Empowering Students Through Entrepreneurship

Regular Monthly Board Meeting: JANUARY

Date: Wednesday January 6th, 2021
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:
   ___ Carl Garcia, Board Chair
   ___ Kelly Callahan
   ___ Glenna Voigt
   ___ Shayne Huffman
   ___ Melody Brown
   ___ Natalie Sommer
   ___ Sommer Smith

   ___ Quorum

3) Approval of Agenda

MOTION: To approve the January 2021 Board Meeting Agenda

4) Addition of Board Member, Daniel Gutierrez

MOTION: To approve Daniel Gutierrez to serve on SLHS Governing Council

5) Board Review: Recap & lessons learned (Carl)

6) Entrepreneurial Committee Report (Natalie)
   a) January 5th, 2021 Meeting Agenda
   b) New trimester II projects
   c) New board member for committee - Daniel and/or Sommer?
d) Current Committee Members: Natalie Tavitas, Melissa Santana, Jaqi Baldwin, Andrew Romero, Andrew Tafoya, Lexi Boese, Liz Gamboa

7) Finance Committee
a) Recap of Finance Committee Meeting that took place on Tuesday December 15th, 2020 - [AGENDA]
b) Current Committee Members: Betty Seeley, Diane Gunn Miles, Carl Garcia, Shayne Huffman & Jaqi Baldwin

8) Board Development (BOARD TRAINING) Jaqi & Tony
a) Co-creating the position description for Siembra Board Members

9) ED Report Out/Updates Jaqi
a) Executive Director Goals:
   i) Goal One: Student Support/Engagement
   ii) Goal Two: Remote learning
   iii) Evaluation Rubric Alignment
b) Charter Renewal - Submission and procession
   i) Approved for 2021 - 2026 five year term
   ii) Revision of mission specific goals
c) Facilities - Theater Block building
   i) Space
   ii) Lease negotiations
d) Work Groups weekly
   i) Special Education (Wednesday afternoons)
   ii) Entrepreneurial Curriculum (Thursday mornings)
   iii) Community Engagement
   iv) Finance (Thursday mornings)
   v) Equity Council (Tuesday afternoons)
   vi) Leadership (Monday mornings)

10) Board Training & board discussion
    a) Board training & training requests
    b) Other items:

11) Consent Agenda Items:
    1. December Regular Board Meeting Minutes - Wednesday 12.2.2020
2. **December Finance Report**
3. **BAR #5** - Increase BAR for library GOB funds ($32)
4. **BAR #20** - Decrease BAR for CARES ACT fund 24301 ($140)
5. **BAR #23** - Initial BAR for Career Technical Education Grant 27502 ($17,209)
6. **BAR #24** - Increase BAR for CARES ACT fund 24301 ($18,168)

**MOTION: To approve the consent agenda items 1 - 7**

10) Items for Future Agenda(s):
   - Academic Board Training - reading + math
   - Audit (upon public release)
   - Policy Approval(s)
   - ED Evaluation focus: remote learning + student support/engagement

11) Announcement of next board meeting: February 3rd, 2021 from 4:00 pm to 5:30
   - Executive Committee: Monday February 25th, 2021 at noon
   - February Entrepreneurial Committee Meeting: Tuesday February 2nd, 2021 from 10:00 to 10:45
   - February Equity Council Meetings: Tuesdays weekly at 2:00 pm
   - February Finance Meeting: Tuesday January 26th, 2021 from noon to 1:00

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

Regular Monthly Board Meeting: January

Date: Wednesday January 6th, 2020
Time: 4:00 pm - 5:30 pm

Attendees: Chair: Carl Garcia, Members: Kelly Callahan, Melody Brown, Shayne Huffman, Glenna Voigt, Natalie Sommer, Sommer Smith,
Guest: Daniel Gutierrez
Absent: Melody Brown
Staff: Jaqi Baldwin, Diane Gunn Miles, Anna Aguilera, Natalie Tavitas, Betty Seeley, Paul Howard

Meeting Minutes

Call to order in accordance with the Open Meetings Act
Meeting was called to order at 4:00 pm and role call was taken.

