part of the School's Aviation Program and may progress through the Pilot Progression Path (PPP). For more information, visit: <https://www.abqaviation.com/academics/aviation-clone>

Classes include Introduction to Aviation (“ITA”), Foundations of Aviation (“FOA”), Advancement in Aviation (“AIA”), Drones, Hot Air Ballooning, and a variety of aviation related internship opportunities.

Eligibility Requirements for Student Pilots

To be eligible for a student pilot certificate, an applicant must:

- (a) Be at least 16 years of age for other than the operation of a glider or balloon.
- (b) Be at least 14 years of age for the operation of a glider or balloon.
- (c) Be able to read, speak, write, and understand the English language. If the applicant is unable to meet one of these requirements due to medical reasons, then the Administrator may place such operating limitations on that applicant's pilot certificate as are necessary for the safe operation of the aircraft.

General Limitations

A student pilot may not act as pilot in command of an aircraft:

- (1) That is carrying a passenger;
- (2) That is carrying property for compensation or hire;
- (3) For compensation or hire;
- (4) In furtherance of a business;
- (5) On an international flight, except that a student pilot may make solo training flights from Haines, Gustavus, or Juneau, Alaska, to White Horse, Yukon, Canada, and return over the province of British Columbia;
- (6) With a flight or surface visibility of less than 3 statute miles during daylight hours or 5 statute miles at night;
- (7) When the flight cannot be made with visual reference to the surface; or
- (8) In a manner contrary to any limitations placed in the pilot's logbook by an authorized instructor.

A student pilot may not act as a required pilot flight crewmember on any aircraft for which more than one pilot is required by the type certificate of the aircraft or regulations under which the flight is conducted, except when receiving flight training from an authorized instructor on board an airship, and no person other than a required flight crewmember is carried on the aircraft.

A student pilot seeking a sport pilot certificate must comply with the provisions of paragraphs (a) and (b) of this section and may not act as pilot in command—

- (1) Of an aircraft other than an aircraft meeting the performance limits and design requirements of § 61.316;
- (2) At night;
- (3) At an altitude of more than 10,000 feet MSL or 2,000 feet AGL, whichever is higher;
- (4) In Class B, C, and D airspace, at an airport located in Class B, C, or D airspace, and to, from, through, or on an airport having an operational control tower without having received the ground and flight training specified in § 61.94 and an endorsement from an authorized instructor;

(5) Of an aircraft without having received the applicable ground training, flight training, and instructor endorsements specified in § 61.327.

The holder of a student pilot certificate may act as pilot in command of an aircraft without holding a medical certificate issued under part 67 of this chapter provided the student pilot holds a valid U.S. driver's license, meets the requirements of § 61.23(c)(3), and the operation is conducted consistent with the requirements of paragraphs (a) and (b) of this section and the conditions of § 61.113(i). Where the requirements of paragraphs (a) and (b) of this section conflict with § 61.113(i), a student pilot must comply with paragraphs (a) and (b) of this section.

Aviation Curriculum

Each year of the program builds upon the previous year, gradually deepening students' understanding of the field and their ability to apply technical knowledge. The curriculum includes science, technology, engineering, and math (STEM) integration, FAA-aligned coursework, project-based learning, and opportunities for real-world experiences. Students are assessed through a combination of participation, technical mastery, practical evaluations, and professional conduct in the classroom and laboratory settings.

Attendance & Academic Expectations

Because the Aviation Program involves technical training, hands-on learning, and teamwork, consistent attendance is essential. Students are expected to earn at least a B in ITA to move to FOA, and must pass FAA written exam to move into AIA. All required coursework and assessments must be completed on time. To be included in the Flight Team, students must be earning passing grades in ALL courses AND be on track (blue or green) in their Edgenuity courses. Failure to meet these expectations may result in failing of the course and removal from the program the following semester.

Safety Procedures & Protocols

The Federal Aviation Administration ("FAA") creates strict guidelines for flight training programs across the United States. Our School operates under compliance of federal regulations and follows all FAA safety protocols.

Safety is a core principle of the aviation industry and is equally vital in our school-based training. All students must follow established safety procedures at all times. This includes wearing designated safety equipment, following instructions from instructors and lab supervisors, and immediately reporting any potential hazards. Violations of safety protocols may result in suspension from laboratory or flight-related activities and could lead to dismissal from the program depending on the severity of the incident. All incidents or concerns, regardless of severity, must be reported immediately.

