

SCHOOL FOR INTEGRATED ACADEMICS AND TECHNOLOGIES
ALBUQUERQUE
Minutes of the
GOVERNING COUNCIL MEETING
Tuesday, September 20, 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

Guests:

Dr. Evalynne Hunemuller
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 5:42 pm by President Emily Salazar.

Virginia Trujillo introduced Dr. Evalynne Hunemuller to the council. She is the CEO of DATA Charter School.

ACTION ITEMS

1. Approval of September 20, 2011 Agenda

Jacob Kennedy requested the following changes to the agenda:

- Move item 9 (New Council Member) to #4..
- Move item 7 (Extended Learning Annex) to #5.
- Move item 4 (BAR for 2011/2012 Lease Assistance Award) to #6.
- Move item 5 (BAR for 2011/2012 Cash Balance Carryover) to #7.
- Move item 6 (Meeting/Time Place Change) to #8
- Move item 8 (Selection of Vice-President) to #9.

Rhonda Seidenwurm made a motion to approve the agenda as modified. Virginia Trujillo seconded. There was no further discussion. The motion passed unanimously.

2. Approval of August 16, 2011 Minutes

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

3. Approval of August 23, 2011 Minutes

Rhonda Seidenwurm made a motion to approve the minutes. Virginia Trujillo questioned the statement "Ms. Callahan reminded the council the school does have to continue to fulfill their obligations/responsibilities to APS, PED, as well as SIATech National.". Ms. Trujillo stated she was not aware there was an obligation to SIATech National. Mr. Szarek explained there is a MOU in place between SIATech National and SIATech Albuquerque for the use of copyrighted curriculum. Albuquerque SIATech pays \$150 monthly per enrolled student at the end of every calendar month. Emily Salazar gave a brief history of the relationship between SIATech National and SIATech Albuquerque and how SIATech came to the Albuquerque Job Corps center. Jacob Kennedy seconded. The motion passed unanimously.

4. New Council Member

Evalynne Hunemuller is currently the CEO at DATA Charter School. She is interested in joining the SIATech Governing Council. She did give a brief history of her career in education. Rhonda Seidenwurm commented she felt Evalynne would have a positive impact on the council. She made a motion to accept Evalynne Hunemuller as a SIATech Governing Council member. Virginia Trujillo seconded. There was no further discussion. The motion passed unanimously. Evalynne Hunemuller will submit the required paperwork at the next meeting. She was sworn in by President Emily Salazar.

5. Extended Learning Annex

a. Charter Amendment to Increase Enrollment

Erik Bose explained the proposed extended learning annex was tabled at the August meeting at which time the council requested additional information. Erik Bose distributed the learning annex proposal to the Council for discussion. He further explained that Kelly Callahan had previously spoken with Mark Tolley at APS about the possibility of expanding, and Mark recommended SIATech submit a lease reimbursement request. SIATech Administration understood that in order to secure any potential lease reimbursement, a lease had to be in place to be submitted with the application.

- Mr. Bose states the purpose of the annex is to offer SIATech-only students the opportunity for a free public education. There have been issues with SIATech- only students being on campus with Job Corps students.
- Emily Salazar asked what would happen with the lease if the council does not approve the annex. Mr. Szarek explained the lease reimbursement award is for the Del-Jen lease as well as the annex lease. There have been no funds received for the annex, just the award letter.
- The council stated they were extremely uncomfortable with the fact they were not consulted and they are now obligated to a lease they were not even aware of. Virginia Trujillo stated there was no reason to sign this lease before the council approved the annex. Emily Salazar expressed she was concerned because this was all done without the council approval.
- Virginia Trujillo asked Mr. Bose what is the mission of SIATech? Erik Bose stated the mission of the school has not changed. The mission is to still provide At-Risk students with the opportunity to earn a high school diploma.
- Virginia Trujillo stated her understanding was that SIATech was here to serve the Job Corps students.
- Rhonda Seidenwurm explained SIATech has no choice but to have a lottery system and allow non-Job Corps students to enroll. She feels it would be better to serve non-Job Corps students at the annex because of the conflicts that do arise on the center between SIATech-only and Job Corps students.
- Virginia Trujillo commented there is a lottery process in place. Erik Bose stated the lottery needs to be adjusted to include more non-Job Corps students. Ms. Trujillo also expressed concern for the council being responsible for students who are not on the Job Corps campus.
- Emily Salazar expressed concern as to why APS was consulted prior to anything being mentioned to the council. During the July 19 meeting, the question was asked about the annex after several council members heard the expansion rumors.
- Curt Szarek shared that when he was approached by Ms. Callahan to investigate the availability of a lease there was a small window of opportunity to apply. Once Mr. Szarek confirmed the space was available, Ms. Callahan decided to move forward with the lease and subsequent reimbursement request.
- Rhonda Seidenwurm asked if this is the first time a lease was brought to the council for approval. Curt Szarek commented it was. She stated she was surprised that leases have not been brought to the council for approval prior. She requested in the future that all leases be presented to the council for approval.
- Virginia Trujillo once again expressed her concerns about the council not being consulted. She states anything dealing with money should be brought before the council.
- Mr. Szarek stated he feels that during the July meeting had the proposed annex discussion progressed to beyond a point where it ended up, that everything would have been on the table at that time. Unfortunately, the discussion got to a point where it was tabled pending further information. There was never any intent to deceive or withhold any information.
- Rhonda Seidenwurm asked if the annex is not approved, is it possible to get out of the lease? Virginia Trujillo inquired what the lease term is. Mr. Szarek explained the lease is from July 1, 2011, through June 30, 2012. He will contact the property manager to find out whether or not it is possible to cancel the lease before the year end.

