April 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
   ___ **Quorum**

3. **Approval of Agenda.**

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

4. **Executive Director Report** *(4:05 - 4:25)*
   
   a) Transition to Virtual/Remote School - Monday April 6th - Friday May 29th
      i) Continuous Learning Plan (Family & Student Audience)
      ii) Virtual/Remote Schedule
      iii) Virtual Codes
      iv) Continuous Learning Plan (Compliance to PED)
   
   b) Facilities/Foundation Board Update -
      i) Agenda for 4/7/2020 Meeting
      ii) Approved Minutes from 3/24/20 Meeting
iii) **Purchase Agreement** drafted by Foundation & School attorneys - Meg Meister & Patty Matthews

iv) **Development Agreement** by Foundation attorney, Meg Meister & School attorney Patty Matthews - *needing board chair signature*

v) Closing date pushed back from August 1, 2020 to September 1, 2020

5. **Equity Committee Report** *(4:25 - 4:35)* (Anna Aguilera + JB)
   a) Larger connection to retention
   b) Larger buckets of work:
      i. Social Justice Anchor Project
      ii. Advisory Framework w/Schoolwide social/emotional standards
      iii. Social/emotional psychoeducational support groups
      iv. Onboarding to psychologically safe culture
   c) Members:
      v. Jaqi Baldwin, SLHS Executive Director
      vi. Anna Aguilera, SLHS Student Support Director
      vii. Patrik Nkouaga, SLHS PBL Teacher/Advisor
      viii. Jarad McHugh, SLHS PBL Teacher/Advisor
      ix. Ali Moore, FFE Student Support Director

6. **Entrepreneurial Committee Report** *(4:35 - 4:45)* (Charlie, Alex, Natalie, Melissa + JB)
   a) Larger connection to industry
   b) Large buckets of work:
      i. Entrepreneurial framework
      ii. EE Learning Contract
   c) Members:
      iii. Jaqi Baldwin, SLHS Executive Director
      iv. Natalie Tavitas, SLHS Community Engagement Director
      v. Melissa Santana, SLHS Curriculum Director
      vi. Ronnie Reynolds, SLHS Teacher
      vii. Charlie Wisoff, Board Chair + Entrepreneur @rs21
      viii. Alex Horton, Board Member + ED of International District Economic Development
      ix. Lexi Palmer - High Tide Marketing
      x. Adam Tafoya - Educated Wallet
      xi. Andrew Romero - web media tech start-up entrepreneur

7. **Finance Committee Report** *(4:45 - 4:55)* (Carl, Shayne + JB)
a) Larger connection to long-term organizational financial solvency
b) April 13th Finance Committee Meeting Agenda
c) Larger buckets of work:
   ○ 2020 - 2021 Budget - presenting a balanced budget
   ○ Adaptable salary schedule(s)
   ○ Facilities planning
d) Members:
   ○ Jaqi Baldwin - SLHS Executive Director
   ○ Carl Garcia, Board Member & Parent
   ○ Kay Girdner, School Business Expert/Volunteer
   ○ Shayne Huffman, Board Member
   ○ Betty Seeley - Contract Finance Consultant
   ○ Diane Gunn Miles - SLHS Finance Director
   ○ Tony Monfiletto - Executive Consultant, FFE

7) Board Development (4:50 - 5:00) (Kelly)
   a) Follow up from March meeting
   b) Policy Assessment & Policy development Plan

8) Items for Board Action & Discussion (5:00 - 5:10) (Charlie)
   a) DO NOT 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 - 5:20) (Charlie + JB)
   a) March Board Meeting Minutes
   b) February Financials
   c) Journal Entries (approved by Finance Committee on 4/13)
   d) Title I Allocation for 20-21 SY (approved by Finance Committee on 4/13)
   e) 2020 - 2021 Budget
   f) 2020 - 2021 Calendar
   g) 2020 - 2021 Salary Schedule(s)

MOTION: to approve the consent agenda items
10) **Public Input** - limited to 3 minutes per person (5:20 - 5:25)

11) **Items for future meetings:**
   a) Facilities update
   b) ED Annual Evaluation: Formal Eval May 20th, 2020

12) **Announcement of next regular board meeting:** Wednesday May 20th, 2020 in adherence to stay at home order.
   a) Executive Committee Meeting - Monday May 11th at noon
   b) Finance Committee - Monday May 4th, from noon to 1, virtual
   c) Entrepreneurial Committee - Tuesday May 6th from 11 - 11:45, virtual
   d) Equity Council - Weekly on Tuesday from 2:30 pm - 4:00 pm, virtual

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 505-570-3213 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 505-570-3213 if a summary or other type of accessible format is needed.

***In adherence to statewide social distancing/stay-at-home orders, all board and committee meeting will take place virtually. Please e-mail j.baldwin@siembraabq.org for further virtual meeting details.***
Siembra Leadership High School
Board Meeting
524 Central Ave. SW
Albuquerque NM, 87102
Wednesday April 22, 2020
4:00 pm - 5:30 pm

April Meeting Minutes – Zoom Virtual Meeting

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

Charlie Wisoff called the meeting to order at 4:08 p.m.
Roll Call was taken and there was enough for a quorum

I. Approval of April 2020 agenda
MOTION: Carl Garcia moved to approve the April board meeting agenda. Charlie Wisoff seconded the motion. The motion passed unanimously.

