



## New Mexico Public Education Commission (PEC)

### Governing Body By-Laws Notification Instructions

**Purpose:**

To notify the Charter Schools Division (CSD) and the Public Education Commission (PEC) of a change in a member of the school's governing body by-laws, which become part of the charter contract as an addendum.

**Submission Deadline:**

Changes to the Governing Body by-laws do not require prior approval of the PEC; however, notice must be received within 30 calendar days of the change.

Notifications completed 28 days prior to the next PEC meeting will be placed on the next agenda.

Meeting minutes of the governing board of the school and the PEC will serve as an amendment to, or compliance with, the charter contract regarding this change.

**Information provided by the School:**

- Fully completed form
- Approved board minutes or certification of the vote taken by the board
- Description of and rationale for the change
- A clean and red-lined copy of the by-laws

Contact [charter.schools@ped.nm.gov](mailto:charter.schools@ped.nm.gov) if you have questions about completing or submitting documents.



# New Mexico Public Education Commission (PEC)

## Governing Body By-Laws Change Notification Request FORM

Submit this form and all supporting documents to [charter.schools@ped.nm.gov](mailto:charter.schools@ped.nm.gov)

The Charter Contract was entered into by and between the New Mexico Public Education Commission (PEC) and Albuquerque Aviation Academy (aka SAMS Academy), hereafter "the School," effective on 2019

**Current section & language in by-laws which will be changed or replaced (Can refer to red-line copy provided): Refer to red-line copy**

**New section & language to change or replace what is provided above (Can refer to red-line copy provided): Refer to red-line copy**

**Effective Date: 4/21/2023**

*ADC*

**The School's Governing Body By-Laws notification is hereby submitted by:**

Amanda Catanzaro 5/19/2023  
Charter School Representative Date

**School Amendment Approval (electronic signature of governing board chair):**

Larry Kennedy *[Signature]* 5/19/2023  
Governing Board Chair/President Date

\_\_\_\_\_ **For PEC/CSD use**  
**only** \_\_\_\_\_

**PEC Meeting Date:** Click or tap to enter a date.

**Agenda:**

- Regular
- Consent

**Notification Number:** Click or tap here to enter text.

**Number of personnel changes in last 12 months:** Click or tap here to enter text.

**The Governing Body Notification was:**

- Approved
- Denied (see transcript)

**Electronic signature of CSD:**

***CSD***

Click to enter signature

***Date***

Click or tap to enter a date.



BYLAWS  
OF  
THE GOVERNING COUNCIL OF THE

**Southwest Aeronautical, Math, and Science Academy (SAMS)**

Articles

**ARTICLE 1: Governing Council Powers and Responsibilities**

~~The Governing Council of SAMS 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 SAMS, and hire and 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.~~

The powers and duties of the Governing Council prescribed by the School and the New Mexico Public School Code (including those prescribed in NMSA 1978 §22-8B-4) and all applicable laws and regulations. Complete and final control of all matters pertaining to the school's educational system shall be vested in the Governing Council. The Governing Council of School shall have the following powers and duties:

1. Those powers as set forth in the School charter that are not inconsistent with federal or state laws or constitutions, or as otherwise set forth in the Charter Schools Act, NMSA 1978 §§22-8B-1, et seq.
2. Employ the Head Administrator of School
3. Delegate administrative and supervisory functions of the Head Administrator of School when appropriate
4. Approval of the annual budget of anticipated income and expenditures, and direct the preparation of the annual financial audit report in connection with the authorizer's annual audit
5. Have the capacity to sue or be sued
6. Contract for services facility leases with any school district, a university or college or any third party for the use of a facility, its operation and maintenance and the provision of any service or activity that School is required to perform in order to carry out the educational program described in its charter.
7. Acquire and dispose of property provided that at the termination of the charter, all assets of the charter shall revert to the authorizer that authorized the charter, unless otherwise amended by law.
8. Accept or reject any charitable gift, grant, device, or bequest not otherwise contrary to law or the terms of the charter.
9. Contract for provision of financial management, food services, education related services or other services.

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## **ARTICLE 2: 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.

