

Academy of Trades and Technology

GOVERNING COUNCIL REGULAR BOARD MEETING MINUTES

Thursday, January 21, 2016

5:00 p.m.

Conference Room

2551 Karsten Ct. SE Suite C, Albuquerque NM, 87102

Phone: (505)765-5517 Fax :(505)765-5898

1. **Call to Order**- The meeting was called to order at 5:15 pm by Henry Lackey
2. **Roll Call**

**Present**: Henry Lackey-President

Lee Maxwell-Vice President

Harold Field-Governing Council Member

Al Martinez

Arlene Trujillo

**Excused**: Richard Winterbottom- Governing Council Member

Bruce Bixby-Governing Council Member

**Guests**: Marvin Roque

Skye Norton

Dana Flores

Christina Alarid

1. **Adoption of January 21, Governing Council Agenda (Discussion/Action)-**

Mr. Maxwell made a motion to adopt the January 21, agenda as presented. The motion was second by Mr. Field and passed by unanimous vote as indicated by Mr. Lackey.

1. **Approval of November 19, 2015 Regular Governing Council Meeting Minutes (Discussion/Action)-**

At this point Mr. Maxwell made a motion to adopt the Minutes for November 19, 2015. The motion was second by Mr. Field and passed unanimously by vote as indicated by Mr. Lackey.

1. **Public Forum-** Mr. Marvin Roque

**Mr.** Roque began by reporting that he had recently made a few modifications to the tables in the construction room to be more fully functional for the needs of the students in shop class. He added that the old legs for the tables were saved and kept in the shop. Mr. Martinez at this point noted that the tables cost $1,200 and the school is set back that amount now because of the destruction of property and at some point should be put back together. The board decided to go to the shop room to look at the modifications and make a decision with proper investigation. After looking at the tables Mr. Lackey noted that personally, he didn’t see a problem with it, the class had a problem and fixed it and now they are more useful to the students. Mr. Martinez said to Mr. Roque that he needed to make sure the asset tags are put back onto the tables. He also noted that he felt by changing the legs there were other safety concerns that needed to be addressed.

1. **Principal’s Report- Mrs. Arlene Trujillo**
2. **Warm Body Count-** Mrs. Trujillo began by saying that as of today 141 students were enrolled in the school. At that point Ms. Skye Norton took over and started by handing out copies of the warm body reports and attendance/enrollment reports for the boards review. She commented that we had lost some students due to them changing schools or dropping out and not hearing from them. The board thanked her for the data and commented that they did like the reports and the data they provided.

Mr. Maxwell then asked if there was a way to give them credit for work they have outside of school. Mrs. Trujillo said that they were awarded 0.5 credit for every 60 hours spent working. Ms. Norton continued by explaining some procedures and interventions she has been trying for students.

1. **Staffing -** Mrs. Trujillo began her report by noting that the school had been short staffed for a long period of time in fact almost the whole first semester. She explained that the English teacher had turned in her letter of resignation over winter break, the Math teacher had turned his in before the end of the last semester and the school had already been in search of a Science teacher for the past several months. She noted that she had hired a Math teacher Mr. Joseph Cabarrus, moved Ms. Donna back to English from Social Studies, and hired a Science teacher recently who would start soon. She noted that they had also hired a behavior intervention specialist, Ms. Yvette Way who works with the students one on one to walk them through their behaviors and helps them try to succeed through contracts and such.
2. **Charter School Site Visit-** Mrs. Trujillo began by saying that the auditors from the PED would be visiting February 2, 2016. She handed out a copy of the data they had requested and said that they board was more than welcome to be here on that day to meet with them.
3. **School Grade Review-** was not public information as of yet and will be discussed at a later date.

**VII. Financial Report- Mr. Alfred Martinez**

1. **Finance Budget Review-** At this time Mr. Field reported that the finance committee had met at 4:00pm. And had looked over budget summaries and balance sheets. Mr. Field continued to say that everything looked as though it was in order. Mr. Martinez then noted that the school should be at about 50% budget and are actually at 43% which is due to the fact that there are staffing issues. He added that he had hoped to see an increase at the end of the month because of the increase in SPED.
2. **President’s Report–** Mr. Lackey at this point noted that from now on before staff is hired the board would like to sit down with the individual of recommendation and talk with them to ensure that his/her morals/attitudes and heart align with the vision of the school. He said hopefully they will be able to get people who are willing to stay long term by doing so.

Mr. Lackey then noted that in the spirit of continuity for the school they would like to create a position for hiring a director for the school. The school had one previously. The board wants to ensure that the school had someone who had the knowledge and vision of the school at heart and who could keep the foundation for knowledge. Mr. Lackey continued to say that he felt Mr. Martinez was the one they felt they needed to hire for the director position. He added that instead of finding someone from the outside who would be new coming in they should use someone who knows the school.

He added that bringing in Al as the Director, he would serve as acting Principal when the Principal is off campus. He added that this person would be an extension of the board and would still be under the Principals decisions for the school. Mr. Field then asked if the school and Mr. Martinez had the capacity to make this move. Mr. Martinez noted that he had an assistant who would be able to take on more of his work. Mr. Lackey then said for example, when the Principal is out this move would give Al the authority to ask coach Estrada to be acting Principal instead of having to call Henry.

Mr. Field then made a motion to create the Director position as an extension of the board in a daily capacity. The motion was second by Mr. Maxwell and passed by unanimous vote as presented by Mr. Lackey.

Mr. Field then made a motion to place Mr. Al Martinez in the Directors position and address the increase in salary accordingly. The motion was second then passed unanimously by vote as Mr. Lackey had indicated.

Mr. Lackey then noted that in regards to the salary increase it would be probably around a 10-15% increase but should not be more than what the Principal makes. He concluded saying that he did not speak about this in closed session because the only people present are staff members and the decision should not negatively affect the staff members.

1. **Closed Session-** to discuss only Limited Personnel Matters pursuant to NMSA 1978 10-15-h.(2), attorney-client privilege (7), and building purchase (8)

No Closed session needed

1. **Limited Personnel Matters pursuant to NMSA 1978 10-15-h.(2), attorney-client privilege (7), and building purchase (8)**
2. **Return to Open Session-** Unnecessary

1. **Vote** -on the action items discussed in closed session regarding Limited Personnel Matters pursuant to NMSA 1978 10-15-h.(2), attorney-client privilege (7), and building purchase (8)

Unnecessary

1. **Adjournment**

Meeting Adjourned at 6:17 p.m.

The next Governing Council Meeting will be held February 17, 2016 in accordance with the Regular meeting policies adopted by the Governing Board.

All Meetings are conducted in Accordance with Applicable State of New Mexico Open Meetings Act, OMA Fifth Edition N2005.

The agenda was posted at least 72 hours in advance of the meeting

Administrator:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_