

**SCHOOL FOR INTEGRATED ACADEMICS AND TECHNOLOGIES
ALBUQUERQUE**

Minutes of the
GOVERNING COUNCIL MEETING

Tuesday, August 18, 2009

5:30 pm

Albuquerque Job Corps Center/SIATech Conference Room
1500 Indian School Road NW
Albuquerque, NM 87104

Council Members Present:

Emily Salazar, Vice President
John Rodarte, Secretary
Jacob Kennedy, Treasurer
Stacey Cooley
Cindy Mullen
David Berkey

Council Members Not Present

Greta Roskom

Guests:

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

Minutes:

Donna Vanlandingham, SIATech Administrative Assistant

I. Call Meeting To Order

A. Welcome

Emily Salazar called the meeting to order at 5:39 pm.

B. Approve minutes from July 21, 2009 Meeting

Cindy Mullen made a motion to approve the minutes as presented. David Berkey seconded. There was no further discussion. The motion passed unanimously.

C. Approve August 18, 2009 Agenda

In Section IV.A item 2 MOU between SIATech and AJCC will be tabled until the September meeting. Stacey Cooley made a motion to approve the agenda as modified. Cindy Mullen seconded. There was no further discussion. The motion passed unanimously.

II. Council Development

A. Council Goals

1. Ensure Quorum for Scheduled Council Meetings
There is a quorum present at the meeting.

B. Professional Development

1. SIATech Council Retreat – Palm Springs, CA (Discussion)
Ms. Callahan informed the council the All Board Workshop would be held in Palm Springs, CA November 12-13. As soon as more details become available, she will share them with the council.

III. 80/20 Vital Few

A. Develop Marketing Plan

There are no new updates at this time.

IV. School Business

A. Old Business

1. Standing Committee Updates (Discussion)
 - a. Finance

The next Finance Committee meeting is scheduled for Monday, August 24 at 9:00 am. Mr. Berkey expressed an interest in serving on the committee. However, he will have to participate via conference call due to his current employment obligations.

b. Academic Advisory/CIC/Council Development

There is no report at this time. Dr. Salazar continues to have ongoing meetings with the community.

B. New Business

1. Officer Elections (Discussion/Action)

John Rodarte nominated Emily Salazar as President. Dr. Salazar accepted the nomination. Emily Salazar nominated David Berkey as Vice President. Mr. Berkey accepted the nomination. Cindy Mullen nominated Stacey Cooley as Secretary. Ms. Cooley accepted the nomination. John Rodarte nominated Jacob Kennedy as Treasurer. Mr. Kennedy accepted the nomination. John Rodarte made a motion to approve the Governing Council officers. Cindy Mullen seconded. There was no further discussion. The motion passed unanimously.

The 2009-2010 Officers are:

President – Emily Salazar

Vice President – David Berkey

Secretary – Stacey Cooley

Treasurer - Jacob Kennedy

2. Additional Check Signer Erik Bose (Discussion/Action)

Mr. Szarek explained an additional check signed was needed and proposed that Erik Bose be added as a authorized signer. Currently, Kelly Callahan, Emily Salazar, Stacey Cooley and John Rodarte are the authorized check signers. Mr. Szarek and Ms. Callahan explained if a check required two signatures Mr. Szarek would ensure the check was signed by either Mr. Bose or Ms. Callahan and one council member. Stacey Cooley made a motion to approve adding Mr. Bose as an authorized check signer. John Rodarte seconded. There was no further discussion. The motion passed unanimously.

3. BAR for Cash Carryover from 2008-2009 (Discussion/Action)

Since a draft of the audit for the year ended June 30, 2009 is available, there is a supporting schedule which verifies the cash balances by Fund. Mr. Szarek explained that audited cash balances are allowed to be carried forward as available budget items and not as revenue items. He presented the following BARs to the council for approval:

BAR 001-090-0910 0001-I in the amount of \$53,892 which increases the budgeted Unrestricted Operational Cash balance from a projected amount of \$47,518 to actual \$101,410.

BAR 001-0090-0910-0002-I in the amount of \$32,452 which increases the budgeted Unrestricted Instructional Materials cash balance from a projected amount of zero to \$32,352.

David Berkey made a motion approve the BARs. Jacob Kennedy seconded. There was no further discussion. The motion passed unanimously.

C. Site Report

1. Site Leader Report – Erik Bose

The Site Leader report was distributed for review.

- SIATech is currently seeking a General Ed teacher with ELL and Special Ed endorsements to become a substitute teacher. Erik shared he has received approximately 30 applications for this position. He is currently conducting interviews.
- Emily Salazar asked that Erik include updates on Professional Development on his monthly report.
- She would also like Mr. Bose to include the total of SIATech only students. He stated currently there are 16 SIATech only students, with a waiting list of an additional six students.
- The council would also like to see an update on parental involvement. Mr. Bose informed the council there currently is a parent committee which is a requirement because SIATech is a Title I school. Stacey Cooley is currently the chairperson of this committee which meets twice a semester. The meetings are held at different times in order to accommodate the schedules of parents wishing to attend.
- Stacey Cooley would like Mr. Bose to include the names of students in dual enrollment on his report.

2. Head Administrator Report – Kelly Callahan

- Ms. Callahan and Mr. Bose will refine their reports so that information is not duplicated.
- Ms. Callahan is currently serving on the Mayor's Task Force co/chairing the committee Transforming Schools with Linda Sink, APS Chief Academic Officer.
- An ad for the open ITA position will be posted in the Albuquerque Journal as soon as possible. She is confident the right candidate to meet the needs of the students will be found.
- The AYP (Annual Yearly Progress) report was distributed. Ms. Callahan explained SIATech's AYP was based on one student. AYP results are based on students who are enrolled in school for one full academic year. SIATech had one student who fell into this category.

- Ms. Callahan explained there are other charter schools that do not fall into the AYP categories either and these charter schools are forming a task force to challenge the way they are being compared to other schools.
- David Berkey stated he does have lobbying experience to help address this issue if the council feels it is needed.

3. Business Manager Report – Curt Szarek

- The June financial statements were distributed for review.
- Mr. Szarek shared that all reimbursements from the PED have been received with the exception of \$44,305 for IDEA-B. He expects that the reimbursement will be received shortly as it has already been approved by the designated Fund Manager at the PED.
- The annual audit was completed on August 11. This year the audit included testing on attendance and STARS reporting. In addition, one staff member and one Governing Council member were contacted by one of the auditors. Mr. Szarek offered the auditors did a very thorough and professional job and he is pleased with the outcome.

4. Student Report – There is no report at this time. Mr. Bose continues to review the Monday Night memos.

V. Public Comment on Non-Agenda Items

VII. Next Scheduled Meeting

The next scheduled meeting will be held on September 15, 2009 at 5:30 pm at AJCC/SIATech Conference Room.

VIII. Adjournment

Cindy Mullen made a motion to adjourn the meeting. Stacey Cooley seconded. The motion passed unanimously. Emily Salazar adjourned the meeting at 6:42 pm.