- 1. General.** The Governing Council is the governing body of the charter school and is responsible for ensuring the fair and uniform application of all federal, state, and local laws in the operation of the school as well as the school's charter and policies. The school will be operated for the educational benefit of its students. The Governing Council is the policy-making body for the school. The School Governing Council will exercise leadership primarily through the formulation and adoption of policies.
- 2. Delegation to the Head Administrator.** The Governing Council shall concern itself primarily with broad questions of policy and with the appraisal of results rather than with administrative detail. The application of policies is an administrative task to be performed by the Head Administrator and designated staff, and they shall be held responsible for the effective implementation of Governing Council policies. The Head Administrator shall be held responsible for keeping the Governing Council informed of all matters within its purview so that the Governing Council can fulfill the above described functions of a governing body. The Head Administrator will have primary responsibility for all aspects of the school's operations and programs, including the day-to-day management and implementation of the school's charter and Governing Council policies. The teachers and staff of School will report to the Head Administrator.
- 3. Individual Member's Authority.** A member of the Governing Council is a public officer but has no power or authority individually. The charter vests power in the Governing Council, and not in the members, either individually or otherwise and these powers must be exercised by the Governing Council at a public meeting in regular or special called meetings, with action duly recorded in its minutes. Communication with the head administrator or staff by individual Council members outside a meeting is not appropriate. Direction for the head administrator and staff must come from the Council as a whole. The Council President may communicate with the head administrator as outlined in Article 4.
- 4. Binding Authority.** The Governing Council shall not be bound in any way by any action or statement on the part of any individual Governing Council member except when such a statement or action is in pursuance of specific instructions from the Governing Council. Any such exception shall be recorded as an action item of the Governing Council and recorded in the minutes.
- 5. Advanced Notice.** The Governing Council recognizes the importance of timely communication among its members and between the Governing Council and the Head Administrator. The Head Administrator or his/her designee will strive to ensure that the Governing Council is given prior notice of matters submitted by members for deliberation at meetings.

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## **ARTICLE 3: Suspending or Revoking Policies and Directives**

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

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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.

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#### **ARTICLE 4 Governing Council Membership/Manner of Action**

The Governing Council Members are voluntary and voted on by the current Governing Council. The SAMS 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.

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No action of the Governing Council shall be valid unless taken at a meeting at which a quorum as defined herein is present and which has been properly noticed pursuant to the New Mexico Open Meeting Act NMSA (1978) §§10-15-1 *et seq.*

#### **Governing Council President:**

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

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- 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

SAMS Academy Governing Council  
Bylaws Updated 02/27/2020

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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



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- c. Participating on a Governing Council committee
- d. Reading school – or Governing Council- related material and preparing for meetings
- e. Attending events at SAMS 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 SAMS Academy administration and the SAMS 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 SAMS, 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

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**2. Board Training Continuing Governing Council Members. Unless exempted from specific hourly training requirements as described below, each Governing Council member continuing to serve on the Governing Council beyond the end of their first fiscal year of shall annually complete a governing body training course that consists of, at a minimum, eight hours of training.**

The continuing governing body training shall include:

- (1) one hour of training on public official/charter school governing body ethics and responsibilities**
- (2) three hours of training on charter school fiscal requirements**
- (3) two hours of training on understanding and evaluating academic data**
- (4) one hour of training on open government, legal, and organizational performance requirements**
- (5) one hour of training on equity and culturally and linguistically responsive practices**

a. Governing body members who have served on a governing body beyond the end of their first fiscal year of their service may be exempted from specific hourly training requirements based on the school's fiscal performance.

- (1) For any school that has received an unmodified annual audit in each of the past three years with no material weaknesses, no multi-year repeat findings, no significant deficiencies, and that has received no more than two compliance findings in the**

current year, the school's governing body member shall be exempted from two of the three hours of required training relating to charter school fiscal requirements.  
(2) The department shall annually identify the schools that are eligible, under the criteria established above, to claim an exemption for their governing body members.

**3. Removal and Resignations:** Each Governing Council Member understands that if three meetings are missed,

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

If a Governing Council Member believes that her/his duties can no longer be fulfilled to SAMS and its specific Governing Council, it shall be that Member's responsibility to submit a written resignation as a Member of the Governing Council to the Governing Council President. In the event of a motion to discharge a Governing Council Member from the Governing Council for non-performance of duties, any specific performance issues shall be discussed in closed session as permitted under the Open Meetings Act, NMSA 1978 Section 10-15-I(H). Action on any performance-related issues discussed in closed session shall be conducted in open session.

4. Monitors financial planning, financial reports, and academic performance.
5. Volunteers and willingly accepts assignments and completes 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 SAMS administration and the SAMS staff.
8. Plays a role in formally evaluating the Head Administrator.
9. Participates annually in required Governing Council training.
- Performs other responsibilities as assigned by the Governing Council President.
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#### **ARTICLE 5 Governing Council Vacancies**

The SAMS 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  
5 SAMS Academy Governing Council Bylaws Updated 09/16/2022

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Members selected to serve on the committee constitute a quorum of the Governing Council, committee meetings must be held in accordance with the Open Meetings Act. The Head Administrator may not serve on the committee.

