

# **SCHOOL FOR INTEGRATED ACADEMICS AND TECHNOLOGIES**

## **Minutes of the**

### **GOVERNING COUNCIL MEETING**

Thursday, October 24, 2013  
5:00 pm  
SIATech Business Office  
3916 Carlisle Blvd NW, Suite E  
Albuquerque, NM 87107

**Council Members Present:** Emily Salazar, Rhonda Seidenwurm, Jacob Kennedy, John Rodarte

**Council Members Not Present:** Evalynne Hunemuller

**Guests:** Erik Bose, SIATech Executive Director, Amy Roble, SIATech Academy Principal,  
Victoria Collins, AJCC Deputy Director

**Minutes:** Donna Vanlandingham, SIATech Executive Administrative Assistant

#### **CALL MEETING TO ORDER**

The meeting was called to order at 5:00 pm by Council President Emily Salazar.

Ms. Roble stated the meeting is being recorded.

#### **ACTION ITEMS**

**1. Approval of October 24, 2013 Agenda**

Rhonda Seidenwurm made a motion to approve the agenda. John Rodarte seconded the motion. There was no further discussion. The motion carried unanimously.

**2. Approval of September 26, 2013 Minutes**

John Rodarte made a motion to approve the minutes. Jacob Kennedy seconded the motion. There was no further discussion. The motion carried unanimously.

#### **DISCUSSION ITEMS**

**1. Discussion with AJCC Center Director and Deputy Center Director concerning the future of SIATech on the Albuquerque Job Corps Center campus**

President Emily Salazar began the discussion by welcoming AJCC Deputy Center Director Victoria Collins to the meeting. Ms. Collins explained AJCC Center Director Sam Kolapo was out of the country and therefore unable to be in attendance.

Ms. Collins was asked by the GC how she views the partnership between SIATech and AJCC. Ms. Collins believes the partnership remains strong. She realizes the enrollment is low at SIATech as is the JC enrollment. She is working closely with OA (Office of Admissions) to make sure students who do not have a high school diploma are placed into SIATech. She further explained Job Corps is out in the community recruiting

- prospective students who would be eligible to attend SIATech.
- Mr. Bose stated that over the last few months, enrollment of JC students varies between 80 - 85. There are 110 students enrolled at the Academy site. Currently, there are approximately 40 JC students who are eligible to attend SIATech that are not currently doing so. Once this was pointed out to Ms. Collins, she stated she would look into this matter. Ultimately, these 40 students will still not bring the enrollment numbers to what they need to be. Mr. Bose explained the Academy was originally only supposed to hold 80 students. The split campus situation has been stressful for staff, not only the splitting of the teams but also some staff have to travel back and forth from each site every day.
  - Ms. Collins was asked, by the GC, of the likelihood SIATech only students would be allowed back on the JC campus in order to attend classes. Ms. Collins stated she was unable to answer the question without first checking with the center director as well as corporate office, therefore, the situation would remain as is.
  - It was asked if a new MOU would be needed if SIATech only students were allowed back on campus, however, Mr. Bose did point out the current MOU is in effect through the end of the charter which goes through June 2014. There is no MOU in place after that.
  - Ms. Collins was asked by the GC if students from other area high schools were going to attend trade classes at JC. She responded there could be instances of this happening in the future
  - GC members pointed out that in the past PED and APS have commented about the lack of planning time SIATech teachers have. The council worries since it is time for the charter renewal, this may be an issue. They asked as to why SIATech staff was required to attend all of the various JC meetings. It was pointed out that SIATech is not required to attend; they are invited to attend the meetings. Mr. Bose added this the situation had improved and there is more flexibility with regards to this than there has ever been.
  - The question was asked by the GC if JC would be willing to bus Job Corps students to an off campus SIATech site. Ms. Collins answered of course that would be a possibility.
  - The council realizes the SIATech enrollment is down and there are going to be some tough decisions that are going to have to be made. They felt they needed to hear from our partner before making any decisions. The council would prefer if SIATech could remain on the JC campus, however, they do realize this may not be a possibility.
  - Ms. Collins commented she was passionate about making sure eligible students are placed into the SIATech program.
  - After more discussion about the enrollment and the current situation, the council directed Mr. Bose to look for a building that would house all students and staff in one place. He is not to sign a lease at this time. They also requested Ms. Collins speak with the center director and the corporate office about SIATech being able to meet their enrollment needs if they stay on the JC campus. They requested Mr. Bose be notified of any decision that is made in regards to this.

### **ACTION ITEMS (cont'd)**

In the absence of the Business Manager Curt Szarek who is attending the ASBO Conference in Boston, Mr. Bose will present the BARs for approval.

