

SCHOOL FOR INTEGRATED ACADEMICS AND TECHNOLOGIES

Minutes of the

GOVERNING COUNCIL MEETING

Tuesday, November 15, 2011

5:30 pm

SIATech

1500 Indian School Rd NW

Albuquerque, NM 87104

Council Members Present:

Emily Salazar
John Rodarte
Jacob Kennedy
Rhonda Seidenwurm
Evalynne Hunemuller

Council Members Not Present

Virginia Trujillo

Guests:

Curt Szarek, SIATech Business Manager
Erik Bose, SIATech Principal
Linda Paul, NM Leadership Institute

Minutes:

John Rodarte, Governing Council Secretary/Donna Vanlandingham, SIATech Executive Administrative Assistant

CALL MEETING TO ORDER

The meeting was called to order at 5:35 pm by President Emily Salazar.

ACTION ITEMS

1. Approval of November 15, 2011 Agenda

Jacob Kennedy requested #4 under Discussion Items be moved to #9. Rhonda Seidenwurm made a motion to approve the agenda as modified. Evalynne Hunemuller seconded. There was no further discussion. The motion carried unanimously.

2. Approval of October 18, 2011 Minutes

Evalynne Hunemuller made a motion to approve the minutes. Rhonda Seidenwurm seconded. There was no further discussion. The motion carried unanimously.

3. Check Signer Authorization

New signature authorization forms were presented by Mr. Szarek. The form reflects Stacey Cooley and Kelly Callahan were removed as check signers. Emily Salazar, Erik Bose and John Rodarte are retained as check signers. Mr. Szarek stated he feels no other check signers are needed at this time. Evalynne Hunemuller made a motion to approve the new signature cards. Rhonda Seidenwurm seconded. There was no further discussion. The motion carried unanimously. All documentation was signed by the parties present and given to Mr. Szarek to file with the bank.

4. Review and Approve Health Curriculum Opt-Out Policy

Mr. Bose explained there is currently a Health Curriculum Opt-Out policy in place which was approved 11/10/10. However, since Health will become a requirement for high school students, schools must show they have a plan/procedure in place. Mr. Bose relayed his current plan to add Health to the curriculum under a current instructor who will seek certification to teach the class. Mr. Bose must submit the plan along with the signature of the Governing Council president. Rhonda Seidenwurm made a motion to approve the signing of the plan by Emily Salazar, President of the Governing Council. John Rodarte seconded the motion. There was no further discussion. The motion carried unanimously.

5. Additional Education Jobs Fund BAR

Mr. Szarek explained BAR 1112-0006-IB in the amount of \$1,008 is a result of additional Education Jobs Funds awarded to New Mexico by the US Federal Government. The amount each school received was determined by their respective program units. He further explained he would continue to follow the established practice of assigning the award funds to a portion of the salaries and benefits for the special education teacher. Evalynne Hunemuller made a motion to approve the BAR as presented. There was no further discussion. Jacob Kennedy seconded. The motion carried unanimously.