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

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~~issues shall be discussed in closed session as permitted under the Open Meetings Act, NMSA 1978 Section 10-15-I(H). Action on any performance-related issues discussed in closed session shall be conducted in open session.~~

~~2.1. Monitors financial planning, financial reports, and academic performance.~~

~~3.1. Volunteers and willingly accepts assignments and completes them on time.~~

~~4.1. Prepares well for meetings, reviews and comments on minutes and committee reports.~~

~~5.1. Works in good faith to build effective working relationships with other Governing Council Members, the SAMS administration and the SAMS staff.~~

~~6.1. Plays a role in formally evaluating the Head Administrator.~~

~~7.1. Participates annually in required Governing Council training.~~

~~8.1. Performs other responsibilities as assigned by the Governing Council President.~~

~~9.1. Serves as the school's ambassador to the community.~~

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#### **ARTICLE 5 Governing Council Vacancies**

~~The SAMS 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/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/school's website, bulletin board, and through email to the parents of students, and provided to the candidates, the date and time of the Governing Council meeting at which the position(s) will be voted on by the Governing Council and Candidates will be required to attend the meeting at which an election is held and will be interviewed by the Governing Council in a public session. Only individuals who have no real or apparent conflicts of interests will be eligible to serve. Nominations must be given to the President or designee of the Governing Council prior to the regular or special Governing Council Meeting at which the vote of the Governing Council shall be made.~~

#### **ARTICLE 5.1 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. Governing Council Members are required to complete mandatory 10 hours of GC training: 7-Hour PED Introductory GC Training as well as 3 hours of additional GC training. From 6.80.5.9 NMAC Board Training Requirements  
SAMPLE language:-

1. Board Training New Governing Council Members. Within the first fiscal year of service, each new governing body member shall complete a governing body training course that consists of, at a minimum, 10 hours of governing body training.

The PED Charter School Division shall provide seven (7) hours of required introductory governing body training. The new governing body training shall include:

(1) two hours of training on public official/charter school governing body ethics and responsibilities

(2) two hours of training on charter school fiscal requirements

(3) one hour of training on understanding and evaluating academic data

(4) one hour of training on open government, legal, and organizational performance requirements

(5) one hour of training on equity and culturally and linguistically responsive practices

(6) three hours of additional hours of training in any of the above areas identified by the individual Governing Councils and their members. This training may be administered by any approved governing body training provider.

2. The mandatory governing body training course(s) shall be completed in one or multiple sessions during the fiscal year.

3. Annually, the Governing Council training in each of the areas identified above shall be related to specific areas of growth within each area for individual governing bodies or governing body members based on the annual governing body evaluation.

4. It is the responsibility of each Governing Council member to complete the training within the fiscal year.

#### **ARTICLE 5.2 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.

#### **ARTICLE 6 Governing Council Selection of the Head Administrator**

In the event of a vacancy, the Governing Council of SAMS will advertise the position of Head Administrator until a reasonable pool of qualified applicants is obtained. The Governing Council will determine the process for interviewing and selecting a head administrator.

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

1. Advanced degree in education with emphasis on alternative education

2. Licensure as a New Mexico licensed school administrator or eligibility for such licensure.

3. Successful prior headship or senior administrative experience in charter, private, or public school.

4. A demonstrated understanding of charter school education through his/her own experience as a teacher and/or administrator.

5. A belief in charter school philosophy and core values, and the ability to effectively and compellingly communicate the school's mission both internally and externally.

6. Demonstrated leadership of a successful marketing and enrollment campaign.

7. Demonstrated skills and ability to develop and retain an outstanding teaching and administrative staff.

8. Demonstrated skills and ability to develop and maintain academic performance of students.

9. Demonstrated success with budget management and oversight.

9 SAMS Academy Governing Council Bylaws Updated 09/16/2022

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10. Impeccable communication and interpersonal skills.



