

SCHOOL FOR INTEGRATED ACADEMICS AND TECHNOLOGIES  
ALBUQUERQUE

Minutes of the  
GOVERNING COUNCIL MEETING

Thursday, January 27, 2011

5:30 pm

SIATech

1500 Indian School Rd NW

Albuquerque, NM 87104

**Council Members Present:**

Emily Salazar  
John Rodarte  
Jacob Kennedy  
Virginia Trujillo

**Council Members Not Present**

Greta Roskom  
Stacey Cooley

**Guests:**

Curt Szarek, SIATech Business Manager  
Kelly Callahan, SIATech Head Administrator  
Erik Bose, SIATech Principal

**Minutes:**

John Rodarte, SIATech Governing Council Secretary

**CALL MEETING TO ORDER**

The meeting was called to order at 5:42pm by President Emily Salazar.

**ACTION ITEMS**

1. Approval of January 27, 2011 Agenda

Virginia Trujillo made a motion to approve the agenda. Jacob Kennedy seconded. There was no further discussion. The motion passed unanimously.

2. Approval of November 16, 2010 Minutes

A change was noted in the wording of the Academic Advisory/CIC/Council Development report. "NAHA was full and HUC has been cancelled at CNM." Virginia Trujillo made a motion to approve the minutes as amended. Jacob Kennedy seconded. There was no further discussion. The motion passed unanimously.

3. Furlough Policy

- Ms. Callahan explained the policy was developed by Patricia Matthews for all charter schools in light of the current budget situation in New Mexico. This policy is for those employees who may be required to take leave without pay.
- Virginia Trujillo asked how this will impact the classroom. Ms. Callahan responded that SIATech has two instructors in every classroom (Teacher and Instructional Assistant), and will develop a plan that will have the least impact on the students.
- Dr. Salazar asked how a furlough affects the employee's benefits. Mr. Szarek explained the health benefits are monthly premiums and, therefore, are uninterrupted; however, the employee salary and employer's portion of Social Security, Medicare, ERA Retiree Health Care and Educational Retirement will result in a cost savings which favorably impacts the budget.

John Rodarte made a motion to adopt the furlough policy as presented. Virginia Trujillo seconded. There was no further discussion. The motion passed unanimously.

4. Head Administrator Contract

Ms. Callahan presented a Head Administrator Contract Change Proposal to the Governing Council.

- Virginia Trujillo asked how the proposed contract change addresses the potential mandate for schools to lower their administrative costs? Ms. Callahan stated that it is unclear at this stage as to exactly what "administrative costs" refers to. Mr. Szarek affirmed that statement and offered until we know what functions (i.e. 2400, 2500) are affected, there is no way to tell. He did point out that Ms. Callahan's

FTE/salary reduction, including benefits, would result in a savings of approximately \$16K from February 1 through June 30, which will offset any anticipated funding reduction between now and the end of the fiscal year.

- Virginia Trujillo stated she would like more time to study the proposal before she votes. She also stated that she wants to make sure that services to the students are not diminished if this contract change is approved.
- Virginia Trujillo inquired as to whether Ms. Callahan's salary would remain the same under the new arrangement with a different entity. Ms. Callahan replied that her gross salary for SIATech ABQ will be reduced by 25%.
- Kelly Callahan shared that a SIATech charter has been approved for the Little Rock, Arkansas Job Corps. In addition, a new concept called MYcroSchool has been approved to operate three campuses in the Florida Keys. MyCroschools are hybrid online/direct instruction schools that will be stand-alone charter schools. The intent is to serve students from the community who may not attend Job Corps or to help students who have been terminated from Job Corps who still need to receive a HSD.
- If approved, the contract change would result in a conflict of interest for John Rodarte on contract evaluations and reviews. Mr. Rodarte mentioned he must abstain from voting on the proposed change and all other issues pertaining to NEWCorp, including Ms. Callahan's evaluation; since, she will be his direct supervisor. He will be able to remain on the SIATech Governing Council.
- The Penn Foster program, an online alternative HSD program, may require a different supervisor other than John Rodarte. This will be discussed with Ms. Cooley and Mr. Salazar as to the way this program will be administered.
- Dr. Salazar stated Stacey Cooley was aware of, and supports, the proposed contract change.
- Dr. Salazar asked John Rodarte as a NewCorp employee how he feels about the proposed contract change? John Rodarte expressed he feels the contract change will improve student services with Kelly facilitating the academic/SIATech/AJCC integration. He feels the change will have a positive impact on the entire program.

