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

Wednesday March 11th, 2020
4:00 pm - 5:30 pm

March 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
   ____ Shayne Huffman
   ____ Melody Brown
   ____ Quorom

3) **Approval of Agenda.**

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

4) **Executive Director Report (4:05 - 4:20)**
   a) Work Group Models - Siembra has begun using work groups models to build out larger pieces of the school to be institutionally sustainable long-term.
      i) Entrepreneurial Curriculum Work Group -
      ii) Community Engagement Work Group -
      iii) Equity Council/Advisory Work Group
      iv) Leadership Work Group - Focus on leadership development and leadership capstone projects.
         1) Natalie Tavitas, Community Engagement - Experiential
Empowering Students Through Entrepreneurship

entreprenuership (service learning)
2) Anna Aguilera, Student Support - Advisory framework
3) Diane Gunn Miles, Finance - Systems and structures
4) Melissa Govea-Santana - Crosswalking entrepreneurial framework, learning outcomes and PBL assessment
5) Jaqi Baldwin - Support and onboarding of the school leadership team.
   (a) Role Clarity Work
   (b) Master Schedule
   (c) Work Group Model

b) Re-chartering:
   i) due October 1, 2020
   ii) data collection
   iii) strategic planning

c) Public Relations:
   i) News
   ii) Albuquerque the Magazine
   iii) Why Equity Blog

d) Facilities Update - Update on purchase of 524 Central Ave. property to include timeline, financing and updates from two February Foundation board meetings.
   i) Capital Outlay Monies - $50,000 sponsored by Representative Javier Martinez for equipment and furniture for the 2020 - 2021 school year.

5) **Curriculum, Instruction & Assessment Report Out (4:20 - 4:30) (Melissa Govea- Santana)**
   a) Entrepreneurial Framework
   b) Entrepreneurial Professional Development
   c) Next Steps

6) **Finance Committee Report (4:40 - 4:45) (Carl, Betty & Diane)**
   b) Report out on January Financials & Budget Adjustment Requests (BARS)
   c) 2018 - 2019 / 2017 - 2018 Audit Finding Comparison - prepared by Kay Girdner

6) **Entrepreneurial Committee Report (4:45 - 4:50) (Charlie, Alex)**
   a) Entrepreneurial Committee to take place on Tuesday March 10, 2020
7) **Board Development** *(4:50 - 5:00)* **(Kelly)**
   a) Policy Assessment & [Policy development](#) Plan
   b) Preparing for Annual ED Evaluation

8) **Items for Board Action & Discussion** *(5:00 - 5:10)* **(Kelly)**
   a) Need for another board member on Finance Committee
   b) 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) February Board Meeting Minutes
   b) January Financials
   c) Instructional Materials Policy
   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 OR May 2020  
   b) Poli(cies)

12) **Announcement of next regular board meeting**: Wednesday April 8th, 2020 from 4:00 pm to 5:30 pm at Siembra campus.  
   a) Finance Committee - Monday April 6th, from noon to 1 at SLHS  
   b) Entrepreneurial Committee - Tuesday April 7th, 2020 from 8:30 to 10 at Humble  
   c) Equity Council - Weekly on Wednesdays from 8:00 am - 9:30 am at SLHS

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.
March Regular Meeting Minutes

Attendees: Charlie Wisoff- Chair & Secretary (absent): Carl Garcia, Glenna Voight, Kelly Callahan, Alex Horton, Shayne Huffman, Melody Brown
Staff: Jaqi Baldwin, Betty Seeley, Natalie Tavitas, Anna Aguilar, Melissa Govea-Santana
Guest: Andrew Cavalier
Minutes taken by: Anne Tafoya

Kelly Callahan called the meeting to order at 4:03 p.m.
Roll Call was taken and there is a quorum

I. Approval of March 2020 agenda
   MOTION: Glenna Voight moved to approve the March board meeting agenda. Alex Horton seconded the motion. The motion passed unanimously.

II. Executive Director Report
   Jaqi Baldwin reported on the current COVID19 situation. The school is in regular communication with Albuquerque Public schools, New Mexico Department of Health and New Mexico Public Education Department. The staff of Siembra is receiving guidance on how classes will proceed if the school building is closed and if students will need to go to online learning are already set up with Google Classroom. The biggest concern is keeping students and staff safe during this time. APS has given the directive that all out of state travel for conferences will be cancelled. Jaqi wants the staff, students and families to know the situation is being monitored.
   Moving to the next agenda item, Jaqi offered an explanation on why the work groups model need to be in place. Clearly defining each work group is important for the charter renewal application submission, as well as mapping out of the 5 years strategic plan. Siembra has begun to build out the work groups model to align with the school’s three pillars. Jaqi presented the master calendar that was created to plan out weekly meetings with each pillar director and social worker. The purpose of these meetings will be to define roles and provide resources to build up the work groups. The plan is to review how the school is institutionalizing student support work, community engagement work and curriculum work through an equity lens, based on the students that the school serves, then build upon the connections with the entrepreneurial sector. The goal is to have the larger pieces in place to create successful, long-term sustainability of the school.
   The Entrepreneurial Curriculum Work Group is currently cross walking content standards with the information the entrepreneurial experts have provided. Using these standards will help align with what it would look like for the students to put their projects into practice.
   The Equity Council/Advisory Work Group is engaging in community responsiveness and receiving input from students and families to build a better school together. Advisors are developing social emotional
Students Through Entrepreneurship Empowering

curriculum. Staff is receiving professional development around equity. Using engagement strategies around attendance rather than a punitive strategy. An anchor project around social justice is being developed. The Community Engagement Work Group is navigating through the process of how the Ed Café could provide a beneficial experience for all that are involved, by positioning the participants to learn from the community partners/business experts.

