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## Empowering Students Through Entrepreneurship

### Governing Council Retreat

Wednesday July 31st, 2019

8:30 am - 1:00 pm

#### VIII. Entrepreneurial Committee Meeting Vanessa Roanhorse, Charlie Wisoff & Leticia Bernal

An entrepreneurial committee has been formed out of necessity to push our work forward through our industry focus. Fortunately, Siembra's board is comprised of local entrepreneurial experts. This is the first formal meeting of the entrepreneurial committee.

A. The goals of our entrepreneurial committee are as follows:

- a. Flesh out roles for board members (i.e. helping with curriculum development, professional development training for staff and connecting community resources)
  - i. What is the role of the board and how can committee members be involved- (consultants)
  - ii. Look at each project curriculum-being mindful of where students are at – **Entry Point**
  - iii. Pitching- resources looking at goals through - lens
  - iv. Capstone- Marketing plans – students learn how to presents
  - v. Committee members can be connectors with business community- resources
  - vi. Bringing authentic experiences for students
  - vii. Teachers don't know a lot about entrepreneurship- need to learn through business owners
  - viii. Students need hands on experience
  - ix. How to put a plan into action
  - x. How to align with school curriculum with entrepreneurship-
  - xi. Vanessa is willing to bring in support – resources- relationship**
  - xii. Create an advisor team- co create
  - xiii. Want to create strong structures for the school
  - xiv. Build **mentorships** with business owners -helpful to get exposure regarding building a business, lessons learned, community resources



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- xv. Community of practice exists- facilitate a conversation (what do teachers know and need help with)
- xvi. What is the goal for the teachers- Co-creation?
- xvii. Entrepreneurship fair
- xviii. Help to create a culture at the school
- b. Flesh out organizational log
- c. logistics (when to meet i.e.)
  - i. Look at September to meet- (Set up times)
- d. Figuring out documentation

### **WORKING LUNCH SERVED AT 11:45 am**

#### **IX. Finance/Audit Committee Meeting Betty Seeley, David Vigil, Kelly Callahan & Jaqi Baldwin**

Finance and Audit Committees are mandated in charter school operations. There are requirements about having board members, parents and industry experts as a part of these committees.

- Presenting the budget as of May 31, 2019
- **Operation Revenue**
  - PED allows the budget as cash- Revenue 1.3m
  - Comes for State funding
  - Kellogg foundation grant 80k and other funding sources
  - Lease assistance dollars
  - Title1 and Special Ed funds
  - Future Focus grant
  - SB9-
- **Year To Date Funds- Expenditures July 1 to June 31**
- **Operations Functions**
- **Object category**

Jaqi Baldwin, Betty and David meet through June to close out the fiscal year

What is the cash reserve policy- 30 days cash on hand

- Siembra has a benchmark- several months of cash on hand
- Build in the matrix
- What does it look like to stay on track
- 5 year forecasting



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- Money to obtain building

**Business:** Review financial documents & policies and crosswalk with audit finding that are being addressed through policy change(s)

[Payroll Policy](#)

[Cash Receipts Policy](#)

[Public Education Department Reporting Policy](#)

[Pledged Collateral Policy](#)

[May 2019 Financials](#) - to include a checklist for monthly review of Finance/Audit Committee

**Goals:** Goals for this time together were driven by asks of board members.

- Goals one: figure how what the delineation for responsibilities is between committee members and board members generally + how we communicate with each other so we can trust and verify (i.e. what does a one pager for the general board look like and how do we produce that?)
- Goal two: set KPIs- Executive level snapshots
  - What are the key matrix's that we want to report out- build out reports that the Board wants and easy to understand and read (graphs)/dashboards
    - Bench mark around cash flow
    - Tracking the operational budget for school
    - Tracking purchase of building
    - Track 5 year funding
  - Betty is doing tracking funding source- forecasting
  - What are funding restrictions and analyzing
  - David would like to be a part of the finance committee
- How will legislation impact funding- informs the boards
- Monthly bank statements-need to be reviewed and signed
- There is a list that the finance committee needs to be reviewing before the Board meeting to vote on
- Check listing- (checks that have been written) need to be reviewed
- Goal three: Discuss appropriate financial oversight and where board is involved there.
- Goal four: Separate finance and audit committee/develop a separate audit committee.
  - Glenna, Carl, David



**IX. Regular July Board Meeting**

1) Charlie Wisoff called the meeting to order in accordance with the Open Meetings Act

2) Role Call:

- Charlie Wisoff
- Carl Garcia
- Vanessa Roanhorse
- Leticia Bernal
- Glenna Voigt
- Yes Quorum

3) Approval of Agenda

**MOTION: To approve the July Board Meeting Agenda-**

Carl Garcia made the motion to approve the July Board Meeting Agenda. Vanessa Roanhorse seconded the motion. The motion passed unanimously.

4) Consent Agenda Items:

- a. [Payroll Policy](#)
- b. [Cash Receipts Policy](#)
- c. [Public Education Department Reporting Policy](#)
- d. [Pledged Collateral Policy](#)
- e. Memorandum of Record: Contract Negotiation
- f. May 2019 Financials

**MOTION: To approve the consent agenda items**

Carl Garcia made the motion to approve the July consent agenda items. Glenna Voight seconded the motion. The motion passed unanimously.

5) Item(s) for Board Discussion & Action:

- A) Regular Board Meetings: Throughout the previous school year, Siembra’s board meetings have been held on the **2nd Wednesday of every month from 4pm – 5:30pm**. Make exemptions for Holiday



- 6) Items for Future Agenda(s):
  - A) Summative Evaluation: As part of previously approved board approved Executive Director Board evaluation, summative evals (oral feedback from governing council to Executive Director) shall take place quarterly: September 2019, December 2019, March 2020, June 2020.
    - a) Jaqi Baldwin is proposing that there be a quarterly report out of her evaluation
  - B) Finance Corrective Action Plan (CAP): Standing agenda item.
  - C) Board recruitment
  
- 7) Announcement of next board meeting: (we are skipping one month for the 2019 - 2020 school year to be respectful of schedules) September 11<sup>th</sup>, 2019 from 4:00 to 5:30
  
- 8) Adjournment

**MOTION: To adjourn the regular July Board Meeting**

Vanessa Roanhorse made the motion to approve the adjourn. Carl Garcia seconded the motion. The motion passed unanimously.

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**If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact Siembra Leadership High School Administration at 505-243-3308 at least forty-eight hours before the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact Siembra Leadership High School Administration at 505-243-3308 if a summary or other type of accessible format is needed.**

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