



## New Mexico Public Education Commission (PEC)

### Governing Body By-Laws Change Notification Instructions

**Purpose:** To notify the Public Education Commission (PEC) of a change in the school's Governing Body By-Laws.

**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 14 days prior to the next PEC meeting will be placed on the next agenda. Notifications of this type are typically placed on the consent agenda; however, any notification may be removed from the consent agenda and moved to the regular agenda for full discussion and possible action by the PEC.

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 membership change. The documentation will be added to the board of finance documentation on file with CSD.

#### **The school must provide:**

- X Fully completed form
- X Approved board minutes or certification of the board's vote approving the new By-Laws (provided draft minutes until December meeting)
- X Description of and rationale for the change
- X A red-lined copy of the By-Laws (highlighted areas of change)
- X A clean copy of the new By-Laws

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

### Governing Body By-Laws Change Notification 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, hereafter "the school," effective on 7/1/2024.**

**Current section & language in school's Governing Body By-Laws which will be changed or replaced** (can refer to red-line copy provided): (highlighted) Article 4, Section 2 Board Training Governing Council Members; Article 5.1, Sections 1-4 Board Training New Governing Council Members; Article 11, Standing Agenda Items; and Article 13, Governing Council Minutes

**New section & language to change or replace what is provided above** (can refer to red-line copy provided): (changes highlighted) and updated name throughout the policy

**Effective Date: 11/15/2024**

**The school's notification is hereby submitted by: Amanda Catanzaro**

Signature of School Representative: DocuSigned by:  
*Bridget Barrett*  
A8BFFEE399EF409... \_\_\_\_\_ **Date:** 12/3/2024

Signature of Governing Board Chair: Signed by:  
*Larry Kennedy*  
25713DA9665A431... \_\_\_\_\_ **Date:** 12/3/2024

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**For PEC/CSD use only**

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**PEC Meeting Date:**

**Agenda:**  Consent (typical)       Regular (unusual circumstance)

**The school's notification was:**  Accepted       Rejected (provide reason)

**Electronic signature of CSD Director:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**6441 VENTANA RD NW  
ALBUQUERQUE, NM 87114**

11/15/2024

**Subject: Description and Rationale for Changes to Governing Council By-Laws**

**1. Updating the Name of the School in By-Laws:**

- Description: The by-laws will be updated to reflect the name change from Southwest Aeronautics and Mathematics Academy to Albuquerque Aviation Academy.
- Rationale: This change ensures the by-laws align with the institution's rebranding, maintaining consistency in legal, operational, and public-facing documents. It supports the school's commitment to its new identity and mission, focused on aviation education.

**2. Updating Training Requirements for Board Members:**

- Description: The by-laws will incorporate the updated training requirements from the New Mexico Administrative Code (NMAC) § 6.80.5.9. This includes specific training hours and content for new and returning board members as mandated by state law.
- Rationale: This revision ensures compliance with state regulations and enhances the capacity of the Governing Council to effectively govern by equipping members with up-to-date knowledge and skills. It fosters accountability and transparency in school governance.

**3. Adding a Requirement for Posting Meeting Recordings:**

- Description: A provision will be added requiring recordings of Governing Council meetings to be posted on the school's website within one week of the meeting's conclusion and made publicly available.
- Rationale: This change promotes transparency and accessibility by ensuring stakeholders, including families and community members, can stay informed about the Council's deliberations and decisions, even if unable to attend in person.

**4. Revising Standing Agenda Items:**

- Description: The standing agenda items in the by-laws will be updated to reflect the Council's current priorities and focus areas.
- Rationale: By aligning agenda items with the Council's strategic goals and priorities, this change ensures meetings are efficient and directly address the needs of the school community. It demonstrates a commitment to proactive and strategic governance.

Conclusion: These updates will align the by-laws with the school's rebranding, legal obligations, and governance best practices, ensuring they serve as an effective framework for guiding the Governing Council's activities.



BYLAWS  
OF  
THE GOVERNING COUNCIL OF THE  
**Albuquerque Aviation Academy**

**Articles**

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

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

1. Those powers as set forth in the School charter that are not inconsistent with federal or state laws or constitutions, or as otherwise set forth in the Charter Schools Act, NMSA 1978 §§22-8B-1, et seq.
2. Employ the Head Administrator of School.
3. Delegate administrative and supervisory functions of the Head Administrator of School when appropriate.

4. Approval of the annual budget of anticipated income and expenditures, and direct the preparation of the annual financial audit report in connection with the authorizer's annual audit.
5. Have the capacity to sue or be sued.
6. Contract for services facility leases with any school district, a university or college or any third party for the use of a facility, its operation and maintenance and the provision of any service or activity that School is required to perform in order to carry out the educational program described in its charter.
7. Acquire and dispose of property provided that at the termination of the charter, all assets of the charter shall revert to the authorizer that authorized the charter, unless otherwise amended by law.
8. Accept or reject any charitable gift, grant, device, or bequest not otherwise contrary to law or the terms of the charter.
9. Contract for provision of financial management, food services, education related services or other services.

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

1. **General.** The Governing Council is the governing body of the charter school and is responsible for ensuring the fair and uniform application of all federal, state, and local laws in the operation of the school as well as the school's charter and policies. The school will be operated for the educational benefit of its students. The Governing Council is the policy-making body for the school. The School Governing Council will exercise leadership primarily through the formulation and adoption of policies.
2. **Delegation to the Head Administrator.** The Governing Council shall concern itself primarily with broad questions of policy and with the appraisal of results rather than with administrative detail. The application of policies is an administrative task to be performed by the Head Administrator and designated staff, and they shall be held responsible for the effective implementation of Governing Council policies. The Head Administrator shall be held responsible for keeping the Governing Council informed of all matters within its purview so that the Governing Council can fulfill the above described functions of a governing body. The Head Administrator will have primary responsibility for all aspects of the school's operations and programs, including the day-to-day management and implementation of the school's charter and Governing Council policies. The teachers and staff of School will report to the Head Administrator.
3. **Individual Member's Authority.** A member of the Governing Council is a public officer but has no power or authority individually. The charter vests power in the Governing Council, and not in the members, either individually or otherwise and these powers must be exercised by the Governing Council at a public meeting in regular or special called

meetings, with action duly recorded in its minutes. Direction for the head administrator and staff must come from the Council as a whole. The Council President may communicate with the head administrator as outlined in Article 4.

4. **Binding Authority.** The Governing Council shall not be bound in any way by any action or statement on the part of any individual Governing Council member except when such a statement or action is in pursuance of specific instructions from the Governing Council. Any such exception shall be recorded as an action item of the Governing Council and recorded in the minutes.
5. **Advanced Notice.** The Governing Council recognizes the importance of timely communication among its members and between the Governing Council and the Head Administrator. The Head Administrator or his/her designee will strive to ensure that the Governing Council is given prior notice of matters submitted by members for deliberation at meetings.