Question and Answers:

- Jaqi was asked if she has gone through training for the re-chartering process?
  - Yes, she went through the training and received guidance on the application process and data collection. Jaqi answered that she has also researched the schools that went through the re-chartering process last year.

Kelly spoke more on the re-chartering process, with the deadline of October 1st. Therefore, it is important to creating a timeline to move through and establish goals and benchmarks, which will be tied to Jaqi’s evaluation. Kelly reiterated that the board members are responsible for the evaluation of Jaqi’s position so it essential that that they the review the data and be part of strategic planning.

Jaqi wanted to mention some good news that has taken place in past few weeks. The students partnered with OT Circus to create board games for those with disabilities. The public was then invited to participate in a game night that the students set up. This exhibit generated enough interest so that the news, The Alibi and Albuquerque the Magazine conducted interviews with the students about their projects. Jaqi stated she has written a blog on which will be published through Future Focus Education.

Before moving on to the next agenda item, Jaqi wanted to give the board some updated on the facility. After conducting research on the best space for the school’s projected long term goals, the current space and the building on Central seemed like the best choices. The building on Central is no longer available, so the decision has been made to move forward with the purchase of the current location. The advantage of purchasing the building will be the automatic savings. The foundation will be responsible for the negotiations and contracts such as the building redesign. Jaqi would like help from the board members to determine how the building could be designed to best suit the students. Jaqi informed the board that there is $550,000 in the operating budget, so $200,000 will go toward the down payment, in addition the seller has gifted $250,000 that will go through the foundation. As far as the timeline on the purchase, going through New Mexico Bank and Trust to get the loan approved by May 1st, with an appraisal completed by June 15th. The next steps will be to get the Lease purchase approval, Kelly stated this will have to PED for approval.

III. Curriculum, Instruction and Assessment Report Out

Melissa Govea-Santana reported the school has really grown in terms of project-based learning and incorporating different standards into the curriculum. So, the next step is to make sure that we are including the entrepreneurial prospective into the framework. Especially when it comes to the Senior capstone projects, how the staff would be able to support them with their business plan. The decision was made, after collecting some data, to include entrepreneurial professional development for the teachers. The PD that the teachers receive will allow for greater knowledge base to pass on to their students. Exposing them to the entrepreneurial ideas and language. The other essential piece to developing the entrepreneurial framework is to gain knowledge from the business community partners by inviting them to help guide the curriculum. Alex Horton commented that embedding the business/financial side of being entrepreneur is an important aspect to add to the curriculum.

Alex took a moment to report on the entrepreneur committee- Adam Tafoya (community business owner and financial advisor) has been invited to lend his expertise to the committee. Andrew Cavalier will be asked to
join the next committee meeting. Alex stressed that the importance of building these relationships with the business community so that they can find out what the students need, where there are gaps in learning are and how best can they advise them. Alex reported that they have come up with inventive ideas and incentives to support the students. Including the idea of a scholarship. Andrew offered the information regarding a fundraising effort at the Hispanic Chamber of Commerce, 100% of the proceeds go for scholarships. Becoming a member is $350.00 a year and allows access to many of community wide opportunities.

IV. Finance Committee Report
Diane Gunn Miles normally would report on the finance committee meeting which took place on March 2, 2020 how every she was unable to attend the board meeting. Jaqi Baldwin stepped in to share that Carl Garcia, Jaqi Baldwin, Kay Girdner, Diane Gunn Miles, Tony Monfiletto and Betty Seeley attended the meeting to review the financial reports. In addition, Kay did an in depth analysis of the previous audit and walked the committee through and explained the findings. The board will be asked to approve the January financials and Budget Adjustment Requests as part of the consent agenda.

Kelly asked Jaqi if the board could get a copy of the audit report that Kay reviewed. Kelly stated that is important that the board members understand the audit findings and what steps have been put in place to make corrections. Jaqi suggested that this could be a good opportunity for the board to understand this information as part of the retreat agenda and Strategic planning.

V. Breaking news during the board meeting-
Due to the COV19 situation the Governor announced that all capital outlay money has been vetoed and will be held in reserve in case of an economic downturn. The other news is that all school related travel has been cancelled. This includes the annual spring budget workshop. The budget will have to be accomplish in some other format- using virtual meetings and forms that PED can provide.

The biggest concern right now is the impact COVID will have on the students and the community.

VI. Board Development
Kelly spoke about the policy assessment and how she had developed a comprehensive review of the policies that are required for the school and really what is not required but could be used for best practices. Kelly requested an electronic version of the current school policies. Once Kelly has reviewed the policies then the board will need to come up with next steps for a plan to update policies or submit new plans for approval. By reviewing the policies Kelly can crosswalk what is required by PED and establish a really good baseline for recommendations.

VII. Consent Items
   a) February Board Meeting Minutes
   b) January Financials
   c) Instructional Materials Policy
   d) BARs

VIII. Action item
Glenna Voight moved to approve the March consent agenda. Carl Garcia seconded the motion. The motion passed unanimously.
Kelly noted that she would like each board member to review the consent agenda items prior to each meeting.

(Homework)

IX. Public Input
n/a

Items for future meetings:
ED Annual Evaluation - April 11th, 2020
Policies
Capstone development
Announcement of next regular board meeting: Wednesday April 8th, 2020 4:00

Adjournment- meeting adjourned at 5:34 pm

MOTION: Kelly Callahan motioned to adjourn the meeting. Carl Garcia seconded the motion. The motion passed unanimously.