DISCUSSION ITEMS

1. VAL-ED - Linda Paul

- Erik Bose introduced Linda Paul from the New Mexico Leadership Institute. Linda thanked the council for time on the agenda in order to make her presentation. Ms. Paul explained the New Mexico Leadership Institute was created by the New Mexico Legislature to establish a system of leadership development for New Mexico schools. The purpose of the Leadership Charter, which Mr. Bose is involved, is to provide professional development for charter school leaders. The charter leaders participate in a cohort based, year long program which meet on a monthly basis. Each leader must commit to attend the monthly meetings and they will develop an action plan that addresses an important issue, question, problem or concern at their schools that tie to their VAL-Ed assessment.
- Evalynne Hunemuller asked how the program was funded. Linda Paul explained the US Dept of Education pays in part, as well as CNM, APS and UNM. The participant also pays a portion.
- Ms. Paul explained VAL-Ed (Vanderbilt Assessment of Leadership in Education) is a research-based evaluation tool that measures the effectiveness of school leaders by providing an assessment of a principal's perceived performance. VAL-Ed focuses on leadership behaviors, what is happening in key areas and what do processes look like. It does not deal with school management, budget, etc, but rather how the program helps students.
- Mr. Bose commented VAL-Ed tool gives him a roadmap to success. He sees this as a powerful tool not only for his Governing Council evaluation, but with the staff as well. This will enable him to become a better leader. The focus is on outcomes and not just inputs.
- Linda Paul continued to explain the survey is anonymous through use of access codes. All participants can feel secure in the fact their evaluation remains anonymous. She distributed examples of aggregate and disaggregate data to council members. She also explained the VAL-Ed survey gives full credit to principals for processes going well and full blame for processes not going well.
- Evalynne Hunemuller expressed her intent to recuse herself of the process due to her new status as a council member. She does not want to skew the data based on her unfamiliarity with the SIATech program and processes.
- At this time, Evalynne Hunemuller stated she was not aware this presentation was going to take place and she asked if a meeting agenda had been sent out prior to the meeting. Donna Vanlandingham responded, yes, an agenda had been emailed to each council member. Evalynne also stated at the Fall Leadership conference, she was not aware when and where the SIATech Albuquerque teachers were presenting the curriculum which they had developed. She only knew because Rhonda Seidenwurm suggested she may want to watch the presentation.
- Evalynne Hunemuller remarked while attending a NMCCS meeting a scatter gram was introduced indicating growth and achievement of NM schools. She commented NMCCS bemoaned this information becoming public, which went against the Speed of Trust training the council received the week prior at the Fall Leadership conference. It was pointed out to her during the meeting that SIATech students have yet to reach proficiency. She requested at the next meeting there be a discussion about this matter and how SIATech addresses the results of state testing. Mr. Bose expressed he looked forward to addressing this issue with the council.
- Governing Council members then participated in a brief activity in the Senior Projects room where members were able to enter their own access codes to a preloaded VAL-Ed online activity demonstrating the principal evaluation of Erik Bose. Mr. Bose requested from Emily Salazar a timeline for his principal evaluation that will meet the established deadline of January 31, 2012.

Evalynne Hunemuller left the meeting at 5:20 pm. All action items have been completed; therefore, a quorum is no longer required.

2. Finance Committee Report/Business Manager Report-Jacob Kennedy/Curt Szarek

- The minutes from the October 27, 2011, Finance Committee meeting were distributed for review. Jacob Kennedy reviewed these with the council. He noted the report reflects ordinary committee business, primarily review of journal entries and monthly bank reconciliations.
- The monthly check register for October, 2011 was distributed for review. Jacob Kennedy stated that he reviewed these in detail when he and Mr. Szarek met prior to the council meeting. In addition, Mr. Kennedy pulled several files to review supporting documentation for selected items on the register. He commented that he also reviewed the adopted cell phone policy.
- Dr. Salazar inquired of the disbursements made to Measured Progress and Herff-Jones. Mr. Szarek explained Measured Progress is the company which provides the testing materials and scoring for both the Standards Based Assessments (SBA) and High School Competency Exams (HSCE). Herff-Jones provides the SIATech-branded diplomas and other graduation-related supplies. She also inquired about payroll checks not being reflected on the report. Mr. Szarek explained the council request was for any and all expenditures related to the operation of the school exclusive of payroll.
- The detailed financial statements for the months of September 2011 and October 2011 were distributed for review. Mr. Kennedy reviewed these with the council. Dr. Salazar commented that amounts shown as audit expense seemed to be a substantial amount. Mr. Szarek responded each school must pay for their own audit and at the entrance conference, it was stated by the auditors that each school's base audit fee would be around \$10,500. He noted that the financial statements reflect that approximately \$7,500 has been paid to the auditors through the end of October.
- Mr. Szarek and Mr. Bose attended a mandatory meeting at APS which had to do with Maintenance of Effort. An analysis of what was reported on the school's financial statements compared to data submitted through STARS shows there was a .03% difference in SpED expenditures from the previous year. The meeting focused on creating an action plan to correct the situation for the current fiscal year which will entail keeping track of the number of SpED students reported through STARS and making sure allocated expenditures are properly recorded. Mr. Bose commented that due to SIATech's open entry/open exit program, the number of SpED students at any given time is a constantly moving target.
- Jacob Kennedy commented that the audit committee discussed having a meeting to review existing Internal Control policies to see if anything needs to be modified based on any statutory changes. The committee will also be looking for any additional internal controls to establish standard business practice above and beyond statutory requirements.