#### ***ARTICLE 6 Governing Council Selection of the Head Administrator***

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- ~~1. Advanced degree in education with emphasis on alternative education~~
- ~~2.1. Licensure as a New Mexico licensed school administrator or eligibility for such licensure.~~
- ~~3.1. Successful prior headship or senior administrative experience in charter, private, or public school.~~
- ~~4.1. A demonstrated understanding of charter school education through his/her own experience as a teacher and/or administrator.~~
- ~~5.1. 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.~~
- ~~6.1. Demonstrated leadership of a successful marketing and enrollment campaign.~~
- ~~7.1. Demonstrated skills and ability to develop and retain an outstanding teaching and administrative staff.~~
- ~~8.1. Demonstrated skills and ability to develop and maintain academic performance of students.~~
- ~~9.1. Demonstrated success with budget management and oversight.~~
- ~~10.1. Impeccable communication and interpersonal skills.~~

#### ***ARTICLE 7 Governing Council Member Conflict of Interest***

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

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

#### ***ARTICLE 8 Governing Council Organizational Meeting***

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

#### ***ARTICLE 9 Governing Council Committees***

11 [SAMS Academy Governing Council Bylaws Updated 09/16/2022](#)

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

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

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

The SAMS 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.

governing Council and will consist of two Governing Council Members and

#### **ARTICLE 10 Governing Council Meetings**

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

#### **ARTICLE 11 Governing Council Meeting Agenda**

The agenda for any Governing Council meeting shall be approved by the Governing Council President and the Head Administrator. The Governing Council reserves the right to add or delete items at the meeting that are from persons other than Governing Council

12 SAMS Academy Governing Council Bylaws Updated 09/16/2022

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Members, subject to the limits of the Open Meetings Act, NMSA 1978, §§ 10-151 et seq. A written request that an item be included on the Governing Council agenda must be filed in the office of the Head Administrator at least seven (7) calendar days prior to the publication of the agenda. Such requests must include in writing, all Governing Council and will consist of two Governing Council Members and 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 and Operations Report
- Academic Report
- Finance Report
- Aviation Report

The agenda will be posted 72 hours prior to the meeting pursuant to the Open Meetings Act, NMSA 1978 §§10-15-1 et seq.

**ARTICLE 12: Addressing the Governing Council**

Please see SAMS Academy Grievance Policy

**ARTICLE 13: Governing Council Minutes**

A record of all actions of the Governing Council will be set forth in the official minutes of the Governing Council. The minutes shall be kept on file at the school and published to the SAMS Academy website.

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**ARTICLE 15: Parliamentary Authority**

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

**ARTICLE 16: Complaint Procedure**

See SAMS Conflict Resolution Policy

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

The SAMS Governing Council will annually assess its governance actions and output annually.

13 SAMS Academy Governing Council Bylaws Updated 09/16/2022

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~~1 et seq. A written request that an item be included on the Governing Council agenda~~

15 SAMS Academy Governing Council Bylaws Updated 09/16/2022

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**ARTICLE 16: Complaint Procedure**

~~See SAMS Conflict Resolution Policy~~

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**ARTICLE 17: Documents Accepted as Policy**

~~The SAMS 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 Behavior 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.~~

**Commented [KC2]:** Recommend deleting this section. These are all requirements and/or policies that exist in law or regulation. By stating specifically the individual documents, these must be adhered to regularly. Instead, address them on an as needed basis or when required by law/regulation. These plans are frequently revised and all do not require Board ratification. Only policies fall under the prevue of the GC. The highlighted sections do not require GC approval/ratification. This section is redundant as you have all of your policies outlined in your Policy Handbook.

**ARTICLE 18: Governing Council Self-Assessment**

~~The SAMS Governing Council will annually assess its governance actions and output.~~

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BYLAWS  
OF  
THE GOVERNING COUNCIL OF THE

**Southwest Aeronautics, Mathematics, and Science Academy (SAMS)**

**Articles**

**ARTICLE 1: Governing Council Powers and Responsibilities**

The powers and duties of the Governing Council prescribed by the School and the New Mexico Public School Code (including those prescribed in NMSA 1978 §22-8B-4) and all applicable laws and regulations. Complete and final control of all matters pertaining to the school's educational system shall be vested in the Governing Council. The Governing Council of School shall have the following powers and duties:

1. Those powers as set forth in the School charter that are not inconsistent with federal or state laws or constitutions, or as otherwise set forth in the Charter Schools Act, NMSA 1978 §§22-8B-1, et seq.
2. Employ the Head Administrator of School.
3. Delegate administrative and supervisory functions of the Head Administrator of School when appropriate.
4. Approval of the annual budget of anticipated income and expenditures, and direct the preparation of the annual financial audit report in connection with the authorizer's annual audit.
5. Have the capacity to sue or be sued.
6. Contract for services facility leases with any school district, a university or college or any third party for the use of a facility, its operation and maintenance and the provision of any service or activity that School is required to perform in order to carry out the educational program described in its charter.