II. Executive Director Report
Jaqi reported that on April 6th Siembra went virtual. Due to the COVID19 situation the team had to develop a continuous learning plan, so that students could attend school on-line. A very specific document was formulated with “need to” resources listed, 80 laptops were checked out to students who needed them for distance learning. APS began providing lunches at different sites for students to pick up.
Jaqi mentioned that Anna coordinated with the social workers and staff to access what support students would need. Jaqi expressed what a challenging time this is, especially since 37 Seniors will be graduating. This is a time to be supportive as a staff. These students are not physically able to do their Capstone projects so each student will have an opportunity to pitch their project virtually. Some students will need additional support, therefore the timeline has been extended.
Jaqi explained what school looks like now, the students are logging on everyday school day from 11 to 2. They can talk to their teachers and advisors. Office hours have been extended. The staff monitors engagement and going in depth implementing support for seniors. Student staffing meets as a team (virtually) every Friday.
Glenna Voight wanted to really express what a good job the staff is doing and the Continuous Plan is beyond compliant. It’s a model for what virtual schools should be doing.
Jaqi stated that the virtual learning has worked well for some students, while other students are having a hard time. And there are still attendance issues.
Zoom calls are made often with every student logged on, so that is encouraging. The staff is also working with families to make sure kids are following the stay at home regulation.
Carl Garcia wanted to express how the staff has really helped his son during this time and he is thankful for their leadership.
Jaqi continued saying that this has been a time of transition. During this trying time, Siembra is graduating their 1st Senior class, and still working on purchasing the building. Jaqi reiterated that school may not reopen, even in the Fall and the best plan is to stay flexible about virtual learning.

**Facilities Report**
The Foundation Board is working on the purchase of the building. An agreement was signed, however the closing of the building will be moved to September 1st. After the purchase the savings will be about $17,000 a month.
Charlie Wisoff asked when do the documents need to be signed? Can they be signed electronically. Charlie asked if any other board member like to be involved in reviewing the documents. Shayne said he would volunteer.

**III. Equity Committee**
Anna Aguilar and Jaqi Baldwin meet with the team on Tuesday. Every student that enters needs to go through the Social Justice Anchor project with an on-boarding process that focuses on social emotional learning. This program is designed to help meet student’s needs, as well as strengthen their internal identity. This is an integral part of building a business.
Charlie asked if the board should have more input in this process? Yes, we are working on this piece.

**IV. Entrepreneurial Committee**
Charlie reported out that the Entrepreneurial committee had a good meeting. The committee is getting larger, seeing the growth is great. An outreach spreadsheet is being put together as a resource for students. Another piece that is being created is an agreement for student internships and mentorships.
Jaqi stated that the staff is working on two areas
- Learning contract
- Community Engagement
Natalie has taken on the Entrepreneurial Framework project with different learning subjects attached to it.
  1. Students
  2. Staff
  3. Entrepreneurship

**V. Finance Committee Report**
Diane reported that the Finance committee met on April 13th and reviewed that budget and the salary schedule. Diane explained that the 4% increase proposed for teacher salaries might revert back to prior year salary schedules. More than likely the budget will be discussed during the special session that may take place this summer.
Kelly asked if new COVID19 language was added in the contracts? Yes, it has been added.
Jaqi added that even though she has only been in the Executive Director position for less than 2 years, she feels she has learned a lot about planning a budget. At this time Jaqi felt it would be best to work with an exact/balanced budget explaining SEG money will be $1.8 with the carry over of $362,000. Jaqi explained that it is helpful to have this funding especially while negotiating the purchase of the building.
Betty stated that the Safe Harmless money will not be available, the budget does reflect that deduction. She did ask PED why the school did not get the funding and has not heard back from them. The school lawyer is pushing to get a definitive answer.
Diane stated she did add $16,000 to the budget for instructional materials.
Questions and Answers:
Glenna asked if instructional materials need to be added to the budget. Yes, this year it is required. Can request for more money through PED and not APS.
Charlie asked about student enrollment as of April 22, 2020, the student count is at 150.
Natalie mentioned that virtual recruitment is going well, using social media and revamping the school website to boost Siembra’s presence.

VI. Board Development
Kelly reported that she created a survey money for Jaqi’s evaluation, which is a follow up from the March meeting agenda. She stated that the board will participate in the survey with a deadline of May 8th. Kelly will send out Jaqi’s self evaluation by May 1st. The May board meeting will have a closed session with Jaqi regarding the formal results of the survey. It is essential to have the survey results ready for Jaqi’s contract renewal in June.

VII. Policy and Development
Kelly mentioned that she really wanted a thoughtful review of the policies and due to the current situation, it’s more important to focus on the students. Kelly suggested the process might be easier if the policies were placed on the share drive. Jaqi said she could do that.
Kelly continued with her report, stating the board training is on target with over 8 hours of training. She reiterated that how the finance team and Jaqi are building the budget is the right way to do it.
Charlie requested that they have a more in depth training on how to read a finance statement.
Kelly explained the Executive Director review for the benefit of the newest board members. The Board is responsible for 1 employee, which is the Executive Director, and to determine how well the ED performed duties and achieved goals. The board will determine if she will get a new contract for 2020-2021. Jaqi did point out that she negotiated for a 2 year contract. But she is still under advisement to have a yearly review. The upcoming closed session will be a review of data and performance.

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

IX. Action item
Carl Garcia moved to approve the April consent agenda. Shayne Huffman seconded the motion. The motion passed unanimously.

X. Public Input
There was a question regarding how do we do public input virtually? Jaqi said anyone who had a public comment could contact her before the meeting.

Items for future meetings:
ED Annual Evaluation - May 20, 2020
Facilities Update
Policies

Adjournment- meeting adjourned at 5:30 pm

MOTION: Carl Garcia motioned to adjourn the meeting. Charlie Wisoff seconded the motion. The motion passed unanimously.