



**Siembra Leadership High School Board Agenda**  
**524 Central Ave. SW**  
**Albuquerque NM, 87102**  
**August 15, 2018 5:30 PM**

**Members Present:** Charlie Wisoff, Carl Garcia, Vanessa Roanhorse, Leslie Kelly, Taylor Chavez,

**Absent:** Antionette TellezHumble,

**Guest:** Tony Monfiletto, Hugh Prather, Jackie Baldwin, Corrinne Teller, Laura, Nemar Justin Tragger

**Minutes Taken By:** Anne Tafoya

**Meeting Minutes**

Action Items	Person Responsible	Status 8/185/2018
Search for new ED	GC	In Process
Project Position for PBL		In Process
Review budget on FTE, spending priorities and needs		In process
Send out invite for next Exhibition		
Give Board Members copy of safety plan to study and review-( Active Shooter Plan – July 31)		On going
Submit clear communication on what actions are being done and will be done throughout the next year		On going
How to put systems in place? Will provide feedback after the Deep Dive event		In progress
Create an evaluation, new resources, growth plan, skill development – For ED		A new process is being created

- 1) Call to Order at 5:48 - Announcement of the Meeting in Accord with the Open Meetings Act
- 2) Roll Call was taken before the approval of agenda
- 3) Approval of Agenda-  
 Action Item: Vanessa Roanhorse made the motion to approve the agenda, Taylor Chavez seconded the motion. The motion was approved after two corrections were made
- 4) Standing Board Development
  - a. Mini-training on Open Meetings Act
    - i. Need to understand the meaning of the act
    - ii. Need to follow processes
    - iii. Hugh will send PDF copy of the Compliance Guide
      1. Charlie will keep a copy of the document in Dropbox
    - iv. Communication plan- creating a Gmail for each board member, so only school related business is sent to this account- Uniform emails should be used- Reply all should not be used because you are conducting public business- or what is called a rolling quorum
    - v. Record keeping is essential

- b. Mini-training on Executive Director Search
    - i. A handout was provided with major steps involved for conducting a search
    - ii. Have to add the search plan to agenda to be able to take action
    - iii. Govern Council will be directing the search and/or the hiring decision
      - 1. Adopt and approve a very specific plan
      - 2. Compensation package is a Board decision
      - 3. Stakeholder involvement is advisory and will give feedback
      - 4. Confidentiality- is important
      - 5. Background check is critical
      - 6. An offer will be made to the final candidate- some negotiation will take place
      - 7. Start PD and evaluation in place from the beginning
- 5) Consent Items:
- a. Approval of the Minutes of the July 18, 2018 Meeting
- Action Item: Vanessa Roanhorse made the motion to approve the July minutes, Taylor Chavez seconded the motion. The motion was approved
- 6) Interim Executive Director's Report- Tony
- a. Implementing new organizational systems
    - i. These systems will be handed off to the new ED
  - b. Revising current financial methods and reporting
    - i. The school in good financial shape
  - c. Review of benchmark leadership structures and Executive Director qualifications
    - i. Tony covered the choices that the GC Board could consider
    - ii. What is defined in the Charter was shown
      - 1. Only the ED reports to the Board
      - 2. Delegated Authority- manager who does the day to day business under the direction of ED- (Pillar directors)
      - 3. Contracted Services for External Positioning who works with the ED
      - 4. Establish a Separate Non- Profit Foundation that works with the ED
      - 5. There are Pros and Cons for all of these leadership structures and ED qualifications
- 7) Items for Board Discussion
- a. Desired qualifications and leadership structure for new Executive Director
    - i. Come up with a consensus with the desired structure and then do a search for the right person to fill the ED position
    - ii. The Board liked the options of Delegated Authority with some Contracted Services
    - iii. Who is the best internal candidate right now? Is this an option? Finding a candidate with proper qualifications and certifications
    - iv. Look for a short term interim with Tony filling in during the search
  - b. Board Training- future training- going over Bylaws, MOU- Charlie will put any important documentation in Dropbox
  - c. Long Term Board Development - - add to agenda for September

- d. MOU with Future Focused Education-
  - i. Where is the MOU and Justin will resent out a copy
- e. Legal status of current leadership plan
- 8) Action Items for Board Approval-
  - a. Vote - Plan for Executive Director search- take action on this plan later
    - i. Handout was provided with a time line
- 9) Action item: Motion to adopt the plan with addition of Stakeholder and a salary range- Roll call vote Vanessa Roanhorse Yay, Carl Garcia Yay, Charlie Wisoff Yay, Taylor Chavez Yay, Leslie Kelly Yay, approved
  - i. Board becomes the ED search committee and long with chosen Stakeholders
  - b. Vote - Mission specific goals – Two Mission specific goals that are being presented to the APS Board- Tony will present this information
- 10) Action Item: Charlie Wisoff made the motion to approve the mission specific goals. Carl Garcia seconded the motion. The motion was approved
  - a. Approval Requested – Expense Report for expenses from June 1 to June 30, 2018
- 11) Action Item: Vanessa Roanhorse made the motion to approve the June expense report. Taylor Chavez seconded the motion. The motion was approved
  - a. Approval Requested - 3rd Quarter Cash report Lets PED know 356, 000 in cash 416,000 in all funds
- 12) Action Item; Charlie Wisoff made the motion the approve the 3<sup>rd</sup> Quarter cash report. Vanessa Roanhorse seconded the motion. The motion was approved.
  - Approval Request - Ancillary (Specialized Special Education) Services Contract with CES
- 13) Action Item; Vanessa Roanhorse made the motion to approve the request for ancillary services contract with CES. Carl Garcia seconded the motion. The motion was approved.
  - a. Budget Adjustment Request - Increase in operational funds by \$8,671
  - Action Item- BAR – Taylor Chavez made the motion to approve the BAR. Vanessa Roanhorse seconded the motion. The motion was approved.
- 14) Items for Future Agenda
  - a. Deadlines put into place for needed Board Trainings
- 15) Public Input (limited to 3 minutes per person)- N/A
- 16) Motion to go into Executive session – at 7:48
  - Action item- Vanessa Roanhorse made the motion to enter executive session. Charlie Wisoff seconded the motion. The motion was approved
- 17) Executive Session - Executive Director Evaluation
- 18) Announcement of next meeting: September 19, 2018, 5:30 PM, Siembra
- 19) Adjournment

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