Siembra Leadership High School
Board Agenda
524 Central Ave. SW
Albuquerque NM, 87102

Wednesday January 8th, 2019
4:00 pm - 5:30 pm

January Regular Meeting Agenda

1) Call to Order

2) Roll Call
   ____ Charles Wisoff, Chair & Secretary
   ____ Carl Garcia
   ____ Leticia Bernal
   ____ Glenna Voigt
   ____ Alex Horton
   ____ Kelly Callahan
   ____ Quorom

3) Approval of Agenda

MOTION: To approve board meeting agenda

4) Executive Director Report (4:10 - 4:25) (Jaqi)
   a) Review 2019 - 2020 Executive Director Goal(s) from May 2019
   b) Review ED Evaluation Policy from December 2018
   c) Review ED Evaluation Form from December 2018

5) Finance Committee Report (4:25 - 4:30) (Carl & Leticia)
   a) Finance Committee Meeting Agenda 1/8/2020

6) Entrepreneurial Committee Report Out (4:30 - 4:40) (Charlie, Leticia, Alex)
   b) Entrepreneurial Network Building
c) Entrepreneurial Curriculum Development

d) Upcoming Events for Entrepreneurial Community Participation
   i) Ed Cafe - February 5th, 2019
   ii) Trimester II Exhibitions - February 10th - 13th, 2019

7) Board Development (4:40 - 4:45) (Charlie & Kelly)
   a) Policy development Plan - Develop & approve at least three new policies per month

8) Items for Board Action & Discussion (4:45 - 4:50) (Charlie)
   b) Recruitment of Board Members
   c) Recruitment of Finance Committee Members

9) Consent Items (4:50 - 5:00) (Charlie)
   d) December Board Meeting Minutes
   e) November 2019 Financials
   f) BARs
   g) Policy(ies)
      i) Complaint & Grievance Policy
      ii) Religious & Holiday Policy
      iii) Civil Rights Assurance Policy
      iv) Controversial Issues Policy

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

10) Public Input - limited to 3 minutes per person (5:00 - 5:05)

11) EXECUTIVE SESSION (5:05 - 5:25)
    Quarterly Oral Feedback

12) Items for future meetings:
    ED Annual Evaluation - April 11th, 2020
    Poli(cies)

13) Announcement of next regular board meeting: Wednesday February 12th, 2020 4:00

13) Adjournment
MOTION: to adjourn

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.
Students Through Entrepreneurship Empowering

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4:00 pm - 5:30 pm
January Regular Meeting Minutes

Attendees: Charlie Wisoff- Chair & Secretary: Carl Garcia, Glenna Voight, Alex Horton, Kelly Callahan,
Staff: Jaqi Baldwin, Natalie Tavitas, Diane Gunn Miles, Betty Seeley, Eddie, Tony Monfiletto
Guest: Melody (Parent)
Minutes taken by: Anne Tafoya

Charlie Wisoff called the meeting to order from 4:08pm.

I. Approval of January 2020 agenda
MOTION: Glenna Voight moved to approve the January board meeting agenda. Charlie Wisoff seconded
the motion. The motion passed unanimously.

II. Executive Director Report
Jaqi Baldwin reminded the board that their roles is to hire and fire (if needed) the Executive Director.
Another requirement of the board is to evaluate the Executive Director (quarterly feedback and an annual
review).

Jaqi created 5 goals to be evaluated on
• Re-charting process is taking place this year
  o Developing student assets through Social, Emotional Learning
  o Facility that meets growth- Budget and savings
  o Enrollment staff & students- retention (hitting our numbers)
  o Corrective Action Plan – how to address
  o Integrating the school into the larger economic development ecosystem in Albuquerque

There is a policy on how to evaluate the Executive Director using an evaluation form. Kelly Callahan
point out there needs to be SMART Goals (written out in the format and outcomes) (the board can help
develop them). What are the bench marks and specific targets- what are the measures in terms of
performance –(rating metrics)- Data. Kelly commended the school and council for the work they have
done to get to this point and reinforced the idea that student performance, organizational performance and
financial performance all need to tie together to meet the technical terms of the Charter contract.
*Jaqi Baldwin will send the results that were from survey monkey from last year- to board
members

III. Finance Committee Report
Diane Gunn Miles reported that at the last finance meeting, committee members discussed how
information should be presented to the Governance council. It was decided that during the finance
committee meeting all the finance reports and BARs would be reviewed. Then Carl Garcia, representing
the finance committee, would report out to the board and ask for a motion of approval. Diane explained
that after meeting with Tony Monfiletto, it was decided that she would review numbers and projections
with the board. One of the current issues affecting school funding is the upcoming Legislative session, so she handed out reports to the Governance council and gave a brief explanation of the 5-year number projections. Explaining the revenue and increases of salaries. What’s important for the council members to look at is reoccurring versus non reoccurring revenue. Diane went on to report on incidents that will affect budget and projections.

