February Regular Meeting Agenda

1) **Call to Order.** Meeting called to order at:_______________ by _____________.

2) **Roll Call.**
   ___ Charles Wisoff, Chair & Secretary
   ___ Carl Garcia
   ___ Glenna Voigt
   ___ Alex Horton
   ___ Kelly Callahan
   ___ Quorom

3) **Approval of Agenda.**

**MOTION:** To approve February board meeting agenda.

4) **Board member changes. (4:10 - 4:25) (Kelly)**
   a) Addition of new board member(s), Melody Brown and Shane Huffman
   b) Upon election, board members must complete introductory board training prior to affecting quorum and having voting eligibility.

**MOTION:** To approve Shane Huffman and Melody Brown as Siembra Board Members

5) **Executive Director Report (4:25 - 4:40)**
   a) Entrepreneurial Framework in Projects (Melissa) -
Empowering Students Through Entrepreneurship

i) Tri III Minimum Viable Product
ii) Framework
iii) Entrepreneurial Professional Development Training

b) Recruitment Update (Natalie)
   i) Current Enrollment
   ii) Spring Recruitment Activities
   iii) Tri III Ed Cafe recap

c) Retention & Attrition (Anna)
   i) Current work - Interventions
   ii) Data Collection - analysis of retention data to develop a strategic plan rooted in Student Support interventions

6) Finance Committee Report (4:40 - 4:45) (Carl, Betty & Diane)
   b) Report out on December Financials & Budget Adjustment Requests (BARS)

6) Entrepreneurial Committee Report (4:45 - 4:50) (Charlie, Alex)
   a) Entrepreneurial Network Building - monthly we are meeting to push forward work around building our network of entrepreneurial community partners. We are averaging about four meetings per month.
   b) Senior Capstone Support - we discussed the need for build out in supporting Seniors in their capstone experience when they are in the midst of developing their businesses. Need to revisit graduate profile.

7) Board Development (4:50 - 5:00) (Kelly)
   a) Policy Assessment - develop policy development plan going forward
   b) Policy development Plan - Develop & approve at least three new policies per month

8) Items for Board Action & Discussion (5:00 - 5:10) (Kelly)
   a) Need for Entrepreneur Board Members - At this time we have two board members that are entrepreneurs. With the addition of Shayne & Melody, we now have 7 board members. Our goal is to have between 8 and 10 board members. We are needing to recruit board members.

9) Consent Items (5:10 - 5:15) (Kelly)
a) January Board Meeting Minutes  
b) December 2019 Financials  
c) BARs  

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

10) **Public Input** - limited to 3 minutes per person *(5:15 - 5:20)*  

11) **Items for future meetings:**  
   a) ED Annual Evaluation - April 11th, 2020  
   b) Polí(cies)  

12) **Announcement of next regular board meeting:** Wednesday March 11th, 2020 from 4:00 pm to 5:30 pm at Siembra campus.  
   a) Executive Committee Meeting – Friday February 28th, 2020 noon to 1  
   b) Entrepreneurial Committee - Monday March 2nd, from noon to 1 at SLHS  
   c) Finance Committee - Monday March 9th, 2020 from 8:30 to 10 at Humble  
   d) Equity Council - Weekly on Wednesdays from 8:00 am - 9:30 am at SLHS  

13) **Adjournment**  

**MOTION:** to adjourn  

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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.
Siembra Leadership High School  
Board Meeting  
524 Central Ave. SW  
Albuquerque NM, 87102  
Wednesday February 12, 2020  
4:00 pm - 5:30 pm  

February Regular Meeting Minutes

Attendees: Charlie Wisoff- Chair & Secretary: Carl Garcia, Glenna Voight, Kelly Callahan, Alex Horton (absent)  
Staff: Diane Gunn Miles, Eddie ?, Natalie Tavitas, Anna Aguilar, Jaqi Baldwin (absent)  
Guest: Shane Huffman, Melody Brown (new board members)  
Minutes taken by: Anne Tafoya

Charlie Wisoff called the meeting to order from 4:05p.m.

Charlie announced that two new board members will be joining the board. Shane Huffman and Melody Brown.

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

II. Board member changes
Shane Huffman introduced himself and gave a brief overview of his background. He’s a lawyer and has been practicing civil law and health care law for 5 ½ years. He has previous experience representing school districts and charter schools. Melody Brown is a parent of a student that attends Siembra, Melody works at a Catholic school cafeteria. Leticia Bernal resigned because of family obligations so that puts the council at 7 members.

MOTION: Charlie Wisoff made a motion to invite Shane Huffman and Melody Brown to sit on the Siembra Governance Board. Carl Garcia seconded the motion. The motion passed unanimously.
*As part of new business Kelly Callahan advised that the newly approved members need to complete training hours before they can vote with the quorum.

III. Executive Director Report -postponed until next meeting
Natalie Tavitas stated that the current student count is at 163 with a goal of 200. She is working on spring recruitment, going to APS middle schools to speak with potential students. She did mention that if anyone had connections to the middle schools to let her know. Charlie asked if anyone had tried reaching out to Mahogany Mountain Charter School? (Yes) Other ideas included Cien Agua, Amy Biel and Lori Bachman at Coral Community Charter School. Natalie reported they are at about 20 new applicants and by achieving a strong start
the school will be in a better position than last year. In addition to recruitment activities Natalie gave a brief overview of Ed Café, explaining that community partners come to pitch project ideas to teachers, staff and family. 6 projects are featured from organizations such as Workforce Solutions, Route 66 and Empower. The exciting news is that these businesses could combine to create a bigger, more dynamic project.

