

Academy of Trades and Technology

GOVERNING COUNCIL REGULAR BOARD MEETING MINUTES

Thursday, October 15, 2015

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 5:00 pm by Henry Lackey
2. **Roll Call**

**Present**: Henry Lackey-President

Bruce Bixby-Governing Council Member

Harold Field- Governing Council Member

Lee Maxwell-Vice President

Al Martinez

Arlene Trujillo

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

**Guests**: Joseph Keller

Daniel Chavez

Dana Flores

Skye Norton

Christina Alarid

1. **Adoption of October 15, 2015 Governing Council Agenda (Discussion/Action)-**

After a brief review, Mr. Maxwell made a motion to adopt the October 15, 2015 agenda as amended. A second for the motion was made by Mr. Field. The motion passed by unanimous vote as indicated by Mr. Lackey.

1. **Approval of September 10, 2015 Regular Governing Council Meeting Minutes (Discussion/Action)-**

After some review, Mr. Field made a motion to adopt the Minutes for September 10, 2015 as presented. The motion was second by Mr. Maxwell and passed unanimously by vote as indicated by Mr. Lackey.

1. **Public Forum**- Ms. Dana Flores at this point began a discussion on the GRADS training she had attended in Socorro NM. She noted that we currently had about 15 teen parents who need case management and will greatly benefit from the new program here at school.

At this point Mrs. Cynthia Daly wanted to talk to the board about the schedule changes that have been happening within the school. She noted that within each class there are always two teachers in the room and the two teachers are together throughout the day. She noted that was hard due to the number of students in each class.

1. **Principal’s Report**- Arlene Trujillo
2. Enrollment- At this time Mrs. Trujillo reported that the school reported for 40th day about 154 students. She noted that had all the students who enrolled at some point stayed we would have had something like 183. She also continued to say that this year we have a much different population. The students we have acquired are younger than we have had in the past and the maturity levels make a big difference. Mr. Lackey also noted that being in the same location helped a lot too.
3. Attendance –Skye Norton- Ms. Norton began by saying that she is getting more accurate numbers at this time of the attendance rates and is able to see a clearer picture of what areas need more focus. She added that she has been making contracts for students, teachers and parents to sign to try to keep the students on track and in class. She added that another piece of the program is that there is no target population; it’s the entire school. She then explained that by target she meant the students who require more time to work with. She noted that in January we would have a lawyer come in to talk with the kids and parents about the legal responsibilities of being at school. Mr. Lackey also noted that he and the board needed to see the warm body counts for the periods and teachers for everyday so they can use that to see where the problem classes and times are. He added that he expects that data from tomorrow (Friday October 16th) right up to the next board meeting.

Mr. Lackey then added that one of the things they need the school to be providing to the students is the opportunity to have that mentor person whom they can feel free to communicate with about personal issues that may be holding them back from doing the best they can at school. Mrs. Trujillo then noted that she had the students broken down by grade level so that each teacher can better handle the students that way. Mr. Lackey then said that is not the intent of the mentors. They need to be assigned to someone who has/can relate to him/her; someone who that student feels comfortable talking with about life and other things. He added that the board is top heavy when it comes to Maslow’s Hierarchy of needs.

1. Vision Builders Report- Mr. Daniel Chavez then noted that for Vision Builders they are working on hiring 5 new employees for the company but he and the others from the hiring team were having a hard time choosing since some applicants need the money and the job and some applicants they know will be there regularly and will be accountable. Mr. Lackey at this point stopped him and asked Mr. Bixby, who would you hire if you had 5 people who needed work and 5 who you knew would be there? Mr. Bixby answered that he would definitely hire those whom he knew would show up for the job. Mr. Chavez agreed and thanked them.
2. Food Audit- Ms. Alarid then described the findings and what steps were taken to correct the findings. Mr. Martinez noted that he would be doing audits quarterly for this as well to try and help with the overall success of the food program.
3. Monthly Calendar – Mrs. Trujillo passed out the calendars to the board members and explained the events quickly.
4. Student Handbook- Mr. Field who had the chance to thoroughly read the handbook made a motion to approve the student handbook. Mr. Maxwell second the motion and after a unanimous vote Mr. Lackey indicated the passing of the motion.

1. **Financial Report**- Al Martinez
2. Mr. Martinez began by reporting that he, Mr. Maxwell and Mr. Field had met as a finance committee at 4:00 and reviewed the budget summary, and budget by fund and function, a couple ledgers and some capital outlay plans. Mr. Lackey then explained all of the financial terms and processes in order for the students in VB to learn why and how the financial side of things work.
3. BAR- 523-000-1415-0011-IB is a increase in the amount of $10,000 for case management. After a quick review a motion was made by Mr. Maxwell to approve the bar. The motion was second by Mr. Field and passed by unanimous vote as indicated by Mr. Lackey.
4. Contract services –no longer necessary
5. Title I- no longer necessary
6. Approval to contract a long term sub for Science- Mrs. Trujillo then noted that we had posted for a Science Teacher on Craigslist, the Coalition and on the Albuquerque Journal. She added that she needed to send out a letter to the all the parents saying that the school needed to hire a long term sub for the science courses and that is what she was requesting permission for; since we are a title I school we are required to do this. A motion to approve both the letter and the long term sub was made by Mr. Maxwell and second by Mr. Field. The motion was voted on and passed unanimously by vote as indicated by Mr. Lackey.
7. **President’s Report–** At this time Mr. Lackey brought up the fact that Mrs. Trujillo was going into an intensive surgery soon and would need to miss 10 days of school and in order to prepare for her absence we interviewed a few people who were qualified to substitute for her position. He added that he recommended a man by the name of Bruce Hegwer and that he would call Mr. Hegwer after the meeting. He continued to say that the school could use Mr. Hegwer from the company called ACES. ACES, he explained, is a contract service that finds people who are qualified for situations like this. He added that he might be able to stay for the remainder of the year just in case Mrs. Trujillo is not well enough to come back. Some discussion and concerns were presented and brought up.

Mr. Lackey then noted that Mr. Martinez shall be considered for either an extra amount here or a stipend for the work he is going to assume as part of the new non-profit manager. He will have a new load of work to do and should be compensated for it. Mr. Lackey continued to explain non-profits to the students so that they would understand that aspect of the school proceedings.

Mr. Lackey then gave everyone a quick background on the issues that have arisen from Kat McDonald and what she is claiming. Mr. Lackey noted that the board decided not to hand her over the original requested amount of 6,000 so they have decided definitely not to hand her the new request of 22,000 especially since she did nothing.

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).- Not Necessary
2. **Limited Personnel Matters pursuant to NMSA 1978 10-15-h.(2), attorney-client privilege (7), and building purchase (8)**
3. **Return to Open Session-** Not necessary
4. **Action on Closed Session** –Not necessary
5. **Adjournment**

Meeting Adjourned at 6:22 p.m.

The next Governing Council Meeting will be held November 19, 2015 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, NMA Fifth Edition N2005.

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

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