- Safe harmless rule- (funding if projected number students is not met)
  - Goal for next December is to have 200 students
  - Have to consider the Seniors that are graduating (lose of numbers)
- SB 9 funds that can be used for the building and improvement for building (only on lease to purchase)
- Budget is determined by student numbers
- HB 33 funds
- Cash reserve will start to go down in 5 years
  - Want to come up with a strategy to stop the decline in cash balance-down ward trend based on 2%
  - Applied for some grants
- Hiring additional staff- Grant writer and student recruiter to increase student enrollment
- Hiring
  a) Goal is to get to the Legislation to request funding
  - Plan on inviting Legislation over before session
  b) Diane will type out and email all the different bills that are going through the next legislative session
  c) Charlie commented that this report out is going in the right direction

The goal of the financial projections and reports is to be clear and transparent with the expenditures

At risk factor index – It is the school staff duty to be aware of the bills that are coming- be aware of what needs to be planned for

IV. Entrepreneurial Committee Report Out
Charlie Wisoff reported that the primary things the committee focused on is network building and the curriculum. A few meetings a month have been scheduled between Jaqi, Natalie, leadership team and members of the entrepreneurial community. The committee has been brainstorming to identify ways to reach out to more people. Charlie requested that if other members of the board had connections to please reach out to them to build up the network. This is a useful way to add resources for the Siembra students. The goal is to connect them with opportunities for internships, mentorship, events and help develop curriculum. This is a great opportunity to add value to the school as well as fulfill one of the foundational pillars. The committee was also able to review the draft of the entrepreneurial framework that the Curriculum development committee is creating.

- Upcoming events
  - Ed Café February 5th 2-4
    - Community partners to pitch the project ideas- break up into groups and think of resources that can make these projects more enriching
    - Request we invite people we know to come
  - Opportunity for students to demonstrate knowledge and common language
  - Trimester II Exhibitions - February 10th - 13th

Questions about the Curriculum development committee;
Students Through Entrepreneurship Empowering

Are you looking at targeting certain skill sets?
Yes, we are looking at developing 5 phases of starting a business- the Entrepreneurial committee is guiding the school- making sure that is up to industry standards
Then the boards role is to look at the outcomes of how well the students are doing. (academic performance)

V. Board Development
Kelly Callahan mention that as a deliverable she needs to get on the Executive committee agenda so would like to postpone the discussion until February meetings, so then can take a look at that policy. Then there can be a game plan to create a policy development plan (developing and approving a least three new policies per month). Charlie invited Kelly and Glenna to the executive committee meetings (standing invite)

VI. Items for Board Action & Discussion
- Recruitment of Board Members
- Would like to continue to look for more board members
- There are meetings set up with potential board meetings

VII. Recruitment of Finance Committee Members
- Kate Gardner will join the finance committee members
- Another promising potential committee member may attend the next meeting

VIII. Consent Items
MOTION: Charlie called for a motion to approve the consent agenda items D, E, F but not G *(Regarding policies which will be added to the February agenda. Kelly Callahan moved to approve the consent agenda. Charlie seconded the motion. Motion passed unanimously.

IX. Public Input
- Eddie (social worker) spoke on the work he is doing collecting data-with student retention- attendance plan in place- intervention
- 180-day count goal is 153- so recruiting more students
- Orientation and on-boarding of students makes a difference- process and check list has been created
- Social orientation and social intake- help with additional resources
- Online credit recovery program
- Eddie presented at a national conference – on best practices
- Eddie took a training on Medicaid- so he can assist students on signing up for Medicaid
- Melody is a parent of freshman- why she sends her daughter here- originally home schooled daughter
- This school is a way for her daughter to blossom- these kids need an option- and she feels grateful

EXECUTIVE SESSION- 5:17
Motion: Kelly Callahan made the motion to go into Executive session. Charlie Wisoff seconded the motion. The motion passed unanimously.

Roll call- Charlie Wisoff, Carl Garcia, Glenna Voight, Alex Horton, Kelly Callahan,

Items for future meetings:
ED Annual Evaluation - April 11th, 2020
Poli(cies)
Announcement of next regular board meeting: Wednesday February 12th, 2020 4:00
Adjournment

MOTION: to adjourn