Weather-Related Safety

For all aviation activities:

1. Weather conditions will be monitored continuously;
2. Activities will be modified or canceled when conditions warrant;
3. Lightning in the vicinity will result in immediate cessation of outdoor aviation activities;
4. Wind limitations will be strictly enforced for flight operations; and
5. Students must dress appropriately for weather conditions.

Code of Conduct

Students enrolled in the Aviation Program are held to high standards of personal and professional behavior. They are expected to demonstrate honesty, integrity, responsibility, and respect in all classroom, laboratory, and field environments. Respect for school property, aviation tools and technology, and fellow students and staff is required. Inappropriate behavior or violations of school and program policies may result in disciplinary action or removal from the program.

Uniform & Equipment Guidelines

Aviation students are required to wear the program uniform on designated days, including closed-toe shoes. Students who arrive without appropriate clothing or gear may be excluded from that day's hands-on activities or assessments.

Random Drug Testing Policy

In alignment with industry expectations and FAA standards, all students enrolled in the Aviation Program will be subject to random drug testing throughout the school year. This policy is intended to promote safety, accountability, and readiness for careers where drug-free behavior is essential. Testing will be overseen by medical personnel. Substances tested may include marijuana, opioids, amphetamines, cocaine, and others. Students may be selected for testing at any time during the academic year.

If a student tests positive on the first offense, the student will be referred to support services and suspended from flight or equipment-related activities and is subject to school disciplinary consequences. Refusal to participate in testing will be treated as a positive result.

Students who test positive and wish to challenge the validity of the test have the option to do so at their own expense. They must undergo a retest at a certified drug testing center within 24 hours of the original test results. The official documentation of the retest must be submitted directly to the Aviation Director for review and consideration. Failure to complete the retest within the specified time frame will result in the original test results being considered final.

FAA Compliance & Certification Standards

Students pursuing FAA certifications such as Remote Pilot or Private Pilot Ground School must maintain good academic and behavioral standing throughout the program. In addition, they must meet FAA age and citizenship requirements, adhere to all school and federal drug-free standards, and complete all required training hours. Compliance with FAA standards is non-negotiable and students must demonstrate professionalism in preparation for credentialing.

Field Trips, Simulations & Flight Hours

Students will engage in a variety of experiential learning activities, including airport visits, up to and including flight hours. Participation in these events requires completed waiver forms and adherence to safety guidelines. These activities are considered integral parts of the curriculum and contribute to students' hands-on training experience.

Parent/Guardian Involvement

Parental support is essential to student success in the aviation program. Parents and guardians are encouraged to attend aviation program information sessions, monitor their student's academic progress, and help reinforce positive behavior and professionalism. The school and program will provide regular communication via newsletters, emails, or meetings to keep families informed.

Acknowledgement Form

All students and their parents or guardians must read and sign the Aviation Program Handbook Acknowledgement Form. This form confirms that they understand and agree to comply with the policies and procedures outlined in this handbook. The signed form must be returned during the first week of the school year to confirm enrollment and participation in the program.

Aviation Program Student Handbook Acknowledgement Form



2025–2026 School Year

By signing below, I acknowledge that I have read and understand the contents of Albuquerque Aviation Academy's Aviation Program Student Handbook. I agree to comply with the expectations, policies, and procedures outlined, including but not limited to attendance, behavior, safety, dress code, and random drug testing. I understand that failure to comply with these policies may result in disciplinary action or removal from the Aviation Program.

I understand that the Aviation Program prepares students for future careers in the aviation and aerospace industries and that this preparation includes meeting high standards for professionalism, safety, and personal conduct.

Student Information

Student Name (Printed): _____ Grade Level: _____

Student Signature: _____ Date: _____

Parent(s) Signature: _____ Date: _____

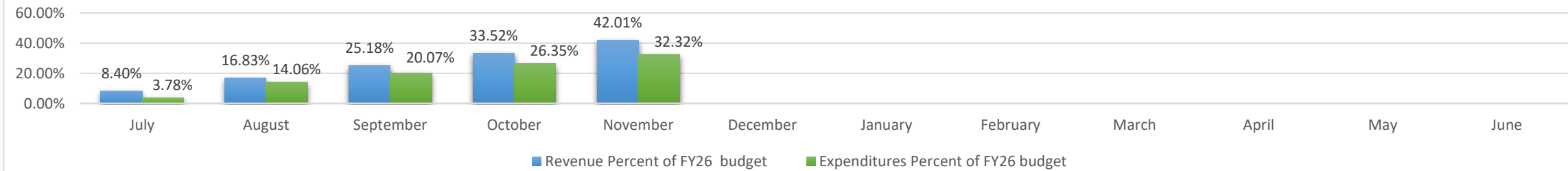
[illegible]