- Evalynne Hunemuller inquired as to the status of the students that were previously on the waiting list. Erik Bose explained the majority of them are still awaiting word from SIATech regarding available space.
- Evalynne asked if the budget was approved with any consideration given to the annex. Mr. Szarek explained the annex came to fruition after the budget was done.
- Virginia Trujillo commented SIATech was invited on the Job Corps campus to serve Job Corps students.
- Emily Salazar commented there were two opportunities for the council to be informed of the annex. As a result, she feels the school administration has not been forthwith providing information to the council which is perceived as a trust issue.
- Rhonda Seidenwurm pointed out that if the council does not approve the annex, there is a \$1,800 monthly obligation that must still be paid. If the council does approve the annex, it will leave a bad taste because the council did not have an opportunity for any input in advance. Since leases have never been brought to the council in the past this situation was no different. She feels there were good intentions to try to serve the non-Job Corps students and there was no intent to deceive. Although she feels the issue was handled incorrectly, she believes Erik should still be given the opportunity. If the council were to approve the annex, at the end of the year the annex can be reviewed and evaluated to determine if the outcomes were successful. At that time, the council would decide whether or not to approve the program for another year.
- Evalynne Hunemuller asked how the annex would be staffed. Erik Bose stated there would be an administrator at the annex with a minimum 3A license. Virginia Trujillo asked if the staff had already been hired. Erik responded that there has been no staff hired for the annex. Virginia feels SIATech was opened for a reason and she feels SIATech needs to stick to this. As such, she does not support the annex.
- Rhonda Seidenwurm commented that the council needs to understand that they are not a “Job Corp” council, and that this is a SIATech council.
- John Rodarte asked who the council represents by choosing not to serve non-Job Corps students. He feels this represents a Job Corps agenda and SIATech does have an obligation to serve all students who want to enroll. He does support the opportunity to serve non-Job Corps students. He stated while he does support Mr. Bose’s position, he does not support the way in which the annex was presented.
- Emily Salazar suggested the Council should have more time to consider the proposal. Rhonda Seidenwurm stated since the issue is date-sensitive, the council needs to decide now.
- Stacey Cooley expressed concerns about the annex funneling students from Job Corps. Rhonda Seidenwurm asked if a student decides to leave Job Corps, can’t they become a SIATech-only student? Stacey Cooley explained Job Corps will take a negative hit affecting their rankings if a student leaves Job Corps without receiving a high school diploma or a GED.
- Emily Salazar commented she feels decisions have been forced upon the council in the past. She was concerned about the process regarding the hiring of Debbie Bose for the 2010-2011 school year. Evalynne Hunemuller commented the law states family members may not be hired. Curt Szarek clarified that the law pertains to relatives of the Governing Council and Head Administrator only, and Erik Bose was the site principal at the time. Rhonda Seidenwurm stated these concerns were with the previous administration.
- Evalynne Hunemuller commented she feels APS would frown upon the proposal for the annex based on denials of recent applications.
- Curt Szarek stated that he feels all students are entitled to a free education and SIATech should not be considered as a school that caters only to Job Corps students.
- Emily Salazar suggested a work study group be formed to review the annex proposal. She feels there should be additional time for the council to discuss the matter; if the annex is to become reality, it should be done the best way possible.

At this time, Virginia Trujillo made a motion to not accept the proposal for the annex. Evalynne Hunemuller seconded. She requests more information be made available to the Council for review before any consideration. Rhonda Seidenwurm asked Erik Bose if he still recommends the annex as what is best for the SIATech-only students. Erik Bose commented he will go with whatever the council decides at this time. Virginia Trujillo commented she has concerns about how the annex would affect the Job Corps program. Emily Salazar stated she feels Mr. Bose will be put in a difficult position by taking on the annex at this time. Virginia Trujillo states once again, this is now Erik’s school and the council is looking forward to seeing what he does in the next five months. Stacey Cooley suggested reviewing the lottery process so that SIATech is in compliance with the law regarding lottery. A roll call vote was taken at this time. Rhonda Seidenwurm voted No. Evalynne Hunemuller voted Yes, Virginia Trujillo voted Yes,

John Rodarte voted Yes, Stacey Cooley voted Yes, Jacob Kennedy voted Yes. The motion passed. The council will not accept the proposal for the annex at this time.

