Empowering Students Through Entrepreneurship

Regular Monthly Board Meeting: OCTOBER

Date: October 7th, 2020
Time: 4:00 pm - 5:30 pm
Zoom Link: https://nmhu.zoom.us/j/932906361

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

2) Role Call:
   ____ Charlie Wisoff
   ____ Carl Garcia
   ____ Alex Horton
   ____ Kelly Callahan
   ____ Glenna Voigt
   ____ Shayne Huffman
   ____ Melody Brown
   ____ Quorum

3) Approval of Agenda

MOTION: To approve the October Board Meeting Agenda

4) Addition of new board member: Natalie Sommer
   a) Reminder: bylaws reflect that as one board member exits they are recommending/identifying a replacement. Natalie has been identified and recruited by current board chair, Charles Wisoff
   b) Natalie Sommer - Resume

MOTION: To approve Natalie Sommer as a SLHS Board Member

5) Entrepreneurial Committee Report Out
   a) Current Committee Members: Alex Horton, Charlie Wisoff, Natalie Tavitas, Melissa Santana, Jaqi Baldwin
6) Finance Committee
   a) Recap of Finance Committee Meeting that took place on Tuesday September 29th, 2020 - AGENDA
   b) BOARD TRAINING - BARs
   c) Current Committee Members: Betty Seeley, Diane Gunn Miles, Carl Garcia, Shayne Huffman & Jaqi Baldwin

7) ED Report Out/Updates
   a) Exhibitions - October 12 - 14th
   b) Charter Renewal - Submission and procession
   c) Re-entry collaboration
   d) BOARD TRAINING
   e) Annual Evaluation: Category 5 -Instructional Leadership:
      i) 5.1 Sets priorities in the context of improving student achievement
      ii) 5.4 Formulates procedures for gathering, analyzing and using charter school data for decision-making
      iii) 5.6 Collaboratively develops, implements, and monitors change process to improve student and adult learning

8) Board Training:
   a) September Board Meeting: training report
   b) September Retreat Training Report Notes

9) Consent Agenda Items:
   1. September Regular Board Meeting Minutes - 9.3.2020
   2. September Special Board Meeting Minutes - 9.24.2020
   3. July 2020 Financials
   4. BAR #6 - To budget Instructional Materials (Fund 14000) Carryover from 2019 - 2020
   5. BAR #7 - Maintenance Bar - Operational Fund 11000
   6. BAR #8 - Maintenance Bar - Operational Fund 11000
   7. BAR #9 - To budget reduction of fund 11000 after unit value decrease and ELTP funding (after special legislative session in July)
   8. BAR #10 - To adjust starting budget for fund 29102 (private donations) to actual carryover amount from 2019-2020.
9. POLICY: Funding of Employee Professional Development, Licenses and Professional Certification
10. POLICY: GASB 54 Policy

MOTION: To approve the consent agenda items 1 - 10

10) Items for Future Agenda(s):
   ● Board Chair Recruitment Process (standing until completed)
   ● Charter Renewal (standing until completed)
     a) Role Clarity
     b) Process
     c) Timeline
   ● Audit (upon public release)
   ● Policy Approval(s)
     a) Title IX (Nov)
     b) Instructional Materials (Nov)
   ● CLR Framework (November)

11) Announcement of next board meeting: November 4th, 2020 from 4:00 pm to 5:30 pm

12) Adjournment

MOTION: To adjourn the regular 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 505-570-3213 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 meetings will take place virtually. Please e-mail j.baldwin@siembraabq.org for further virtual meeting details.
Empowering Students Through Entrepreneurship

Siembra monthly board meeting:

Date: October 7th, 2020
Time: 4:00 pm - 5:30 pm

Attendees: Chair: Charlie Wisoff: Members: Carl Garcia, Kelly Callahan, Glenna Voigt, Shayne Huffman, Melody Brown
Guest: Natalie Sommer
Absent: Alex Horton
Staff: Jaqi Baldwin, Diane Gunn Miles, Ms. Aguilera, Natalie Tavitas, Betty Seeley, Tony Monfiletto,

Minutes

Approval of Agenda

MOTION:
Carl Garcia made a motion approve the October Board Meeting Agenda. Charlie Wisoff seconded. The motion passed.

Addition of new board member:
Natalie Sommer introduced herself and gave a brief description of her experience and background. Her full resume was attached to the meeting packet and the existing board members were able to review the information.

MOTION:
Glenna Voight made a motion to approve Natalie Sommer as a Siembra Leadership Board Member. Shayne Huffman seconded. The motion passed.

