

# **SCHOOL FOR INTEGRATED ACADEMICS AND TECHNOLOGIES**

## **Minutes of the**

### **GOVERNING COUNCIL MEETING**

Tuesday, May 20, 2014

5:00 pm

SIATech Business Office

3916 Carlisle Blvd NW, Suite E

Albuquerque, NM 87107

**Council Members Present:** Emily Salazar, John Rodarte, Jacob Kennedy, Evalynne Hunemuller

**Council Members Not Present:** Rhonda Seidenwurm

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

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

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

The meeting was called to order at 5:11 pm by Council Secretary John Rodarte.

#### **ACTION ITEMS**

**1. Approval of May 20, 2014 Agenda**

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

**2. Approval of April 15, 2014 Minutes**

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

**3. Approval of April 24, 2014 Minutes**

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

**4. Title I School Improvement Increase BAR**

Mr. Szarek will present all of the BARs to the council and they will then be approved together.

BAR 1314-0018-I was distributed to the council along with the expenditure distribution analysis along with the award letter from APS.

**5. Title I IASA Maintenance BAR**

BAR 1314-0019-M was distributed to the council along with the expenditure distribution analysis. The BAR moves available budget within the Support Services - Instruction Function to purchase Blackboard software.

**6. Title I School Improvement Maintenance BAR**

BAR 1314-0020-M was distributed to the council along with the expenditure distribution analysis. The BAR moves available budget within the Instruction Function.

**7. Title II Transfer BAR**

BAR 1314-0021-T was distributed to the council along with the expenditure distribution analysis. The transfer will allow available funds to be used for the Blackboard training.

**8. Operation Fund Transfer BAR**

BAR 1314-0022-T was distributed to the council along with the expenditure distribution analysis.

Emily Salazar arrived at the meeting at which time she began residing over the meeting.

Jacob Kennedy made a motion to approve all of the BARs as presented. Evalynne Hunemuller seconded. There was no further discussion. The motion carried unanimously.

**9. Resolution for Non-Renewal of SIATech MOU**

The resolution for Name Change and Non-Renewal of the MOU with NewCorp was distributed to the council. The proposed new name for the school is ABQ Charter Academy. John Rodarte made a motion to approve the resolution as presented. Evalynne Hunemuller seconded. There was no further discussion. The motion carried unanimously.

**10. Charter Amendment**

The APS Charter School Change/Amendment Request form was distributed to the council.

The SIATech Governing Council approved the name change of the school to ABQ Charter Academy in the above resolution. The charter amendment must now be submitted to APS for approval. Evalynne Hunemuller made to motion to approve the charter amendment as presented. Jacob Kennedy seconded. There was no further discussion. The motion carried unanimously.

**DISCUSSION ITEMS**

**1. Finance Committee/Business Manager Report - Curt Szarek**

The March financial statements and April check (warrant) register were distributed to the Council.

- Mr. Szarek did point out the school has exceeded the Purchase Order threshold for legal fees in connection with the new facility acquisition. A supplemental Purchase Order was generated in order to cover the additional costs.
- Jacob Kennedy inquired about the recurring check to Comcast. Mr. Szarek explained Comcast is the ISP (internet service provider) of connectivity for the Annex in order to access the online curriculum at the SIATech Network operations center (NOC) in Oceanside, CA.
- Emily Salazar asked about the cell phone reimbursements. It was explained Mr. Szarek, Mr. Bose, Ms. Roble and Ms. Roth need to be accessible at all times, therefore, the school does pay for their cell phone services. Mr. Szarek shared that cell phone reimbursements have always been includable as wages subject to applicable taxes.

- The lease assistance application is due to APS by May 30. Mr. Szarek explained the application will be prepared as if the lease assistance will begin in October since that is the projected date which the school will move to the MLK location.
- Mr. Szarek also reported he received correspondence from CliftonLarsonAllen (the audit firm) which indicated the annual audit entrance conference will be held in July. Although there is not a specific date as of yet, he will notify the council and Audit Committee members once a date has been set.
- A Finance Committee meeting was held on April 30, 2014. The minutes from the meeting were included in the council member packets.

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

Mr. Bose reviewed the report with the council.

- Graduation will be held June 19, 2014 at 2:00 pm at the National Hispanic Cultural Center. Mr. Bose extended an invitation to all the council members.
- President Emily Salazar agreed to be a guest speaker at the graduation.
- Mr. Bose reports there are 76 graduates thus far. This graduation will be for SIATech graduates only. In the past, the graduations have combined Job Corps and SIATech grads. However, Job Corps National has mandated all of the centers nationwide have the same August graduation date. SIATech Albuquerque has chosen to hold the graduation at the end of the actual school year.
- The graduation waivers which were submitted to PED have been approved.
- Ms. Roble is not present at the council meeting this evening because she and four SIATech teachers are attending the Explora Science night. There were 95 people who signed up to attend this event. This is part of the Title I program.
- Mr. Bose reports the new teacher evaluations have been completed.
- The letters of intent will be distributed to returning teachers and administrators.
- Mr. Bose reviewed his upcoming meetings and travel with the council.
- The interviews for the special education teacher and Health and Family coordinator will be taking place over the next week.
- Staff Professional Development has been scheduled for July 14 - July 25. This time will be used for curriculum design and learning the new learning management system.
- There has not been any correspondence from the city concerning the E-occupancy rating for the Academy location. All of the required documentation was submitted.
- There is some discussion taking place with SIATech National as to how and when we will be able to retrieve our data from them.
- The new IT company is working to get IT services set up and figured out. This is a very involved process.
- Mr. Bose is working with the Job Corps Deputy Director on a new MOU. Job Corps would like him to continue to attend weekly meetings once the school moves to its new location.
- The council asked Mr. Bose to set the goals he feels are needed for the upcoming school year and present them to the council.

## **PUBLIC COMMENT**

## **ANNOUNCEMENTS**

There will also be a special session on Wednesday, May 28, 2014 at 4:30 pm at the SIATech business office to approve the Lease Purchase Agreement Final Approval Resolution.

The next regular meeting will be held on June 17, 2014 at 5:00 pm at SIATech Business Office.

## **MEETING ADJOURNED**

Evalynne Hunemuller made a motion to adjourn the meeting. Jacob Kennedy seconded the motion. The motion carried unanimously. Emily Salazar adjourned the meeting at 6:07 pm.