Empowering Students Through Entrepreneurship

Regular Monthly Board Meeting: FEBRUARY

Date: Wednesday February 3rd, 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
   ___ Daniel Gutierrez

   ___ Quorum

3) Approval of Agenda

MOTION: To approve the February 2021 Board Meeting Agenda

4) Entrepreneurial Committee Report (Natalie, Sommer & Daniel)
   a) February 2021 Entrepreneurial Committee Agenda
   b) Growth Wheel, WESST & student businesses next steps
   c) Entrepreneurial Ecosystem Introduction
   d) Featured Student: William Holland and Holland Landscaping

5) Finance Committee (Carl, Shayne, Diane)
   a) January 26th, 2021 Meeting Agenda
b) Regular Monthly Business - December Financials: expenditures versus budget, journal entries, BARs and bank reconciliations

c) ED Report Out: Lease, Audit and prep for Feb Board meeting review and new member

6) ED Report Out/Updates Jqii
   a) Learning Plan
   b) Executive Director Goals
   c) Facilities Update
   d) Audit process

7) Board Development & Training for discussion (Kelly)
   a) Board Member Position Description with January Revisions
   b) Onboarding Folder
      i) Audit
      ii) Site Visit Reports
      iii) Contact List
      iv) Performance Contract (Framework)
          (1) 2016 - 2021
          (2) 2021 - 2026
   c) Board Training Report from January
   d) Training requests
   e) Vote on Officers to fulfill SLHS Board Bylaws
      i) Vice President
      ii) Secretary
      iii) Treasurer

8) Consent Agenda Items:
   1. January Regular Board Meeting Minutes - Wednesday 1.6.2021
   2. December Finance Report
   3. Board Member Position Description
   4. BAR# 25 Initial BAR for carryover cash Instruction Materials Fund 27109 $8079
   5. BAR#26 Maintenance BAR Operational Fund 11000
   6. BAR#27 Increase BAR for carryover cash Operational Fund 11000 $83,348
   7. BAR#28 Increase BAR for Operational Fund 11000 (for equipment fees) $120
8. **BAR#29** Maintenance BAR for Title I Fund 24101
9. **BAR#30** Increase BAR - fund 11000 donation from City to pay for broken window of school $6545
10. **BAR#31** Increase BAR fund 11000 payment from CNM for teacher $1000
11. COVID Policies (Handbook)
12. Sabbatical Policy

**MOTION: To approve the consent agenda items 1 - 12**

10) Items for Future Agenda(s):
   - Academic Board Training - reading + math (March)
     a) Overview of iReady programming
     b) ELA & IMP look like in projects (learning outcomes)
   - Audit (upon public release)
   - Policy Approval(s): Student Handbook & Staff Handbook updates (March)
   - 2020 - 2021 Budget, School Calendar & Salary Schedule (April)
   - ED Evaluation by June 30th

11) **Announcement of next board meeting:** March 3rd, 2021 from 4:00 pm to 5:30
   - **Executive Committee:** Monday February 22nd, 2021 at noon
   - **Entrepreneurial Committee Meeting:** Tuesday, 2021 from 10:00 to 10:45
   - **Finance Meeting:** Tuesday February 23rd, 2021 from noon to 1:00
   - **Audit Committee:** February 9th, 3:00 - 3:45

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

13) Adjournment

**MOTION: To adjourn the regular Board Meeting**

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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 February 3rd, 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, Daniel Gutierrez

Absent:
Staff: Jaqi Baldwin, Diane Gunn Miles, Anna Aguilera, Natalie Tavitas, Betty Seeley, Paul Howard

DRAFT 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:
Daniel Gutierrez moved to approve the February 2021 Board Meeting Agenda: Shayne Huffman seconded. The motion passed unanimously.

Entrepreneurial Committee Report
Natalie Tavitas reported the school introduced to the committee the Growth Wheel. A few of the seniors will be in this pilot group.

- Growth Wheel, WESST & student businesses next steps
- Entrepreneurial Ecosystem Introduction- Cash prizes for e
- Featured Student: William Holland and Holland Landscaping- presented his business to the committee and received feedback

Finance Committee
Carl gave an update. The budget was reviewed and everything was in order. The audit process has started and Diane added that a few more grants have been added to the budget.

ED Report Out/Updates
Jaqi reported on four main items

- Learning Plan remote vs hybrid- Surprised that the start date has been moved to February 8th. A plan has been in place since last fall. There is a process that will take place with an inspection and a small group of students can come back for in person learning. A survey was sent out to families and student with a pretty good participation rate. 40% of students said they are interested in learning remotely and really the best consideration is availability of the vaccine. The plan currently is not to change from virtual learning to hybrid.
Questions:
Does that mean 60% of the students are ready to go back.
  • There was 46% to stay virtual, 28% return to campus, 25% undecided.

How many replied to the survey?
  • There was 89 responses- a mix of staff, students and families
  • There was a better response for outdoor learning and or small groups returning to campus in a designated spot in the downtown area.
  • The intent would be to bring small groups – especially those that need extra support.

