

SCHOOL FOR INTEGRATED ACADEMICS AND TECHNOLOGIES

Minutes of the

GOVERNING COUNCIL MEETING

Thursday, September 26, 2013

5:00 pm

SIATech Business Office

3916 Carlisle Blvd NW, Suite E

Albuquerque, NM 87107

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

Council Members Not Present:

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

Minutes: John Rodarte, SIATech Governing Council Secretary,
Donna Vanlandingham, SIATech Executive Administrative Assistant

CALL MEETING TO ORDER

The meeting was called to order at 5:02 pm by Council Vice President Rhonda Seidenwurm.

ACTION ITEMS

1. Approval of September 26, 2013 Agenda

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

2. Approval of August 20, 2013 Minutes

John Rodarte asked for clarification on the Graduate Reporting Policy adopted by the Governing Council at the August 20, 2013 meeting. Mr. Bose clarified the policy is not a reflection of enrollment, current or past, throughout the year but reflects only STARS yearly graduate reporting as a function of operating as a year-round school. John Rodarte made a motion to approve the minutes. Evalynne Hunemuller seconded the motion. There was no further discussion. The motion carried unanimously.

3. Approval of SIATech Governing Council Policies, Procedures and By-Laws

Mr. Bose reported the Policies, Procedures and By-Laws as presented to the Governing Council reflect no changes/revisions other than those approved by the Governing Council over the last five years. Jacob Kennedy made a motion to approve the SIATech Governing Council Policies, Procedures and By-Laws. Evalynne Hunemuller seconded the motion. There was no further discussion. The motion carried unanimously.

4. Approval of Charter Renewal

Mr. Bose reports a material change exists within the current charter renewal application which includes identifying SIATech Albuquerque as explicitly separate from SIATech National. The terminology accurately reflects the present relationship between the two, it will help to eliminate confusion and to ensure no further changes would be needed in

the event SIATech Albuquerque became a standalone school.

President Emily Salazar arrived at 5:07 pm and began presiding over the meeting.

Mr. Bose continued reporting that SIATech National is referenced as contract services to SIATech Albuquerque and is not an overriding relationship. The Job Corps is also referenced as contract services and as a partnership and not an overriding relationship.

Mr. Bose reports there are currently 89 SIATech students enrolled at the Job Corps campus and 99 students at the Academy site. There are 80 students who are eligible for enrollment at SIATech who are enrolled in the GED program at Job Corps. Even if these 80 students were enrolled at SIATech, the enrollment would still be below the average of 299. Ms. Roble reports she still has room for approximately 20 more students at the Academy site. The council asked Mr. Bose if he thought it would be beneficial for the council to speak to the JC administration to revisit their prior commitment of working with SIATech to meet the enrollment numbers needed. It was decided the center director and deputy director would be invited to the October meeting.

Ms. Roble explained the Academy has two sessions: a morning session and an afternoon session. Students attend the morning session from 8:30 am – 11:30 am and the afternoon session is from 12:30 pm – 3:30 pm.

The question was asked as to how the students receive what they need in terms of a solid education when they only attend classes for 3 hours. It was explained the curriculum is not based on seat time; it is based on the student mastering the subject no matter how long it takes. There are not timelines as there are in the traditional school setting. It is a blended learning model as there is teacher directed small group learning as well as computer assisted instruction. Student progress is monitored by teachers signing off on the different components as the student masters each component. The majority of SIATech students come in already with transfer credits from other schools and the student is scheduled into the classes that meet that individual's needs. The students attending the Academy are a more mature population. Mr. Bose and Ms. Roble encouraged members of the Governing Council to come visit the Academy and observe the students and staff to better understand the program.

Mr. Bose pointed out the appendices in the charter renewal document have been updated with policies that have been approved by the Governing Council since the last renewal.

Mr. Bose stated the charter is tied to the mission and vision of the school. Rhonda Seidenwurm commented she feels the changes made to the charter are critical as to allow more flexibility of the program.

Rhonda Seidenwurm made a motion to approve the 2013 Charter Renewal as presented to the Governing Council. John Rodarte seconded the motion. There was no further discussion. The motion passed unanimously. The necessary signatures will be obtained.