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

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

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

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

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

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

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

1. Is elected as set forth in Section ARTICLE 8.
2. Is a Member of the Governing Council.
3. Works in close collaboration with the Head Administrator in achieving the school's mission.
4. Provides leadership to the Governing Council.
5. Chairs meetings of the Governing Council after developing the agenda with the Head Administrator.
6. Designates a Governing Council Member to preside over meetings in the Governing Council President's absence.
7. Encourages the Governing Council role in strategic planning.
8. Helps guide and mediate Governing Council actions with respect to the school's priorities and governance concerns.
9. Reviews with Head Administrator any issues of concern to the Governing Council.
10. Monitors financial planning, financial reports, and academic performance.
11. Plays a lead in formally evaluating the Head Administrator.
12. Participates annually in the required Governing Council training.
13. Performs other responsibilities as assigned by the Governing Council.
14. Serves as the school's ambassador to the community.

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

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

## **Governing Council Secretary**

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

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

## **Governing Council Member**

1. Is an active participant in the Governing Council, by contributing needed hours per month toward Governing Council service. "Active participation" may include, but is not limited to, the following:
  - a. Attending a monthly Governing Council meeting.
  - b. Participating on a Governing Council committee (or committees).
  - c. Reading school- or Governing Council-related material and preparing for meetings.
  - d. Attending events at Albuquerque Aviation Academy, related legislative sessions or events and other tasks as required.
  - e. Attending Governing Council-related training to support more effective governance of the school's operation.
  - f. Monitors financial planning, financial reports, and academic performance.



- g. Works in good faith to build effective working relationships with other Governing Council Members, the Albuquerque Aviation Academy administration and the Albuquerque Aviation Academy staff.
- h. Plays a role in formally evaluating the Head Administrator.
- i. Serves as the school's ambassador to the community.

2. **Board Training Continuing Governing Council Members.** New Mexico Administrative Code § 6.80.5.9 requires specific hourly training requirements as described below for each Governing Council member continuing to serve on the Governing Council beyond the end of their first fiscal year. Training shall be annually completed a governing body training course that consists of, at a minimum, **five (5) hours of training.**

Annual training must meet specific hour requirements:

- a. Laws and department policies and procedures affecting governing bodies or charter schools, including ethics and school personnel
- b. Public school finance, budgeting and fiduciary responsibilities of governing bodies and performance-based budgeting
- c. A governing bodies role in evaluating and improving student academic achievement and using data to set individual school goals for student academic achievement in charter schools
- d. A governing bodies role in providing a safe learning environment conducive to improving student outcomes
- e. Legal concepts pertaining to governing bodies and charter schools, including the Open Meetings Act and the Inspection of Public Records Act
- f. Effective governance practices and effective methods of supporting and supervising a charter school leader
- g. Other matters deemed relevant by the department

Training courses cannot be repeated in consecutive years.

Board members should select and attend training courses based on specific areas of growth within each training area identified above for individual governing bodies or governing body members.

Albuquerque Aviation Academy Governing Council shall comply with all applicable training requirements as mandated by state law. In the event of any changes or amendments to the training requirements set forth in the statute, the Governing Council will adhere to and implement the new rules as prescribes, ensuring that all council members meet the updated training obligations within the required timeframes.

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

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

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

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

The Governing Council shall select Governing Council Members for vacant positions by a majority vote. Upon notification of a vacancy, the Governing Council shall obtain nominations by notifying community, business, and/or education leaders, and school families of vacancies on the Governing Council along with a description of the responsibilities of serving as a Member. The notice of vacancy shall be posted on the school's website, bulletin board, and through email to the parents of students.

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

interests will be eligible to serve. Nominations must be given to the President or designee of the Governing Council prior to the regular or special Governing Council Meeting at which the vote of the Governing Council shall be made.

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

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

1. Board Training New Governing Council Members. Effective July 1, 2024, within the first fiscal year of service, each new governing body member shall complete a governing body training course that consists of, at a minimum, 10 hours of governing body training that comply with the regulations set forth by PED.

The new governing body training shall include:

- (1) at least two (2) hours covering laws and department policies and procedures affecting governing bodies or charter schools, including ethics and school personnel
  - (2) at least two (2) hours covering public school finance, budgeting and fiduciary responsibilities of governing bodies
  - (3) at least two (2) hours covering legal concepts pertaining to governing bodies and charter schools, including the Open Meetings Act and the Inspection of Public Records Act
  - (4) at least two (2) hours covering effective governance practices and effective methods of supporting and supervising a charter school leader
  - (5) at least two (2) hours covering student achievement and student support services
2. The mandatory governing body training course(s) shall be completed in one or multiple sessions during the fiscal year.
  3. Annually, the Governing Council training in each of the areas identified above shall be related to specific areas of growth within each area for individual governing bodies or governing body members based on the annual governing body evaluation.
  4. It is the responsibility of each Governing Council member to complete the training within the fiscal year.

Albuquerque Aviation Academy Governing Council shall comply with all applicable training requirements as mandated by state law. In the event of any changes or amendments to the training requirements set forth in the statute, the Governing Council will adhere to and implement the new rules as prescribes, ensuring that all council members meet the updated training obligations within the required timeframes.

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

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

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

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

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

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

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

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

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

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

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

The Albuquerque Aviation Academy Governing Council shall establish a Finance Committee and an Audit Committee. The Finance Committee and Audit Committees are sub-committees of the Governing Council and will consist of two Governing Council Members and two

Members of the public. The Audit Committee will consist of two Governing Council Members, one volunteer member with accounting and finance experience, one volunteer parent, the Head Administrator, and CFO. Members of the Finance

Committee may also serve as Members of the Audit Committee. Any Governing Council Member may attend any committee meeting; however, a quorum of the Governing Council is prohibited at all committee meetings unless such meeting is held in accordance with the Open Meetings Act.

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

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

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

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

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

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

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

The agenda for any Governing Council meeting shall be approved by the Governing Council President and the Head Administrator. The Governing Council reserves the right to add or delete items at the meeting that are from persons other than Governing Council Members, subject to the limits of the Open Meetings Act, NMSA 1978, §§ 10- 151 et seq. A written request that an item be included on the Governing Council agenda must be filed in the office of the Head Administrator at least seven (7) calendar days prior to the publication of the agenda. Such requests must include in writing, all statements and materials the person anticipates presenting. This does not limit any person's right to speak during the public comment portion of each meeting. Standing agenda items shall also include:

- Student Achievement Report
- Finance Report
- Aviation Program Report

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

## **ARTICLE 12: Addressing the Governing Council**

Any person may formally address the Governing Council during the "public comment" session of a regularly scheduled Governing Council meeting, provided "public comment" is included on the Governing Council agenda. The Governing Council President reserves the right to amend the public comment session. The process to request to address the Council in "public comment" is outlined on each public agenda pursuant to Council policy.