[illegible]



Finance Summary as of November 30, 2025

Operational Revenue vs. Expenditures



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

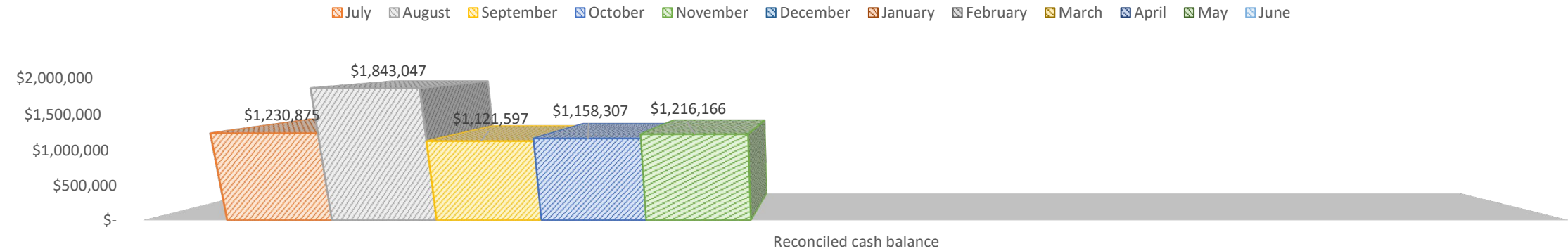
Bank Reconciliation:

- November 2025
 - o Reconciled cash balance at month end was \$1,585,644.54
 - o Outstanding items total \$20,345.87
 - o Revenues exceeded Expenditures by \$9,723.94 for the month.

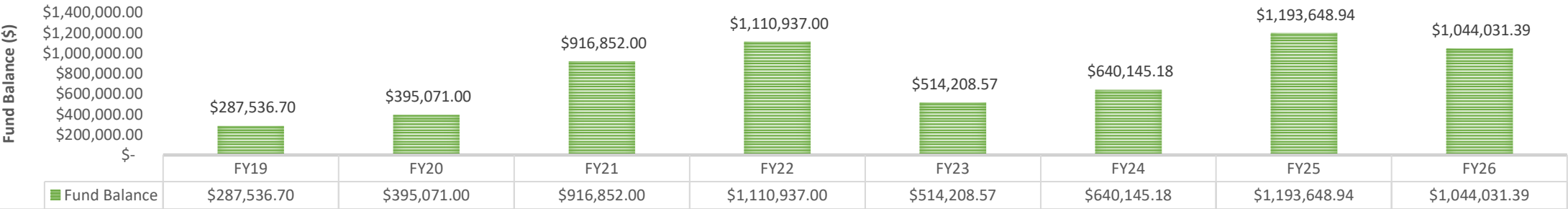
BARS for Approval:

