

SCHOOL FOR INTEGRATED ACADEMICS AND TECHNOLOGIES  
ALBUQUERQUE  
Minutes of the  
GOVERNING COUNCIL MEETING  
Tuesday, November 16, 2010  
5:30 pm  
SIATech  
1500 Indian School Rd NW  
Albuquerque, NM 87104

**Council Members Present:**

Emily Salazar  
Greta Roskom  
John Rodarte  
Jacob Kennedy  
Stacey Cooley  
Virginia Trujillo

**Council Members Not Present**

**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**

In the absence of Council President Emily Salazar, the meeting was called to order at 5:38 pm by Council Vice-President Greta Roskom.

**ACTION ITEMS**

1. Approval of November 16, 2010 Agenda  
Stacey Cooley made a motion to approve the agenda. Jacob Kennedy seconded. There was no further discussion. The motion passed unanimously.
2. Approval of October 19, 2010 Minutes  
Jacob Kennedy made a motion to approve the minutes. Stacey Cooley seconded. There was no further discussion. The motion passed unanimously.
3. Number of Governing Council Members
  - Ms. Callahan reported that she contacted Mark Tolley at APS' Charter School Office regarding expanding the number of Governing Council members. Mr. Tolley informed her that any change to the number of council members would require a charter amendment. He followed up by stating that APS is not accepting any charter amendments until February.
  - The bylaws currently state the Governing Council shall consist of no less than five (5) and no more than seven (7) members. There are currently six seated council members.
  - Rene Baca, who works in a local attorney's office, has expressed an interest in serving on the SIATech Governing Council. She will be invited to the December meeting.
  - After much discussion, it was decided that the topic of possibly expanding the number of Governing Council members will be revisited in February.

Jacob Kennedy made a motion to table the topic of expanding the Governing Council until February. John Rodarte seconded. There was no further discussion. The motion passed unanimously.

#### 4. HIV Policy

#### 5. Use of Pesticides Policy

#### 6. Health Curriculum Opt Out Policy

- Ms. Callahan received an email that was sent to all charter schools from William Blair at PED stating a HIV policy , Use of Pesticides Policy and Health Curriculum Opt-Out Policy needs to be adopted by Governing Councils. Ms. Callahan reviewed the policies with the council.
- John Rodarte made a motion to accept the HIV Policy, the Use of Pesticides Policy and the Health Curriculum Opt Out Policy as presented. Greta Roskom seconded. There was no further discussion. The motion passed unanimously.

5:45 pm - Emily Salazar and Virginia Trujillo arrive at the meeting.

5:48 pm – Emily Salazar takes over as chair of meeting.

### DISCUSSION ITEMS

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

- The financial statement for September 2010 was distributed and reviewed with the council.
- Mr. Szarek reported that the BARS for Title I, ARRA Title I, and IDEA-B Entitlement have all been approved, and he will be submitting Requests for Reimbursements (RfR's) as of the end of October. These are reflected as the Interfund Payable/Receivable figures on the Balance Sheet, and reflect monies that have been advanced by the Operational Fund to those funds awaiting reimbursement.
- Upon examination of the Balance Sheet for September, Virginia Trujillo inquired about the zero balance shown as Educational Retirement payable. Mr. Szarek explained that any time there is a zero balance, the liability for the reporting period has been paid in full. He maintains a placeholder for all liability accounts even if the balance is zero to show that nothing has been overlooked.
- Ms. Trujillo asked if there is a plan in place if future funding is cut? Mr. Szarek responded that he and Ms. Callahan have addressed numerous “*what if?*” scenarios, but feel that no further discussions need to take place until an exact figure, if any, is known from the upcoming legislative session. In the interim, restrictions on travel and supplies have been in place in advance of possible legislative funding cuts and year-to-date expenditures as reflected on the monthly financial statements are closely monitored against available budget.
- The minutes from the October 25, 2010, Finance Committee were distributed for review. Mr. Szarek shared that Mr. Kennedy was unable to attend the meeting on October 25 due to obligations related to closing the Del-Jen fiscal year-end. Mr. Kennedy shared he met with Mr. Szarek the following week to conduct due diligence review of Journal Entries and Bank Reconciliations which Mr. Szarek had already reviewed with Mr. Martinez.
- Mr. Szarek mentioned Erica Martinez has resigned from the SIATech Finance Committee since she will no longer be working as a charter school Business Manager. Greta Roskom has volunteered to be on the Finance Committee to fulfill the two council member requirement.
- The audit exit conference for the June 30, 2010 fiscal year was held at 1:30 p.m. on Friday, October 22, 2010, Moss-Adams' offices. The school has zero findings. A Management Representation letter will be forthcoming and will need to be signed by the Head Administrator and one Governing Council member prior to submission to the State Auditor.

#### 2. Academic Advisory/CIC/Council Development

- The next Career Technical Education Council meeting will be held on December 14, 2010 at 11:30 am.
- Dr. Salazar reports CNM is full and is not currently accepting AJCC students. NAHA and HUC has been cancelled at CNM..
- Jacob Kennedy would like to see the SIATech display in A building updated and made more eye catching.

#### 3. Principal Report

The Site Principal report was distributed for review.

- There were 7 students who completed in October.
- There is an intensive English class in place to help matriculate students for the February graduation goal.
- The goal is to have 20 more students complete the program by winter break.

#### 4. Head Administrator Report

The Head Administrator report was distributed for review.

- Virginia Trujillo asked about the Renaissance Learning Program.
- Ms. Callahan informed the Council that the vacant ITA position has been filled by two part-time employees. Madalyn Edwards (a former Job Corps/SIATech student) and Debbie Bose (Erik Bose's wife). After the ITA position was advertised, there were five candidates selected to be interviewed. The interview committee felt out of the five applicants, the best fit for the position was two part-time employees.
  - ✓ Erik and Debbie Bose have both completed conflict of interest statements. Debbie will report to Ms. Callahan and her evaluations will be done by Ms. Callahan.
  - ✓ Greta Roskom identified justification must be exhaustive and demonstrate that the chosen hires were the most qualified. Ms. Callahan confirmed that the school used due diligence during the hiring process pursuant to the requirements of the Public School Personnel Act.
  - ✓ Stacy Cooley requests she goes on record as having major concerns about the hiring of Erik Bose's wife as a SIATech employee. She feels there is a conflict of interest in the fact Ms. Callahan is the evaluator of both Erik Bose and Debbie Bose. She also believes there is an ethical breach regardless of legality.
  - ✓ Emily Salazar feels the hiring of Debbie Bose has PR issues.
  - ✓ Virginia Trujillo expressed concern as well with the possible bad press in papers and news media.
  - ✓ Virginia Trujillo stated that the hiring of employees is the responsibility of the Head Administrator.
  - ✓ Ms. Callahan said that the information shared with the Council regarding the hires was to ensure transparency of the hiring process.

#### 5. Annual Charter School Conference

Information on the Charter School Conference was distributed. The New Mexico Charter School Coalition will be holding their 10<sup>th</sup> Annual Conference on November 18-20, 2010 at the Hard Rock Hotel and Casino (formerly Isleta). Council members will attend the sessions highlighted in orange and yellow.

#### ANNOUNCEMENTS

1. The next regular scheduled meeting December 14, 2010.

Jacob Kennedy made a motion to adjourn the meeting. Stacey Cooley seconded. Emily Salazar adjourned the meeting at 6:57 pm.