Empowering Students Through Entrepreneurship

Governing Council Retreat
Wednesday July 31st, 2019
8:30 am - 1:00 pm

Facilitators:
Kelly Callahan, Public Charter Schools of New Mexico
Hugh Prather, Prather Consulting

I. Welcome Introductions & Review Agenda 8:30 am - 8:50 am
   Introductions of Siembra staff, governing council members, Siembra Foundation board members & guests from Albuquerque Public School, NM Public Education Department, Future Focused Education and otherwise.

II. Albuquerque Public Schools as our Charter Authorizer 8:50 am to 9:05 am
   A look into the relationship between APS as an authorizer and Siembra from Dr. Joseph Escobedo, Director of Charter School, Albuquerque Public Schools.
   Performance Framework
   Memo on Performance Framework

III. New Mexico Public Education Department & Charter Schools 9:05 am to 9:10 am
   Update(s) from the Public Education Department from Alan Brauer, Director of Charter Schools Division, New Public Education Department.

IV. Who is Siembra? Jaqi Baldwin 9:10 am to 9:30 am
   A. Our model, mission, vision & values - Our three pillar model includes community engagement, student support and project based learning. Our mission, vision, promise and values are grounded in serving opportunity youth through an entrepreneurial lens.
   B. Leadership Schools Network Distinguishers - Over the last couple of years, the Executive Directors of ACE Leadership High School, Health Leadership High School, Technology Leadership High School and Siembra Leadership High School along with Future Focused Education developed 6 distinguishers that are unique to the Leadership School. Our daily practice is grounded in these distinguishers.
V. **Reciprocal Accountability: How Do We Move Siembra Forward?**  
*Jaqi Baldwin & Tony Monfiletto 9:30 am to 9:55 am*

A. **Performance Framework - Mission Specific Indicators:** Siembra has two indicators that they get to choose to capture the true story of the work we are doing. Our indicators are around:

1. **developing student social/emotional assets**
2. **mastery learning through entrepreneurship and public exhibitions.**

B. Accountability work done with Siembra staff to inform how we engage our board in transparent work as a learning organization. This is an update on how Siembra staff were oriented to the school regarding our mission specific indicators along with a deep dive into our data. Our retention rate(s), documented **social/emotional development growth**, looking at feedback from our exhibition judge(s) and look into trends in students earning credit.

**BREAK 9:55 am to 10:05 am**

VI. **Housekeeping: Communications**  
*Charlie Wisoff 10:05 to 10:15 am*

Charlie will support board members in setting up email forwarding with your Siembra email. Siembra email accounts for board members are: *firstname.lastname@siembraabq.org* and temporary password(s) for the initial login are *Siembra4!*

VII. **Guiding Policies: Bylaw Deep Dive & Revision**  
*Hugh Prather & Kelly Callahan 10:15 am to 11:00 am*

**SLHS Bylaws**

**Sections to review**
During this time we want to allow governing council members time to review board bylaws in sections and propose revisions. Our goal is to have revised board approved bylaws at the next (September) meeting. Throughout the year, we also want to ensure that all necessary school policies are in place. We will touch base on how policy development will be a theme of the next school year.

VIII. **Entrepreneurial Committee Meeting**  
*Vanessa Roanhorse, Charlie Wisoff & Leticia Bernal 11:30 am to 12:00 pm*

An entrepreneurial committee has been formed out of necessity to push our work forward through our industry focus. Fortunately, Siembra’s board is comprised of local entrepreneurial experts. This is the first formal meeting of the entrepreneurial committee.

A. The goals of our entrepreneurial committee are as follows:
a. Flesh out roles for board members (i.e. helping with curriculum development, professional development training for staff and connecting community resources)
   i. Coach: Depends on project to project… if a student
b. Flesh out organizational logistics (when to meet i.e.)
c. Figuring out documentation

**WORKING LUNCH SERVED AT 11:45 am**

IX. **Finance/Audit Committee Meeting** Betty Seeley, David Vigil, Kelly Callahan & Jaqi Baldwin 12:00 pm to 12:00 pm
Finance and Audit Committees are mandated in charter school operations. There are requirements about having board members, parents and industry experts as a part of these committees.

