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

Wednesday September 11th, 2019
4:00 pm - 5:30 pm

September Regular Meeting Agenda

1) Call to Order

2) Roll Call
   _____ Charles Wisoff, Chair & Secretary
   _____ Carl Garcia
   _____ Leticia Bernal
   _____ Glenna Voigt
   _____ Vanessa Roanhorse
   _____ Quorom

3) Approval of Agenda

   MOTION: To approve board meeting agenda

4) Board Member Changes (4:10 - 4:15) (Jaqi & Charlie)
   a) Resignation of Vanessa Roanhorse effective 9/30/2019
   b) Update on Kelly Callahan
   c) Addition of Alex Horton

   MOTION: To approve board member Alex Horton

5) Executive Director Report (4:15 - 4:20)
   a) Staffing
   b) Start of school year
   c) Site Visits
d) Retention/Recruitment

e) Foundation

f) Grants
   
i) Kellogg (Foundation)
   ii) CSI (NM PED)
   iii) Early College High School (NM PED)

6) Finance & Audit Committee Report (4:20 - 4:30) (Diane Gunn Miles)
   a) Financial graphs (Diane)
   b) Finance Committee Meeting Agenda 9/3/2019
   c) budget revision work (Diane)
   d) Contract/consulting service provider procedure (Betty & Diane)
   e) internal audit findings (Betty)

7) Community Engagement Director Report (4:30 - 4:35) (Natalie Tavitas)
   a) Student Recruitment
   b) Paid Internships
   c) Community Partnerships

8) Student Support Director Report (4:35 - 4:40) (Anna Aguilera)
   a) Intake assessments
   b) Attendance Data
   c) Exit Interviews
   d) Dual Enrollment

9) Special Education Director Report (4:40 - 4:45) (Melissa Govea-Santana)
   a) SpEd snapshot
   b) Site visit
   c) Program Overview
   d) STARS reporting

10) Curriculum, Instruction & Assessment Director Report (4:45 - 4:50) (Flavio Lopez)
    a) Overview of entrepreneurial projects - work with teachers
    b) Senior Capstone
    c) Entrepreneurial curriculum and committee & Retention

    a) Policy development
b) GC training plan/update

12) Items for Board Action & Discussion (4:55 - 5:00) (Jaqi & Charlie)
   a) Revised bylaws based on input from Board at July 31st, 2019 retreat and APS Finance Department

MOTION: to approve revised bylaws with correction of typo and based on pending board consultant recommendation regarding executive committee member(s)

13) Consent Items (5:00 - 5:05)
   a) July Board Meeting Minutes
   b) June Financial Report
   c) July Finance Report
   d) 4th Quarter Report(s)
   e) BARS

MOTION: to approve the consent agenda items

13) Executive Session - Summative Evaluation of Executive Director (Charlie) (5:05 - 5:20)
   a) Executive Director Evaluation Policy (Dec 2018)
   b) Executive Director Evaluation Form

14) Public Input - limited to 3 minutes per person (5:20 - 5:25)

15) Items for future meetings:
    ED Quarterly Summative Eval Dec 11th, 2019
    Polici(ies)
    Bylaws
    Executive Committee Member(s)

16) Announcement of next regular board meeting: Wednesday October 9th, 2019

17) 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.
Members Present: Charlie Wisoff, Carl Garcia, Glenna Voight
Absent: Leticia Bernal
Staff: Jaqi Baldwin, Flavio Lopez,
Guests: Glenn Fellows, Tom Jenkins, Anne Tafoya, Grace Frey, Annalicia Diaz
Minutes Taken By: Anne Tafoya

Meeting Minutes

Call to Order at 4:05 - Announcement of the Meeting in Accord with the Open Meetings Act
Roll Call was taken before the approval of agenda

Approval of Agenda

Action Item: Carl Garcia made the motion to approve the September agenda, Charlie Wisoff seconded the motion. The motion passed unanimously.

Board member Changes

It was reported that Vanessa Roanhorse has resigned and in her place she has recommended Alex Horton as a replacement. Alex is a graduate of Highland HS and is a young entrepreneur running the International District Economic Development Center. He has ties to Siembra and is excited about being on the board

Action: A motion was made to approve the appointment of Alex Horton to Siembra Leadership HS Board. Glenna Voight moved to approve the appointment of Alex to the board. Carl Garcia seconded the motion. The motion passed unanimously.

Update on Kelly Callahan

The school is contracted with the organization that Kelly works for. So she is working out whether or not it is a conflict of interest for her to be her in a board capacity. Kelly will be able to with us either way. If she gets the green light she will be on the board. If not she will still attend 5 board meetings throughout the year and help with policy development. This could count as board training.

Executive Director Report

Jaqi Baldwin reported that for the first time the school is fully staffed. Jaqi expressed that she is very clear on her role of supporting the right people in the right positions. Providing support through leadership is essential to carry out the mission, vision and values of the school, as well as setting up structures and spaces to do the work. The staff is completely focused and committed to curriculum development. Big goals are recruitment and retention, so by shifting intention and focus the result is that not one student has withdrawn this new school year. The intervention is supported by examining the data, addressing the issues and then implementing specific tools and practices. Additional good news is that the school is receiving kudos and acknowledgement for its uniqueness for being the only entrepreneurial APS charter school. Will be represented at the School Choice Fair. Siembra has been asked to have seat at the table for Charter Design Team. This is an opportunity to share our perspective and voice how we work with the young people we work with and how we influence the ways schools are created.

Jaqi gave an update on the Foundation Board- after the Foundation Board meeting it was decided that the purchasing of the building would not move forward at this time, instead the non-profit piece will be set up. There is a lot of legal requirements and filling the board with the right members with specific skill sets.
The grant reporting and submission process is well underway and hoping that additional funding will come through to move the school forward towards the goals.

1) Audit/Finance Committee report
   a. Financial graphs were created
      i. Some clarifying questions were asked and it was proposed to make the graphs visually easier to understand.
   b. Finance an Audit Committee Meeting took place prior to the board meeting
      i. Reviewed reports from last year as well as June and July financials
      ii. All processes and money paid out is questioned and examined
      iii. Prepared procedures based on recommendations
      iv. Will get clarification that all policies are being followed
      v. Preparing for the audit that will take place in October
   c. Budget Revision work
   d. Contract/consulting service provider procedure
   e. Internal audit finding (Betty is doing an internal audit)

2) Community Engagement Director Report
   a. Student Recruitment
   b. Paid Internships
   c. Community Partnerships- helping with student engagement helps retention

3) Student Support Director Report
   a. Intake assessments
   b. Attendance Data
   c. Exit Interview
   d. Dual Enrollment

4) Special Education Director Report
   a. SpED snapshot
   b. Site visit
   c. Program overview
   d. STARS reporting

5) Curriculum, Instruction & Assessment Director Report
   a. Overview of entrepreneurial projects-work with teachers
   b. Senior Capstone
   c. Entrepreneurial curriculum and committee and retention

6) Board Development
   a.

7) Consent Agenda
   a. Approval of Minutes of the July, 2019 Meeting
   d. 4th Quarter Reports
   e. BARS

  **Action Item:** Carl Garcia made the motion to approve the Consent Agenda. Charlie Wisoff seconded the motion. The motion passed unanimously.

8.) Board Development
    a) Board self-evaluation

10.) Executive Session
12.) Public Input  N/A

**Items for future meeting**

Announcement of next meeting: October 9, 2019 4:00-5:30 Siembra

Adjourned- 7:06 pm

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