Approval of Agenda

MOTION: Glenna Voight moved to approve the January 2021 Board Meeting Agenda: Shane Huffman seconded. The motion passed unanimously.

Addition of Board Member, Daniel Gutierrez

MOTION: Glenna Voight moved to approve Daniel Gutierrez to serve on the Siembra Leadership High School Governing Council. Kelly Callahan seconded. The motion passed unanimously.

Board Review: Recap & lessons learned (Carl)
Carl wanted to express his thanks to Charlie Wisoff for all his hard work and support in making the council such a success while he served for 3 years.
Carl and the board expressed their gratitude to the Siembra teachers and staff.
He continued his discussion by recapping the previous year with lessons learned.
- The biggest achievement is the Charter renewal and the extraordinary efforts to make the school a success.
- Jaqi did a great job during the renewal process and addressing the APS panel
- Retention rates have improved since the strategy was implemented at last year’s retreat
- The progress the board and school has been amazing since the inception, the improvement is inspiring

Carl also wanted to check in with the board and to see how they are dealing with the COVID situation, especially on a Social Emotional level.
Each board member checked in to give a brief report out on how they feel about the previous year and the upcoming challenges for the new year. Stating:
- This is an opportunity to rethink how we view success in a traditional way.
- Feels so grateful that Siembra has a board that clearly champions the school.
- Jaqi is a great leader she welcomes input from all sides and is so open.

**Entrepreneurial Committee Report (Natalie)**

Natalie reported on the latest meeting. She expressed that teachers presented each of the projects that were chosen for the semester. Received a lot of great input from the Entrepreneurial committee members that was very valuable. Natalie reported that there are four projects that will be going on this semester with some solid community partners. The projects took on a different perspective this time with the focus on four themes.

**Themes**

1. Revitalization of downtown- painting murals and crisis intervention
2. Financial Enterprises- Looking at Real Estate, Financial Literacy and business startup
3. Media Literacy- partnering with Planned Parenthood and The Two Way Street Newspaper
4. The Social Justice Project- this is the anchor project we will be doing each semester

Natalie updated the council on the Senior Capstone project run by Mr. Reynolds, the seniors will focus the whole year on their businesses. She will give more updates about their projects in upcoming meetings.

*Would new board members be interested in joining the committee - Daniel and/or Sommer? Are they interested in joining the committee and Sommer attended the meeting yesterday and would love to join. Daniel would be willing to join as well- Jaqi will add their names to the calendar*

**Current Committee Members:** Natalie Tavitas, Melissa Santana, Jaqi Baldwin, Andrew Romero, Adam Tafoya, Lexi Boese, Liz Gamboa

**Finance Committee**

Recap of Finance Committee Meeting that took place on Tuesday December 15th, 2020. Shayne gave a brief overview of the finance committee and what their roles are, he continued with a recap of the meeting. Shayne explained that Diane reviewed the budget. Diane added that there are now additional Grants and the expenditure of the new building to be considered in the discussion of the budget. Kelly did a brief training on how Grant money and BARs have to be submitted. BARs are a way to move money from one budget line to another with the approval of PED.

**Current Committee Members:** Betty Seeley, Diane Gunn Miles, Carl Garcia, Shayne Huffman & Jaqi Baldwin

**Board Development (BOARD TRAINING) Jaqi & Tony**

Co-creating the position description for Siembra Board Members

Jaqi presented the description for Siembra board members and reviewing if all the descriptions and policies to make sure the draft document is complete and could be revised if any information is missing or needs to be changes. 3 groups went into break out rooms

**Report out**

# 1

- Required Training needs to be added as a responsibility- name this
- Orientation packet that is specific for Siembra

#2

- It would be good to know the school expectations and outcome for students-
  - Guidance for student learning and what is looks like- assessment
- Share resources with each other within the networks of each board member
- Responsibility is to ensure student achievement