7. Acquire and dispose of property provided that at the termination of the charter, all assets of the charter shall revert to the authorizer that authorized the charter, unless otherwise amended by law.
8. Accept or reject any charitable gift, grant, device, or bequest not otherwise contrary to law or the terms of the charter.
9. Contract for provision of financial management, food services, education related services or other services.

## **ARTICLE 2: Governing Council Member Authority**

1. **General.** The Governing Council is the governing body of the charter school and is responsible for ensuring the fair and uniform application of all federal, state, and local laws in the operation of the school as well as the school's charter and policies. The school will be operated for the educational benefit of its students. The Governing Council is the policy-making body for the school. The School Governing Council will exercise leadership primarily through the formulation and adoption of policies.
2. **Delegation to the Head Administrator.** The Governing Council shall concern itself primarily with broad questions of policy and with the appraisal of results rather than with administrative detail. The application of policies is an administrative task to be performed by the Head Administrator and designated staff, and they shall be held responsible for the effective implementation of Governing Council policies. The Head Administrator shall be held responsible for keeping the Governing Council informed of all matters within its purview so that the Governing Council can fulfill the above described functions of a governing body. The Head Administrator will have primary responsibility for all aspects of the school's operations and programs, including the day-to-day management and implementation of the school's charter and Governing Council policies. The teachers and staff of School will report to the Head Administrator.
3. **Individual Member's Authority.** A member of the Governing Council is a public officer but has no power or authority individually. The charter vests power in the Governing Council, and not in the members, either individually or otherwise and these powers must be exercised by the Governing Council at a public meeting in regular or special called meetings, with action duly recorded in its minutes. Direction for the head administrator and staff must come from the Council as a whole. The Council President may communicate with the head administrator as outlined in Article 4.
4. **Binding Authority.** The Governing Council shall not be bound in any way by any action or statement on the part of any individual Governing Council member except when such a statement or action is in pursuance of specific instructions from the Governing Council. Any such exception shall be recorded as an action item of the Governing Council and recorded in the minutes.
5. **Advanced Notice.** The Governing Council recognizes the importance of timely communication among its members and between the Governing Council and the Head Administrator. The Head Administrator or his/her designee will strive to ensure that the

Governing Council is given prior notice of matters submitted by members for deliberation at meetings.

### **ARTICLE 3: Suspending or Revoking Policies and Directives**

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

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

### **ARTICLE 4: Governing Council Membership/Manner of Action**

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

No action of the Governing Council shall be valid unless taken at a meeting at which a quorum as defined herein is present and which has been properly noticed pursuant to the New Mexico Open Meeting Act NMSA (1978) §§10-15-1 et seq.

#### **Governing Council President:**

1. Is elected as set forth in Section ARTICLE 8.
2. Is a Member of the Governing Council.
3. Works in close collaboration with the Head Administrator in achieving the school's mission.
4. Provides leadership to the Governing Council.
5. Chairs meetings of the Governing Council after developing the agenda with the Head Administrator.
6. Designates a Governing Council Member to preside over meetings in the Governing Council President's absence.
7. Encourages the Governing Council role in strategic planning.

8. Helps guide and mediate Governing Council actions with respect to the school's priorities and governance concerns.
9. Reviews with Head Administrator any issues of concern to the Governing Council.
10. Monitors financial planning, financial reports, and academic performance.
11. Plays a lead in formally evaluating the Head Administrator.
12. Participates annually in the required Governing Council training.
13. Performs other responsibilities as assigned by the Governing Council.
14. Serves as the school's ambassador to the community.

### **Governing Council Vice-President**

1. Is elected as set forth in Article 8.
2. Performs duties of Governing Council President if the President is absent.
3. Monitors financial planning, financial reports, and academic performance.
4. Volunteers and willingly accepts assignments and complete them on time.
5. Prepares well for meetings, reviews and comments on minutes and committee reports.
6. Works in good faith to build effective working relationships with other Governing Council members, the SAMS Academy administration and the SAMS Academy Staff.
7. Plays a role in formally evaluating the Head Administrator.
8. Participates annually in required Governing Council training.
9. Performs other responsibilities as assigned by the Governing Council President.
10. Serves as a school ambassador to the community.

