

SCHOOL FOR INTEGRATED ACADEMICS AND TECHNOLOGIES
ALBUQUERQUE

Minutes of the
GOVERNING COUNCIL MEETING

Tuesday, May 17, 2011

5:30 pm

SIATech

1500 Indian School Rd NW

Albuquerque, NM 87104

Council Members Present:

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

Council Members Not Present

Guests:

Kelly Callahan, SIATech Head Administrator
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 May 17, 2011 Agenda

A council member had communicated in an email that she would have to leave the meeting early and since the budget requires the approval of all the council members as well as their signatures on the 901BCS-10, Curt Szarek suggested the Council consider moving item #6, Approval of 2011/2012 School Budget, up on the agenda. John Rodarte made a motion to approve the agenda as amended. Stacey Cooley seconded. There was no further discussion. The motion passed unanimously.

2. Approval of April 26, 2011 Minutes

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

3. Approval of 2011/2012 School Budget

Mr. Szarek informed the council the budget as presented along with all of the supporting documentation has been submitted to the Public Education Department and reviewed by Beverly Aguilar, Budget Analyst at PED. Her report is included in the documents along with internally generated submissions. Once the budget is approved by the Governing Council it will go to the APS board for approval.

- Ms. Salazar asked whether the .25 FTE reduction for Ms. Callahan was to continue during the 2011/2012 fiscal year. Mr. Szarek responded the budget as submitted reflects Ms. Callahan as a .75 FTE. Ms. Salazar recalled the Council had agreed to Ms. Callahan working as a .75 FTE for SIATech for a period of 6 months, which will be up at the end of June. Ms. Salazar stated the council will need to revisit this issue and decide whether this situation is in the best interests of SIATech Albuquerque.
- Ms. Callahan shared at this time it is unclear if the .25 FTE funding will be available for her to continue to be involved with integration of the GED academic/SIATech/AJCC program during the 2011-2012 school year. If not, Ms. Salazar inquired as to whether Ms. Callahan would then go back to a 1.0 FTE with SIATech Albuquerque.
- Ms. Salazar asked if Debbie Bose would be rehired as an EA for the 2011-2012 school year. The Council was told during the November, 2010 meeting that she would hold this position only through the end of the

current fiscal year. Ms. Callahan restated Debbie Bose would not be rehired and the intent in the budget is to convert the two part-time positions into one full-time position.

- Ms. Trujillo commented about the \$239K Unrestricted Cash carryover and whether it would be cause for concern when reviewed by PED. Both Ms. Roskom and Mr. Szarek shared that public schools are different than other government agencies, who are encouraged to spend their cash to zero at the end of a given fiscal year. It is widely understood that when a public school has a cash carryover, it indicates they have been responsible financial stewards of their resources. Mr. Szarek explained that funding generated by the growth units generated during the current (2010/2011) fiscal year comprised a significant amount of the cash carryover. This item was not an issue during the PED telephone review.
- Ms. Salazar asked about the Bilingual Education Goals contained on Page 1 of the Program Budget Questionnaire. Ms. Callahan explained this question is marked N/A because SIATech does not receive funding designated for that program; however, all students receive the services they need. Ms. Callahan added that with regard to the School Health goals, SIATech utilizes the same goals as APS.
- Virginia Trujillo commented that a parent representative is still needed on the council. Stacey Cooley explained as Director of a Job Corps center whose enrollment is considered mostly “in loco parentis”, she fulfills the requirement as the parent representative for the SIATech students.
- Curt Szarek commented that as a result of the favorable telephone review conducted by Beverly Aguilar on May 12, 2011, he does not anticipate any problems with the APS approving the budget.

Emily Salazar began presiding over the meeting at 6:09 pm.

Greta Roskom made a motion to approve the 2011-2012 School Budget as presented. Stacey Cooley seconded. There was no further discussion. The motion passed unanimously.

4. 2011/2012 NEWCorp Cooperation and Licensing Agreement/Schedule of Fees for Services

Mr. Szarek explained this agreement is adopted annually. Once the council approves the MOU, two originals will go to NEWCorp for approval and signature. One signed original will be returned for the school's files.

