

SCHOOL FOR INTEGRATED ACADEMICS AND TECHNOLOGIES
ALBUQUERQUE
Minutes of the
GOVERNING COUNCIL MEETING
Tuesday, July 19, 2011
5:30 pm
SIATech
1500 Indian School Rd NW
Albuquerque, NM 87104

Council Members Present:

Emily Salazar
John Rodarte
Jacob Kennedy
Stacey Cooley
Virginia Trujillo
Rhonda Seidenwurm

Council Members Not Present

Greta Roskom

Guests:

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

Minutes:

John Rodarte, Governing Council Secretary

CALL MEETING TO ORDER

The meeting was called to order at 5:30 pm by President Emily Salazar.

ACTION ITEMS

1. Approval of July 19, 2011 Agenda
Virginia Trujillo made a motion to approve the agenda. Stacey Cooley seconded. There was no further discussion. The motion passed unanimously.
2. Approval of June 21, 2011 Minutes
Stacey Cooley made a motion to approve the minutes. Jacob Kennedy seconded. There was no further discussion. The motion passed unanimously.
3. Approval of Head Administrator Contract
Ms. Callahan's contract is the same as previous years, with the exception of her reduced FTE, which is .75 for the current school year. Jacob Kennedy made a motion to approve the head administrator contract as presented. Stacey Cooley seconded. There was no further discussion. The motion passed unanimously.
4. Council Elections
Virginia Trujillo made a motion that all officers and council members remain the same. The motion also included the addition of Rhonda Seidenwurm to the Governing Council. Stacey Cooley seconded the motion. There was no further discussion. The motion passed unanimously. Rhonda Seidenwurm was sworn in by Emily Salazar. Governing Council members for 2011-2012 are: President, Emily Salazar; Vice-President, Greta Roskom; Secretary, John Rodarte; Treasurer, Jacob Kennedy; Members, Stacey Cooley, Virginia Trujillo, Rhonda Seidenwurm.
5. Professional Services Agreement for 2011-2012(Revised)
Ms. Callahan explained Patricia Matthews has left her law practice for a new position at PED. Her law partner, Susan Fox, has taken over the law firm and renamed it Charter Law Office. There are no changes to the legal services agreement the Council approved at the June meeting except for the name change of the law practice.

Emily Salazar asked Ms. Callahan to invite Ms. Fox to the August council meeting as long as SIATech will not incur any legal fees. Stacey Cooley made a motion to approve the revised professional services agreement. Jacob Kennedy seconded. There was no further discussion. The motion passed unanimously.

DISCUSSION ITEMS

1. Finance Committee Report/Business Manager Report – Curt Szarek

The draft June financial statements were distributed for review.

- Mr. Szarek reported the draft statements reflect RfR's are being submitted timely on a monthly basis. There is sufficient budget available by Function and SIATech has a strong cash position.
- He also pointed out the Operational Cash Balance carryover to the 2011-2012 fiscal year is very close to the carryover projected on the approved budget for 2011-2012.
- He feels confident the remaining surplus will enable staff to participate in Professional Development opportunities during the current school year.
- The Finance Committee will meet on Monday, July 25 at 8:30 am at the Business Office.
- The Audit Committee will meet during phase I of the audit fieldwork on Friday, July 22 at 3:00 pm.
- Virginia Trujillo inquired as to the percentage of assets to the total budget. Ms. Callahan responded approximately 15%.
- Emily Salazar questioned if the large cash balance carryover would raise any red flags. Mr. Szaek responded there is no cause for concern. He further explained schools are known to carry over funds in anticipation of unexpected expenditures and/or funding reductions, whereas government agencies are encouraged to spend their cash balances to zero by the end of a fiscal year. He added cash balances are not used to pay salaries or benefits.
- Jacob Kennedy asked if clarification with regard to the use of HB-33 funds had been received. Ms. Callahan stated she had made phone calls to PSFA and PED for clarification. Antonio Ortiz at PED offered guidelines in the form of memos that explain how the funds may be used. It was explained the guidelines are somewhat generalized and may not be specific to any districts or charters' particular situation. It is up to the school administration to determine the proper use of the funds. The auditors will determine whether or not the district/charter used the funds within the scope of the guidelines.

2. Career Technical Education Council Report – Emily Salazar

Virginia Trujillo volunteered to join the Audit Committee.

3. Principal Report – Erik Bose

The Principal report was distributed for review.

- Mr. Bose explained to the council that there is a need for an off-campus annex for SIATech-only students who are not able to be served due to space limitations. He shared there is a space next door to the business office that is available and would be able to accommodate the students.
- This matter has been discussed with Mark Tolley, Director of Charter and Magnet Schools at APS. Mark indicated to Ms. Callahan that he would support the expansion of the program and would recommend approval for such a move to the APS Board.
- Emily Salazar mentioned she has heard rumors of a possible expansion and questioned why the Governing Council has not been informed of this until now? Mr. Bose shared that discussions on this matter have been ongoing with Stacey Cooley for several months, but a suitable location had not been identified until recently.
- Virginia Trujillo asked if this expansion would require any changes to the existing charter. Erik Bose and Kelly Callahan both explained the number of students served would need to be increased from the number indicated in the renewal, thus a charter amendment would be necessary.
- Mr. Bose explained that all non-Job Corp students would attend classes off campus, thereby alleviating any issues that now arise on-campus with SIATech-only students. As noted in the Principal Report, there are currently 7 SIATech-only students attending SIATech, with 47 on the waiting list.
- Ms. Salazar mentioned she would like to speak with APS directly regarding this matter for further information and clarification. She asked that a meeting be set up with Mark Tolley prior to the next Governance Council meeting, to which Ms. Callahan agreed.
- Virginia Trujillo expressed concerns that the annex will take away from the original intent of the charter, which was to partner with the Job Corps. Mr. Bose explained the original intent would not change, but will offer SIATech-only students an opportunity to be served.

