October Regular Meeting Agenda

1) Call to Order

2) Roll Call
   ____ Charles Wisoff, Chair & Secretary
   ____ Carl Garcia
   ____ Leticia Bernal
   ____ Glenna Voigt
   ____ Alex Horton
   ____ Quorum

3) Approval of Agenda

   MOTION: To approve board meeting agenda

4) Board Member Changes (4:10 - 4:15) (Jaqi & Charlie)
   a) Addition of Kelly Callahan

   MOTION: To approve board member Kelly Callahan

5) Executive Director Report (4:15 - 4:25)
   a) Site Visits
   b) Retention/Recruitment
   c) Foundation/Facilities

a) Update on Finance Director  
b) Finance Committee Meeting Agenda 9/30/2019  
c) 4th Quarter updates  
d) Potential finding update  
e) CAP Monitoring Site Visit October 1st  
f) Audit October 7th - October 11th

7) Entrepreneurial Committee Report (4:35 - 4:45) (Flavio Lopez & Natalie Tavitas)  
   i) Entrepreneurial Exhibition Rubrics  
   ii) Ed Cafe  
   iii) Exhibition Judges  
   iv) Community Outreach Efforts  
      1) Trimester I Exhibition  
      2) Trimester II Ed Cafe

7) Board Development (4:45 - 4:55) (Jaqi & Charlie)  
   a) Policy development  
   b) GC training plan/update  
   c) Board Manual  
   d) Recruitment  
   e) Contact Info

8) Items for Board Action & Discussion (4:55 - 5:05) (Jaqi & Charlie)  
   a) Executive Committee Members  
   b) Vice President Election or change of bylaws  
   c) Treasurer Election or change of bylaws  
   d) Use of Google docs

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

9) Consent Items (5:05 - 5:10)  
   a) September Board Meeting Minutes

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

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
   Policies

16) Announcement of next regular board meeting: Wednesday November 13th, 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.
Siembra Leadership High School
524 Central Ave. SW
Albuquerque NM, 87102
Wednesday October 9th, 2019
4:00 pm- 5:30 pm

October Regular Meeting Minutes

Attendees: Charles Wisoff, Chair & Secretary
Members: Carl Garcia, Leticia Bernal, Glenna Voigt, Alex Horton
Staff: Flavio Lopez, Natalie Tavitas, Diane, Betty

Action Items:
- Charlie will create a template for the board to send out to potential entrepreneurial partners
- Alex will email the template/example
- Glenna will forward the training information to Alex
- Charlie would like each board member to help with recruitment of additional members.
- Kelly will help with onboarding materials for new board members
- November 17/18 Board Training (when do attend training make sure it is specifically for board member)
- Kelly will talk with Jaqi and Hugh about the bylaws.

Call to Order

Approval of Agenda

MOTION: Glenna Voight moved to approve the October agenda. Charlie seconded. The motion passed unanimously.

Board Member Changes
A determination was made that because an MOU was in place prior it would not be a conflict of interest for Kelly Callahan to join the board. A decision was made to wait until the November meeting to finalize Kelly Callahan’s nomination.

Executive Director Report
Due to illness Jaqi Baldwin was not able to attend the board meeting to give a report.
Flavio Lopez reported that the APS site visit went well with feedback received that there is evident growth in the school and program. Retention is maintaining at a steady rate and the school year is well under way.

Finance & Audit Committee Report
Betty reported that due to audit prep and all the work that entails and with Diane being sick for two weeks the financial reports were not available at this time. Given these situations Betty still feels comfortable with how the year is progressing. Betty did mention the financial reports were submitted to PED and approved, therefore, last year’s reports can be closed out.
The first quarter reports will be available for the November meeting. Through the audit process there was a discovery made that a few of the RFR’s submitted to APS have not been paid. This is being researched and will be resolved. Diane reported that everything went fine with her side of the audit and that just small adjustments need to be made to the salary schedules- based on experience and levels.

**Entrepreneurial Committee Report**
Flavio Lopez emphasized that the addition of the entrepreneurial curriculum will start to lay the foundation of how these ideas can be intertwined within the basic curriculum to move the school forward. One of the plans laid out is to ask the entrepreneurial experts to help build an exhibition rubric with evaluation tools so that the feedback to students is consistent. The rubric was created with questions in mind that entrepreneurs can ask to help determine if they want to invest in or become a community resource for the students. (minutes for the EC meeting were included in the packet). The Glows and Grows piece of the rubric gives a student a chance to talk through their business plan to build relationships and trust through warm criticism. Starting with a common language and understanding at the Freshman level to help the student grow and transition to a job/internship at the Senior level. Another important factor is to start with baseline data that will determine next steps and help grow the program. Building the entrepreneurial network is essential – invite 3 or people you know. Charlie will create a template to send out.

Ed café was discussed as an opportunity to pitch ideas. If a business partner has an idea that could benefit students they can bring it to the café.

**Board Development**
- **Policy development**
- **Hugh is developing board development**
- Kelly went through school policy book and highlighted gaps and what are PED requirements
- Kelly did indicate that this is an ongoing project and will take a year to complete to make sure school is in compliance and develop best practices.
- GC training plan/update- Glenna and Kelly are fully approved to vote, Charlie is keeping track, Alex will need to take training – can do all training online- need “7hrs” Kelly will provide the additional 3 hours Glenna will forward the training to Alex
- Nov 17-19 there will be Board training- flyer available with info
- Board Manual-on boarding material- Kelly with help with this
- Recruitment- would like to have 7 board members- encouraging members to invite people they know
- Contact Info- needs everyone’s info for audit purposes
- Everyone needs to sign the conflict of interest form

**Items for Board Action & Discussion**
- Executive Committee Members- Jaqi and Charlie set the agenda at these meetings
- What positions are required by state law. None are however: according to Siembra’s bylaws all positions are required- President, Vice-president, Secretary and Treasure.

**Best Practices to be in Compliance**
- President is the go-to person to sign documents- Charlie Wisoff is acting President
- Vice President (can remove this position)
- Treasurer Election – Carl Garcia was nominated (can view and sign documents and off on bank statements- can be taken care of at finance mtg)
- Secretary Election - Charlie Wisoff
- Siembra has all bylaws in handbook
- Use of Google docs- have a common place to put all folders and Jaqi will only send out to one person at a time to avoid rolling quorum
Board Officers

MOTION: Charlie moved to remove the position of Vice President from the bylaws. Carl Garcia seconded. The motion passed unanimously.

MOTION: Carl Garcia moved to vote Charlie Wisoff on as the Board Secretary- Leticia Bernal seconded. The motion passed unanimously.

MOTION: Charlie Wisoff moved to vote Carl Garcia on as the Board Treasure- Leticia Bernal seconded. The motion passed unanimously.

Consent Items

MOTION: Carl Garcia made a motion to approve the September consent items. Charlie Wisoff seconded. The motion passed unanimously.

Items for future meetings:

- ED Quarterly Summative Eval Dec 11th, 2019
- Poli(cies)

Announcement of next regular board meeting: Wednesday November 13th, 2019 4:00-5:30

Motion to adjourn:

MOTION: Carl Garcia made motion to adjourn. Charlie Wisoff seconded. The motion passed unanimously.

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