### **Governing Council Secretary**

1. Is elected as set forth in Article 8.
2. Keeps the minutes of the Governing Council meetings.
3. Subject to the direction of the President, assures that all notices are given in accordance with the OMA and the Charter.
4. Keep all Governing Council policies as required by law.
5. Countersign, when required, all authorized bonds, contracts, deeds, leases, or other legal instruments.
6. Performs other responsibilities as assigned by the Governing Council President.
7. Works in good faith to build effective working relationships with other Governing Council members, the SAMS Academy administration and the SAMS Academy Staff.

8. Serves as a school ambassador to the community.

The Council may appoint a designee to assist with the responsibilities of the Secretary as described herein, including recording and transcribing the minutes of the meetings, posting notices and agendas, and preparing packets for the Governing Council's review.

### **Governing Council Member**

1. Is an active participant in the Governing Council, by contributing needed hours per month toward Governing Council service. "Active participation" may include, but is not limited to, the following:
  - a. Attending a monthly Governing Council meeting.
  - b. Participating on a Governing Council committee (or committees).
  - c. Reading school- or Governing Council-related material and preparing for meetings.
  - d. Attending events at SAMS, related legislative sessions or events and other tasks as required.
  - e. Attending Governing Council-related training to support more effective governance of the school's operation.
  - f. Monitors financial planning, financial reports, and academic performance.
  - g. Works in good faith to build effective working relationships with other Governing Council Members, the SAMS administration and the SAMS staff.
  - h. Plays a role in formally evaluating the Head Administrator.
  - i. Serves as the school's ambassador to the community.
  
2. **Board Training Continuing Governing Council Members.** Unless exempted from specific hourly training requirements as described below, each Governing Council member continuing to serve on the Governing Council beyond the end of their first fiscal year of shall annually complete a governing body training course that consists of, at a minimum, **eight hours of training.**

The continuing governing body training shall include:

- a. one hour of training on public official/charter school governing body ethics and responsibilities
- b. three hours of training on charter school fiscal requirements
- c. two hours of training on understanding and evaluating academic data
- d. one hour of training on open government, legal, and organizational performance requirements

- e. one hour of training on equity and culturally and linguistically responsive practices
- f. Governing body members who have served on a governing body beyond the end of their first fiscal year of their service may be exempted from specific hourly training requirements based on the school's fiscal performance.

(1) For any school that has received an unmodified annual audit in each of the past three years with no material weaknesses, no multi-year repeat findings, no significant deficiencies, and that has received no more than two compliance findings in the current year, the school's governing body member shall be exempted from two of the three hours of required training relating to charter school fiscal requirements.

(2) The department shall annually identify the schools that are eligible, under the criteria established above, to claim an exemption for their governing body members.

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

If a Governing Council Member believes that her/his duties can no longer be fulfilled to SAMS and its specific Governing Council, it shall be that Member's responsibility to submit a written resignation as a Member of the Governing Council to the Governing Council President. In the event of a motion to discharge a Governing Council Member from the Governing Council for non-performance of duties, any specific performance issues shall be discussed in closed session as permitted under the Open Meetings Act, NMSA 1978 Section 10-15-I(H). Action on any performance-related issues discussed in closed session shall be conducted in open session.

## **ARTICLE 5: Governing Council Vacancies**

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

The Governing Council shall select Governing Council Members for vacant positions by a majority vote. Upon notification of a vacancy, the Governing Council shall obtain nominations by notifying

community, business, and/or education leaders, and school families of vacancies on the Governing Council along with a description of the responsibilities of serving as a Member. The notice of vacancy shall be posted on the school's website, bulletin board, and through email to the parents of students.

Interested individuals will be asked to submit their name, qualifications, and reasons for wanting to serve on the Governing Council or to submit the names of other individuals who they believe would be an asset to the Governing Council to the President of the Governing Council. Once candidates have been identified, notice shall be posted on the school's website, bulletin board, and through email to the parents of students, and provided to the candidates, the date and time of the Governing Council meeting at which the position(s) will be voted on by the Governing Council and Candidates will be required to attend the meeting at which an election is held and will be interviewed by the Governing Council in a public session. Only individuals who have no real or apparent conflicts of interests will be eligible to serve. Nominations must be given to the President or designee of the Governing Council prior to the regular or special Governing Council Meeting at which the vote of the Governing Council shall be made.

### **ARTICLE 5.1: Orientation of New Governing Council Members**

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

1. Board Training New Governing Council Members. Within the first fiscal year of service, each new governing body member shall complete a governing body training course that consists of, at a minimum, 10 hours of governing body training.