- He pointed out the Schedule of Fees for Services remains unchanged at \$150 per enrolled student at the end of each calendar month.
- There were only two changes to the agreement-
 1. The Effective Date of Agreement was changed to July 1, 2011.
 2. On Page 2, Section 4.3 was modified to reflect SIATech's AdvancED accreditation.

Greta Rokom made a motion to approve the MOU. Stacey Cooley seconded. There was no further discussion. The motion passed unanimously.

5. 2011/2012 Open Meetings Act Resolution

Ms. Callahan explained the council is required to adopt this resolution annually and the only thing that changes from prior year adoptions is the effective dates. Virginia Trujillo made a motion to approve the resolution. Greta Rokom seconded. There was no further discussion. The motion passed unanimously.

6. BAR for Operational Fund Transfer

BAR 0018-M - This BAR is necessary to record transfers as indicated within Function 1000 as projected through June 30, 2011. Stacey Cooley made a motion to approve the BAR. Jacob Kennedy seconded. There was no further discussion. The motion passed unanimously.

BAR 0019-M - This BAR is necessary to record transfers as indicated within all 2000 Functions as projected through June 30, 2011. Virginia Trujillo made a motion to approve the BAR. Greta Roskom seconded. There was no further discussion. The motion passed unanimously.

DISCUSSION ITEMS

1. Finance Committee Report/Business Manager Report

There was not a Finance Committee meeting held since the last meeting, therefore, there is no report at this time.

- Mr. Szarek shared that SIATech received a determination letter dated April 20, 2011, from the Social Security Administration pertaining to Section 218. Most states, including New Mexico have a Section 218 agreement in place with Social Security. Basically, the purpose of a Section 218 agreement is to extend social security coverage to state and local government employees who contribute to a equivalent retirement plan. The letter determines that for social security purposes, the school is considered as a separate entity

from its chartering authority (APS). As a result, the school's Governing Council will need to make a decision regarding whether or not to continue to extend social security coverage to its employees.

- He will be attending a mandatory meeting with SSA on Friday, May 20, 2011, during which he hopes to receive all the pertinent information. Once he receives this information, he and Ms. Callahan will present it to the council. Greta Rokom asked if the staff had been informed yet. She feels the staff should be informed of the situation and be given the opportunity to voice their opinions before the Governing Council votes on it.
- The Audit Entrance conference will be held at APS Uptown Blvd. location on Monday, May 23, 2011, at 9:30 am. The Governing Council representative will be Jacob Kennedy, Jennifer Hall, CPA with KPMG, will represent the Audit Committee, and Kelly Callahan and Curt Szarek will also be in attendance.

2. Career Technical Education Council Report

The next meeting will be June 7 at 11:30 am. Invitations will be forthcoming.

3. Principal Report

The Site Principal report was distributed for review.

- The APS Site visit went well. Ron Romero along with a team of two people from the Special Ed department conducted the review.

4. Head Administrator Report

The Head Administrator report was distributed for review.

- In the interest of full disclosure and in this age of transparency, Ms. Callahan completed the Conflict of Interest Statement indicating her new role with NEWCorp.
- PED selected SIATech as one of 28 charter schools who were to be audited. On May 5, a team from PED met with Ms. Toledo, the Special Needs Coordinator and reviewed ten Special Education files. Ms. Callahan has not received results of this visit from PED. However, when the team left the school, they commented other charter schools would benefit from training by Rosanna Toledo, Special Needs Coordinator and her team.

5. Head Administrator Evaluation

The Head Administrator Evaluation rubric was distributed to the council. This item will be discussed and voted on during a Closed Session during the June meeting. Therefore, discussion items will be removed from the June agenda in order to allow for ample time for the council to address this issue. The Site Principal and Head Administrator reports will be combined and emailed to council members in advance of the June meeting.

ANNOUNCEMENTS

1. The next regular scheduled meeting is June 21, 2011.

Virginia Trujillo made a motion to adjourn the meeting. Greta Roskom seconded. The motion passed unanimously. Greta Roskom adjourned the meeting at 7:03 pm.