#3
• Maybe not call it a job description- it may be a deterrent – (Board function)
• Qualification and responsibilities is strong so calling the orientation (on boarding process) and getting the by laws into potential members hands- include: By laws, Charters, policies and Presidents roles and responsibilities-
• Have an electronic board manual
• A suggestion- would be to give a potential new board member – copies of site visits, and previous budgets- What documents do we want to pull together to add to the on boarding process-(access to a Tool kit)
• Board supports mission-driven student achievement goals for the school. Provides oversight. Actively participate in overseeing student achievement. This entails being familiar with student expectations and connect that to active participation in student evaluation.

Responsibilities (for board member review)
• Network with various potential partners (e.g. Universities, Foundations, employers and trade associations, non-profit social service and civic groups, etc.) in order to explore ways to position Siembra Leadership HighSchool and its partner schools for long-term success.

• Attend monthly board meetings and be available to serve on ad hoc committees and be available for phone-based consultation with the Executive Director or other staff.
  Take time to learn about the work of Siembra Leadership High School, and review and be familiar with agendas and other meeting materials, in advance of meetings.
  Hold the Executive Director accountable for carrying out the set mission and vision of the organization.

• Follow board policies and procedures.
  Allow Siembra Leadership High School to publish the member’s name as a member of the Board of Directors.

• Participate in committee work based on passion, expertise, interest and fit.
  Stewardship to ensure the long term viability of the org

ED Report Out and Updates
Jaqi explained that one of the biggest responsibilities a board member has is the hiring and firing of the Executive Director and the establishing of goals for the assessment of the formal evaluation. That formal evaluation takes place annual. Jaqi wanted to review what that evaluation might look like this year, especially for those that are new to the board. It is a lengthy process to develop the evaluation and it may be a good use of time during the next meeting to review the document. There are 7 different categories and with each of those are 5 or 6 indicators. But really for this year the two main points of focus will be:
  1. How are we being responsive in a time of remote learning-
  2. Monitoring and assessing student regarding online learning –
Jaqi continued stating that her goal is to provide all the data collected and the evidence to show how proficient she was at achieving these goals. The council will then have all the evidence they need to assess her position.
Kelly explained that the best way for the council to know if the goals have been met is to see it in a SMART goal format.
Charter Renewal
Jaqi revealed that the Charter has been renewed for another 5 years. As a result of the renewal the mission specific goals are in revision. Jaqi would like to propose that for the next 5 years in addition to the 2 initial goals 2 more have been added

- Internship- running their own business and paid internships
  - APS does not have a exceeds- only a meets or does not meet
  - Look at how kids are performing now and do a check in at a 3 yr point- baseline
- Dual enrollment

Facilities - Theater Block building
Space
Tony reported out that the search has started over again to look for a new building and the Foundation is in the process of pursuing the purchase of the location at 307 Central. In the meantime, the school will renegotiate its current lease for 6 months. And the board is responsible for reviewing the conditions of the lease.

Work Groups
Work groups are happening every week, and Jaqi attends all the meetings. The big focus is on how to help Seniors get ready for graduation.

- Special Education (Wednesday afternoons)
- Entrepreneurial Curriculum (Thursday mornings)
- Community Engagement
- Finance (Thursday mornings)
- Equity Council (Tuesday afternoons)
- Leadership (Monday mornings)

Board Training & board discussion

- Board training & training requests- more on the ED evaluation and board descriptions and expand on student performance reporting,
- On boarding – understanding the required Dashboard and data

Consent Agenda Items:
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MOTION:
Glenna Voight moved to approve the consent agenda items 1 – 6. Shayne Huffman seconded. The motion passed unanimously.

Items for Future Agenda(s):
- Academic Board Training - reading + math
- Audit (upon public release)
- Policy Approval(s)
- ED Evaluation focus: remote learning + student support/engagement
- Approve BAR #25 (carry over)

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**Public Input:** capped at 3 minutes per public member
N/A

**Adjournment**