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

A record of all actions of the Governing Council will be set forth in the official minutes of the Governing Council. The minutes shall be kept on file at the school and published on the Albuquerque Aviation Academy website. Recordings of the Governing Council meetings shall be posted on the school's website within one week of the meeting's conclusion and publicly available.

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

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

#### **ARTICLE 15: Parliamentary Authority**

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

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

See Albuquerque Aviation Academy Conflict Resolution Policy

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

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



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:

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

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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.
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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



**GOVERNING COUNCIL**

Regular Meeting of the Albuquerque Aviation Academy Governing Council on  
Friday, November 15, 2024

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

**BOARD MEMBERS PRESENT**

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

**BOARD MEMBERS ABSENT**

none

**ALSO IN ATTENDANCE**

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

**PUBLIC**

none

These minutes were approved on 12/20/2024

By a vote of 7 yes 0 no 0 absent 0 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 15, 2024 at 2:00 PM on Zoom.us and in person.

**A. Roll Call**

Larry Kennedy asked Bridget Barrett to call roll. Bridget Barrett called Laura Kohr, Roland Dewing, Alex Carothers, Mike Romo, Jody Meyer, Farrah Nickerson (via Zoom) 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. Mike Romo seconded the motion. Larry Kennedy called for a roll call vote to approve. Bridget Barrett called Laura Kohr, Roland Dewing, Alex Carothers, Mike Romo, Jody Meyer, Farrah Nickerson, and Larry Kennedy; all voted yes. The motion carried unanimously.

**C. Review/Approval of Minutes from October 18, 2024 Regular Meeting\***

Larry Kennedy asked for a motion to approve the minutes from the October 18, 2024 Regular Meeting. Farrah Nickerson made a motion to approve the minutes. Roland Dewing seconded the motion. Larry Kennedy called for a roll call vote to approve. Bridget Barrett called Laura Kohr, Roland Dewing, Alex Carothers, Mike Romo, Jody Meyer, Farrah Nickerson, and Larry Kennedy; all voted yes. The motion carried unanimously.

**II. Public Comment**

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

**III. Ongoing Business Matters**

**A. Aviation Program Update**

Dr. Lauren Chavez presented that they have flown approximately 8.3 hours since the last report and about 7 hours from the 50 hour needed. Looking at various options for new aircraft purchase.

Another student taking their knowledge exam this week. Working on a new instrumental/commercial program for next semester. Motivators for students who have completed their private pilot program and ready for the next steps. Drones has

three more weeks and about 1/3 of students will take their exam before end of semester.

The balloon class is very engaged and ½ of the students want to become balloon pilots.

Doc is working with the new COO of Eclipse to get another internship program started. Plan to start in January. Another student completed the Air Traffic Control internship and many of these students want to make this a career after this internship.

Reviewed expenses.

Mike Romo asked how many students are in the balloon class this semester. There are about 25 students in the program. Discussed requirements for hot air balloon pilots if already have private pilot license. Students are very enthusiastic about this program and we are hoping to have at least a few students get their hot air balloon license this year.

Alex Carothers shared that Spartan is very impressed with the students coming to them from our program.

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

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

Bridget Barrett presented enrollment numbers. They are down a bit. 40-day count was down to 313 instead of 316. Shared the actual grade reports which show that students are behind. Switching to relative grade next week which will show everything not turned in as a zero and show what students' grade would be at the end of the semester. Relative grades will continue to go up throughout the rest of the semester. Met goal for walkthrough this month.

Tier I reward was given out this week to students.

BCSO helicopter came last week during the assemblies.

Bridget Barrett reviewed the Targeted Interventions that are happening this year and last, including MLSS intervention meetings, collaboration with teachers to discuss student progress, math and ELA support classes on Fridays last year, Varsity Tutors provided math tutoring last year but very little participation from students, last semester hired a math support tutor (educational assistant) last semester but he moved away this year. This year, middle school sixth grade see all their content teachers daily. We are working with Renaissance for interim testing for 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grade students that will begin in January. This will also include an additional

program to help interventions with Freckle. Discussion about progression of school from main lab to content based classes, working in direct instruction and now implementing small groups to target instruction for students. We have added two math support classes during the week that is available to students. Science courses have been updated to align with the NGSS science standards. Juniors are now assigned physics, rather than choosing a science because that is what they are tested on. Academic Challenge has begun this year and students that earned an ice cream party shared that this week.

Alex Carothers asked about the low participation with Varsity Tutors and how other intervention classes participation rates are tracking. These are designed to be smaller classes and some students are assigned the classes while a few others sign up for them.

**V. New Business Matters**

**A. Aviation Committee\***

Larry Kennedy presented the establishment of an Aviation Committee that will have focused meetings to discuss all the aspects of the aviation program and will then have a standing report at the governing council meetings.

Roland Dewing asked if this would include parents, and the answer was that is up to the committee. There can be up to three governing council members and then whomever the committee would like to include.

Larry Kennedy asked for a motion to approve the establishment of the Aviation Committee. Roland Dewing made a motion to approve. Laura Kohr seconded the motion. Larry Kennedy called for a roll call vote to approve. Bridget Barrett called Laura Kohr, Roland Dewing, Alex Carothers, Mike Romo, Jody Meyer, Farrah Nickerson, and Larry Kennedy; all voted yes. The motion carried unanimously. Larry Kennedy requested volunteers for the committee. Mike Romo, Alex Carothers, and Roland Dewing volunteered to be members of the committee. The committee will decide who runs the committee and when they will hold their meetings and then provide a standing report at the governing council meetings.

**B. Finance Committee Opening\***

Larry Kennedy shared that with the resignation of Mike Deveraux, there is an opening on the Finance Committee and asked if there were any volunteers. Laura Kohr volunteered. Finance committee meets one hour prior to the governing council meetings. Larry Kennedy asked for a motion to approve Laura Kohr as a member of the Finance Committee. Jody Meyer made a motion to approve. Alex Carothers seconded the motion. Larry Kennedy called for a roll call vote to approve. Bridget



Barrett called Laura Kohr, Roland Dewing, Alex Carothers, Mike Romo, Jody Meyer, Farrah Nickerson, and Larry Kennedy; all voted yes.