3. Principal/Head Administrator Report – Erik Bose

The Principal/Head Administrator report was distributed. Mr. Bose reviewed the report with the council.

- Rhonda Seidenwurm commented she was very impressed with the presentation given by SIATech Albuquerque teachers at Fall Leadership. She asked that Mr. Bose pass this along to the staff. John Rodarte also commented he was impressed as well at the presentation. Mr. Bose explained SIATech National is considering using the curriculum at all the sites.
- Mr. Bose indicated there have been 3 additional graduates since he completed his Principal Report, bringing the total number of graduates thus far to 15.
- Mr. Bose informed the council of his intent to take vacation November 30 – December 2. He stated he always schedules his vacation to minimize impact on the school.
- Mr. Bose inquired as to when the next Professional Development Day is scheduled. There are none scheduled.

4. Lease Status Update

Curt Szarek met with Neil Bonner, the property manager as well as the building owners on November 14. The minutes from this meeting were distributed to the council. Mr. Szarek explained the situation surrounding the annex and inquired if the owners would consider an early release from the lease. The owners will give Mr. Szarek a definitive answer after 11/30 when they return from out of town. They further explained they are not under any obligation to release SIATech, but they will consider the request. Emily Salazar asked if SIATech could sublease the space. Mr. Szarek commented he is not aware of anything in the lease that states this is not allowed.

6. Principal Evaluation Process

Emily Salazar asked the council members to do the Val-Ed survey. This will be a good starting point for the council. This item will be added to the December agenda.

7. Recap Fall Leadership Conference – Discussion with Dr. Dawson

Since Virginia Trujillo was absent and Evalynne Hunemuller had to leave the meeting early, Emily Salazar requested this discussion be put off until all members of the council were present. This item will be placed on the agenda for the December meeting.

8. Growth Committee – Options

Mr. Bose would like some guidance as to how to proceed with enrolling the students on the waiting list. Emily Salazar will contact the committee members to set a time when they can meet and discuss this matter. After which time, a summary can be presented to the Governing Council. The members of the growth committee are: Emily Salazar, Rhonda Seidenwurm, Evalynne Hunemuller and Erik Bose.

9. Council Vacancy

There is currently one opening on the council. John Rodarte asked which characteristics were most sought for the position. The Governing Council stated parent, legislators, public officials and finance personnel were the ideal candidates. Mr. Bose stated he is continually trying to recruit parents to be on the council. Emily Salazar stated she will announce the vacancy at the December Center Industry Center meeting.

4. Robert's Rules of Order

Jacob Kennedy inquired as to the council's need for Robert's Rules of Order training. Rhonda Seidenwurm commented she felt the council currently had no issues with the way it conducts business. She commented each board takes on different personalities. She feels very comfortable with the council the way it is now. In her opinion, the need for Robert's Rules of Order becomes more prevalent in relation to the amount of media exposure a council is subjected to. John Rodarte stated that members of the council are very knowledgeable of Robert's Rules of Order and practice it informally, the evidence of which is reflected in the minutes and business practices. It was felt by the council members present, there is not a need to follow a more formal meeting procedure. Jacob Kenney will provide information on Robert's Rules of Order for anyone interested.

ANNOUNCEMENTS

1. The next regular scheduled meeting is December 13, 2011 at 5:30 pm.

Jacob Kennedy made a motion to adjourn the meeting. Rhonda Seidenwurm seconded. The motion carried unanimously. Emily Salazar adjourned the meeting at 7:00 pm.