- Ms. Callahan shared that the same situation took place with another SIATech charter on a Del-Jen run Job Corps center in Gainesville, Florida. An expansion was implemented to serve SIATech-only students off campus. There have not been any issues and everything is running smoothly. Emily Salazar commented that she believed the laws were different in Florida which enabled that expansion to be implemented.
- Mr. Szarek reminded the council that charter law requires SIATech to remain compliant with enrollment by adhering to the lottery process. Ms. Callahan commented if all SIATech-only students attended classes at the annex, we would remain compliant with the lottery and, in addition, it would allow more Job Corps students to be enrolled in high school classes at SIATech, which is a win-win.
- Emily Salazar expressed concerns that the expansion of the SIATech program to an off-campus location would result in increased responsibilities for the council. Mr. Bose explained that school administration would be responsible for the program oversight and report the progress to the council during their monthly meetings. Mr. Szarek commented that no charter school council is tasked with being responsible for the day-to-day operations of a school.
- Rhonda Seindenwurm asked how many students can be accommodated. Erik Bose stated there could be anywhere from 40 – 50 students.
- Stacey Cooley questioned what kind of services would be provided to the non-Job Corps students since they will be unable to benefit from the services Job Corps provides, such as lunch and wellness. Ms. Callahan responded that the only services the SIATech-only students receive from Job Corps is lunch.
- Virginia Trujillo questioned if SIATech is funded on last year's enrollment for the current school year, how will the additional students be funded? Mr. Szarek responded that any growth reported on the 40th day is adjusted in January of the current fiscal year and any funding increase would be distributed between February and June, thus enabling SIATech to serve additional enrollment.
- Emily Salazar inquired as to how the annex would be staffed? Mr. Bose explained the plan would be to ideally hire a highly-qualified instructor with multiple endorsements (including SpEd) and an Educational Assistant. In addition, current staff would be rotated to the annex on alternate days. For example, English would be taught on Mondays, Math would be taught on Tuesdays, and so forth.
- Dr. Salazar commented that she feels this would diminish the instruction to students who are enrolled at the Job Corps campus. Mr. Bose explained those students who are on the Job Corps campus will still benefit from quality instruction since any staff rotation would consist of half-day to one full day, resulting in classrooms having at least two instructors at all times.
- Emily Salazar requested that supporting documentation concerning the expansion be given to the council in advance of the next meeting for review. She also requested a closed session be added to the agenda for the next meeting to specifically address this matter. Rhonda Seindenwurm informed the council that, according to the Open Meetings Act, a closed session cannot be held for this purpose and can only be requested for such matters that pertain to threatened or pending litigation and limited personnel matters.
- Rhonda Seindenwurm commented that since there are a number of students who want to take advantage of what SIATech offers, it would be wise to consider the expansion as a positive move instead of wondering “*what if?*” if no action was taken. She stated that the program would need to be evaluated and also asked if there was an out for SIATech if it was determined the annex was not meeting the desired outcomes? Ms. Callahan explained charter laws are written with flexibility for this exact reason.
- Mr. Bose reported the vacant ITA position was advertised in the Albuquerque Journal. There were approximately 35 respondents. He hopes to fill this position as quickly as possible.

4. Head Administrator Report – Kelly Callahan

- A VEX Robotics tournament was held in June at the Albuquerque campus. Several out-of-state SIATech sites were in attendance for this competition, which SIATech Albuquerque won. As a result of the success of the competition, a number of other local schools have expressed an interest in participating in the next competition.
- Ms. Callahan mentioned that she was asked by APS to participate on a committee which is developing performance contracts which all charters/authorizers will be required to adhere to as part of the renewal process.

5. Parent Recruitment – Emily Salazar

Jacob Kennedy suggested the council use YouTube and Facebook to help find parents to fill the vacant Council position. Mr. Szarek offered that SIATech already has its own You Tube channel. He suggested this be shared with the community as well as potential council members.

6. 1st Read Fund Balance Reporting Policy

Mr. Szarek distributed a draft of the policy which is meant to address requirements of GASB 54. He informed the council that all governmental entities must have this policy in place by November 2011. The Policy would be effective for the fiscal year ended June 30, 2011, which is the year under audit. He requested that all council members take the time to review this policy and be prepared to ask questions in order to formally adopt it at the August meeting.

ANNOUNCEMENTS

1. The next regular scheduled meeting is August 16, 2011, at 5:30 pm.

Stacey Cooley made a motion to adjourn the meeting. Jacob Kennedy seconded. The motion passed unanimously. Emily Salazar adjourned the meeting at 7:23 pm.