### **C. GC Bylaws Revisions\***

Larry Kennedy shared that bylaws are being updated to reflect the new changes in training that came out from legislation. Discussion regarding having to update again to include the new Aviation Committee but there is already language included in the bylaws regarding ad-hoc committees in Article IX so no additional revisions are necessary. Larry Kennedy asked for a motion to approve the revisions to the GC Bylaws. Alex Carothers made a motion to approve. Mike Romo seconded the motion. Larry Kennedy called for a roll call vote to approve. Bridget Barrett called Laura Kohr, Roland Dewing, Alex Carothers, Mike Romo, Jody Meyer, Farrah Nickerson, and Larry Kennedy; all voted yes.

### **D. Grievance Policy\***

Larry Kennedy asked administration to meet with Kelly Callahan to discuss this policy and make sure that it is accurate and bring to a future meeting. Larry Kennedy asked for a motion to table the Grievance Policy. Roland Dewing made a motion to table. Laura Kohr seconded the motion. Larry Kennedy called for a roll call vote to table. Bridget Barrett called Laura Kohr, Roland Dewing, Alex Carothers, Mike Romo, Jody Meyer, Farrah Nickerson, and Larry Kennedy; all voted yes.

### **E. Brand Builder**

Amanda Catanzaro shared the plan to use KRQE Brand Builder to create and run a series of commercials to get the word out about our school to increase enrollment. Shared this information with Governing Council since it would surpass the \$20,000 threshold. The plan is to fully implement this if the school receives the next round of CSP grant funding.

## **VI. Governing Council Development**

### **A. Discussion with Kelly Callahan**

Larry Kennedy requested that Kelly Callahan review the Roles and Responsibilities of the Governing Council.

### **B. Governing Council Roles and Responsibilities**

Kelly Callahan shared document titled "Governing Board and Head Administrator Roles and Responsibilities." Governing Council has three main responsibilities as outlined in 6.29.1 which are to hire and fire the head administrator, oversee the budget, and creation and approval of policies. It was added that the Governing Council now needs to approve the MLSS and NM School Dash Plans as well.

Kelly Callahan reviewed the Roles and Responsibilities and outlined the duties of the head administrator.

## **VII. Finance Report**

### **A. Business Office Operations Update**

Sean Fry presented that the Finance Committee met prior to the Governing Council meeting and reviewed all the financial documents in detail. Welcome to Laura for joining the Finance Committee.

### **B. Voucher Approvals for October 2024\***

Sean Fry presented the October Vouchers. Larry Kennedy asked for a motion to approve. Alex Carothers made the motion. Mike Romo seconded the motion. Larry Kennedy called for a roll call vote to approve. Bridget Barrett called Laura Kohr, Roland Dewing, Alex Carothers, Mike Romo, Jody Meyer, Farrah Nickerson, and Larry Kennedy; all voted yes.

### **C. Bank Reconciliation for October 2024\***

Sean Fry presented the October Bank Reconciliation. Larry Kennedy asked for a motion to approve. Laura Kohr made the motion. Mike Romo seconded the motion. Larry Kennedy called for a roll call vote to approve. Bridget Barrett called Laura Kohr, Roland Dewing, Alex Carothers, Mike Romo, Jody Meyer, Farrah Nickerson, and Larry Kennedy; all voted yes.

### **D. Budget Adjustment Requests\***

Sean Fry presented BAR 2425-11000-0013-T, a transfer BAR to transfer funds from the 1000 function to four other functions for clean-up. Larry Kennedy asked for a motion to approve BAR 2425-11000-0013-T. Laura Kohr made the motion. Alex Carothers seconded the motion. Larry Kennedy called for a roll call vote to approve. Bridget Barrett called Laura Kohr, Roland Dewing, Alex Carothers, Mike Romo, Jody Meyer, Farrah Nickerson, and Larry Kennedy; all voted yes.

## **VIII. Announcements**

Next regular Governing Council meeting is scheduled for December 20, 2024.

Holiday Party is being finalized but currently scheduled for 12/8 at Ironwood Grill. Bridget Barrett will send out the invitation to the Governing Council and we will post about possible quorum.

**IX. Adjournment\***

Larry Kennedy called for a motion to adjourn. Laura Kohr made a motion to adjourn. Farrah Nickerson seconded the motion. Larry Kennedy called for a roll call vote to approve. Bridget Barrett called Laura Kohr, Roland Dewing, Alex Carothers, Mike Romo, Jody Meyer, Farrah Nickerson, and Larry Kennedy; all voted yes.

The Regular Meeting of the Governing Council for the Albuquerque Aviation Academy adjourned on November 15, 2024 at 3:24 p.m.



- 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.

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.

## **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 Members, subject to the limits of the Open Meetings Act, NMSA 1978, §§ 10- 151 et seq. A written request that an item be included on the Governing Council agenda must be filed in the office of the Head Administrator at least seven (7) calendar days prior to the publication of the agenda. Such requests must include in writing, all statements and materials the person anticipates presenting. This does not limit any person's right to speak during the public comment portion of each meeting. Standing agenda items shall also include:

- 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**

Any person may formally address the Governing Council during the "public comment" session of a regularly scheduled Governing Council meeting, provided "public comment" is included on the Governing Council agenda. The Governing Council President reserves the right to amend the public comment session. The process to request to address the Council in "public comment" is outlined on each public agenda pursuant to Council policy.

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

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

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

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

#### **ARTICLE 15: Parliamentary Authority**

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

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

See 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 Albuquerque Aviation Academy Governing Council on  
Friday, November 15, 2024

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

**BOARD MEMBERS PRESENT**

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**PUBLIC**

none

These minutes were approved on \_\_\_\_\_

By a vote of \_\_\_ yes \_\_\_ no \_\_\_ absent \_\_\_ abstained

\_\_\_\_\_ President

\_\_\_\_\_ Secretary

**I. Call to Order**

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program to help interventions with Freckle. Discussion about progression of school from main lab to content based classes, working in direct instruction and now implementing small groups to target instruction for students. We have added two math support classes during the week that is available to students. Science courses have been updated to align with the NGSS science standards. Juniors are now assigned physics, rather than choosing a science because that is what they are tested on. Academic Challenge has begun this year and students that earned an ice cream party shared that this week.

Alex Carothers asked about the low participation with Varsity Tutors and how other intervention classes participation rates are tracking. These are designed to be smaller classes and some students are assigned the classes while a few others sign up for them.

## **V. New Business Matters**

### **A. Aviation Committee\***

Larry Kennedy presented the establishment of an Aviation Committee that will have focused meetings to discuss all the aspects of the aviation program and will then have a standing report at the governing council meetings.

