

**SCHOOL FOR INTEGRATED ACADEMICS AND TECHNOLOGIES  
ALBUQUERQUE**

Minutes of the  
**GOVERNING COUNCIL MEETING**

Tuesday, October 20, 2009

5:30 pm

Albuquerque Job Corps Center/SIATech Conference Room  
1500 Indian School Road NW  
Albuquerque, NM 87104

**Council Members Present:**

Emily Salazar  
John Rodarte  
Jacob Kennedy  
Greta Roskom  
David Berkey

**Council Members Not Present**

Cindy Mullen  
Stacey Cooley

**Guests:**

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

**Minutes:**

Donna Vanlandingham, SIATech Administrative Assistant

**I. Call Meeting To Order**

**A. Welcome**

Emily Salazar called the meeting to order at 5:37 pm.

**B. Approve minutes from September 15, 2009 Meeting**

Greta Roskom made a motion to approve the minutes as presented. John Rodarte seconded. There was no further discussion. The motion passed unanimously.

**C. Approve October 20, 2009 Agenda**

John Rodarte made a motion to approve the agenda. Greta Roskom seconded. There was no further discussion. The motion passed unanimously.

**II. Council Development**

**A. Council Goals**

1. Ensure Quorum for Scheduled Council Meetings  
There is a quorum present at the meeting.

**B. Professional Development**

1. Required Council Training Information (Discussion/Action)

PED will not accept the All Boards Workshop in Palm Springs as required training. NMCCS is presenting a strand of GC trainings November 12 – 14, 2009 at Isleta Casino. John Rodarte, Jacob Kennedy and David Berkey will attend the training on Saturday, November 14 from 8:00 am – 4:00 pm. Kelly Callahan and Greta Roskom will also attend the meeting representing Gordon Bernal Charter School.

2. SIATech Council Retreat – Palm Springs, CA (Discussion)

The travel information was distributed. Curt Szarek did review the procedure for submitting paperwork for reimbursement with council members..

- Council members will be reimbursed up to \$45.00 per day for meals. (\$45 per day, not meal)
- If alcohol is purchased, it must be on a separate tab. There will be no reimbursement if alcohol is on the receipt.
- Transportation to and from the airport will be reimbursed.
- The parking at the airport will be reimbursed.

### III. 80/20 Vital Few

#### A. Develop Marketing Plan

There is no report at this time.

After the Governing Council training, the council would like to discuss changing the layout of the agenda. There are some topics that perhaps can be removed from the agenda.

### IV. School Business

#### A. Old Business

##### 1. Standing Committee Updates (Discussion)

a. Finance – There is no report at this time. A Finance Committee meeting is scheduled for October 26 at 8:00 am in the Business Office Conference Room.

b. Academic Advisory/CIC/Council Development

There is no report at this time. The next meeting will be in December.

##### 2. MOU between SIATech and AJCC (Discussion/Action)

The MOU was distributed for review. Ms Callahan explained the MOU has to be renewed each time the charter is renewed. She explained the scope of the MOU or the services provided have not changed from the original. Jacob Kennedy made a motion to accept the MOU as presented. Greta Rokom seconded. There was no further discussion. The motion passed unanimously.

Erik Bose has a prior engagement and must leave the meeting. He has requested the Site Principal report be moved up in the agenda. John Rodarte made a motion to move the Site Principal report up on the agenda. Greta Roskom seconded. The motion passed.

#### C. Site Report

##### 1. Site Principal Report – Erik Bose

The Site Principal report was distributed for review.

- There was a negative comment on the Monday Night memo. It concerned a scheduling issue and it has been resolved.
- There are currently 17 non-Job Corps students enrolled at SIATech.
- There are 18 students on the waiting list to enroll in SIATech.
- There are 2 dual enrollment students.

#### B. New Business

##### 1. Move Council Meetings to Bi-Monthly (Discussion/Action)

This item is tabled until after the Governing Council training.

##### 2. BAR to reclassify Title I Function Coding (Discussion/Action)

Ms. Callahan wrote a proposal to receive Title I funds. She was advised by Title I she should not be using Title I funds to help pay the salary of Shawn Burich, an English instructor. This could be considered supplanting. It would be best to pay the Instructional Coach, Sandy Roth, with the funds because she is in charge of Professional Development for all subjects, not just English. Since the funds are being moved between functions, Mr. Szarek needs council approval. Greta Roskom made a motion to approve the BAR. John Rodarte seconded. There was no further discussion. The motion passed unanimously.

#### C. Site Report

##### 1. Site Leader Report – Erik Bose

This item was discussed earlier because Mr. Bose had to leave.

##### 2. Head Administrator Report – Kelly Callahan

The Head Administrator report was distributed for review.

- Ms. Callahan commented she did not know what will happen with budget cuts for the school. If the cuts are over 1½%, travel will be cut for the second semester. In order to avoid cutting personnel, staff hours may be cut. She will be working closely with Mr. Szarek to come up with a solution.

##### 3. Business Manager Report – Curt Szarek

- The July financial statements were distributed for review.
- The audit exit conference is scheduled for Wednesday, October 28 at 8:00 am at the offices of Moss Adams. Jacob Kennedy will attend the meeting to represent the Governing Council. Anyone else also welcome to attend the meeting, provided that a quorum is not present.

**4. Student Report** – There is no report at this time. This item will be removed from the agenda.

**V. Public Comment on Non-Agenda Items**

**VII. Next Scheduled Meeting**

The next scheduled meeting is November 17, 2009. However, it was suggested the next meeting be held while the Council is in Palm Springs November 11 – 13, 2009. A notice will be duly posted in the newspaper.

**VIII. Adjournment**

Jacob Kennedy made a motion to adjourn the meeting. John Rodarte seconded. The motion passed unanimously. Emily Salazar adjourned the meeting at 6:48 pm.