**Business:** Review financial documents & policies and crosswalk with audit finding that are being addressed through policy change(s)

- Payroll Policy
- Cash Receipts Policy
- Public Education Department Reporting Policy
- Pledged Collateral Policy
- May 2019 Financials - to include a checklist for monthly review of Finance/Audit Committee

**Goals:** Goals for this time together were driven by asks of board members.

- Goals one: figure how what the delineation for responsibilities is between committee members and board members generally + how we communicate with each other so we can trust and verify (i.e. what does a one pager for the general board look like and how do we produce that?)
- Goal two: set KPIs
- Goal three: Discuss appropriate financial oversight and where board is involved there.
- Goal four: Separate finance and audit committee/develop a separate audit committee.
IX. **Regular July Board Meeting** Charlie Wisoff 12:30 pm to 1:00 pm

1) Call to order in accordance with the Open Meetings Act

2) Role Call:
   ____ Charlie Wisoff
   ____ Carl Garcia
   ____ Vanessa Roanhorse
   ____ Leticia Bernal
   ____ Glenna Voigt
   ____ Quorum

3) Approval of Agenda

**MOTION: To approve the July Board Meeting Agenda**

4) Consent Agenda Items:
   a. [Payroll Policy](#)
   b. [Cash Receipts Policy](#)
   c. [Public Education Department Reporting Policy](#)
   d. [Pledged Collateral Policy](#)
   e. Memorandum of Record: Contract Negotiation
   f. May 2019 Financials

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

5) Item(s) for Board Discussion & Action:
   A) Regular Board Meetings: Throughout the previous school year, Siembra board meetings have been held on the 3rd Wednesday of every month from 5:30 pm to 7:00 pm. Does this still meet the needs of the board?

6) Items for Future Agenda(s):
A) Summative Evaluation: As part of previously approved board approved Executive Director Board evaluation, summative evals (oral feedback from governing council to Executive Director) shall take place quarterly: September 2019, December 2019, March 2020, June 2020.


7) Announcement of next board meeting: (we are skipping one month for the 2019 - 2020 school year to be respectful of schedules) September _________ 2019 from _____ to ________.

8) Adjournment

MOTION: To adjourn the regular July Board Meeting

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.
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An entrepreneurial committee has been formed out of necessity to push our work forward through our industry focus. Fortunately, Siembra’s board is comprised of local entrepreneurial experts. This is the first formal meeting of the entrepreneurial committee.

A. The goals of our entrepreneurial committee are as follows:
   a. Flesh out roles for board members (i.e. helping with curriculum development, professional development training for staff and connecting community resources)
      i. What is the role of the board and how can committee members be involved- (consultants)
      ii. Look at each project curriculum-being mindful of where students are at – Entry Point
      iii. Pitching- resources looking at goals through - lens
      iv. Capstone- Marketing plans – students learn how to presents
      v. Committee members can be connectors with business community-resources
      vi. Bringing authentic experiences for students
      vii. Teachers don’t know a lot about entrepreneurship- need to learn through business owners
      viii. Students need hands on experience
      ix. How to put a plan into action
      x. How to align with school curriculum with entrepreneurship-
      xi. Vanessa is willing to bring in support – resources- relationship
      xii. Create an advisor team- co create
      xiii. Want to create strong structures for the school
      xiv. Build mentorships with business owners - helpful to get exposure regarding building a business, lessons learned, community resources
xv. Community of practice exists- facilitate a conversation (what do teachers know and need help with)

xvi. What is the goal for the teachers- Co-creation?

xvii. Entrepreneurship fair

xviii. Help to create a culture at the school

b. Flesh out organizational log
c. logistics (when to meet i.e.)
i. Look at September to meet- (Set up times)
d. Figuring out documentation

WORKING LUNCH SERVED AT 11:45 am

IX. **Finance/Audit Committee Meeting** Betty Seeley, David Vigil, Kelly Callahan & Jaqi Baldwin

Finance and Audit Committees are mandated in charter school operations. There are requirements about having board members, parents and industry experts as a part of these committees.