We are also looking at how to administer SAT tests, ACCESS testing for ESL students to gauge language fluency loss

The upmost consideration is safety and mental health of the staff and students
  • Lawyers have been consulted seeking advice if taking the vaccine is a requirement for Teachers; at this time it is a personal choice for both students and staff

Collecting information and receiving feedback is important part to of the continuing communication strategy.

Jaqi continued her report out by stating that the adaptive goal setting has been placed in the Executive Directors evaluation. Explaining some of the key goals and specific performance indicators is helpful for the board members to understand:

1) How are we engaging students in learning in the remote learning environment
SMART Goal: To develop and adapt to the schools plan on-line and remote learning continuously for the rest of the year.

   • Instructional Leadership
     ○ ED promotes the success of our students by facilitating, articulation and implementation and stewardship of a vision of learning that is shared and supported by all members of the school community.
     ○ Ed supports the success of all students by advocation, nurturing and sustaining the school culture and instructional programs conducive to student learning and staff professional development.

Three indicators
1) Setting priorities for achievement
2) Looking at procedures to gather data- analyzing and making decisions
3) Looking at groupings- student grouping, staff grouping.
   2) Engagement through student support- SEL- Community outreach- ED will oversee support structures and systems- analyses data for decision

Jaqi explained that it is important to lay out the goals, so they can by measured and she can go back in to provide supporting evidence on how the goals were achieved and the board members have a way to access those achievements.

Kelly commented that these SMART goals are outlined very well with very specific and tangible information. The evidence will be filled in as you go forward. The goals align well with the learning plan

• Executive Director Goals
• Facilities Update
Jaqi shared an update regarding the facilities, explaining that earlier in the week, an amended lease was signed and reviewed by the lawyer. The school will stay in the current building for an additional 6 months. The lease fee was negotiated down to provide savings to the school budget. This will give more time to identify new properties. Tony provided more detail on what building might work for the school.

- Judy Burg joined the finance committee with a wealth of experience working at APS

**Board Development & Training for discussion**

Kelly Callahan wanted to bring the boards attention to the board training report. Stating the work that the board is doing is work in progress with guidance and fits under the training criteria. Many of the training hours have been fulfilled. (recording 35:51). For new board members who have taken the PED hours that counts for 7 hours, so the additional 3 hours required are embedded into the board meeting during the training section on the agenda. Kelly explained that she has a few recommendations to the onboarding process folder. Latest of Audits, financial documents, budget, performance contract and framework, board roster and meeting calendar. This will be an electronic onboarding manual. A request was asked if there could a mutual location to share and view these items. Jaqi replied that she has that in place, and she will make sure all board members have access. Archive documents are also located there.

Jaqi commented that the board member position description be approved today in the consent agenda.

Kelly was encouraged by the boards progress and they have developed some best practices

- Board Member Position Description with January Revisions
- Onboarding Folder
- Board Training Report from January
- Training requests- Kelly did an overview of the training requests and stated the bigger trainer will include the Evaluation and developing goals
- Vote on Officers to fulfill SLHS Board Bylaws -
- Bring in the positions to comply with Bylaws requirement of appointing the roles:
  - Nomination process and a vote
  - Carl asked for nominations
  - Vice President-Glenna Voight- She accepts
  - Secretary-Kelly Callahan- (will sign off on archives and review minutes) She accepts
  - Treasurer-Shayne Huffman- He accepts but would like more details – typically the treasure is a liaison to the finance committee

**Vote:**

Natalie Sommer made the motion to accept the notion the following members for officer roles: appointing for Vice President Glenna Voight, Secretary Kelly Callahan, Treasure Shane Huffman. Summer Smith seconded. The motion passed unanimously.

**Consent Agenda Items:**

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- December Finance Report
- Board Member Position Description
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• **BAR#30** Increase BAR - fund 11000 donation from City to pay for broken window of school $6545
• **BAR#31** Increase BAR fund 11000 payment from CNM for teacher $1000
• **COVID Policies (Handbook)**
• **Sabbatical Policy**

**MOTION: To approve the consent agenda items 1-12**
Daniel Gutierrez made the motion to approve consent agenda items 1-12. Shayne Huffman seconded. The motion passed unanimously.

**Items for Future Agenda(s):**
  - Academic Board Training - reading + math (March)
  - How are young people learning
    - Overview of iReady programming- a ELA teacher will come in to do the training
    - ELA & IMP look like in projects (learning outcomes)
    - **Audit (upon public release)- this was covered**
  - Policy Approval(s): Student Handbook & Staff Handbook updates (March)
  - 2020 - 2021 Budget, School Calendar & Salary Schedule (April)- should see a draft by April
  - ED Evaluation by June 30th

**Announcement of next board meeting:** March 3rd, 2021 from 4:00 pm to 5:30
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  - Finance Meeting: Tuesday February 23rd, 2021 from noon to 1:00
  - Audit Committee:

**Public Input: capped at 3 minutes per public member**
  - Would like to see more student and parent participation
  - Paul Howard-Teacher feedback- attended a special ed meeting- so grateful for the leadership of Jaqi and Anna- feels the school is in great hands
  - Carl acknowledged the school staff, the council members, for their commitment and dedication to the school and really thanked them for all that they do.