2526-26107-0005-IB

FY26 OPERATIONAL CASH BALANCE



HISTORICAL OPERATIONAL FUND BALANCE



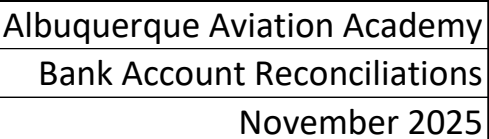


Albuquerque Aviation Academy

Bank Register Activity

November 2025

ALBUQUERQUE AVIATION ACADEMY					
Bank	Account Number				
Bank	Account Number				
Nusenda	0075938112				Description
Date	Number	Payee/From	Deposit	Withdrawal	
11/3/2025	00028462	October 2025 Bank Fee		\$ 15.00	Bank Fees
11/3/2025	00028463	BANKCARD MTHLY FEES251031		\$ 245.07	Bank Credit Card Fees
11/6/2025		NM Public Schools Insurance Authority		\$ 24,991.38	NMPسيا
11/7/2025	CR11-01	Basketball Fee/ Basketball Game	\$ 141.00		
11/10/2025		ABCWUA		\$ 1,402.28	Water, Waste & Recycle at 6441 Ventana Rd
11/10/2025		Amazon Capital Services		\$ 241.74	Supplies
11/10/2025		Capcon Networks LLC		\$ 742.06	Internet Service
11/10/2025		Herrera Coaches, Inc.		\$ 29,744.70	
11/10/2025		New Mexico Gas Company		\$ 157.92	Bus Services
11/10/2025		Stericycle, Inc.		\$ 396.57	Gas at 6441 Ventana Rd
11/10/2025		World Fuel Services, Inc.		\$ 830.89	Medical Waste
11/10/2025	6753	1st Place Spirit Wear LLC		\$ 99.96	Fuel for plane
11/10/2025	6754	ACES Association of Charter Schools Education Services		\$ 15,643.86	Cheer uniforms
11/10/2025	6755	Amanda Catanzaro		\$ 140.00	Ancillary services/Landscaping/JMP MLSSJMP NOVA state reporting/ LDD Tech
11/10/2025	6756	Bode Aero Services, Inc		\$ 714.00	Dumpster rental
11/10/2025	6757	Brady Industries of New Mexico LLC		\$ 324.71	Hanger for planes
11/10/2025	6758	Cooperative Educational Services		\$ 9,613.83	Janitorial supplies
11/10/2025	6759	Clearly Clean Janitorial Services LLC.		\$ 5,649.59	Ancillary Services
11/10/2025	6760	AXOLOTL LLC		\$ 1,527.76	Janitorial services
11/10/2025	6761	Robertson Aircraft Inc.		\$ 1,323.00	Signs
11/10/2025	6762	The Stepping Stones Group		\$ 9,492.52	Plane Maintenance (both planes)
11/10/2025	6763	Vircom Inc		\$ 825.00	Social Worker
11/10/2025	CR11-02	SEG Nov 2025	\$ 351,549.13		
11/13/2025		NUSENDA FCU		\$ 51,712.89	Payroll FY26 PP09
11/13/2025	CR11-03	KRL Vending Commission	\$ 201.66		
11/14/2025		Internal Revenue Service		\$ 18,821.87	EFTPS PP09
11/14/2025		Wrightson, Kimberly C		\$ -	
11/14/2025	CR11-04	Title I	\$ 5,433.28		
11/14/2025	CR11-05	CTE(Career Tech)	\$ 4,992.62		
11/14/2025	CR11-06	Basketball Fee/Basketball Game	\$ 130.00		
11/17/2025	CR11-08	IDEA-B	\$ 4,409.52		
11/17/2025	CR11-09	Chromebook	\$ 400.00		
11/17/2025	CR11-10	Restitution Check/ basketball fundraiser	\$ 177.21		
11/18/2025	CR11-07AB	Sandoval County Property Tax	\$ 150.79		
11/20/2025		Amazon Capital Services		\$ 3,051.88	Supplies
11/20/2025		Canon Financial Services, Inc.		\$ 2,499.29	Copier lease
11/20/2025		Castille Law LLC		\$ 2,510.14	Legal Services
11/20/2025		Public Service Company of New Mexico		\$ 2,256.67	Electricity Service at 6441 Ventana Rd
11/20/2025		RM SAMS LLC		\$ 61,605.88	Monthly LPA Payment
11/20/2025	6764	Amanda Catanzaro		\$ 199.00	Dumpster rental// Reimbursement for new employee background
11/20/2025	6765	CNM (IncludED)		\$ 280.60	Books for CNM Classes
11/20/2025	6766	College Board		\$ 70.63	PSAT Testing
11/20/2025	6767	The Stepping Stones Group		\$ 4,836.67	Contracted Social Worker
11/20/2025	CR11-11	Bernalillo County Property Tax Dist.	\$ 923.77		
11/20/2025	CR11-12	Senior pages	\$ 50.00		
11/21/2025		First Financial Group of America		\$ 1,832.26	FFGA NOV payment
11/21/2025		Internal Revenue Service		\$ 19,951.81	EFTPS PP11
11/21/2025		New Mexico Retiree Health Care Authority		\$ 5,072.70	RHC Nov. payment
11/21/2025		New Mexico Taxation & Revenue Department		\$ 4,603.44	State Taxes
11/21/2025		NM Educational Retirement Board		\$ 48,783.00	ERB Nov Payment
11/21/2025		NUSENDA FCU		\$ 54,272.67	Payroll FY26 PP10
11/21/2025	6768	NM Child Support Enforcement Division		\$ 180.00	Employee deduction
11/21/2025	CR11-13	Transportation NOV	\$ 27,041.00		
11/28/2025		Wrightson, Kimberly C		\$ -	
11/30/2025	CR11-14	Dividend Income - Operating	\$ 781.15		
Sub Total			\$ 396,381.13	\$ 386,663.24	
Bank	Account Number				
Nusenda Savings	37627515				
Date	Number	Payee/From	Deposit	Withdrawal	
11/30/2025	CR11-15	Dividend Income - Savings	\$ 6.05		
Sub Total			\$ 6.05	\$ -	
GRAND TOTAL			\$ 396,387.18	\$ 386,663.24	

[illegible]