

Academy of Trades and Technology

GOVERNING COUNCIL REGULAR BOARD MEETING MINUTES

Thursday, September 10, 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 5:15 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**: Jordan Trujillo

Daniel Chavez

Wendy Martinez

Jonathan Elfstrom

Cynthia Daly

Christina Alarid

1. **Adoption of September 10, 2015 Governing Council Agenda (Discussion/Action)-**

After a brief review, Mr. Martinez noted that they needed to add BAR 523-000-1516-0008-IB into the agenda under the financial information section. Mr. Field made a motion to adopt the September 10, 2015 agenda as amended. A second for the motion was made by Mr. Maxwell. The motion passed by unanimous vote as indicated by Mr. Lackey.

1. **Approval of July 23, 2015 Regular Governing Council Meeting Minutes (Discussion/Action)-**

After some review, Mr. Field made a motion to adopt the Minutes for July 23, 2015 as presented. The motion was second by Mr. Bixby and passed unanimously by vote as indicated by Mr. Lackey.

1. **Public Forum**- Mr. Daniel Chavez, Mr. Jordan Trujillo, and Mrs. Wendy Martinez at this point began a small presentation on the Vision Builders Company and gave updates on projects and training processes. Mr. Elfstrom interjected some describing some of the thoughts behind the processes to give the board a better understanding of the way things were being run. Mr. Lackey at this point asked whether there was a policy in place or some kind of documentation that says the student couldn’t have had another job before being hired with YCC. He added that an upset parent had contacted him about it and he wanted to ensure the correct procedures were taken in the hire/termination processes. Mrs. Trujillo ensured him that there was such policy and that he would get a copy of it

**Mr**. Elfstrom interjected at this point. He said that the staff was really struggling and feeling crushed by the schedule and the way the classes are. He noted that the teachers are not able to institute Project Based Learning due to the schedule and the students credit needs. He noted that the staff is not feeling prepared for it all and the classes are huge in size and do not fit into the rooms. Mrs. Daly then noted that she doesn’t feel like it’s the time that they don’t have to plan that is holding them back but the lack of training on how to team teach. Mr. Elfstrom continued to say that the staff had only had hours to prepare and when they do get together their time is lost on other things which are also important but not on what needs to be worked on. He added that he had previously worked at Gordon Bernell another charter school and to prepare for lessons, the teachers were there a month ahead of the students and had the time to get the planning all done before the students even started school. Mr. Lackey then said that they would work on looking at the schedule and things now that they have an idea of what the struggles are.

1. **Principal’s Report**- Arlene Trujillo
2. Enrollment/Attendance- At this time Mrs. Trujillo reported that the school has about 155 students enrolled and a good amount showing up for school every day. She noted that with the company students they are at the point to where they call each other to see where they are for school that day.
3. ACES Membership- Mrs. Trujillo requested that the school become a member of ACES. She reported that ACES has several applicable trainings for the teachers and if we become members we will get a reduced rate to the trainings as well. Mr. Martinez noted that the school had a contract with CES already but it does not include trainings.
4. Vision Builders report- was covered by Mr. Chavez, Trujillo, and Mrs. Martinez.
5. Student Handbook- Mr. Lackey added that he would like the handbook to be tabled.
6. Monthly Calendar of Events- Mrs. Trujillo distributed and quickly explained the calendar of events she had created for the board so they would be more informed on the happenings of the school.
7. **Financial Report**- Al Martinez
8. Mr. Martinez began by reporting that they had met as a finance committee at 4:00 and reviewed the budget summary, and budget by fund and function. He summarized saying the schools budget is 1.5 million and had expended 209 thousand with 75% encumbered in salary and benefits. He added that we should be at about 16% expended budget and are actually at 13% at this point. He continued to summarize the reports and had no questions arise from the board. At this point Mr. Daniel Chavez asked if there was any way for the school to get a school bus to transport students to and from job sites or field trips. Mr. Lackey and Mr. Martinez both explained the costs and liabilities associated with having a bus for the school.
9. Title 9 Assurance to school board or Governing Body-Mrs. Trujillo explained that this gives Mr. Lackey the authority to sign for and transfer the non-profit 2551 to Friends of ATT. Mr. Elfstrom asked about what Friends of ATT was and who was part of it. Mr. Martinez noted that the new Friends of ATT board had been in place for about 1.5 years and would be the new non-profit committee for the school to pay the rent through. A motion was then made by Mr. Maxwell to adopt the resolution. The motion was second by Mr. Field.

The vote resulted in unanimous vote as follows:

Bruce Bixby – Yes

Harold Field – Yes

Lee Maxwell – Yes

Henry Lackey – Yes

The motion was passed by unanimous vote as Mr. Lackey indicated.

1. BAR- 523-000-1415-0004-D is a decrease in budget in the amount of $400 for the YCC. 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.
2. BAR- 523-000-1415-0005-D is a decrease in budget in the amount of $16,000 for the GRADS salary and benefits. After 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.
3. BAR- 523-000-1415-0006-I is an increase in capital outlay for lease reimbursement. After quick review a motion was made by Mr. Field to approve the bar. The motion was second by Mr. Maxwell and passed by unanimous vote as indicated by Mr. Lackey.
4. BAR-523-000-1415-0007-IB is initial budget carryover of $17,345 for professional development and software.
5. BAR-523-000-1415-0008 is a bar for Dual Credit in the amount of $699. A motion to approve the bar was set forth by Mr. Maxwell and second by Mr. Field. The motion was voted on and passed unanimously by vote as indicated by Mr. Lackey.
6. **President’s Report–** Not Necessary
7. **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
8. **Limited Personnel Matters pursuant to NMSA 1978 10-15-h.(2), attorney-client privilege (7), and building purchase (8)**
9. **Return to Open Session-** Not necessary
10. **Action on Closed Session** –Not necessary
11. **Adjournment**

Meeting Adjourned at 6:12 p.m.

The next Governing Council Meeting will be held October 15, 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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_