Roland Dewing asked if this would include parents, and the answer was that is up to the committee. There can be up to three governing council members and then whomever the committee would like to include.

Larry Kennedy asked for a motion to approve the establishment of the Aviation Committee. Roland Dewing made a motion to approve. Laura Kohr seconded the motion. Larry Kennedy called for a roll call vote to approve. Bridget Barrett called Laura Kohr, Roland Dewing, Alex Carothers, Mike Romo, Jody Meyer, Farrah Nickerson, and Larry Kennedy; all voted yes. The motion carried unanimously. Larry Kennedy requested volunteers for the committee. Mike Romo, Alex Carothers, and Roland Dewing volunteered to be members of the committee. The committee will decide who runs the committee and when they will hold their meetings and then provide a standing report at the governing council meetings.

### **B. Finance Committee Opening\***

Larry Kennedy shared that with the resignation of Mike Deveraux, there is an opening on the Finance Committee and asked if there were any volunteers. Laura Kohr volunteered. Finance committee meets one hour prior to the governing council meetings. Larry Kennedy asked for a motion to approve Laura Kohr as a member of the Finance Committee. Jody Meyer made a motion to approve. Alex Carothers seconded the motion. Larry Kennedy called for a roll call vote to approve. Bridget

Barrett called Laura Kohr, Roland Dewing, Alex Carothers, Mike Romo, Jody Meyer, Farrah Nickerson, and Larry Kennedy; all voted yes.

### C. GC Bylaws Revisions\*

Larry Kennedy shared that bylaws are being updated to reflect the new changes in training that came out from legislation. Discussion regarding having to update again to include the new Aviation Committee but there is already language included in the bylaws regarding ad-hoc committees in Article IX so no additional revisions are necessary. Larry Kennedy asked for a motion to approve the revisions to the GC Bylaws. Alex Carothers made a motion to approve. Mike Romo seconded the motion. Larry Kennedy called for a roll call vote to approve. Bridget Barrett called Laura Kohr, Roland Dewing, Alex Carothers, Mike Romo, Jody Meyer, Farrah Nickerson, and Larry Kennedy; all voted yes.

### D. Grievance Policy\*

Larry Kennedy asked administration to meet with Kelly Callahan to discuss this policy and make sure that it is accurate and bring to a future meeting. Larry Kennedy asked for a motion to table the Grievance Policy. Roland Dewing made a motion to table. Laura Kohr seconded the motion. Larry Kennedy called for a roll call vote to table. Bridget Barrett called Laura Kohr, Roland Dewing, Alex Carothers, Mike Romo, Jody Meyer, Farrah Nickerson, and Larry Kennedy; all voted yes.

### E. Brand Builder

Amanda Catanzaro shared the plan to use KRQE Brand Builder to create and run a series of commercials to get the word out about our school to increase enrollment. Shared this information with Governing Council since it would surpass the \$20,000 threshold. The plan is to fully implement this if the school receives the next round of CSP grant funding.

## VI. Governing Council Development

### A. Discussion with Kelly Callahan

Larry Kennedy requested that Kelly Callahan review the Roles and Responsibilities of the Governing Council.

### B. Governing Council Roles and Responsibilities

Kelly Callahan shared document titled "Governing Board and Head Administrator Roles and Responsibilities." Governing Council has three main responsibilities as outlined in 6.29.1 which are to hire and fire the head administrator, oversee the budget, and creation and approval of policies. It was added that the Governing Council now needs to approve the MLSS and NM School Dash Plans as well.

Kelly Callahan reviewed the Roles and Responsibilities and outlined the duties of the head administrator.

## **VII. Finance Report**

### **A. Business Office Operations Update**

Sean Fry presented that the Finance Committee met prior to the Governing Council meeting and reviewed all the financial documents in detail. Welcome to Laura for joining the Finance Committee.

### **B. Voucher Approvals for October 2024\***

Sean Fry presented the October Vouchers. Larry Kennedy asked for a motion to approve. Alex Carothers made the motion. Mike Romo seconded the motion. Larry Kennedy called for a roll call vote to approve. Bridget Barrett called Laura Kohr, Roland Dewing, Alex Carothers, Mike Romo, Jody Meyer, Farrah Nickerson, and Larry Kennedy; all voted yes.

### **C. Bank Reconciliation for October 2024\***

Sean Fry presented the October Bank Reconciliation. Larry Kennedy asked for a motion to approve. Laura Kohr made the motion. Mike Romo seconded the motion. Larry Kennedy called for a roll call vote to approve. Bridget Barrett called Laura Kohr, Roland Dewing, Alex Carothers, Mike Romo, Jody Meyer, Farrah Nickerson, and Larry Kennedy; all voted yes.

### **D. Budget Adjustment Requests\***

Sean Fry presented BAR 2425-11000-0013-T, a transfer BAR to transfer funds from the 1000 function to four other functions for clean-up. Larry Kennedy asked for a motion to approve BAR 2425-11000-0013-T. Laura Kohr made the motion. Alex Carothers seconded the motion. Larry Kennedy called for a roll call vote to approve. Bridget Barrett called Laura Kohr, Roland Dewing, Alex Carothers, Mike Romo, Jody Meyer, Farrah Nickerson, and Larry Kennedy; all voted yes.

## **VIII. Announcements**

Next regular Governing Council meeting is scheduled for December 20, 2024.

Holiday Party is being finalized but currently scheduled for 12/8 at Ironwood Grill. Bridget Barrett will send out the invitation to the Governing Council and we will post about possible quorum.



**IX. Adjournment\***

Larry Kennedy called for a motion to adjourn. Laura Kohr made a motion to adjourn. Farrah Nickerson seconded the motion. Larry Kennedy called for a roll call vote to approve. Bridget Barrett called Laura Kohr, Roland Dewing, Alex Carothers, Mike Romo, Jody Meyer, Farrah Nickerson, and Larry Kennedy; all voted yes.

The Regular Meeting of the Governing Council for the Albuquerque Aviation Academy adjourned on November 15, 2024 at 3:24 p.m.



BYLAWS  
OF  
THE GOVERNING COUNCIL OF THE  
**Albuquerque Aviation Academy**

**Articles**

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

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

1. Those powers as set forth in the School charter that are not inconsistent with federal or state laws or constitutions, or as otherwise set forth in the Charter Schools Act, NMSA 1978 §§22-8B-1, et seq.
2. Employ the Head Administrator of School.
3. Delegate administrative and supervisory functions of the Head Administrator of School when appropriate.

