



Siembra Leadership High School Board

Agenda

524 Central Ave. SW

Albuquerque NM, 87102

December 19th, 2018 5:30 pm -7:30 pm

Members Present:

Quorum: yes

- x Leslie Kelly, Chair
- (no) Vanessa Roanhorse, Vice Chair
- (no) Charlie Wisoff, Secretary
- x Carl Garcia
- x Antionette Tellez Humble
- x Frank Mirabal
- x Leticia Bernal

December Regular Meeting Minutes

- 1) Call to Order-Announcement of the Meeting in Accord with the Open Meetings Act
- 2) Roll Call
- 3) Approval of Agenda- Frank (1st), Carl (2nd), all in favor
- 4) Consent Items- No discussion of the following items. Antoinette (1st), Carl (2nd), all in favor.
 - a) November 29th, 2018 [Board Meeting Minutes](#)
 - b) [Licensing & Certifications Policy](#)
 - c) <https://www.google.com/url?q=https%3A%2F%2Fdrive.google.com%2Ffile%2Fd%2F0B8NcTx6qidSZU1hfYVdudG50cGZiV3BRUm5DazNjbW5saVdF%2Fview%3Fusp%3Dsharing>
 - d) [Internal Controls Policy](#)
 - i) [Internal Controls Flow Chart](#)
 - e) [Capital Asset & Disposal Policy](#)



- f) Finance Documents
 - i) [November 2018 Finance Report](#), including expenses
 - ii) Approval of BARS
 - (1) [BAR I](#)
 - (2) [BAR II](#)
 - (3) [BAR III](#)
 - (4) [BAR IV](#)

- 5) Finance Report
 - a) General report- Cash balance by end of year expected to be \$500,000. Corinne, Jaqi, and Tony have been meeting and will continue to meet about three year budget plan.
 - b) [APS site visit update - FY 18](#)- This was for APS site visit conducted January, 2018 by Judy Bergs, independent of the financial audit done fall of each year. This report was to inform the board of the status of the findings, that all have been resolved. This was included in the 2017-2018 CAP. Jaqi is to request list of financial deadlines from Ms. Bergs.
 - i) [2017 - 2018 Performance Framework](#)
 - ii) [Site Visit Letter](#)

- 6) Board Development
 - a) Best Practices in Executive Director Evaluation- Hugh Prather headed up discussion
 - i) [Executive Director Evaluation Form](#)
 - (1) Have one document with all things the board needs to track.
 - (2) February, 360 Feedback- board can decide on how they will get feedback/data for this.
 - (3) Polices the board will adopt will form Summative Evaluation.
 - (4) Antoinette- Jaqi please email form to board to make it an active document. She is happy to head up forming the Evaluation document.
 - (5) Hugh- emphasized master calendar to ensure the board stays hooked in to the major things.
 - (6) Leslie- Lobbying- Any being done?



Tony- yes. For school- none. For capital outlay- there may be some when preparing for new building

Leslie- falls under Exec Dir?

Tony- yes

(7) Antoinette- think about internal and external relationships

ii) [Executive Director Evaluation Policy](#)

(1) Leslie- What to do with this policy since Exec Dir does not yet have goals and she is not on site with? There needs to be concrete things to be reviewed.

(2) Need PPI's- 10 to 20 things to analyze with her that would probably be beneficial for Jaqi also.

Tony- could work with Jaqi about what these items could be.

Frank- would like a board member there also.

Hugh- Jaqi is in a position to know what these items could be since she is working, moving forward with responsibilities.

Tony- Jaqi is working on a lot It's just a matter of naming what is being done.

Frank- growth and development is very important and the board can help with that process.

Hugh- Jaqi, can she have goals ready for discussion at the Jan board meeting? This will be a first draft.

Frank- Have to assess development of school goals. Ex: community relations

b) Review of [bylaws](#)- Leslie- should be tabled to Jan meeting. Want to be sure operating correctly under bylaws since these were not created by this board

c) External Board Training.