#### **3. Title I Maintenance BAR**

BAR 1314-0006-M was distributed along with the expenditure distribution analysis as back up. The BAR is needed to move budget to zero out benefits spent. Rhonda Seidenwurm made a motion to approve the BAR as presented. Jacob Kennedy seconded. There was no further discussion. The motion passed unanimously

#### **4. Title II Increase BAR**

BAR 1314-00005-I in the amount of \$5,147 was distributed along with the award letter and expenditure distribution analysis as back up. The increase is for Professional Development and travel to attend conferences. Rhonda Seidenwurm made a motion to approve the BAR as presented. Jacob Kennedy seconded. There was no further discussion. The motion passed unanimously.

#### **5. BAR for Title I Priority/Focus Carryover BAR FY**

There is no BAR for the Governing Council to take action. Mr. Szarek is still awaiting clarification and as soon as he receives it, the BAR will be presented to the council. There was no action taken.

### **DISCUSSION ITEMS**

#### **1. Finance Committee/Business Manager Report**

The September 2013 financial statements were sent out electronically prior to the meeting in order for the council to have an opportunity to review them.

As mentioned earlier, Curt Szarek is not in attendance at the meeting; therefore, Mr. Bose will also present the Business Manager report.

- There are no items of concern on the September financial statements. The expenditures have stabilized as a result of the annex. The organization still maintains a good cash position.
- RfR's for Title I, IDEA-B, Title II and Lease Assistance will be submitted as of October 31 to PED.
- The check register was also sent out electronically to the council prior to the meeting. Please refer to the description column for clarification on what the warrant was issued for. The additional payment (\$861) to William McIver is the Lease Addendum for the annex.
- The audit exit conference was held on September 30, in which Mr. Bose, Mr. Kennedy and Mr. Szarek were in attendance. There was good feedback during the meeting with regard to how the school handles its financial reporting requirements and overall fiscal responsibilities.
- The Business Office launched a finance reporting portal on the web which contains audits, approved budgets, quarterly cash reports, monthly disbursements and annual financial statements. There will be more items uploaded in the coming weeks. The website also contains links to the NM Sunshine Portal; State Auditor's office, APS and PED. The URL is [www.sherpafinance.org](http://www.sherpafinance.org).

## 2. **Principal/Head Administrator Report - Erik Bose**

The Principal/Head Administrator report was distributed to the council. Mr. Bose reviewed the report with the council.

- Mr. Bose has not heard as to when the charter renewal will be placed on the APS Board agenda for approval. He will notify the Governing Council when this date has been determined.
- There continues to be lots of uncertainty as far as the new teacher evaluations are concerned. The SIATech staff has been trained, which is not always the case. Ms. Roble reports SIATech's approach has geared more towards a coaching type of support as opposed to a compliance issue.
- Mr. Bose met with Richard Romero at PSFA about the legalities of acquiring facilities. He received some guidelines as to what square footage is needed (14,000-57,000). Mr. Romero explained SIATech is not required to set up a Foundation. SIATech is also not required to have a "lease to purchase".
- Mr. Bose reports the administrative team has started a CLC (Collaborative Learning Committee). They feel it is important they meet as an administrative team and they will schedule these meetings on a regular basis.
- Mr. Bose and Ms. Roble met with the APS Title 1 office. SIATech is in compliance with the requirements. During this meeting, Title I offered SIATech an excellent opportunity for the students who are parents. 50 students will be offered free membership for one year to Explora. In addition, on May 20 these students along with their children and any other family members will be bused to Explora where they will receive free admission as well as lunch.
- Mr. Bose reports he attended a summit on School Safety which was informative and positive.
- The NMCCS is October 25-26, 2013. All of the council members have been registered.
- Mr. Bose reviewed his goals with the council.

## 3. **SIATech Future Plans - Erik Bose**

This was previously discussed during the discussion with Ms. Collins. Ms. Collins will speak with the center director as well as the corporate office to determine if there is the possibility of SIATech being able to bring non-Job Corps students back to the JC campus. The council requested once this conversation takes place that Mr. Bose be informed of the decision. In the meantime, the council has instructed Mr. Bose to begin looking for a building.

### **PUBLIC COMMENT**

There were no public comments.

### **ANNOUNCEMENTS**

The next meeting will be November 21, 2013 at 5:00 pm at SIATech Business Office.

### **MEETING ADJOURNED**

Rhonda Seidenwurm made a motion to adjourn the meeting. Jacob Kennedy seconded the motion. The motion carried unanimously. Emily Salazar adjourned the meeting at 6:41 pm.