4. Approval of the annual budget of anticipated income and expenditures, and direct the preparation of the annual financial audit report in connection with the authorizer's annual audit.
5. Have the capacity to sue or be sued.
6. Contract for services facility leases with any school district, a university or college or any third party for the use of a facility, its operation and maintenance and the provision of any service or activity that School is required to perform in order to carry out the educational program described in its charter.
7. Acquire and dispose of property provided that at the termination of the charter, all assets of the charter shall revert to the authorizer that authorized the charter, unless otherwise amended by law.
8. Accept or reject any charitable gift, grant, device, or bequest not otherwise contrary to law or the terms of the charter.
9. Contract for provision of financial management, food services, education related services or other services.

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

1. **General.** The Governing Council is the governing body of the charter school and is responsible for ensuring the fair and uniform application of all federal, state, and local laws in the operation of the school as well as the school's charter and policies. The school will be operated for the educational benefit of its students. The Governing Council is the policy-making body for the school. The School Governing Council will exercise leadership primarily through the formulation and adoption of policies.
2. **Delegation to the Head Administrator.** The Governing Council shall concern itself primarily with broad questions of policy and with the appraisal of results rather than with administrative detail. The application of policies is an administrative task to be performed by the Head Administrator and designated staff, and they shall be held responsible for the effective implementation of Governing Council policies. The Head Administrator shall be held responsible for keeping the Governing Council informed of all matters within its purview so that the Governing Council can fulfill the above described functions of a governing body. The Head Administrator will have primary responsibility for all aspects of the school's operations and programs, including the day-to-day management and implementation of the school's charter and Governing Council policies. The teachers and staff of School will report to the Head Administrator.
3. **Individual Member's Authority.** A member of the Governing Council is a public officer but has no power or authority individually. The charter vests power in the Governing Council, and not in the members, either individually or otherwise and these powers must be exercised by the Governing Council at a public meeting in regular or special called

meetings, with action duly recorded in its minutes. Direction for the head administrator and staff must come from the Council as a whole. The Council President may communicate with the head administrator as outlined in Article 4.

4. **Binding Authority.** The Governing Council shall not be bound in any way by any action or statement on the part of any individual Governing Council member except when such a statement or action is in pursuance of specific instructions from the Governing Council. Any such exception shall be recorded as an action item of the Governing Council and recorded in the minutes.
5. **Advanced Notice.** The Governing Council recognizes the importance of timely communication among its members and between the Governing Council and the Head Administrator. The Head Administrator or his/her designee will strive to ensure that the Governing Council is given prior notice of matters submitted by members for deliberation at meetings.

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

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

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

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

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

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

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

1. Is elected as set forth in Section ARTICLE 8.
2. Is a Member of the Governing Council.
3. Works in close collaboration with the Head Administrator in achieving the school's mission.
4. Provides leadership to the Governing Council.
5. Chairs meetings of the Governing Council after developing the agenda with the Head Administrator.
6. Designates a Governing Council Member to preside over meetings in the Governing Council President's absence.
7. Encourages the Governing Council role in strategic planning.
8. Helps guide and mediate Governing Council actions with respect to the school's priorities and governance concerns.
9. Reviews with Head Administrator any issues of concern to the Governing Council.
10. Monitors financial planning, financial reports, and academic performance.
11. Plays a lead in formally evaluating the Head Administrator.
12. Participates annually in the required Governing Council training.
13. Performs other responsibilities as assigned by the Governing Council.
14. Serves as the school's ambassador to the community.

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

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

## **Governing Council Secretary**

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

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

## **Governing Council Member**

1. Is an active participant in the Governing Council, by contributing needed hours per month toward Governing Council service. "Active participation" may include, but is not limited to, the following:
  - a. Attending a monthly Governing Council meeting.
  - b. Participating on a Governing Council committee (or committees).
  - c. Reading school- or Governing Council-related material and preparing for meetings.
  - d. Attending events at Albuquerque Aviation Academy, related legislative sessions or events and other tasks as required.
  - e. Attending Governing Council-related training to support more effective governance of the school's operation.
  - f. Monitors financial planning, financial reports, and academic performance.

- g. Works in good faith to build effective working relationships with other Governing Council Members, the Albuquerque Aviation Academy administration and the Albuquerque Aviation Academy staff.
- h. Plays a role in formally evaluating the Head Administrator.
- i. Serves as the school's ambassador to the community.

2. **Board Training Continuing Governing Council Members.** New Mexico Administrative Code § 6.80.5.9 requires specific hourly training requirements as described below for each Governing Council member continuing to serve on the Governing Council beyond the end of their first fiscal year. Training shall be annually completed a governing body training course that consists of, at a minimum, **five (5) hours of training.**

Annual training must meet specific hour requirements:

- a. Laws and department policies and procedures affecting governing bodies or charter schools, including ethics and school personnel
- b. Public school finance, budgeting and fiduciary responsibilities of governing bodies and performance-based budgeting
- c. A governing bodies role in evaluating and improving student academic achievement and using data to set individual school goals for student academic achievement in charter schools
- d. A governing bodies role in providing a safe learning environment conducive to improving student outcomes
- e. Legal concepts pertaining to governing bodies and charter schools, including the Open Meetings Act and the Inspection of Public Records Act
- f. Effective governance practices and effective methods of supporting and supervising a charter school leader
- g. Other matters deemed relevant by the department

Training courses cannot be repeated in consecutive years.

Board members should select and attend training courses based on specific areas of growth within each training area identified above for individual governing bodies or governing body members.

Albuquerque Aviation Academy Governing Council shall comply with all applicable training requirements as mandated by state law. In the event of any changes or amendments to the training requirements set forth in the statute, the Governing Council will adhere to and implement the new rules as prescribes, ensuring that all council members meet the updated training obligations within the required timeframes.

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

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

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

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

The Governing Council shall select Governing Council Members for vacant positions by a majority vote. Upon notification of a vacancy, the Governing Council shall obtain nominations by notifying community, business, and/or education leaders, and school families of vacancies on the Governing Council along with a description of the responsibilities of serving as a Member. The notice of vacancy shall be posted on the school's website, bulletin board, and through email to the parents of students.

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



interests will be eligible to serve. Nominations must be given to the President or designee of the Governing Council prior to the regular or special Governing Council Meeting at which the vote of the Governing Council shall be made.

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

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

1. Board Training New Governing Council Members. Effective July 1, 2024, within the first fiscal year of service, each new governing body member shall complete a governing body training course that consists of, at a minimum, 10 hours of governing body training that comply with the regulations set forth by PED.