The PED Charter School Division shall provide seven (7) hours of required introductory governing body training. The new governing body training shall include:

- (1) two hours of training on public official/charter school governing body ethics and responsibilities
  - (2) two hours of training on charter school fiscal requirements
  - (3) one hour of training on understanding and evaluating academic data
  - (4) one hour of training on open government, legal, and organizational performance requirements
  - (5) one hour of training on equity and culturally and linguistically responsive practices
  - (6) three hours of additional hours of training in any of the above areas identified by the individual Governing Councils and their members. This training may be administered by any approved governing body training provider.
2. The mandatory governing body training course(s) shall be completed in one or multiple sessions during the fiscal year.
  3. Annually, the Governing Council training in each of the areas identified above shall be related to specific areas of growth within each area for individual governing bodies or governing body members based on the annual governing body evaluation.

4. It is the responsibility of each Governing Council member to complete the training within the fiscal year.

## **ARTICLE 6: Governing Council Selection of the Head Administrator**

In the event of a vacancy, the Governing Council of SAMS will advertise the position of Head Administrator until a reasonable pool of qualified applicants is obtained. The Governing Council will determine the process for interviewing and selecting a head administrator.

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

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

## **ARTICLE 7: Governing Council Member Conflict of Interest**

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

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



## **ARTICLE 8: Governing Council Organizational Meeting**

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

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

## **ARTICLE 9: Governing Council Committees**

The SAMS 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.

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## **ARTICLE 13: Governing Council Minutes**

A record of all actions of the Governing Council will be set forth in the official minutes of the Governing Council. The minutes shall be kept on file at the school and published to the SAMS Academy website.

#### **ARTICLE 14: Policy Adoption**

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#### **ARTICLE 16: Complaint Procedure**

See SAMS Conflict Resolution Policy

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

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



**GOVERNING COUNCIL**

Regular Meeting of the SAMS Academy Governing Council on Friday, April 21, 2023  
via Zoom.us & In person at 6441 Ventana Road NW

**BOARD MEMBERS PRESENT**

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

**BOARD MEMBERS ABSENT**

Roland Dewing, Brandy Bond, and Mike Deveraux

**ALSO IN ATTENDANCE**

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

**PUBLIC**

These minutes were approved on 5/19/2023

By a vote of 10 yes 0 no 3 absent 0 abstained

Larry Kennedy President  
Roland Dewing Secretary

**I. Call to Order**

Larry Kennedy called to order the Regular Meeting of the Governing Council for the Southwest Aeronautics, Mathematics, and Science Academy April 21, 2023 at 2:02 p.m. on Zoom.us and in person.

**A. Roll Call**

Larry Kennedy asked Amanda Catanzaro to call roll. Amanda Catanzaro called Laura Kohr, Jody Meyer, Farrah Nickerson, Alex Carothers, Mike Romo and Larry Kennedy.

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

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

**C. Review/Approval of Minutes from March 31, 2023 Special Meeting\***

Larry Kennedy asked for a motion to approve the minutes from the March 31, 2023 Special Meeting. Farrah Nickerson made a motion to approve the minutes from the March 31, 2023 Special Meeting. Laura Kohr seconded the motion. Larry Kennedy called for a roll call vote to approve the minutes. Amanda Catanzaro called Laura Kohr, Jody Meyer, Farrah Nickerson, Alex Carothers, Mike Romo 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 students have flown approximately 24 hours since last update. Kierstynn will be the next to solo and then Scarlett. The aircraft taxi light has to be replaced but it is now working. Sims are up and running fully functional. A few more students are working on getting their drone license before the end of the semester. The month during the Young Eagle event, the plane was parked for display purposes only and that was really nice. Students and families were able to come check out the plane and ask questions about SAMS Academy.

One of our students will be leading a magnetic compass course at Double Eagle per their request. Great opportunity for our students to share what they are learning.

3<sup>rd</sup> student is scheduled to complete the Air Traffic Control internship in May. A & P internships are up and running and also working very well.

CAP is coming to SAMS. This will help more middle school students have aviation related opportunities.

Dr. Chavez is planning on a Summer knowledge exam study group to meet to help students pass the exam.

Mike Romo enters the meeting. All board members attending the meeting are present in person at 6441 Ventana Road.

#### **B. Facility Update**

Farrah Nickerson and Amanda Catanzaro present an update regarding the facilities. Staff will be moving to the electronic access cards and use of phones to open doors around campus very soon.

