

SCHOOL FOR INTEGRATED ACADEMICS AND TECHNOLOGIES
ALBUQUERQUE
Minutes of the
GOVERNING COUNCIL MEETING
Tuesday, April 26, 2011
5:30 pm
SIATech
1500 Indian School Rd NW
Albuquerque, NM 87104

Council Members Present:

Jacob Kennedy
Virginia Trujillo
Stacey Cooley
Greta Roskom

Council Members Not Present

Emily Salazar
John Rodarte

Guests:

Curt Szarek, SIATech Business Manager
Erik Bose, SIATech Principal

Minutes:

Donna Vanlandingham, SIATech Administrative Assistant

CALL MEETING TO ORDER

The meeting was called to order at 5:37 pm by Vice President Greta Roskom.

ACTION ITEMS

1. Approval of April 26, 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 March 15, 2011 Minutes
Virginia Trujillo made a motion to approve the minutes. Jacob Kennedy seconded. There was no further discussion. The motion passed unanimously.
3. NMPSIA Part-Time Resolution for 2011/2012
Mr. Szarek explained the Part-Time resolution must be adopted annually by each charter school Governing Board. 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 at least 15. There are currently two part-time employees employed at SIATech that meet this criteria, with only one taking advantage of the insurance coverage. Virginia Trujillo asked if the part-time employee currently taking advantage of the coverage paid their portion. Mr. Szarek responded that they do and amounts for selected coverage are withheld from each paycheck. Jacob Kennedy made a motion to approve the Part-Time Resolution for 2011/2012. Stacey Cooley seconded. There was no further discussion. The motion passed unanimously.
4. 2011 – 2012 School Calendar
The 2011-2012 school calendar was distributed for review.
 - Mr. Szarek explained the calendar demonstrates the statutorily-required instructional hours are fulfilled and the staff contract hours are displayed. He pointed out that the calendar reflects all of the known events (breaks, non-school days, and holidays) as of this date.
 - Virginia Trujillo asked if in-service days are reflected in the calendar. Erik Bose responded that all of the anticipated in-service days are reflected in the calendar and noted on Page 2.Virginia Trujillo made a motion to approve the calendar. Stacy Cooley seconded. There was no further discussion. The motion passed unanimously.

5. BAR for SEG Federal Stimulus Increase
BAR 1011-0017-I in the amount of \$495 is necessary to adjust the budget to the allocation received during the 2010/2011 fiscal year. Jacob Kennedy made a motion to approve the BAR. Virginia Trujillo 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 April 25, 2011 Finance Committee meeting were distributed. Mr. Szarek briefly reviewed these with the council.
- The financial statements for the months of February 2011 and March 2011 were distributed and reviewed with the council.
- He shared that the school is in a good cash position since reimbursements for all flow-through funds are being requested and received monthly, resulting in effective cash management.
- He explained the quarterly reports for the quarter ended March 31, 2011 have been completed and were reviewed by the Finance Committee. He anticipates uploading them to the PED by Friday, April 29, 2011.

2. Academic Advisory/CIC/Council Development

- There is no report at this time. Virginia Trujillo did share there will be an employer luncheon for companies interested in hiring Job Corps students. She will email the date to Donna Vanlandingham.

3. Principal Report

The Site Principal report was distributed for review.

- Mr. Bose informed the council that SIATech is expanding. Social Studies will be moved from S/T building to the GED room in U building, and the English room will be enlarged to include the space that is currently occupied by Social Studies.
- Mr. Bose explained the plan is to have the work done during the summer break so there is the least amount of disruption to the learning environment as possible.
- Virginia Trujillo asked if the HB-33 funds could be used for the expansion. Mr. Szarek explained they still need clarity as to the definition of “public school building” and how it pertains to SIATech which is located in federally-funded buildings.
- Mr. Szarek shared he is aware that Ms. Callahan is trying to contact Bill Sprick of the PSFA to gain further clarification on appropriate use of HB-33 funds to see if any of the funds can be legitimately used for the classroom expansion. Information received from both APS and the PED Capital Outlay Bureau does not specifically address our situation.
- Mr. Bose informed the council he has applied to be on the PED Teacher Evaluation Task Force.

4. Head Administrator Report

The Head Administrator report was distributed for review.

- Ms. Callahan continues transitioning to her new role with NEWCorp.

5. Monthly Meeting Changes

After a brief discussion, it was decided to continue to hold monthly Governing Council meetings.

6. Draft Budget for 2011-2012

The draft budget for the 2011/2012 fiscal year was distributed.

- Mr. Szarek reviewed the draft budget with the council.
- The Finance Committee has thoroughly reviewed the budget along with all supporting documentation in detail and has recommended it for adoption.
- He pointed out there will be no employee raises for the third year in a row.
- Mr. Szarek is projecting unrestricted Operational Cash carryover amounting to \$239,221, which will help to balance the budget.
- Virginia Trujillo asked if schools were reimbursed for T and E (Training and Experience). Both Greta Roskom and Mr. Szarek acknowledged this fact and explained schools are reimbursed through the 910B-5 Equalization funding.

- The budget is due to PED on April 28, 2011, and to APS charter school office by May 5, 2011. Mr. Szarek explained in previous years, there has always been a special budget adoption meeting. However, this year there will be a monthly council meeting scheduled for May 17. Mr. Szarek suggested that the council could vote on the budget at the May 17th meeting and he would have ample time to submit the 901BCS-10 from that meeting to APS before the APS Board meeting to approve charter budgets on May 27th. Alternatively, should the council prefer, a special budget adoption meeting could be held. Ms. Roskom recommended the council members review the draft budget carefully and be prepared to ask any questions so at the May 17th meeting, the council would be ready to approve the budget. A copy of the draft budget will be given to the two council members (Emily Salazar and John Rodarte) who were not present, to review before the May 17th meeting. It was decided by the council members who were present there is no need for a special budget adoption meeting and the budget will be voted on at the May 17th Governing Council meeting.

ANNOUNCEMENTS

1. The next regular scheduled meeting is May 17, 2011.

Virginia Trujillo made a motion to adjourn the meeting. Stacey Cooley seconded. The motion passed unanimously. Greta Roskom adjourned the meeting at 6:25 pm.