

SCHOOL FOR INTEGRATED ACADEMICS AND TECHNOLOGIES  
ALBUQUERQUE

Minutes of the  
GOVERNING COUNCIL MEETING

Tuesday, August 16, 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  
Greta Roskom

**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 5:41 pm by President Emily Salazar.

**ACTION ITEMS**

1. Approval of August 16, 2011 Agenda  
Greta Roskom made a motion to approve the agenda. Virginia Trujillo seconded. There was no further discussion. The motion passed unanimously.
2. Approval of July 19, 2011 Minutes  
Rhonda Seidenwurm made a motion to approve the minutes. Jacob Kennedy seconded. There was no further discussion. The motion passed unanimously.
3. Fund Balance Reporting (GASB 54) Policy  
The council received a draft of this policy at the July meeting as a first read. During the meeting, Mr. Szarek asked the council to review the policy and be prepared to ask questions and to vote on it during this meeting. He explained schools are required to have this policy in place by November, and the draft policy was given to the auditors for review during their fieldwork on July 22. Greta Roskom made a motion to adopt the GASB 54 Policy as presented. Virginia Trujillo seconded. There was no further discussion. The motion passed unanimously.
4. BAR for ARRA IDEA carryover  
Mr. Szarek explained that initially, this BAR was created by APS (as the LEA) and we were notified to create the line items and obtain council approval. A memo was received from APS after the agenda for this meeting was created instructing us to void the BAR, which was done through OBMS.
5. Transition Planning
  - Greta Roskom submitted her letter of resignation to the Governing Council. The council thanked her for her service to the council.
  - Kelly Callahan submitted her letter of resignation as Head Administrator at SIATech to Emily Salazar earlier in the month indicating her final day will be August 31, 2011. She has accepted an opportunity to be General Manager of the PED Charter School Division. She commented that she feels the school's foundation

is stable enough for the transition into new leadership. Rhonda Seidenwurm thanked Kelly for taking the job at PED. She feels this will have a positive effect on all charter schools. The council thanked Ms. Callahan for her time at SIATech and wished her well. Rhonda Seidenwurm made a motion to accept Ms. Callahan's letter of resignation. Virginia Trujillo seconded the motion. There was no further discussion. The motion passed unanimously.

## **DISCUSSION ITEMS**

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

The finalized financial statements as of June 30, 2011 were distributed for review.

- Mr. Szarek explained that these supersede the June 30 draft financial statements that were distributed during the July meeting. The revision was necessary since additional payables affecting the year-end were received. The year-end reports were successfully uploaded to PED and APS and have already been approved by the PED budget analyst.
- The agenda and minutes from the Finance Committee meeting held on July 25, 2011, were distributed and reviewed with the council.
- Mr. Szarek shared that Phase I of the annual audit began on July 22, 2011, and Phase 2 will begin on August 18, 2011. During fieldwork scheduled for August 19, an audit committee meeting will take place at 3:00 pm at the SIATech Business Office. Since this date conflicts with the school's graduation at the National Hispanic Cultural Center, it is understood that Ms. Callahan, Mr. Bose, and Ms. Trujillo will not be able to attend the audit committee meeting. Committee members Jacob Kennedy and Jennifer Hall have indicated they will be able to attend this meeting in order to satisfy the compliance requirement.
- Mr. Szarek also shared there is the possibility that charter schools may be required to have their own audits independent of their authorizer next year. All charter schools are waiting for a determination from the state auditor's office so they are able to plan accordingly.

### 2. Career Technical Education Council Report – Emily Salazar

Emily Salazar requested Council Recruitment be added to the agenda for the September meeting.

### 3. Principal Report – Erik Bose

The Principal report was distributed for review. Mr. Bose reviewed the report with the council.

### 4. Head Administrator Report – Kelly Callahan

- Ms. Callahan has been working with APS on SB446 which will be in effect July 1, 2012, and addresses Performance Contracts between charter schools and their authorizers.
- There is a need for more comprehensive method of evaluating schools.

John Rodarte asked before the council goes into closed session, if there was anything Ms. Callahan or Mr. Bose would like to express to the council or would like the council to consider as they discuss the leadership transition.

- Ms. Callahan commented she would like to see the students impacted the least. She believes Erik Bose would be a good fit for the position because he has been involved with the school since day one. She believes there is strength in the foundation of the school and would like for continuity to be maintained.
- Mr. Bose commented he would like to see consistency. He believes great things are happening at the school and does not want any changes to hold the school back from the progress they have made.

## **CLOSED SESSION PURSUANT TO THE OPEN MEETINGS ACT NMSA 1978 (10-15-1 (H) (2) FOR THE PURPOSE OF DISCUSSING LIMITED PERSONNEL MATTERS:**

Ms. Seidenwurm made a motion pursuant to the Open Meetings Act NMSA 1978 to go to Closed Session to discuss limited personnel matters. The result of the council member roll call vote was unanimous agreement to close the meeting. The council convened to Closed Session at 6:57 pm.

At 8:05 pm the council re-convened to open session. Rhonda Seidenwurm stated the minutes should reflect "the only item discussed was the replacement of Ms. Callahan."

There will be a Special Session of the SIATech Governing Council held on Tuesday, August 23, 2011 at 5:30 pm for the purpose of offering a contract.

**ANNOUNCEMENTS**

1. The next regular scheduled meeting is September 20, 2011 at 5:30 pm.

Greta Roskom made a motion to adjourn the meeting. Virginia Trujillo seconded. The motion passed unanimously. Emily Salazar adjourned the meeting at 8:08 pm.