Required board training- make sure the opportunities are on the calendar

Antoinette- possibly being able to do onboarding training ourselves with NACA contact. Should have more information in January.

7) Executive Director's Report

a) [Corrective Action Plan \(CAP\) Update](#)

CAP- not to report on all five items again and again.

Update on safety portion:



Last Tues- had another visit from POMS, who provided PED manual for safety plan, rubric and how to write Siembra's safety plan and suggestions for building and offered to assist with writing of safety plan.

Staff coordinated two police officers here with kids during school meeting.

Went well, letting students know they care about them.

Louis- meeting with POMS about what to do if there are threats. Really need to start preparing for active shooter scenarios.

Part of ECHO meetings.

Kristen- Students wanting to have an active role in meetings such as City Hall regarding public safety.

Louis- part of training is to involve all stakeholders. Considered starting to hold a safety with leadership and parents and be very transparent about these things. Kristen- Want to start parent involvement committee.

b) [NM PED CSI SIM visit](#)

Why visit from PED since authorized with APS? They look at entire state of NM and look at bottom 5 % of schools. With school grade, want to be a source of support. Spent four with them- CSI SIM Team. Krista from APS was also present. They were interested in reading and math 90 day plan.

Carl- just wants to make sure Siembra doesn't turn into an APS school. Kids here operate at a different level- doesn't want same structure.

Jaqi- that is our mission and vision. To serve students we serve. Ex: This is our model and what we're doing and how Math fits in.

Louis- when looking at these always thinking of these. Also thinking of engagement because if projects are too easy to keep them engaged.

c) Enrollment/recruitment - for Staff & Students

Teacher Position- Patrik started Monday- new teacher

Director of Student Support Position- Final Dir of St Supp interview. today.

Committee made up of same members for all interviews that have been ongoing and to continue.

Enrollment- around 120/125 kids

8. Board Discussion and Action Items for Board Approval

a. [Future Focused Education Consulting Agreement](#)

No contract in place since Tony acting as Exec Dir

There is ongoing work with Tony no longer employed



Amount- savings of not having a full time exec dir for 6 months so a 'wash' in cost.

Will provide coaching to leadership.

Tony to write check back to school for pay, less taxes in the form of a donation to the school.

Total contract amount- \$40k

Leslie- how is this different from support that is provided to schools that don't pay?

Tony- technical assistance. There is \$50k that has been flowing from FFE through to schools

Antoinette- how are some deliverables measured

- o Corinne- Mistie at FF suggested a certain amount per month.
- o Antoinette- indicate amt per month and that work to be done is reported on so documented on agreement

Approval- Frank (1st), Carl (2nd), all in favor

- b. Evaluation of Executive Director Policy and Form- to be reviewed in January, 2019
- c. Professional Development Training for Executive Director- to be reviewed in January, 2019
- d. Discussion: documentation for board members (dates starting, training certification)
 - i. Start dates and timing for board members
Antoinette- Bylaws states term of service. What are board beginning dates?
Leslie- binder for each board member which will contain this info something for future. Willing to work with Jaqi and Charlie on this.

9. Items for Future Agenda

- a. Board binder(s) to include recruitment and schedule
- b. Review of [bylaws](#)
- c. Required Board Training
- d. Calendar of benchmark(s)
- e. Proposed Executive Director benchmarks for formal evaluation
- f. [Performance Framework](#) presented by Dr. Joseph Escobedo, our APS Authorizer (January or February)



10. Public Input (limited to 3 minutes per person)

Louis- Jan 16 2-4- PD to work on 90 day plan. Board welcome to attend to participate.

Frank- several events going on on MLK day to possibly get involved in.

Natalie out for maternity leave. To return late Feb/early March.

12. Announcement of next meeting: Wednesday January 16th, 2018, 5:30 pm to 7:30 pm

13. Adjournment

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.