Jared from EB has scheduled a bunch of work to take place next Tuesday that includes sealing the door in a middle school classroom, fixing the lights in aviation, replacing lights that are not working outside, taking the front doors off and replacing the handle and then putting them back on and hanging the pads in the gym.

HVAC testing and balancing has begun.

Contractor training with Amanda is set up for Monday to learn how all of the systems work.

#### **C. SAMS Wellness Committee Update**

Alex Carothers presented that the committee did not have a meeting this month. Discussion around if we should send out the survey's again before graduation and the end of the year. Wellness team will meet again soon to discuss and make final preparations.

#### **D. Planning and Preparation for Charter Renewal**

Bridget Barrett and Amanda Catanzaro shared that the name change is official as of this morning's PEC meeting. The next training is on Monday for the renewal.

### **IV. Administrative Update**

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

Bridget Barrett presented current Edgenuity progress numbers.

The SAT School Day was completed on 4/18 and make-up testing is next Tuesday.

Archery will be attending Nationals in Salt Lake City and there was a mini tournament staff vs middle school students earlier today that was a lot of fun.

Graduation is coming up on May 12, 2023 at 10:30 in the gym. We are working on

plans for Summer School and even the possibility of having an Aviation Camp this summer.

Enrollment for the 2023-2024 school year is now on a waiting list. Currently, we have 380 students (new and returning) signed up to attend next school year.

**V. New Business Matters**

**A. Mission Statement Revision\***

Discussion and editing of mission statement. Final mission statement:

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

Larry Kennedy asked for a motion to approve the Revised Mission Statement. Farrah Nickerson made a motion. Alex Carothers seconded the motion. Larry Kennedy called for a voice vote to approve, all board members present approved. Next, he called for any opposition and upon hearing none, the motion carried unanimously.

**B. CSD Revised 2021-2022 Performance Ratings**

Bridget Barrett and Amanda Catanzaro presented that CSD has sent notification of updates on the 2021-2022 Performance Ratings. 1f NM Dash Plan has been changed from Working to Meet Standard to Meets Standard and 3a Governance Requirements has been changed from Working to Meet Standard to Meets Standard. We have requested an updated official ratings page but have not yet been provided with one. We will make sure this is corrected and updated for our charter renewal.

**C. Governing Council Bylaws Revision\***

Discussion regarding the current Governing Council Bylaws. Removal of line regarding communication is Article 2, section 3. Removal of two paragraphs in Article 4 regarding term commitments. Removal of #3 of Vice President duties since it is the duty of every member of the Governing Council. Removal of Treasurer role and responsibilities. Removal of 1b of the Governing Council Member responsibilities.

Larry Kennedy asked for a motion to approve the Revised Governing Council Bylaws. Farrah Nickerson made a motion. 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.

**D. Election of Governing Council Treasurer\***

Larry Kennedy asked for a motion to table the Election of Governing Council Treasurer since the position was removed from the Governing Council Bylaws.

Farrah Nickerson made a motion to table the Election of Governing Council Treasurer. 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.

**VI. Governing Council Development**

**A. No Discussion with Kelly Callahan**

Kelly is out of town.

**VII. Finance Report**

**A. Business Office Operations Update**

Sean Fry presented BAR's are still pending from PED from February. School is on track to carryover approximately \$300,000. We will need a special meeting to be set up to approve the Lease Assistance which was received after posting of agenda for this meeting.

**B. Voucher Approvals\***

Sean Fry presented the Voucher Approvals for March 2023. Larry Kennedy asked for a motion to approve the Voucher Approvals. Farrah Nickerson made the motion. Alex Carothers seconded the motion. Larry Kennedy called for a voice vote to approve, all board members present approved. Next, he called for any opposition and upon hearing none, the motion carried unanimously.

**Bank Reconciliation\***

Sean Fry presented the Bank Reconciliations for March 2023. He will be voiding a stale dated check to Tree Ring in the amount of \$332.93. Larry Kennedy asked for a motion to approve the Bank Reconciliations. Mike Romo made the motion. 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.

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

**VIII. Announcements**

A special meeting of the governing council will be April 27, 2023 at 3:00 pm. The next meeting of the governing council will be a regular meeting scheduled for May 19, 2023 at 2:00 p.m. Let Bridget Barrett know if you are unable to attend. Graduation is May 12, 2023 at 10:30 am.

**IX. Adjournment\***



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

The regular meeting of the Governing Council for the Southwest Aeronautics, Mathematics and Science Academy adjourned on April 21, 2023 at 3:32 p.m.