Empowering Students Through Entrepreneurship

Regular Monthly Board Meeting: NOVEMBER
Date: November 4th, 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
   ___ Kelly Callahan
   ___ Glenna Voigt
   ___ Shayne Huffman
   ___ Melody Brown
   ___ Natalie Sommer
   ___ Alex Horton
   ___ Quorum

3) Approval of Agenda

MOTION: To approve the October Board Meeting Agenda

4) Exit of board member: Alex Horton
   a) Reminder: bylaws reflect that board members are voted off after multiple missed meetings

MOTION: To approve exit of Alex Horton in accordance with SLHS bylaws regarding non-attendance of meetings

5) Entrepreneurial Committee Report
   a) Recap of Meeting that took place on Tuesday November 3rd, 2020 - Entrepreneurial Committee Agenda
b) Current Committee Members: Charlie Wisoff, Natalie Tavitas, Melissa Santana, Jaqi Baldwin, Andrew Romero, Andrew Tafoya, Lexi Boese, Liz Gamboa

6) **Finance Committee**
   a) Recap of Finance Committee Meeting that took place on Tuesday October 27th, 2020 - [AGENDA](#)
   b) **BOARD TRAINING** - 910B5 Board Training provided by Miss Diane
   c) Current Committee Members: Betty Seeley, Diane Gunn Miles, Carl Garcia, Shayne Huffman & Jaqi Baldwin

7) **ED Report Out/Updates**
   a) Charter Renewal - Submission and procession
      i) Wednesday September 30th, 2020: charter renewal application submitted
      ii) Thursday October 1st, 2020: charter renewal application final due date
      iii) Wednesday October 7th, 2020 11:30 - 12:00 pm: APS meeting with (10) renewal schools regarding charter renewal, annual contract and mission specific goals
      iv) Wednesday November 4th, 2020 - school contract due to APS (without board signature) - [Click here to view template](#)
      v) Thursday November 5th, 2020 10:00 am - 11:30 am: Siembra renewal site visit with APS
      vi) Friday November 20th 9:00 am to 10:30: Regular Fall APS Site Visit
      vii) Friday November 20th 10:30 am - 11:00 am: Siembra renewal recommendation meeting with APS
      viii) Wednesday December 9th, 2020 7:30 - 9:30 am: APS Board Meeting to pass Siembra Charter Renewal
      ix) Thursday May 20th, 2020 2:00 - 3:30 pm: Siembra Performance Framework Meeting
   b) Staffing
      i) Goal for 40 Day Enrollment Count: 160
      ii) Actual for 40 Day Enrollment Count: 180
      iii) Addition(s) to staff: 1 FTE SpED Teacher & 1 FTE Social Worker

8) **Board Training & board discussion**
   a) Board Chair Search Process
      i) [Board Chair Profile](#)
      ii) Updates
   b) Sommer Smith - [RESUME](#)
c) Review required into trainings

d) Training requests

9) Consent Agenda Items:
1. October Regular Board Meeting Minutes - 10.7.2020
2. August 2020 & September 2020 Financials
3. BAR #12 - maintenance BAR to budget new salary and benefits in operational fund
4. BAR #13 - transfer BAR to budget new salary and benefits in operational fund
5. BAR #14 - maintenance BAR to budget special ed specialists, supplies and janitorial services in operational fund
6. BAR #15 - maintenance BAR to budget sped training and licensing fees in title 2 fund 24154
7. BAR #16 - transfer BAR to budget for admin licensing fees in title 2 fund 24154
8. BAR #17 - maintenance BAR to budget licensing fees and computer equipment in CARES Act fund 24130
9. BAR #18 - maintenance BAR to budget scanners, computers and printers for working at home
10. BAR #19 - transfer BAR to budget printer for working home
11. POLICY: Title IX Sexual Harassment Policy
   a. Title IX Grievance Complaint Procedures
   b. Title IX Complaint Form

MOTION: To approve the consent agenda items 1 - 11

10) Items for Future Agenda(s):
   ● Board Chair Recruitment Process (standing until completed)
   ● Vote on Board Chair in December 2nd, 2020
   ● Charter Renewal (standing until completed)
     a) Role Clarity
     b) Process
     c) Timeline
   ● Audit (upon public release)
   ● Policy Approval(s)
   ● CLR Framework

11) Announcement of next board meeting: December 2nd, 2020 from 4:00 pm to 5:30
- December Entrepreneurial Committee Meeting: Tues 12/1 at 10:00 am
- December Equity Council Meetings: Tuesdays weekly at 2:00 pm
- December Finance Meeting: Tues 12/1 @noon

12) Public Input: capped at 3 minutes per public member

13) 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: November 4th, 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, Paul Howard

Minutes

Approval of Agenda

MOTION:
Kelly Callahan made a motion approve the November Board Meeting Agenda. Charlie Wisoff seconded. The motion passed after a revision was made by moving up an agenda item. (Summer Smith will make her introduction as a potential board member)

Exit of board member: Alex Horton
As a reminder the bylaws reflect that board members are voted off after multiple missed meetings
Alex indicated that he has had to take of some family issues and does not have the capacity to continue with his obligations as a board member. As requested, he will submit a letter stating that he is resigning his position.