Entrepreneurial Committee Report Out
Meeting took place on Tuesday. Good attendance. The ask was regarding the exhibitions that are coming up for the students. Rubrics are developed and used, and community partners will be coming into the school to score the students one their presentations. Making sure the students as well as the panel are prepared, so this year will be used for lessons learned. Natalie has developed a spreadsheet to track students to business partners. This will be a useful tool to help students find mentors who have expertise in a specific area.
Finance Committee
Board Training - BARs
Diane Gunn Miles explained that BARs are Budget Adjustment Requests, so basically a process to receive approval to spend money or move line items within a budget. She continued to explain the process a BAR has to go through to receive final approval. There are many steps, starting with the preparation of the document: review by the finance committee; presentation and approval by the Governing Board: Once it has been approved then it is entered into the PED system called the OBMS. Diane shared the website that she uses to submit BARs where she can go back into the site to see the progress of the submission.

The 5 types of BARs.
- Initial – new grants/funding
- Increase- Increase in a fund
- Decrease- cut in funding
- Maintenance-move money to different function
- Transfer move money to different function

Charlie Wisoff reminded the board that one of their duties is the fiduciary responsibility for expenditures that occur through the school. So, it is important to understand the function of the budget.
Kelly wanted to point out that one of the reasons, it is important to understand the budget and line item expenditures, is that a large percentage of the budget does go to the pillar director positions within the school, therefore it is essential to understand how the mission of the school is tied to those functional positions.

ED Report Out/Updates
Exhibitions - October 12 - 14th
Jaqi explained major projects that the student are involved in and when they will be presenting the Exhibition on October 12 through the 14th. Jaqi briefly explained the projects
- Designing a marketing plan for the Bernalillo County Animal
- Art and Entrepreneurship project- Art in the time of Corona
- An event planning opportunity for young people to get involved in their community and think about engaging in larger events.

Jaqi stated that Monday and Tuesday will the presentation of the experiences surrounding the projects/events. Where Wednesday will be dedicated to the Senior Capstone project presentations. This will be the first time the scoring rubrics will be utilized.
Jaqi reported that the Charter renewal application has been submitted. The process included a meeting with APS which was insightful and informational. Jaqi mentioned she will be able to share of that conversation in the future. December 9th will be the review date for Siembra, along with a renewal site visit. A PowerPoint (focusing on what the school looks like on a daily basis )will be presented to APS and at least one board member will need to be present

Question-
- Should the board chair (Charlie Wisoff) be at the site visit and meeting. November 5 and December 9th.
  - Kelly and Glenna can help with prep of questions
  - Kelly plans to attend the meeting as well since it is a public meeting
• Might be a good idea to have a parent to speak on how Siembra has helped their Students- Students/ Carl, Melody, Shane could attend
  • Jaqi will give instruction on how to attend meeting.

Re-entry collaboration
Jaqi explained that the plan for now, is to have younger students come back after the holidays, and it may be a hybrid model (mid Feb) for the older students. This information was shared with parents at an open house.

Board Training
Jaqi stated that the last piece of her report out is about Board Training on her annual evaluation. She explained that Kelly will provide the framework and what the board will need to understand and look for. Annual Evaluation: Category 5 -Instructional Leadership: This will be the category that will be the focus and gather date:
  • 5.1 Sets priorities in the context of improving student achievement
  • 5.4 Formulates procedures for gathering, analyzing and using charter school data for decision-making
  • 5.6 Collaboratively develops, implements, and monitors change process to improve student and adult learning

Kelly explained that the training that is embedded into each board meeting validates the work that is being done so it is relevant. Examples of training include the presentation of the BARs training, customize the ED evaluation and on the Charter renewal.

Consent Agenda Items:
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POLICY: Funding of Employee Professional Development, Licenses and Professional Certification
POLICY: GASB 54 Policy

MOTION:
To approve the consent agenda items 1 – 10
Carl Garcia made the approve the consent agenda items 1-10. Glenna Voight seconded the motion. The motion passed

Items for Future Agenda(s):
• Board Chair Recruitment Process (standing until completed) met and put together what they are looking for in a board chair- Jaqi will send out the list
• Carl volunteered to fill the gap if a replacement has not been found
• Charter Renewal (standing until completed) Jaqi will continue to give updates on the renewal process
• Role Clarity
• Process
• Timeline
• Audit (upon public release)- will give a report when able to do so
• Policy Approval(s) The next meeting will go over policies
• Title IX (Nov)
• Instructional Materials (Nov)
• CLR Framework (November)/Board training- will do this either November/December meeting

Announcement of next board meeting: November 4th, 2020 from 4:00 pm to 5:30 pm

12) Adjournment

MOTION: To adjourn the regular Board Meeting
Carl made a motion to adjourn meeting. Shayne seconded the motion.

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