The new governing body training shall include:

- (1) at least two (2) hours covering laws and department policies and procedures affecting governing bodies or charter schools, including ethics and school personnel
  - (2) at least two (2) hours covering public school finance, budgeting and fiduciary responsibilities of governing bodies
  - (3) at least two (2) hours covering legal concepts pertaining to governing bodies and charter schools, including the Open Meetings Act and the Inspection of Public Records Act
  - (4) at least two (2) hours covering effective governance practices and effective methods of supporting and supervising a charter school leader
  - (5) at least two (2) hours covering student achievement and student support services
2. The mandatory governing body training course(s) shall be completed in one or multiple sessions during the fiscal year.
  3. Annually, the Governing Council training in each of the areas identified above shall be related to specific areas of growth within each area for individual governing bodies or governing body members based on the annual governing body evaluation.
  4. It is the responsibility of each Governing Council member to complete the training within the fiscal year.

Albuquerque Aviation Academy Governing Council shall comply with all applicable training requirements as mandated by state law. In the event of any changes or amendments to the training requirements set forth in the statute, the Governing Council will adhere to and implement the new rules as prescribes, ensuring that all council members meet the updated training obligations within the required timeframes.

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

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

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

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

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

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

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

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

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

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

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

The Albuquerque Aviation Academy Governing Council shall establish a Finance Committee and an Audit Committee. The Finance Committee and Audit Committees are sub-committees of the Governing Council and will consist of two Governing Council Members and two

Members of the public. The Audit Committee will consist of two Governing Council Members, one volunteer member with accounting and finance experience, one volunteer parent, the Head Administrator, and CFO. Members of the Finance

Committee may also serve as Members of the Audit Committee. Any Governing Council Member may attend any committee meeting; however, a quorum of the Governing Council is prohibited at all committee meetings unless such meeting is held in accordance with the Open Meetings Act.

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

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

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

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

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

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

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

The agenda for any Governing Council meeting shall be approved by the Governing Council President and the Head Administrator. The Governing Council reserves the right to add or delete items at the meeting that are from persons other than Governing Council Members, subject to the limits of the Open Meetings Act, NMSA 1978, §§ 10- 151 et seq. A written request that an item be included on the Governing Council agenda must be filed in the office of the Head Administrator at least seven (7) calendar days prior to the publication of the agenda. Such requests must include in writing, all statements and materials the person anticipates presenting. This does not limit any person's right to speak during the public comment portion of each meeting. Standing agenda items shall also include:

- Student Achievement Report
- Finance Report
- Aviation Program Report

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

## **ARTICLE 12: Addressing the Governing Council**

Any person may formally address the Governing Council during the "public comment" session of a regularly scheduled Governing Council meeting, provided "public comment" is included on the Governing Council agenda. The Governing Council President reserves the right to amend the public comment session. The process to request to address the Council in "public comment" is outlined on each public agenda pursuant to Council policy.

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

A record of all actions of the Governing Council will be set forth in the official minutes of the Governing Council. The minutes shall be kept on file at the school and published on the Albuquerque Aviation Academy website. Recordings of the Governing Council meetings shall be posted on the school's website within one week of the meeting's conclusion and publicly available.

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

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

#### **ARTICLE 15: Parliamentary Authority**

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

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

See Albuquerque Aviation Academy Conflict Resolution Policy

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

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



**GOVERNING COUNCIL**

Regular Meeting of the Albuquerque Aviation Academy Governing Council on  
Friday, November 15, 2024

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

**BOARD MEMBERS PRESENT**

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

**BOARD MEMBERS ABSENT**

none

**ALSO IN ATTENDANCE**

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

**PUBLIC**

none

These minutes were approved on 12/20/2024

By a vote of 7 yes 0 no 0 absent 0 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 15, 2024 at 2:00 PM on Zoom.us and in person.

**A. Roll Call**

Larry Kennedy asked Bridget Barrett to call roll. Bridget Barrett called Laura Kohr, Roland Dewing, Alex Carothers, Mike Romo, Jody Meyer, Farrah Nickerson (via Zoom) 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. Mike Romo seconded the motion. Larry Kennedy called for a roll call vote to approve. Bridget Barrett called Laura Kohr, Roland Dewing, Alex Carothers, Mike Romo, Jody Meyer, Farrah Nickerson, and Larry Kennedy; all voted yes. The motion carried unanimously.

**C. Review/Approval of Minutes from October 18, 2024 Regular Meeting\***

Larry Kennedy asked for a motion to approve the minutes from the October 18, 2024 Regular Meeting. Farrah Nickerson made a motion to approve the minutes. Roland Dewing seconded the motion. Larry Kennedy called for a roll call vote to approve. Bridget Barrett called Laura Kohr, Roland Dewing, Alex Carothers, Mike Romo, Jody Meyer, Farrah Nickerson, and Larry Kennedy; all voted yes. The motion carried unanimously.

**II. Public Comment**

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

**III. Ongoing Business Matters**

**A. Aviation Program Update**

Dr. Lauren Chavez presented that they have flown approximately 8.3 hours since the last report and about 7 hours from the 50 hour needed. Looking at various options for new aircraft purchase.

Another student taking their knowledge exam this week. Working on a new instrumental/commercial program for next semester. Motivators for students who have completed their private pilot program and ready for the next steps. Drones has

three more weeks and about 1/3 of students will take their exam before end of semester.

The balloon class is very engaged and ½ of the students want to become balloon pilots.

Doc is working with the new COO of Eclipse to get another internship program started. Plan to start in January. Another student completed the Air Traffic Control internship and many of these students want to make this a career after this internship.

Reviewed expenses.

Mike Romo asked how many students are in the balloon class this semester. There are about 25 students in the program. Discussed requirements for hot air balloon pilots if already have private pilot license. Students are very enthusiastic about this program and we are hoping to have at least a few students get their hot air balloon license this year.

Alex Carothers shared that Spartan is very impressed with the students coming to them from our program.

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

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

Bridget Barrett presented enrollment numbers. They are down a bit. 40-day count was down to 313 instead of 316. Shared the actual grade reports which show that students are behind. Switching to relative grade next week which will show everything not turned in as a zero and show what students' grade would be at the end of the semester. Relative grades will continue to go up throughout the rest of the semester. Met goal for walkthrough this month.

Tier I reward was given out this week to students.

BCSO helicopter came last week during the assemblies.

Bridget Barrett reviewed the Targeted Interventions that are happening this year and last, including MLSS intervention meetings, collaboration with teachers to discuss student progress, math and ELA support classes on Fridays last year, Varsity Tutors provided math tutoring last year but very little participation from students, last semester hired a math support tutor (educational assistant) last semester but he moved away this year. This year, middle school sixth grade see all their content teachers daily. We are working with Renaissance for interim testing for 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grade students that will begin in January. This will also include an additional



program to help interventions with Freckle. Discussion about progression of school from main lab to content based classes, working in direct instruction and now implementing small groups to target instruction for students. We have added two math support classes during the week that is available to students. Science courses have been updated to align with the NGSS science standards. Juniors are now assigned physics, rather than choosing a science because that is what they are tested on. Academic Challenge has begun this year and students that earned an ice cream party shared that this week.

