

Agenda

AIMS Board of Trustees Meeting

**November 8, 2012
11:30 a.m. – 1:00 p.m.
800 University Blvd.
First floor Conference Room**

1. Approval of Minutes from October
2. Approval of Agenda
3. Comments from Community- 15 minute time limit, speakers limited to 3 minutes each
5. School Director Report (Kathy Sandoval, Jolene Jaramillo)
6. Financial Items: BARs, Statements, Reconciliation Reports (Jolene Jaramillo)
7. Joint powers agreement for Charter Educational Services
8. Resolution Regarding Social Security Coverage
9. Employee payroll options
10. New Business
11. Adjournment



Regular Meeting

Albuquerque Institute for Mathematics and Science Governing Council

Date: November 8, 2012

Time: 11:30 am

Location: 800 Bradbury SE, First floor conference room

Meeting Type: Regular Special Proposed Approved

Attendance:

Members:	Present	Absent
Dr. Steve Cabaniss, President	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bob Walton, Vice President	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dr. Kathryn Watkins, Secretary	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Joe Fortuin, member	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Breda Bova, member	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dr. Alicia Aragon	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dr. Kerry Howe	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Alan Clawson	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Other Attendees: Katharina Sandoval-Snider, Daniel Ivey-Soto, Jolene Jaramillo

- I. Approval of October Minutes Cabaniss
 Motion to approve: Aragon
 Second: Clawson
 Motion approved unanimously
- II. Approval of Agenda Cabaniss
 Motion to approve: Clawson
 Second: Aragon
 Motion approved unanimously
- III. Comments from the Community: 15 minute time limit, speakers limited to 3 minutes each.
 None
- IV. Financial Items: Approval of BARs, Financial Statements, Bank Reconciliation Reports and Check Listing Jaramillo
 Jaramillo presented 1 BAR for the reimbursement of Dual Credit materials
 Motion to approve BAR: Walton
 Second: Jaramillo
 Motion approved unanimously
 Clawson handed out sample Chart of Accounts, as requested by Howe. These will become only important for the Finance Committee, which meets with Jaramillo prior to the Board meeting. Finance Committee will then recommend approval as appropriate to the full Board during an Open Meeting.

A copy of the meeting minutes are available for public inspection at Albuquerque Institute for Math and Science at 933 Bradbury SE, Albuquerque, NM 87106, within 10 calendar days for proposed minutes and 2 calendar days of approval for approved minutes.

The AIMS@UNM shall comply with subtitle A of Title II of the Americans with Disabilities Act of 1990. Should you require specific accommodation(s) please contact Katharina Sandoval-Snider at (505) 559-4249 5 business days prior to the meeting



- V. **Approval for Social Security Coverage Determination, Resolution Regarding Social Security Coverage and Appointment of Referendum Election Committee** Jaramillo
As per Federal Law, Board must determine to continue to offer social security deductions, as AIMS employee's already have a pension in the form of ERB. Federal requirements demand that if public employees have a pension, the option of continuing social security is considered. The Board was in agreement that AIMS should continue to offer social security deductions. Discussion of general vote vs. individual choice resulted in agreement that employee's would individually choose their option of coverage or non-coverage.
Motion to approve social security coverage determination of individual employee choice coverage: Walton
Second: Aragon
Motion carried unanimously
Sandoval will work with Jaramillo to make sure that employees are fully informed as to future impact upon finances.
Discussion concerning appointment of Referendum Election Committee. Sandoval and Jaramillo will administrate and oversee as the election committee.
Motion to appoint Sandoval and Jaramillo as Referendum Election Committee: Cabaniss
Second: Howe
Motion carried unanimously

- VI. **Directors Report:** Sandoval-Snider
Replication: Sandoval presented that the next step in the Replication process is to present the amendment to the PEC in January. Due to the extreme schedule of the Charter School Division as they have renewals and new charter applications throughout the fall, the earliest Sandoval can present to the PEC is in January. She will present the amendment to the Board for approval during the December meeting. Discussion began as to whether AIMS should seek out additional relationships with other post-organizations, or remain allied with UNM. Walton felt maintenance of relationship with UNM was important. There was general Board agreement. Cabaniss reported he would redouble his efforts to move forward on the MOU with UNM.

Payroll for Instructional staff: as presented at the past meeting, instructional staff on a fiscal year contract instead of a school year contract is problematic. Sandoval stated this was the structure that was set up prior to her employment to AIMS. Ivey-Soto discussed the legal reasoning behind fiscal year vs. school year. In past years Sandoval explained to the Board that the move from fiscal year to school year was almost always painful and would be bad for morale, therefore contracts were fiscal, with the understanding that employees were on contract and must be available beginning July 1. However this was becoming a potential audit funding. Sandoval suggested that the school essentially hire those staff that is willing for a contract beginning July 1 and ending July 30, at cost to the school. This would prevent faculty from having a negative impact on their payroll. This would be pending availability of funds. Other options offered would be spreading payroll over

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26 pay periods to cover the July salary, or if they wished, going the month of July with no pay, as the prior contract will expire June 30. Regardless of choice, employees will be reporting August 1 to offset that additional pay period. Students will still report at the standard date pending Board approval of SY2013-2014 calendar.

Motion for Sandoval to move forward with three payroll options to staff as outlined above: Fortuin

Second: Walton

Motion passed unanimously

VII. New Business

Walton

Sandoval met with potential Board member Curtis Mitchke: formerly of Polyflow, and CFO of Airproducts. Sandoval reported she felt he'd be a wonderful addition to the Board. Walton will extend an invitation to Mr. Mitchke to attend the December Board meeting to meet the rest of the Board.

Board was adjourned at 12:54 pm

Respectfully submitted

Respectfully submitted: Katharina Sandoval-Snider

Dr. Steve Cabaniss:President

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