MOTION:
Carl Garcia made the motion to approve the exit of Alex Horton from the Siembra Board and in accordance with the bylaws regarding non-attendance of meetings. Charlie Wisoff seconded the motion. The motion passed unanimously.

Introduction of Potential Board Member-Summer Smith
Summer Smith introduced herself and explained that she did work on some of the initial documents and marketing for Siembra through her a company she co-founded called Media Desk. She is interested in being part of the board as the school continues to expand. The board members and other participants on the meeting introduced themselves to Summer. Kelly Callahan indicated that if Summer chooses to join the board, she will provide training and going over areas that require a vote to make sure there is not a conflict of interest to give Summer to recuse herself from that topic.
The formal vote to approve Summer Smith’s membership will be added to the agenda for the upcoming meeting.
Entrepreneurial Committee Report
Since there was not meeting in November an update will be given in December. Jaqi explained that Natalie has set up a lot of great activities for the students including Entrepreneurial events that take place every Friday. Jaqi indicated that even though Alex Horton is no longer able to participate as a board member, she is still doing work with him and they were able to present at the Entrepreneurial Ecosystem Building conference. People from all over the nation and the world came together to share ideas. The seniors were able to present their business plans as well which is very encouraging.

Finance Committee
Shayne gave a quick recap of Finance Committee Meeting that took place on Tuesday October 27th, 2020, stating that Diane walked the committee through some of the COVID related expenditures the school will be utilizing the money received from the CARES Act money ($32,000). Diane did add to the report out that there is a pending BAR for the next meeting on additional CARES Act money that may come through, due to a lawsuit concerning spreading the money in a fair and equitable manner.

Board Training - 910B5 Board presented by Diane Gunn Miles
Diane gave a presentation on regarding 910B5 form and how it is used. The formula is plugged in to include, risk factor index, the student count, unit value, and teacher level experience. This is how the funding is factored for the school year budget. *The Student count is measured at 40, 80 and 120 days.
Kelly and Betty added to the training session saying that is important that the board understands the impact of the money, where it goes and how it is spent. The misunderstanding regarding Charter school is that money is funneled away from APS or the district, when actually the money follows that student.
Questions:
What is the current student count?
• 177 is the current count, that is what is so important to have an accurate count because the funding is so closely tied to how much the school will get and why the projected growth count is essential because we never want to give money back

ED Report Out/Updates
Jaqi went over the Charter Renewal process, indicating that the submission and procession are complete as of September 30 the renewal application was submitted. The meeting with APS took place on October 7th 10 Charter schools are under renewal this cycle. November 4th the contract is due to APS and on the November 5th the site visit will take place. November 20th is the Siembra renewal recommendation meeting with APS.
Jaqi showed the board the presentation that will be given during the meetings with APS, with the focus on the goals and the school’s mission. The team has practiced the presentation and feels that they are ready to show all the progress the school has made. One of the students that has launched her business, (a food truck), will present and Charlie will attend the meetings to lend support. On December 7th will be when they go in front of the APS board and this will be when the decision is given for the renewal. Jaqi will share the invite to the meeting with the board, students and family members.
Jaqi continued her report by stating that the search for a new building for the school is on going. There was an issue with the sellers of the potential space and the earnest money that was put down has been refunded. Jaqi indicated that she has asked the architects to look into possible spaces in the downtown area. The goal is
to be in a new building by July 1, 2021. Jaqi will talk to the current landlord if the lease needs to be extended if the future project is not ready.

Next on the agenda is concerning the transition of Charlie’s position as the Board Chair. A brainstorming session took place to decide what qualities that would be needed in a new board chair. Once the document was developed a search committee will be assembled to identify potential candidates. Carl Garcia has offered to fill in a board chair while a search takes place.

Jaqi informed the board that if there is any training they need or have training requests she will be happy to tailor to their needs.

**Board Training & board discussion**
Kelly pointed out the difference between a policy or procedure that needs to be included in the consent agenda for a vote of approval and a policy is that is included for information only.

**Consent Agenda Items:**
October Regular Board Meeting Minutes - 10.7.2020

- August 2020 & September 2020 Financials
  - BAR #12 - maintenance BAR to budget new salary and benefits in operational fund
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  - BAR #14 - maintenance BAR to budget special ed specialists, supplies and janitorial services in operational fund
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**POLICY:**
- Title IX Sexual Harassment Policy
- Title IX Grievance Complaint Procedures
- Title IX Complaint Form

**MOTION:**
Kelly Callahan made the motion to approve the consent agenda items 1 – 11. Charlie Wisoff seconded the motion. The motion passed unanimously.

**Items for Future Agenda(s):**
- Board Chair Recruitment Process (standing until completed)
- Vote on Board Chair in December 2nd, 2020
- Charter Renewal (standing until completed)
- Role Clarity
- Process
- Timeline
- Audit (upon public release)
• Policy Approval(s)
• CLR Framework

Adjournment

MOTION:
Carl Garcia made a motion to adjourn the regular Board Meeting. Shayne Huffman seconded the motion. The motion passed unanimously.