

**SCHOOL FOR INTEGRATED ACADEMICS AND TECHNOLOGIES
ALBUQUERQUE**

Minutes of the
GOVERNING COUNCIL MEETING

Tuesday, September 15, 2009

5:30 pm

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

Council Members Present:

Emily Salazar, President
John Rodarte, Secretary
Jacob Kennedy, Treasurer
Stacey Cooley
Greta Roskom
David Berkey

Council Members Not Present

Cindy Mullen

Guests:

Curt Szarek, SIATech Business Manager
Erik Bose, SIATech Site Principal

Minutes:

Erik Bose, SIATech Site Principal

I. Call Meeting To Order

A. Welcome

Emily Salazar called the meeting to order at 5:38 pm.

B. Approve minutes from August 18, 2009 Meeting

John Rodarte made a motion to approve the minutes as presented. Greta Roskom seconded. There was no further discussion. The motion passed unanimously.

C. Approve September 15, 2009 Agenda

David Berkey made a motion to approve the agenda. John Rodarte 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)

- The All Boards Retreat will be November 11 and 12 in Palm Springs, CA. This workshop is held annually and focuses mainly on sharing best practices and council development for all of the SIATech Boards across the country. In the absence of Donna Vanlandingham, Curt Szarek distributed the information.
- Greta Roskom shared that this training, while beneficial, does not meet the New Mexico statutory requirements for Governing Council training. The council would like more information and clarification on what qualifies as “required” training. This item will be placed on the October meeting agenda.
- Greta offered to investigate any and all opportunities for Governing Board training which will meet the New Mexico statutory requirements. She feels that there may be a chance for the SIATech Governing Board to participate in the required training in collaboration with other charter school boards under the auspices of the New Mexico Coalition for Charter Schools. She will contact Lisa Grover at the Coalition to inquire as to the possibility of facilitating the training.
- Ms. Roskom also mentioned that the dates of this workshop conflict with the New Mexico Charter School conference which will be held November 12 – 14, 2009. She states there are usually

seminars during this conference devoted to Governing Council training which focus mainly on New Mexico issues.

III. 80/20 Vital Few

A. Develop Marketing Plan

- new green displays
- Mayor's drop out summit
- Kelly was on a panel discussing school leadership which was televised on KNME.

IV. School Business

A. Old Business

1. Standing Committee Updates (Discussion)

a. Finance

The committee has been unable to meet since June 12, due to conflicting schedules of the committee members. Jacob Kennedy did meet with Mr. Szarek on August 29 to review all Bank Reconciliations and Journal Entries processed through that date. Mr. Kennedy felt it was prudent to conduct an independent review of these items for due diligence. Mr. Szarek stated these items will still be brought before the full committee for review/discussion at the next formal meeting for proper oversight.

b. Academic Advisory/CIC/Council Development

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

2. MOU between SIATech and AJCC (Discussion/Action)

This item is tabled until the October meeting.

B. New Business

1. BAR for Lease Assistance 2009-2010 (Discussion/Action)

BAR 0910-0003-IB for \$60,000.

Mr. Szarek presented BAR 001-090-0910-0003-IB to the Council for approval. He explained that the school received the 2009/2010 award letter from PSFA signed by APS Superintendent, Winston Brooks, which allows the school to submit lease expenditures for reimbursement. Greta made a motion to approve the BAR. David Berkey 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.

2. Head Administrator Report – Kelly Callahan

The Head Administrator report was distributed for review.

3. Business Manager Report – Curt Szarek

- The July financial statements were distributed for review.
- Mr. Szarek will participate in a webinar which focuses on the reporting requirements for receiving ARRA State Fiscal Stabilization Funding. The webinar is in connection with the NM ASBO conference in Las Cruces.
- The 2008/2009 audit has been finalized by Moss-Adams and Mr. Szarek has conducted a preliminary review of the draft financial statements. He is pleased that it went smoothly and that we are ahead of schedule. He shared that he would like to go over the draft statements with the Finance Committee at the next meeting so they will be able to understand the schedules. He mentioned that the date for the audit exit conference is scheduled for Wednesday, October 28 and that a council member will need to be present. He recommended that Jacob Kennedy attend as he is the chair of the Finance Committee, although anyone else is welcome to attend as well, provided that a quorum is not present.

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

The suggestion was made to move the meetings from monthly to bimonthly. The council requested this item be placed on the agenda for October for discussion and action.

VII. Next Scheduled Meeting

The next scheduled meeting will be held on October 20, 2009 at 5:30 pm at AJCC/SIATech Conference Room.

VIII. Adjournment

John Rodarate made a motion to adjourn the meeting. Jacob Kennedy seconded. The motion passed unanimously. Emily Salazar adjourned the meeting at 6:42 pm.