Alex Carothers asked about the low participation with Varsity Tutors and how other intervention classes participation rates are tracking. These are designed to be smaller classes and some students are assigned the classes while a few others sign up for them.

**V. New Business Matters**

**A. Aviation Committee\***

Larry Kennedy presented the establishment of an Aviation Committee that will have focused meetings to discuss all the aspects of the aviation program and will then have a standing report at the governing council meetings.

Roland Dewing asked if this would include parents, and the answer was that is up to the committee. There can be up to three governing council members and then whomever the committee would like to include.

Larry Kennedy asked for a motion to approve the establishment of the Aviation Committee. Roland Dewing made a motion to approve. Laura Kohr seconded the motion. Larry Kennedy called for a roll call vote to approve. Bridget Barrett called Laura Kohr, Roland Dewing, Alex Carothers, Mike Romo, Jody Meyer, Farrah Nickerson, and Larry Kennedy; all voted yes. The motion carried unanimously. Larry Kennedy requested volunteers for the committee. Mike Romo, Alex Carothers, and Roland Dewing volunteered to be members of the committee. The committee will decide who runs the committee and when they will hold their meetings and then provide a standing report at the governing council meetings.

**B. Finance Committee Opening\***

Larry Kennedy shared that with the resignation of Mike Deveraux, there is an opening on the Finance Committee and asked if there were any volunteers. Laura Kohr volunteered. Finance committee meets one hour prior to the governing council meetings. Larry Kennedy asked for a motion to approve Laura Kohr as a member of the Finance Committee. Jody Meyer made a motion to approve. Alex Carothers seconded the motion. Larry Kennedy called for a roll call vote to approve. Bridget

Barrett called Laura Kohr, Roland Dewing, Alex Carothers, Mike Romo, Jody Meyer, Farrah Nickerson, and Larry Kennedy; all voted yes.

### **C. GC Bylaws Revisions\***

Larry Kennedy shared that bylaws are being updated to reflect the new changes in training that came out from legislation. Discussion regarding having to update again to include the new Aviation Committee but there is already language included in the bylaws regarding ad-hoc committees in Article IX so no additional revisions are necessary. Larry Kennedy asked for a motion to approve the revisions to the GC Bylaws. Alex Carothers made a motion to approve. Mike Romo seconded the motion. Larry Kennedy called for a roll call vote to approve. Bridget Barrett called Laura Kohr, Roland Dewing, Alex Carothers, Mike Romo, Jody Meyer, Farrah Nickerson, and Larry Kennedy; all voted yes.

### **D. Grievance Policy\***

Larry Kennedy asked administration to meet with Kelly Callahan to discuss this policy and make sure that it is accurate and bring to a future meeting. Larry Kennedy asked for a motion to table the Grievance Policy. Roland Dewing made a motion to table. Laura Kohr seconded the motion. Larry Kennedy called for a roll call vote to table. Bridget Barrett called Laura Kohr, Roland Dewing, Alex Carothers, Mike Romo, Jody Meyer, Farrah Nickerson, and Larry Kennedy; all voted yes.

### **E. Brand Builder**

Amanda Catanzaro shared the plan to use KRQE Brand Builder to create and run a series of commercials to get the word out about our school to increase enrollment. Shared this information with Governing Council since it would surpass the \$20,000 threshold. The plan is to fully implement this if the school receives the next round of CSP grant funding.

## **VI. Governing Council Development**

### **A. Discussion with Kelly Callahan**

Larry Kennedy requested that Kelly Callahan review the Roles and Responsibilities of the Governing Council.

### **B. Governing Council Roles and Responsibilities**

Kelly Callahan shared document titled "Governing Board and Head Administrator Roles and Responsibilities." Governing Council has three main responsibilities as outlined in 6.29.1 which are to hire and fire the head administrator, oversee the budget, and creation and approval of policies. It was added that the Governing Council now needs to approve the MLSS and NM School Dash Plans as well.

Kelly Callahan reviewed the Roles and Responsibilities and outlined the duties of the head administrator.

## **VII. Finance Report**

### **A. Business Office Operations Update**

Sean Fry presented that the Finance Committee met prior to the Governing Council meeting and reviewed all the financial documents in detail. Welcome to Laura for joining the Finance Committee.

### **B. Voucher Approvals for October 2024\***

Sean Fry presented the October Vouchers. Larry Kennedy asked for a motion to approve. Alex Carothers made the motion. Mike Romo seconded the motion. Larry Kennedy called for a roll call vote to approve. Bridget Barrett called Laura Kohr, Roland Dewing, Alex Carothers, Mike Romo, Jody Meyer, Farrah Nickerson, and Larry Kennedy; all voted yes.

### **C. Bank Reconciliation for October 2024\***

Sean Fry presented the October Bank Reconciliation. Larry Kennedy asked for a motion to approve. Laura Kohr made the motion. Mike Romo seconded the motion. Larry Kennedy called for a roll call vote to approve. Bridget Barrett called Laura Kohr, Roland Dewing, Alex Carothers, Mike Romo, Jody Meyer, Farrah Nickerson, and Larry Kennedy; all voted yes.

### **D. Budget Adjustment Requests\***

Sean Fry presented BAR 2425-11000-0013-T, a transfer BAR to transfer funds from the 1000 function to four other functions for clean-up. Larry Kennedy asked for a motion to approve BAR 2425-11000-0013-T. Laura Kohr made the motion. Alex Carothers seconded the motion. Larry Kennedy called for a roll call vote to approve. Bridget Barrett called Laura Kohr, Roland Dewing, Alex Carothers, Mike Romo, Jody Meyer, Farrah Nickerson, and Larry Kennedy; all voted yes.

## **VIII. Announcements**

Next regular Governing Council meeting is scheduled for December 20, 2024.

Holiday Party is being finalized but currently scheduled for 12/8 at Ironwood Grill. Bridget Barrett will send out the invitation to the Governing Council and we will post about possible quorum.

**IX. Adjournment\***

Larry Kennedy called for a motion to adjourn. Laura Kohr made a motion to adjourn. Farrah Nickerson seconded the motion. Larry Kennedy called for a roll call vote to approve. Bridget Barrett called Laura Kohr, Roland Dewing, Alex Carothers, Mike Romo, Jody Meyer, Farrah Nickerson, and Larry Kennedy; all voted yes.

The Regular Meeting of the Governing Council for the Albuquerque Aviation Academy adjourned on November 15, 2024 at 3:24 p.m.