5. BAR for Title I Priority/Focus Carryover from FY13

Mr. Szarek reported there is no BAR for the Governing Council to take action. Although the funds have been made available there has been no clarification or guidance as to how to populate the BAR. Mr. Szarek is awaiting clarification and as soon as he receives it, the BAR will be presented to the council. There was no action taken.

6. Maintenance BAR for Operational Fund

BAR 1314-0004-M was distributed along with the expenditure distribution analysis and a copy of 6.69.8 et seq., NMAC as backup. This section of the NM Administrative Code states "School District Superintendent" means the chief executive officer of a school district and the head administrator of a charter school. Therefore, a portion of the BAR transfers available budget to Function 2300 where the Superintendent is reported. The remainder of the BAR moves available budget to those expenditure codes used in connection with the setup of the off-campus annex. Jacob Kennedy made a motion to approve the BAR. Evalynne Hunemuller seconded the motion. There was no further discussion. The motion passed unanimously.

DISCUSSION ITEMS

1. Finance Committee/Business Manager Report

The July, 2013 financial statements and August check register were sent out electronically prior to the meeting in order for the council to have an opportunity to review them. In addition, Mr. Szarek distributed the August financial statements.

- A Finance Committee meeting will be held on October 30, 2013 at 5:00 pm at the Business Office to review financial statements, Journal Entries and bank reconciliations.
- The Audit Exit conference will be held on Monday, September 30, 2013, at 11:30 am at APS' Uptown Blvd. offices. Mr. Szarek, Mr. Bose and Mr. Kennedy will be in attendance as school representatives.
- Mr. Szarek reported that the final Instructional Material allocation for the 2012/2013 school year was received on July 1st instead of June 28 when it was expected.

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 has been Teachscape training for teacher evaluations. Mr. Bose and Ms. Roble have received the required training needed for teacher observations. Once the charter is submitted next week, they will begin the evaluation process.
- Mark Tolley believes the SIATech charter renewal will be placed on the APS Board agenda for approval at the November meeting.
- A portion of available HB-33 funds have been earmarked for classroom furnishings and portable network infrastructure at the off-campus annex. The rest will be saved for future use.
- CNM enrollment will begin in the spring.
- Currently, there are no staffing vacancies.
- It was once again discussed as to whether the council should invite the Center Director and Deputy Center Director to the next meeting to discuss SIATech enrollment. JC Administration will be invited to attend the October meeting.
- Rhonda Seidenwurm requests a discussion item be added to the October meeting agenda that will allow Mr. Bose to discuss future plans and what he sees for the future in regard to SIATech.
- The NMCCS is October 25-26, 2013. All of the council members have been registered.

CLOSED SESSION PURSUANT TO THE OPEN MEETINGS ACT NMSA 1978 (§ 10-15-1(H) and NMAC 2.2.2.10 (J)(3) NMAC 2.2.2.10 (J)(3) provides that "Neither the IPA or agency personnel shall release any information to the public relating to the audit at the time of the exit conference or at any other time until the audit report has been officially released by the State Auditor and becomes public record.

1. Status of Draft Audit for FY 13

Rhonda Seidenwurm made a motion pursuant to the Open Meetings Act NMSA 1978 § 10-15-1 (H) and NMAC 2.2.2.10 (J) (3) to convene to Closed Session to discuss the draft audit FY 13. Roll call vote was taken. Emily Salazar voted yes, Rhonda Seidenwurm, John Rodarte voted yes, Jacob Kennedy voted yes, Evalynne Hunemuller voted yes. The council convened to closed session at 6:24 pm.

A motion to re-convene to Open Meeting was made by Rhonda Seidenwurm . Evalynne Hunemuller seconded the motion. Roll call vote was again taken where all members voted yes. The meeting re-convened to Open Meeting at 6:35 pm. Rhonda Seidenwurm stated the only matter discussed during the closed session was the status of the FY13 draft audit.

PUBLIC COMMENT

John Rodarte thanked the Governing Council for moving its meeting dates to Thursdays to enable his continued participation on the Governing Council.

ANNOUNCEMENTS

The next meeting will be October 24, 2013 at 5:00 pm at SIATech Business Office.

MEETING ADJOURNED

Rhonda Seidenwurm made a motion to adjourn the meeting. John Rodarte seconded the motion. The motion carried unanimously. Emily Salazar adjourned the meeting at 6:37 pm.