



Siembra Leadership High School Board Agenda
524 Central Ave. SW
Albuquerque NM, 87102
November 28, 2018 5:30 PM

Members Present: Charlie Wisoff, Carl Garcia, Leslie Kelly, Antionette Tellez Humble, Frank Mirabel, Vanessa Roanhorse, Leticia Bernal

Guest: Tony Monfiletto, Hugh Prather, Luis Gonzales, Jaqlyn Baldwin, Christa,

Minutes Taken By: Anne Tafoya

Meeting Minutes

Action Items	Person Responsible	Status 11/28/2018
Search for new ED	GC	Completed
Request to create a Calendar	Charlie	On going
Mission specific goals	GC	On going
Advisory panel calendar invite created for Ed interviews- Oct 29, Oct 30	Charlie	Completed
Rebuild the teacher salary schedule	Tony – proposal due in November	Due in November
Need to identify a replacement for Board Member Taylor	GC	On going
Audit Committee Needs to be formed	Selection needs to be made	Completed
Hold 3 Family meeting thru out year	Staff/GC	On going
Give Board Members copy of safety plan to study and review-(Active Shooter Plan – July 31)	ED. Dir	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
Will work on a crisis communication plan	Tony/Jaqlyn	On going
Create an evaluation, new resources, growth plan, skill development – For ED	GC/Hugh	A new process is being created

- 1) Call to Order at 5:38 - 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, Antionette Tellez Humble seconded the motion. The motion was approved

- 4) Consent Agenda
 - a. Approval of Minutes of the October 17, 2018 Meeting
 - b. Board development contract for Hugh Prather
 - c. Employee Benefits Policy
 - d. Staff right to organize policy
 - e. Finance Documents
 - i. October 2018 Financial Report
 - ii. FY 2019 Quarter 1 Cash report
 - iii. Budget adjustment request (BARs)- Maintenance for Title 1
 - iv. Budget adjustment request (BARs)- Lease Assistance award amount
- 5.) Finance Report

- a) No finance report at this November meeting. All financial items reviewed at 11/19 audit/finance committee meeting.

Action Item: Vanessa Roanhorse made the motion to Consent agenda, Antionette Tellez Humble seconded the motion. The motion was approved

5) Board Development

- a. Plus/Delta of October meeting
 - i. Action items to build a stronger board
 - ii. What can be improved?
 - iii. What is working well?
 - 1. Helpful to have bios on board candidates
- b. Conduct a Plus/Delta on the Board's role in the ED search process
 - i. The whole process of the search
 - 1. Was a good process
 - 2. Guidance and coaching was good
 - 3. A little too fast paced- hard to reflect
 - 4. The time table and planning is important
 - 5. Well structured – good decision process
 - 6. Improve the expectations process- the amount of material to read was a lot
 - 7. Process of posting would be helpful- hiring process
 - 8. Confident the right candidate is in the position
- c. Look ahead at what is next for Board Development
 - i. Proposed training- Best practices on evaluating the Executive Director
 - ii. Helps to guide the ED and makes for a great working relationship with the board member
 - 1. Ideas from Ant.- looking at what boards need
 - 2. Boards can do their own training- (model it to expand to other Charter School boards)- Antionette Tellez Humble will bring the details to the next meeting

6) Executive Director's Report

- a. Corrective Action Plan (CAP) Update- Monitoring takes place every year
 - i. 5 items on CAP
 - 1. Safety Plan- How is it put into practice
 - a. Active Shooter Plan-
 - b. Hiring Student Support Director that will deal with safety
 - c. Building a stronger relationship with the downtown corridor police
 - d. Reached out to APS districts for support with School Resource officer/Police
 - e. Downtown Public Safety Echo Information Session – Dec 7
 - f. Palms & Assoc. is coming in to do a threat assessment 11/30/2018-
 - 2. Do we have the funds to address the changes that might need to make to step up the security systems?- Yes but it's more an issue with the owners of the building and making improvement instead of a funding issue.
 - 3. Transparency of issues is very important
 - 4. Listening to students and parents is an important component for the safety of the school- including getting the proper services for support of families
 - 5. Will work on a crisis communication plan- Tony/Jaqlyn

- ii. Growing student retention- improving
 - iii. Improvement of the structure of the board- receiving ongoing training
 - iv. Finance Audit
 - 1. More information will come in future meetings
 - v. Special Education Fall Site Visit
 - b. Enrollment/recruitment- for Staff and Students
 - i. Would like to improve the retention of staff
 - ii. Teacher Position
 - 1. New teacher coming on board- Dec 11
 - iii. Director of Student Support Position
 - 1. Starting interviewing today
 - a. Great candidate pool
 - c. Staffing the Board
 - i. Partnering Board members with staff at the school
- 7) Board Discussion and Action Items for Board Approval
- a. Evaluation of Executive Director- move off the agenda
 - i. Hugh will send out a draft of the policy and draft of the form
 - b. Professional Development Training for Executive Director
 - i. Jaqlyn identified what is important for her
 - 1. Ongoing trainings
 - 2. working on the school rather than in the school
 - 3. Fostering interdependence between Siembra an entrepreneurial sector
 - 4. Emerge a leader in education reform
 - 5. Continued mentorship with Tony
 - 6. Finance training
 - ii. The board is supportive of ED on going PDT
 - iii. How can the board mentor and coach the new ED-(engaging)?
 - iv. Important to create a process
 - c. Bank signers: Removal of Anthony Monfiletto and add Jaqlyn Baldwin. Leslie Kelly will remain a signer.
Action item: Leslie Kelly called for a motion. Antionette Tellez Humble made the motion to approve the removal of Anthony Monfiletto and add Jaqlyn Baldwin as a bank signer. Leslie Kelly will remain a signer, Vanessa Roanhorse. Antionette Tellez Humble seconded the motion. The motion passed unanimously
 - d. Letter of Approval of Harvest Foundation, LLC- Medical Cannanbis Dispensary – For information only
 - i. Harvest Foundation Communication
 - 1. Jaqlyn wanted to advise the board that she is writing a letter of support in favor of Harvest Foundation opening a Medical Cannanbis Dispensary in the downtown location, in close proximity to the school.
 - 2. Vanessa asked if there is a Community benefit agreement in place on how these types of groups will support the community? This could be a great opportunity to reach out to the Foundation and see if they are willing to foster a strong relationship in the community, especially the police.
 - ii. Harvest Foundation Letter of Support- Amy Beihl

Items for Future Agenda-

- e. Board Member Homework
 - i. Review bylaws (For December meeting)
 - ii. Best practices on evaluating the Executive Director

- f. Licensing and Certifications Policy (December)
 - g. FMLA Policy (December)
 - h. Performance Framework presented by Dr. Joseph Escoedo, our APS authorizer (Dec or Jan)
- 8) Public Input N/A

Announcement of next meeting: December 19, 2018, 5:30 PM, Siembra

Leslie would like to do something nice for the staff holiday party

Vanessa Roanhorse made the motion to adjourn the meeting at 7:00. Antionette Tellez Humble seconded the motion. The motion passed.

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