

SCHOOL FOR INTEGRATED ACADEMICS AND TECHNOLOGIES
ALBUQUERQUE

Minutes of the
GOVERNING COUNCIL MEETING

Wednesday, March 3, 2010

4:30 pm

SIATech

1500 Indian School Rd NW

Albuquerque, NM 87104

Council Members Present:

Emily Salazar
John Rodarte
Greta Roskom
Jacob Kennedy

Council Members Not Present

David Berkey
Stacey Cooley
Cindy Mullen

Guests:

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

Minutes:

Donna Vanlandingham, SIATech Administrative Assistant

ACTION ITEMS

1. Approval of March 3, 2010 Agenda

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

2. Approval of January 19, 2010 Minutes

Greta Roskom made a motion to approve the minutes. Jacob Kennedy seconded. There was no further discussion. The motion passed unanimously.

3. Whistleblower Policy

Ms. Callahan reviewed the Whistle Policy with the Governing Council. John Rodarte made a motion to accept the policy. Jacob Kennedy seconded. There was no further discussion. The motion passed unanimously.

4. Reduction in Force Policy

Ms. Callahan reviewed the Reduction in Force (RIF) Policy with the Governing Council. John Rodarte made a motion to accept the policy. Jacob Kennedy seconded. There was no further discussion. The motion passed unanimously.

5. Fraud Awareness/Prevention Policy

Mr. Szarek reviewed the Fraud Awareness/Prevention Policy with the Governing Council. Dr. Salazar questioned the wording "Head Administrator, Site Principal or Business Manager" in Section III and IV. It was agreed the policy would read "Head Administrator or designee". John Rodarte made a motion to accept the policy as amended. Jacob Kennedy seconded. There was no further discussion. The motion passed unanimously.

John Rodarte made a motion to amend the Whistleblower Policy and the Reduction in Force policy to also read "Head Administrator or designee". Jacob Kennedy seconded. There was no further discussion. The motion passed unanimously.

6. Formation of a Policy Committee to review existing SIATech policies and recommend new ones.

The Policy Committee will review policies once a year. Jacob Kennedy made a motion to form a

Policy Committee. Greta Roskom seconded. The motion passed unanimously. The Policy Committee will consist of Greta Roskom, as the chairperson, John Rodarte, Curt Szarek and Kelly Callahan. The committee's goal is to have this task completed by June 30, 2010.

7. Reauthorization of BAR for regular Title I and ARRA Title I

Linda Perrott from the APS Title I department recommended that SIATech allocate designated Instructional Leader Salaries/Benefits to Title I instead of the English Instructor Salaries/Benefits as initially submitted with the approved budget. Ms. Perrott made this recommendation because utilizing the funds in this manner is transparent. The amount of the initial award does not change, but is simply reallocated between Functions/Object/Job Class codes.

- BAR 0910-0004-T in the amount of \$26,116
- BAR 0910-0005-T in the amount of \$43,752

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

8. BAR for ARRA IDEA-B

Mr. Szarek explained that these funds are in addition to IDEA-B Entitlement Funds already budgeted, and will be earmarked for Salaries and Benefits for the Special Education Director. He received an email from APS stating SIATech, along with a number of other APS-authorized charter schools, would be awarded these funds. However, an official award letter has not been received. John Rodarte questioned whether it was okay to proceed without the official award letter. Mr. Szarek responded that he has never received any award letters in the past for these types of funds, and he will follow the same protocol as in prior years. As supporting documentation for the BAR in OBMS, he will submit the email from APS along with the supporting schedule which shows that SIATech, along with all the other charters under APS, has in fact been awarded the funds. He is confident that the email and supporting schedule will be sufficient, as they have always been in the past.

- BAR 0910-0006-IB in the amount of \$40,680

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

9. NMPSIA Part-Time Resolution authorization for 2010/2011 school year

Mr. Szarek explained the Part-Time resolution must be adopted annually by each charter school Governing Board. This item would usually be on the agenda in May or June, but NMPSIA/ERISA is requesting that all charter schools accelerate their Resolutions to ensure that the NMPSIA Board has them well in advance of the meeting where they will adopt it. This is simply a proactive approach, and nothing has changed from any of the prior Resolutions except the date. The resolution requests SIATech part-time employees be included in the insurance benefit coverage through NMPSIA. The Resolution applies only to those part-time employees who work less than 20 hours per week but more than 15. There are currently two part-time employees employed at SIATech that meet this criteria, with only one taking advantage of the insurance coverage. Jacob Kennedy made a motion to approve the Part-Time Resolution for 2010/2011. John Rodarte seconded. There was no further discussion. The motion passed unanimously.

DISCUSSION ITEMS

1. Finance Committee Report/Business Manager Report

The agenda and minutes from the March 1, 2010 Finance Committee report were distributed for review. Mr. Szarek reviewed the minutes with the council. The December 2009 and January 2010 financial statements were distributed for review. Mr. Szarek gave a brief narrative of the financial results as presented. He states spending is being watched very carefully. In all likelihood, there will not be any new travel for staff for the remainder of the year due to expected reduction in Equalization. He indicated there is a real possibility that budgets for 2010/2011 may be a challenge as a result of legislative mandates that may result from the special session (currently in process). By the time the Spring Budget Workshop commences on March 22, he feels most of the information to prepare the 2010/2011 budget will be available. He will keep the council informed, and two public meetings for solicitation of public input in the budget preparation will be held during the last week of March and first week of April.

2. Academic Advisory/CIC/Council Development

Tito Chavez from NM Film Producers visited the campus and spoke with staff and students. He is interested in starting a film school. Dr. Salazar said they now have to figure out how to add this as an Albuquerque Job Corps trade. She also reported CNM will no longer hold spots open for students.

3. Principal Report

The Principal Report was distributed for review.

- Mr. Bose reported there were 36 SIATech graduates on February 26. Dr. Salazar did comment the graduation ceremony was very nice.
- There are currently 16 SIATech only students.
- There are 5 dual credit students

4. Head Administrator Report

The Head Administrator report was distributed for review. Ms. Callahan pointed out the 2nd quarter STAR Math and Reading results are in. The goal is to for students to be at grade level. The results show students are making progress and this progress is not reflected in AYP.

5. School Records Retention Policy

A draft of the School Records Retention policy was distributed for review. Council members were asked to review the policy and be prepared to vote at the March meeting. This will be added as an action item on the March meeting agenda.

6. Council Goals

This item will remain on the agenda each month for review and to determine progress of the goals.

7. Concerns/Opportunities

These items will also be reviewed each month.

ANNOUNCEMENTS

1. The next regular scheduled meeting March 16, 2010.

Greta Roskom made a motion to adjourn the meeting. Jacob Kenney seconded. Emily Salazar adjourned the meeting at 6:21 pm.