November Regular Meeting Agenda

1) Call to Order

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

3) Approval of Agenda

MOTION: To approve board meeting agenda

4) Board Member Changes (4:05 - 4:10) (Jaqi & Charlie)
   a) Addition of Kelly Callahan

MOTION: To approve board member kelly Callahan

5) Executive Director Report (4:10 - 4:20)
   a) Retention/Recruitment
   b) Foundation/Facilities
   c) Strategic Planning
6) Finance & Audit Committee Report (4:20 - 4:30) (Diane Gunn Miles)
   a) Board Approval(s) of Finance Docs
   b) Finance Committee Meeting Agenda 11/6/2019
   c) Audit October 7th - October 11th - Update

7) Entrepreneurial Committee Report Out(4:30 - 4:40) (Flavio Lopez & Natalie Tavitas)
   d) Network Building & Community Outreach
   e) Upcoming Events
   f) Color Theory Updates

7) Student Support Report Out(4:40 - 4:50) (Anna Aguilera)
   g) Attrition
   h) Advisory

7) Community Engagement Report Out(4:50 - 5:00) (Natalie Tavitas)
   i) Tri II Ed Cafe & Tri II Projects

7) Board Development (5:00 - 5:10) (Jaqi & Charlie)
   a) Policy development
   b) GC training plan/update
   c) Board Manual
   d) Contact Info

8) Items for Board Action & Discussion (5:10 - 5:20) (Jaqi & Charlie)
   a) Recruitment of Board Members
   b) Recruitment of Audit Committee Members

9) Consent Items (5:05 - 5:10)
   a) October Board Meeting Minutes
   b) September Financials
   c) August Financials
   d) Budget Adjustment Request(s) 3

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

15) Items for future meetings:
   ED Quarterly Summative Eval Dec 11th, 2019
   Poli(cies)

16) Announcement of next regular board meeting: Wednesday December 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.
November Regular Meeting Minutes

Attendees: Charles Wisoff, Chair & Secretary Members: Carl Garcia, Leticia Bernal, Glenna Voigt, Alex Horton
Absent: Kelly Callahan (attending a conference)
Staff: Jaqi Baldwin, Flavio Lopez, Natalie Tavitas, Anna Aguilera, Diane, Betty

Call to Order

Approval of Agenda

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

Board Member Changes

MOTION: Glenna Voight moved to approve Kelly Callahan as a Siember Leadership High School Board Member. Carl Garcia seconded the motion. The motion passed unanimously.
*Kelly Callahan is now an official board member.

Executive Director Report

Retention/Recruitment

• 132 students right now, goal is to have 160 students by 80 day count- Retention and recruitment is essential to obtain the budget to operate and growth of the program.
• Natalie is at an event to recruit more kids
• How do we retain the existing students? Provide the quality of education and experiences that keep students engaged?
• Jaqi and Natalie are working on a recruitment plan for this year and next year- also working closely with Diane, Betty and Tony on how these numbers are affecting the budget and our operations.
• Betty actually did some research and found that the school would have had a deficit of $186,00 – but she found that because of the Small School funding ruling- the school can be funded off of what you think the growth will be and if you don’t reach that growth you still keep the money (term is Safe Harmless). So instead of a huge funding lose, it will only be about a $650 deficit.

Foundation/Facilities

• If we don’t purchase this building we will have to move next year in January
• With the help of the Foundation Board-the options for buildings in the downtown area has been narrowed down to a few choices- The current building and a space at 3rd and Central up on the top floor. This is considered a good choice because it has 11,000 square feet with the right type of space for class rooms and
a kitchen and it's away from the street and will have room to grown into the bottom floor. There is also an existing elevator so that will help reduce build out costs.

- Information of both buildings will be reviewed at the Foundation Board meeting. They will examine the long term financial consequences with a purchase price of $2million, with the hope of negotiating the price.
- Strategic Planning – so the goal is to reach for 160 students and hit the 200 mark by next year (have to figure in the students that will be graduating) so will have to add evening school - to be able to get additional funding for the purchase of the new building. The plan is also to ask for additional funding at the next legislative session. Glenna suggested hosting a breakfast for the Representative and that the students could be part of the legislative session to help lobby for capital outlay for Seimbra.

Student Support Report Out
Anna Aguilera reported that we have had 34 student withdrawals for various reasons. A system has been created to keep track of the reasons these students are no longer enrolled. Different strategies have been implemented to try and understand each student’s circumstance that may create barriers for attending school. Offering attendance and prevention resources to encourage students to stay engaged. Providing newly enrolled students with orientation, on boarding and a tour of the school. Additionally, pairing them with another student to help them navigate through the school easier. The current retention rate is 82%. Charlie commented that he would like to see data – Are we improving, how much have improved by? Asking what isn’t work as well as what is working and why students do stay in school? This data could help to identify strategies that are increasing retention. Glenna mentioned that really creating a solid culture for the students will help draw other students to the school. Anna agreed and really wants to create a cultural of celebration especially since this is the first year the school will have a graduating class.

Finance & Audit Committee Report
There was a request from Charlie for some additional training to help the board understand the financial statement. He feels it is important to know what is important for the board to be looking for. Glenna emphasised that it’s important to see the codes and where the money is being spent.

Review of financial statements of August and September 2019
1. Board Approval(s) of Finance Docs
2. Finance Committee Meeting Agenda 11/6/2019- The finance committee met on November 6th to review The financial statements from August and September, 2019, review of BARS and review of Journal entries.
3. Audit October 7th - October 11th - Update

Entrepreneurial Committee Report
Network Building & Community Outreach
Charlie reported that that a spreadsheet has been created of the all the potential business that have been reached. He feels that they are doing a good job of building partnerships with both non-profit and private sectors. Have a goal and holding each other accountable is a good way to make sure this work moves forward. With the help of Alex, they are reviewing the curriculum – and creating a module for professional development that can be presented to the staff regarding entrepreneurship.

Color Theory Updates
Alex proposed that it would be good to engage Siembre by bringing in the Navigators that work with the immigration population and how they are supporting Non-English speaking entrepreneurs in the city. He also mentioned how the Carl Perkins Grant and how different communities are benefiting from this integration,

Community Engagement Report Out
Tri II Ed Cafe & Tri II Projects- Would like to bring in Entrepreneurs who can help the students design the projects.
Some good brainstorming questions and ideas

- How do we take projects and make them more Entrepreneurial
- Students could present at a conference - conference proposal
- Students could prepare food and sell at local markets
- Learn about the business models
- 3 Sisters are starting a café-
- Night market on Wednesday evenings


As mentioned before Jaqi and Natalie are working together on this strategy

Board Development

1. Policy development will review and discuss - plan is to approve 3 a month - review the PED policies
2. Handbook-Parent/Student handbook and Employee Handbook - Betty and Jaqi will work on this - bring draft to board for approval
3. GC training plan/update - Kelly has developed a plan to help the board get hours (during board meetings)
4. Board Manual - To do the policy review first and then come back to the Board Manuel
5. Contact Info - Board members should only send emails from Siembra created emails.

Items for Board Action & Discussion

1. Recruitment of Board Members - It’s everyone responsibility to identify and bring in new members (suggest some one with a legal or finance background) would like to have a roster of 7-8 members
2. Recruitment of Audit Committee Members - would like a community member

Consent Items

MOTION: Carl Garcia made a motion to approve the October 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 December 11th, 2019 4:00-5:30
Might move it to December 18th

Motion to adjourn: Charlie Wisoff made the motion to adjourn the meeting. Carl Garcia seconded. The motion pass unanimously.