Virginia Trujillo made a motion to approve the proposed head administrator contract change as presented. Jacob Kennedy seconded the motion. John Rodarte abstained from voting. Virginia Trujillo, Jacob Kennedy, Dr. Salazar voted in favor of the change. The motion passed.

## **DISCUSSION ITEMS**

### **1. Finance Committee Report/Business Manager Report**

- The financial statements for October, November, and December 2010 were distributed and reviewed with the council. Mr. Szarek shared that the October statements would have been distributed/reviewed with the Council if the December meeting had taken place, and the November statements would have been distributed/reviewed if the January meeting had taken place on its regularly scheduled date. As such, with the extra time, he was able to complete the December statements, which is why the Council is receiving 3 months at once.
- Mr. Szarek mentioned that the Finance Committee will be meeting on Monday, January 31, 2011, to review the December 31, 2010 quarterly report, in addition to all Journal Entries and Bank Reconciliations for the months under review.
- Mr. Szarek pointed out that the Inter-fund Payable/Receivable reflects a reduction in each of the months presented. The reason for this is that SIATech is current with all Requests for Reimbursements (RfR's) for all flow through funds, such as Title I, ARRA Title I, IDEA-B, Federal Stimulus, and Lease Assistance.
- Virginia Trujillo asked for an explanation on the stimulus monies and how it is spent. Mr. Szarek shared that the Federal Stimulus monies are allowed to be used for any purpose under the EASE act and, in our case, is used to offset the costs of the delivery of the SIATech curriculum to the classroom pursuant to the existing MOU.
- Virginia Trujillo asked for a clarification on the MOU fee. Ms. Callahan explained that the MOU fee is for the Con-Tech © copyrighted curriculum utilized by SIATech. The Con-Tech © curriculum is proprietary intellectual property and is the curriculum of choice for every SIATech program. The fee is based on the number of students enrolled at the end of a calendar month who access/use the curriculum. The fee is \$150 per enrolled student at the end of the month, and the fee has not been increased since SIATech Albuquerque commenced operation in July, 2004.
- Virginia Trujillo asked if APS is involved in any SIATech budget decisions. Ms. Callahan explained APS is not involved in developing SIATech's budget, and that charter schools are autonomous. APS cannot line item veto any budget entry, but may disapprove any charter school budget in whole.
- Jacob Kennedy asked when the last equipment inventory was done? Ms. Callahan explained a physical inventory is statutorily required and is annual requirement. Mr. Szarek added that SIATech has an adopted

inventory procedure, and that Sonya Vigil, Business Office Assistant, conducts spot-checks during the year (mostly during breaks) as part of the in-house perpetual inventory system maintenance.

2. Academic Advisory/CIC/Council Development

- The next Career Technical Education Council meeting will be held June 2011.
- McNealy Pickett and Fox will produce videos of AJCC graduates.
- Emily Salazar and Virginia Trujillo had a meeting with the CNM Board president.

3. Principal Report

The Site Principal report was distributed for review.

- There will be 61 SIATech graduates in February.

4. Head Administrator Report

The Head Administrator report was distributed for review.

- Ms. Callahan stated the data for the 2<sup>nd</sup> quarter is being compiled and will be available at the next council meeting.
- She is monitoring the activity at the legislative session in Santa Fe. There are several charter school leaders who are available for committee work.

5. Proposed Budget Cuts in Education and How SIATech Will Be Affected

This topic was previously discussed as part of Action Item #1

**ANNOUNCEMENTS**

1. The next regular scheduled meeting is February 15, 2011.

Virginia Trujillo made a motion to adjourn the meeting. Jacob Kennedy seconded. Emily Salazar adjourned the meeting at 7:22 pm.