Anna Aguilar reported that since October they have been focusing on student retention. Creating an intake and onboarding process as part of student orientation. The goal is to help students feel more engaged as they transition into Siembra. She explained that they do home visits, meeting with advisors and family, phone calls and texts as part of their intervention strategies. Anna reiterated that the student count is at 163 with 42 student withdrawals. Part of the withdrawal count includes student names that were in the system from last year and students that started the application process but didn’t end up enrolling. The good news is that they have been able to retain more students since last year. By collecting baseline data a bigger picture will emerge of students who have enrolled at year one and continued through to year four. This will also quantify that interventions and hours of support provided to the students have made an impact. Eddie continued with a brief data analysis; the number of students enrolled to withdrawal percentage. The decline in withdrawal percentage is impressive compared to the 2018/2019 school year. With the team seeing a reduction from 43% (last year’s withdrawal percentage) to 22% current withdrawal percentage. He explained that his team deals with the social and emotional barriers that often prevent students from succeeding and that they hope the intervention strategies that are in place will start to make a difference in the graduation rate at Siembra. Kelly added in a training session dealing with negotiating terms. If a recurrent enrollment percentage goal is a requirement of the charter contract it is worth checking with APS leadership to see if the percentage is negotiable and what terms can the board/school leadership set. Using the data on student retention (recurrent enrollment) would be helpful in stating the case for renewal (reauthorization) at the 5 year mark.

IV. Finance Committee Report

Diane Gunn Miles gave a brief explanation to the newest board members on how the financial statements are reviewed for approval. The finance committee meets one week prior to the board meeting. The committee then reviews all pertinent accounts payable and accounts receivable transactions from the prior months. At this time members of the committee can ask questions regarding the reviewed transactions and go over the details of the budget adjustment requests. (BARs). Diane and Kelly conducted a training session while explaining how the BARs work and why they need approval. Kelly stressed that it is important the governing board understands BARs and how to read a financial report because the board members are the stewards of the school’s monies. Most importantly when an audit is conducted the board must be able to ensure money is going into the right place. Understanding what line item money is placed under is a critical task of the governing board. It is for this reason an audit committee is formed placing two members from the governing board in those roles.

BARs that were reviewed at the Finance Committee Meeting on February 3, 2020

- 001-750-1920-0014-IB new funding for $849.00
- 001-750-1920-0015-T move money from one line item to another $0 (must be zeroed out)
- 001-750-1920-0016-IB used for instruction materials $1,663
- 001-750-1920-0017-IB SB-9 (bond money) Can be used for down payment on building $42,000

V. Entrepreneurial Committee Report Out
Charlie Wisoff reported that they have been focusing on advising the Entrepreneurial Committee and building out an entrepreneurial network for the school and students. Justin Trager who is an advisor for the school has been working with teachers to develop a standardized vocabulary, along with developing a basic knowledge base of how to start and run a business. An initial curriculum draft has been developed and the next steps is to create professional development. There has been progress made around network building with introduction emails sent to potential entrepreneurial partners. The goal is to set students up with a mentor to cultivate skill sets.

VI. Board Development
Kelly Callahan explained her role as a board development trainer. At times she will step out of her role as a board member and offer training, for example on finances and attendance and retention as well as school policies. This is a particular benefit to board members, so they do not have to take additional time out of their busy schedules to find training. She emphasized that the board members are still required to complete the online training course along with the additional training she provides during the meetings. The training that Kelly is providing is essential to helping the board members understand their role within the development and improvement of the school. The board must provide the oversight of the school.
Kelly stated that the board is responsible for developing all school policies, one in particular is the Medical Cannabis policy. Reviewing and renewing policies is the duty of the governing board. Kelly and Charlie will go through the handbook and figure out what policies are missing and report back to the board on what needs to be added. Jaqi (her team) and the Executive committee will oversee the updating and creating of the school policies.

VII. Items for Board Action & Discussion
Charlie brought up the subject of the numbers of board members needed to be in compliance. Kelly explained that 5 is the minimum a board can have to function, with 7 being ideal. Diversity is essential as well, including parent representation and someone with a legal background. Recruitment of board members is necessary to make sure there are enough people fulfilling the roles.

VIII. Consent Items
Glenna Voight moved to approve the February consent agenda. Kelly Callahan seconded the motion. The motion passed unanimously. Edit the language with update to the January minutes pursuant to the open meetings act.

IX. Public Input
n/a

Items for future meetings:
Board develop to do the rubric for the evaluation
ED Annual Evaluation - April 11th, 2020
Policies
Capstone development

Announcement of next regular board meeting: Wednesday March 11th, 2020 4:00
Adjournment- meeting adjourned at 5:34 pm
MOTION: Carl Garcia motioned to adjourn the meeting. Charlie Wisoff seconded the motion. The motion passed unanimously.