6. BAR for 2011/2012 Lease Assistance Award

BAR 1112-0002-IB in the amount of \$101,587. Mr. Szarek explained the Lease Assistance is under one award, and as previously stated, he has not, and will not, submit any reimbursement for the annex lease until such time, if at all, it becomes utilized as classroom space only. The council requested verification showing the any lease assistance for the annex has not been billed and/or received. Evalynne Hunemuller made a motion to approve the BAR as presented. Jacob Kennedy seconded. There was no further discussion. The motion passed unanimously.

7. BAR for 2011-2012 Cash Balance Carryover

BAR 1112-0003-I in the amount of \$3,404 to record the adjustment to budgeted Cash Balance carryover for Operational funds. Rhonda Seidenwurm made a motion to approve the BAR. Stacey Cooley seconded. There was no further discussion. The motion passed unanimously.

BAR 1112-0004-I in the amount of \$3,293 to record the adjustment to the budgeted Cash Balance carryover for Instructional Materials funds. Virginia questioned if the curriculum license fee which SIATech Albuquerque pays SIATech National is taken out of Instructional Materials. Mr. Szarek responded that it is not. Rhonda Seidenwurm made a motion to approve the BAR. Jacob Kennedy seconded. There was no further discussion. The motion passed unanimously.

8. Meeting Time/Place Change

After some discussion, it was determined Job Corps staff may have a difficult time meeting during the school day. Stacey Cooley suggested perhaps two special “day” meetings during the year. Erik Bose and Emily Salazar will set the date of the day meetings. Jacob Kennedy made a motion to approve having two day meetings during the current school year. Virginia Trujillo seconded. There was no further discussion. The motion passed unanimously.

9. Selection of Vice-President

This position is vacant due to the resignation of Great Roskom at the July meeting. Virginia Trujillo nominated Rhonda Seidenwurm as Vice President. Stacey Cooley seconded the nomination. Rhonda accepted the nomination. There was no further discussion. The motion passed unanimously. The Vice President of the Governing Council is Rhonda Seidenwurm.

DISCUSSION ITEMS

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

The financial statements for July, 2011, were distributed and reviewed with the council.

- Mr. Szarek asked if Rhonda Seidenwurm would be interesting in filling Greta Roskom’s position on the Audit Committee. Rhonda agreed to serve on the committee so we satisfy the two council member requirement.
- Evalynne Hunemuller asked if a copy of the monthly check register was given to council members for review each month. Mr. Szarek explained this has not been done in the past, but he will supply those beginning with the October meeting if Council desires. She also asked that a list of all staff members listing their positions and annual salaries be given to the council. Mr. Szarek explained that Council receives this information as part of the annual budget submission since it is contained on Worksheets IV and V. He will be glad to provide this information in a simpler format at the October meeting.
- Mr. Szarek shared that Phase II of the annual audit was conducted August 18 and August 19 and commented that once again Moss-Adams did a very thorough job. At 3:00 p.m. on August 19, a second audit committee meeting was held with Moss-Adams’ field staff, Curt Szarek, Jacob Kennedy, and Jennifer Hall. During that meeting, the committee focused on the new Fund Balance Reporting. Mr. Szarek informed the council that Moss-Adams has mentioned that since the SIATech audit has now been completed, there is no reason to continue to have any further audit committee meetings even though the audit for APS (including charters) is still ongoing. As such, the SIATech audit exit conference will be held on Tuesday, October 4, 2011 at 9:00 am at Moss-Adams’ offices on Uptown Blvd. Council members are invited to attend, but there should not be a quorum. Audit results will not be made public until the audit is released by the State Auditor.
- Virginia Trujillo asked about the possibility of having a work study session when the budget is being developed for the next school year. She commented that this will help the council better understand the

budget. Mr. Szarek shared that he would be happy to work with the council during one or more work study session(s) when more information becomes available to start the process.

2. Career Technical Education Council Report – Emily Salazar
Emily Salazar requested this item only be on the May and November agendas.
3. Council Recruitment – Emily Salazar
Ms. Salazar reports there are no opening on the council at this time.
4. Principal/Head Administrator Report – Erik Bose
The Principal/Head Administrator report was distributed. Mr. Bose reviewed the report with the council.
5. Principal/Head Administrator Plan – Erik Bose
Mr. Bose explained he is currently working on an organizational chart. He has someone in mind that he would like to hire as an Assistant Principal, however that person will not be available until next school year. He is in the process of determining if he can reorganize staff duties in the interim which will enable him to wait until next year when this person is available.
6. Number of students on waiting list who are no longer with JC – Stacey Cooley
Ms. Cooley stated she has discussed this with Mr. Bose and this item is no longer an issue.
7. Criteria for students walking at Graduation – Stacey Cooley
Ms. Cooley stated this item is also no longer an issue as she has discussed it with Mr. Bose as well.

ANNOUNCEMENTS

1. The next regular scheduled meeting is October 18, 2011 at 5:30 pm.

Virginia Trujillo made a motion to adjourn the meeting. Rhonda Seidenwurm seconded. The motion passed unanimously. Emily Salazar adjourned the meeting at 8:03 pm.