

# **SCHOOL FOR INTEGRATED ACADEMICS AND TECHNOLOGIES**

## **Minutes of the**

### **GOVERNING COUNCIL MEETING**

Tuesday, February 18, 2014  
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, Evalynne Hunemuller

**Council Members Not Present:**

**Guests:** Erik Bose, SIATech Executive Director; Amy Roble, SIATech Principal; Curt Szarek, SIATech Business Manager

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

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

In the absence of the Council President, the meeting was called to order at 5:05 pm by Council Vice-President Rhonda Seidenwurm.

#### **ACTION ITEMS**

**1. Approval of February 18, 2014 Agenda**

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

**2. Approval of January 21, 2014 Minutes**

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

Emily Salazar and Jacob Kennedy arrived at the meeting at 5:07 pm.

**3. BAR for Operational Cash Balance Carryover Increase**

BAR 0011-I in the amount of \$51,642 was distributed along with a copy of the OBMS expenditure distribution analysis, the final FY13 PED Cash Report and Cash Reconciliation schedule from the audit as backup. Mr. Szarek explained the BAR is necessary to adjust the projected Cash balance to the audited Cash balance for the Operational fund. He further explained this BAR, as well as the next two on the agenda, are similar in that they adjust the projected Cash balance by respective Fund to the audited Cash balance and can be approved together.

**4. BAR for Instructional Materials Cash Balance Carryover Increase**

BAR 0012-I in the amount of \$5,309 was distributed along with the OBMS expenditure distribution analysis, the final FY13 PED Cash Report and Cash Reconciliation from the annual audit as backup.

**5. BAR for Capital Outlay HB-33 Cash Balance Carryover Decrease**

BAR 0013-D in the amount of (\$1,334) was distributed along with the OBMS expenditure distribution analysis, the final FY13 PED Cash Report and Cash Reconciliation from the annual audit as backup.

Rhonda Seidenwurm made a motion to approve BAR 0011-I, 0012-I and 0013-D as presented. Jacob Kennedy seconded. There was no further discussion. The motion carried unanimously.

**6. BAR for SB-9 State Match Final FY14**

BAR 0014-I in the amount of \$6,822 was distributed along with the OBMS expenditure distribution analysis and a copy of the award letter from PED. Mr. Szarek explained the BAR populates the budget for Supply Assets (less than \$5K) so they can be used to purchase classroom technology equipment, which is how the funds have been used in the past. Rhonda Seidenwurm made a motion to approve the BAR. Jacob Kennedy seconded. There was no further discussion. The motion carried unanimously.

President Emily Salazar began presiding over the meeting.

**DISCUSSION ITEMS**

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

The financial statements for December 2013 along with the check register for January 2014 were sent out electronically prior to the meeting in order for the council to have an opportunity to review them.

- A Finance Committee meeting was held January 30, 2014 at 5:00 pm at the Business Office. The meeting minutes are included in the council packets. Mr. Kennedy commented the quarterly reports which were reviewed by the Finance Committee were very clean.
- Emily Salazar inquired if the two staff members who left during this school year were going to be replaced. Mr. Bose explained he will be able to make staffing decisions during the 2014/2015 budget preparation process after receiving more information from the Spring Budget Workshop, which will be held at the end of March. He explained it is possible that there may be some job duties that will be changing and those details still need to be worked out.
- Jacob Kennedy inquired about the purchase of a television. Mr. Bose explained it will be used exclusively for PE as students have expressed interest in being able to participate in some of the many workouts that are available on DVD.
- Mr. Szarek reported that he received an email from Beverly Aguilar, PED Budget Analyst, that our FY15 budget will be due to PED on the morning of April 17th. In addition, our budget is due to APS' Charter School office on Friday, April 25, 2014. He

reported he has already started to build the worksheet grid used to format the Revenue and Expenditures. It will be premature to have a draft budget available for the March meeting as many factors will still be unknown at that time. He will be scheduling two meetings to solicit public input on the budget process after the Spring Budget Workshop and before the April Council meeting.

- Mr. Szarek will be attending the NMASBO conference during Wednesday through Friday of this week.
- The APS Annual Site visit is scheduled for March 4, 2014. APS personnel will be at the school site as well as at the Business Office to conduct compliance testing. Mr. Bose and Mr. Szarek feel the school is well prepared for the visit.

## 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.

- There are currently 289 students enrolled. On the 120 day, there were 298 students enrolled.
- There are currently 45 students on the wait list.
- Mr. Bose reports according to the selling agent, there has been a separate offer on the facility which SIATech is interested in purchasing. There will be a meeting on Thursday, February 20 with the realtor, investor, contractor and attorneys for the school and development company to review paperwork and discuss legal matters. Rhonda Seidenwurm offered to represent the Governing Council at this meeting.
- A letter with the questions concerning the fees being paid to SIATech National which was discussed at the December meeting was sent to Dr. Linda Dawson. Her response was distributed to the council. Mr. Bose has not yet had an opportunity to discuss this with her.
- Mr. Bose reports the legislative session ends this week.
- Mr. Bose and Mr. Szarek attended a Procurement Officer Certification meeting. They were told business managers will not be allowed to be procurement officers. There does seem to be some confusion on this matter and they are awaiting clarification.
- SIATech graduation will be held on June 19, 2014 with around 75 graduates. Mr. Bose explained enrollment has been down this year so the number of graduates reflect this. Job Corps will hold their graduation in August.
- Emily Salazar asked about Goal 2 Enrollment Growth for Mr. Bose which states "we worked hard and got our numbers up"..... She asked where did he find students to enroll? Mr. Bose explained staff talked to Job Corps students about enrolling at SIATech.
- There are 20 students taking dual credit classes at CNM. Mr. Bose and Ms. Roble also report they are working on the Running Start program with CNM for next year. This is a program to get the students into the Votech program.

**CONSIDERATION FOR APPROVAL TO ADJOURN TO CLOSED SESSION PURSUANT TO THE OPEN MEETINGS ACT NMSA 1978 §10-15-1(H)(2) (LIMITED PERSONNEL MATTERS) FOR THE PURPOSE OF DISCUSSING THE EXECUTIVE DIRECTOR'S EVALUATION**

Rhonda Seidenwurm made a motion to convene to closed session. John Rodarte seconded the motion. President Emily Salazar requested a roll call vote, which resulted in agreement of council members to convene in closed session for the purpose of discussing the Executive Director's evaluation with council members John Rodarte, Jacob Kennedy, Evalynne Hunemuller, Rhonda Seidenwurm and Emily Salazar voting in favor of the motion. Council members met in closed session beginning at 5:58 pm.

**Reconvene to Open Session**

The meeting reconvened to open session at 7:02 pm.

**Statement of Closure**

Emily Salazar stated that the SIATech Governing Council met in closed session on February 18, 2014 to discuss the Executive Director's evaluation and the matters discussed in the closed session were limited only to those specified.

**ANNOUNCEMENTS**

The next meeting will be March 11, 2014 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 7:07 pm.