- Presenting the budget as of May 31, 2019
- **Operation Revenue**
  - PED allows the budget as cash- Revenue 1.3m
  - Comes for State funding
  - Kellogg foundation grant 80k and other funding sources
  - Lease assistance dollars
  - Title1 and Special Ed funds
  - Future Focus grant
  - SB9-
    - **Year To Date Funds- Expenditures July 1 to June 31**
    - **Operations Functions**
    - **Object category**

Jaqi Baldwin, Betty and David meet through June to close out the fiscal year

What is the cash reserve policy- 30 days cash on hand

- Siember has a benchmark- several months of cash on hand
- Build in the matrix
- What does it look like to stay on track
- 5 year forecasting
Money to obtain building

**Business:** Review financial documents & policies and crosswalk with audit finding that are being addressed through policy change(s)

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- Public Education Department Reporting Policy
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- May 2019 Financials - to include a checklist for monthly review of Finance/Audit Committee

**Goals:** Goals for this time together were driven by asks of board members.

- **Goals one:** figure how what the delineation for responsibilities is between committee members and board members generally + how we communicate with each other so we can trust and verify (i.e. what does a one pager for the general board look like and how do we produce that?)

- **Goal two:** set KPIs- Executive level snapshots
  - What are the key matrix’s that we want to report out- build out reports that the Board wants and easy to understand and read (graphs)/dashboards
    - Bench mark around cash flow
    - Tracking the operational budget for school
    - Tracking purchase of building
    - Track 5 year funding
  - Betty is doing tracking funding source- forecasting
  - What are funding restrictions and analyzing
  - **David would like to be a part of the finance committee**

- **Goal three:** How will legislation impact funding- informs the boards

- **Goal four:** Monthly bank statements- need to be reviewed and signed

- **Goal three:** There is a list that the finance committee needs to be reviewing before the Board meeting to vote on

- **Goal four:** Check listing- (checks that have been written) need to be reviewed

- **Goal three:** Discuss appropriate financial oversight and where board is involved there.

- **Goal four:** Separate finance and audit committee/develop a separate audit committee.
  - Glenna, Carl, David
IX. **Regular July Board Meeting**

1) Charlie Wisoff called the meeting to order in accordance with the Open Meetings Act.

2) Role Call:
   - Charlie Wisoff
   - Carl Garcia
   - Vanessa Roanhorse
   - Leticia Bernal
   - Glenna Voigt
   - Yes Quorum

3) Approval of Agenda

**MOTION: To approve the July Board Meeting Agenda**

Carl Garcia made the motion to approve the July Board Meeting Agenda. Vanessa Roanhorse seconded the motion. The motion passed unanimously.

4) Consent Agenda Items:
   a. [Payroll Policy](#)
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   c. [Public Education Department Reporting Policy](#)
   d. [Pledged Collateral Policy](#)
   e. Memorandum of Record: Contract Negotiation
   f. May 2019 Financials

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

Carl Garcia made the motion to approve the July consent agenda items. Glenna Voight seconded the motion. The motion passed unanimously.

5) Item(s) for Board Discussion & Action:

   A) Regular Board Meetings: Throughout the previous school year, Siembra’s board meetings have been held on the 2nd Wednesday of every month from 4pm – 5:30pm. Make exemptions for Holiday
6) Items for Future Agenda(s):
   A) Summative Evaluation: As part of previously approved board approved Executive Director Board evaluation, summative evals (oral feedback from governing council to Executive Director) shall take place quarterly: September 2019, December 2019, March 2020, June 2020.
      a) Jaqi Baldwin is proposing that there be a quarterly report out of her evaluation
   C) Board recruitment

7) Announcement of next board meeting: (we are skipping one month for the 2019 - 2020 school year to be respectful of schedules) September 11th, 2019 from 4:00 to 5:30

8) Adjournment

MOTION: To adjourn the regular July Board Meeting
Vanessa Roanhorse made the motion to approve the adjourn. Carl Garcia seconded the motion. The motion passed unanimously.

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