

Siembra Leadership High School Board Meeting
04/18/18
5:30-7:00 PM
Siembra Leadership High School
524 Central Ave. SW
Albuquerque, NM 87102

Meeting Minutes

Meeting called by: Moises Padilla called at 5:50

Members Present: Moises Padilla, Taylor Chavez, Charlie Wisoff, Carl Garcia, Vanessa Roanhorse, Tony Monfiletto

Absent: Antoinette Tellez-Humble, Leslie Kelly

Call in: Russell Combs

Minutes taken by: Anne Tafoya

Action Items	Person Responsible	Status 4/18/2018
Advertise for Social Studies Position	Moises	Hired
Advertise for Director of Community Engage Position	Moises	Letter of intent
Review budget on FTE, spending priorities and needs	Moises	
Send out invite for next Exhibition		
Give Board Members copy of safety plan to study and review		
Need feedback from PED and will meet March 21 and will present corrective action plan-Leslie offered to attend meeting with Moises regarding PED	Moises/Leslie	Completed
Submit clear communication on what actions are being done and will be done throughout the next year	Moises-created a plan and spreadsheet	On going
How to put systems in place? Will provide feedback after the Deep Dive event	Tony/Moises	In progress
Create an evaluation, new resources, growth plan, skill development – For ED	Board members	In progress

- Approval of agenda: Moises Padilla called for a motion to approve the agenda
- Vanessa Roanhorse moved to approve the agenda. Charlie seconded the motion. *need to move #6 items to #7 action items. Unanimously approved

- Approval of minutes: called for a motion to approve the March, 2018 ____ moved to approve the agenda. ____seconded the motion. Unanimously approved

- Public Input N/A
- Executive Director Report
 - Hired a new teacher came from Jefferson Middle school, will be teaching social studies
 - Want to scale the program built into the budget to hire a Community Engagement Position. There is a letter of intent to hire.
 - .5 Special Ed Coordinator
 - .5 Transition Coach
 - **CAP letter-** The Board reviewed the information and Tony gave a recap
 - The Board needs to develop a strategy to guide the ED (Leader)
 - Align the strategies with the school objectives

- Have to have an evaluation in place-there is template that can be followed
 - Make sure there is a plan in place to deal with the Corrective Actions (5 pieces)
 - Budget strategies that align with the strategic objectives
 - Have an Executive Committee meeting to put a plan together before the May meeting that will be a transition to the Retreat that will take place in the Summer
 - Requests to Tony- what he can help with
 - Need to meet regularly-it is a requirement
 - The goal at each meeting is to make progress and move forward
 - The Board needs to take on more responsibilities for scheduling meetings and following the by-laws
 - Corinne suggested that the Board read the Open meeting acts policies
 - How can the Board be more effective at leading-development of a leadership plan
 - Send the Financial statements out earlier so the Board can review, give guidance to what should be highlighted and lifted up in the meetings
 - Hold the meetings when the Key members can be there
 - Need guidelines on what the Board's roles and responsibilities to be.- assign roles and follow up
- **What are the next steps**
 - **Executive Committee meetings- 5 objective are addressed**
 - Evaluation Process for Moises
 - Corrective Action Plan Agenda
 - Hugh's role-there will be a motion to put him on contract for the May meeting
 - Retreat Agenda rooted in Deep Dive and other Data for a strategic plan
 - Budget Strategy and alignment with strategic objectives
 - Retreat
 - Strategic planning
- **Corrective Action Plan**
 - A Plan has been created to address each issue
 - Each improvement area is broken down into a manageable section and has a timeline for management implementation
- **Business Manager's Report**
 - Legislative session – The small school funding didn't pass-which is beneficial to the Charter schools
 - Implemented a bill to fund stricter safety measures at the school
 - New minimum salaries
 - New TNE index was introduced – The concept is that the more experience a teacher has the more funding the school will receive
 - Policies Adopted and Voted on/Other items
- **FY19 Budget**
 - SEG funding, based on 83 students (no growth): \$982,600
 - Budget is balanced
 - Expect to have 140 students which will increase SEG, IDEA B, Title I and Title II funding
 - Budget presentation and summary of available funds and expenses
 - Focus is on increasing staff and cash balance for expenses related to purchase of building in 3years

Action: Corinne Teller called for a motion to approve the FY19 Budget. Vanessa Roanhorse moved to approve the Budget. Charlie Wisoff seconded the motion. The motion passed unanimously

- **FY19 Salary Schedule**
 - Increased teacher salary minimums by \$2,000 per legislative requirements
 - Increased salaries to ensure all teachers receive minimum 2.5% increase
 - Competitive, compared to other schools

Action: Corinne Teller called for a motion to approve FY 19 Salary Schedule Vanessa Roanhorse moved to approve the Salary Schedule. Charlie Wisoff seconded the motion. The motion passed unanimously.

- **Disposal of property- a laptop was stolen**
 - Laptop used by principal stolen. Investigation conducted and police report filed.
 - Approval by board required prior to reporting to State Auditor's Office

Action: Moises Padilla called for a motion to approve of the disposal of property. Vanessa Roanhorse moved to approve the disposal of property. Charlie Wisoff seconded the motion. The motion passed unanimously

- **FY19 Calendar-**
 - Same instructional hours, professional development, accepting students on a lottery basis on a monthly basis
 - The Board is always welcome to come observe the school- schedule more one on one sessions

Action: Moises Padilla called for a motion to approve the Fy19 calendar Vanessa Roanhorse moved to approve the calendar. Charlie Wisoff seconded the motion. The motion passed unanimously.

- **Expenses July 1, 2017- to Feb 28, 2018**

Action: Moises Padilla called for a motion to approve the Expenses for July 1, 2017 through February, 2018 Vanessa Roanhorse moved to approve the Expenses. Charlie Wisoff seconded the motion. The motion passed unanimously.

- Operational Expenses July- Feb
- Each expense is tied to a specific account code with funding sources

- **BARS- Budget Adjustment Request**

Action: Moises Padilla called for a motion to approve the BARS 31700-0017.IB, 14000-0012-I, 26121-0011-I, 29102-0013-IB, 1100-0015-I, 14000-0014-D, 11000-0009-I, 26121-0018-T. Vanessa Roanhorse moved to approve the BARS. Charlie Wisoff seconded the motion. The motion passed unanimously

- **FY 18 1st and 2nd Quarter Cash Report**
 - Positive cash balances in all funds for both quarters.
 - Ending cash for operation fund, excluding payroll liabilities as of 12/31/18 is \$200,000

Action: Corinne Teller called for a motion to approve the FY 18 Cash Report Charlie Wisoff moved to approve the Cash Report. Carl Garcia seconded the motion. The motion passed unanimously

- **Approval of internal controls policy Revisions**
 - Adding reference to CPO requirement to approve all school PO's.
- **FY17 Audit-**
 - Audit went well. Spendable fund balance for Operational fund \$63,097
 - Reviewed audit findings

Action: Moises Padilla called for a motion to approve the FY 17 Audit . Vanessa Roanhorse moved to approve the Audit. Charlie Wisoff seconded the motion. The motion passed unanimously.

- Announcement of next meeting- May 16, 5:30-7:00 PM
- Adjournment at PM 8:02