Regular Monthly Board Meeting: MAY 2021

Date: Wednesday May 5th, 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 5 minutes
   ___ Carl Garcia, Board Chair
   ___ Kelly Callahan, Board Secretary
   ___ Glenna Voigt, Vice Chair
   ___ Shayne Huffman, Treasurer & Executive Committee
   ___ Melody Brown, Audit Committee
   ___ Natalie Sommer, Entrepreneurial Committee
   ___ Sommer Smith, Entrepreneurial Committee
   ___ Daniel Gutierrez, Entrepreneurial Committee
   ___ Quorum

3) APPROVAL OF AGENDA

MOTION: To approve the MAY Board Meeting Agenda

4) Student Report Out (Melissa Govea, CIA Director; Vinny Salinas, Student & Delilah Marquez, Student) 20 minutes
   a) CIA Director - Introduction 5 minutes
   b) Vinny’s Experiences 7 minutes
   c) Delilah’s Experiences 7 minutes

5) Entrepreneurial Committee Report Out 10 minutes (Natalie, Sommer & Daniel)
   a) May 2021 Meeting Agenda
   b) Executive Director Report Out: Color Theory Work Group - promotion video and Right to Start
6) **FINANCE COMMITTEE REPORT 10 minutes**

a) April meeting recap *(Shayne Huffman, Board Treasurer)*: Regular Monthly Finance Committee Meeting took place on Tuesday April 27th, 2021. Regular monthly business was discussed and reviewed following a set **AGENDA** to include: [March 2021 Financials](#) (YTD budget analysis, bank deposits & disbursements, and journal entries); [Budget Adjustment Requests (BARs)](#) [monthly Finance checklist for March]; and [bank statement and reconciliation](#).

b) Executive Finance *(Jaqi Baldwin, ED)*:
   Facilities Update
   i) **Broker Opinion of Value**
   ii) **Letter of Interest (LOI)**: Seller Executed, sent on 4/20/21
   iii) **LOI: Seller Counter** received 4/26/2021
      1) 60 due diligence period, with an additional 30 days
      2) Differentiation on legal representation
   iv) Upcoming movement of fund from Siembra School to Siembra Foundation
      1) To cover $50,000 earnest deposit
      2) Estimating between 250,000 - 300,000 for down payment

7) **Executive Committee Report Out, Training & Discussion 10 minutes** *(Carl Garica, Board Chair; Kelly Callahan, Board Trainer & Jaqi Baldwin, SLHS ED)*

Executive Committee meeting took place on Monday April 19th, 2021. During this time a draft agenda for this board meeting was reviewed. Next steps and plans include
- We have completed formal board member training hours for all board members
- **Board Materials for May 13th, 2021 Site Visit**
- Executive Director Evaluation preparation
  - Board members receive survey and data from Kelly week of May 24th to prepare for evaluation in June
  - Evaluation of ED will take place in closed session on Wednesday June 2nd, 2021 during regular June board meeting

8) **Executive Director Report Out 15 minutes, Jaqi Baldwin, SLHS ED**

Celebrating our Graduates for 2020 & 2021:
- Graduation Ceremony
- Graduation requirements
● Senior Capstone
● Graduation data

9) Consent Agenda Items 5 minutes
   1. April Regular Board Meeting Minutes - Wednesday 4.7.2021
   2. March Financials
   3. BAR 68: Maintenance BAR Operational Fund 11000
   4. BAR 69: Increase BAR Operational Fund 11000 $1351 in SEG
   5. BAR 70: Maintenance BAR Instructional Materials Fund 14000
   6. BAR 71: Maintenance BAR Title I Fund 24101
   7. BAR 72: Maintenance BAR Distance Learning Fund 24146
   8. BAR 74: Transfer BAR CARES ACT Fund 24301
   9. BAR: Increase BAR Perkins Redistribution Grant $66,787

MOTION: To approve the consent agenda items 1 - 9

10) Items for Future Agendas
   ● ED Eval (June)
   ● Finance Checklist Training (2021 - 2022)

11) Upcoming Board Meetings
   ● Regular June Board Meeting: Wednesday June 2nd, 2021 from 4:00 - 5:00 pm
   ● Executive Committee Meeting: Monday May 24th, 2021 @noon
   ● Entrepreneurial Committee Meeting: Entrepreneurial Committee Meetings resume in August 2021
   ● Finance Meeting: Tuesday May 25th, 2021 from noon to 1 pm

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: May  
Date: Wednesday May 5th, 2021  
Time: 4:00 pm - 5:30 pm

Attendees: Chair: Carl Garcia, Members: Kelly Callahan, Glenna Voigt, Natalie Sommer, Sommer Smith, Daniel Gutierrez,  
Absent: Shayne Huffman, Melody Brown  
Guest: Delilah Marquez, Vinny Salinas (students)  
Staff: Jaqi Baldwin, Anna Aguilera, Betty Seeley, Diane Gunn Miles, Natalie Tavitas, Melissa Govea, Tony Monfiletto

Meeting Minutes

CALL TO ORDER: Meeting was called to order at 4:07

Yes-Quorum

APPROVAL OF AGENDA

MOTION:  
Daniel Gutierrez made a motion to approve the May Board Meeting Agenda. Sommer Smith seconded the motion passed unanimously.

Student Report Out (Melissa Govea, CIA Director; Vinny Salinas, Student & Delilah Marquez, Student)  
Melissa expressed that it is exciting to be able to invite students to the board meeting. She explained that new students coming in have made Siembra their school of choice because of how the learning and courses are structured. Students can choose the topics/projects they love and learn new skills through those projects. The students wanted to share their journey at the school.

Vinny’s Experiences – Presented on favorite projects- The finance project, Vinny expressed that they have been able to figure out a budget and what type of career pathway could support their financial goals. Vinny explained that all the teachers have been helpful and supportive. Reimagining Downtown Albuquerque is another favorite project and how it has instilled hope for the future. Applying these lessons into Minecraft has given the project a visual aspect. Vinny went on to explain the Social Justice Unit that was offered and how the class learned about different cultures and how life circumstances can affect a person’s life. The students were able to pick a topic, examine the problem and come up with a solution. Vinny expressed how much this project meant and how they were able to be creative and hands on during the process. The final product will be a short film the team created. The school newspaper was the last project that Vinny spoke about, stating that researching and discovering new facts and then sharing thoughts and opinions is inspiring.
Vinny expressed appreciation for the health class and all the different topics that they were able to discuss openly.

**Questions/Comments**
- Your presentation was very inspirational, and we can hear the excitement in your voices.
- Working for the Mainstreet Program- having young people work in this space and contribute to the future of the local programs is great and would be happy to connect you to help get you started (Vinny that would be great)
- All the skills you are learning through these projects are going to serve you very well.

**Delilah’s Experiences** – Delilah explained how she was able to test into Siembra early halfway through her 8th grade year and is now a sophomore. Delilah has given many presentations to prospective 8th graders thinking of coming to Siembra. She explained that she is currently working on 3 businesses, based on 3 projects she had done previously. She is participating in Girls who Code and focusing on Robotic Healthcare, and how she can help loved ones as well as other people in community. For her Capstone project she is researching educational models in 23 countries.

**Questions/Comments**

**What is the difference between your experience at a traditional school and Siembra?**
- What makes Siembra unique is that I am 14, a Sophomore and taking CNM classes, which is unusual.
- Siembra has adaptability and appreciates how each student can present work in their own unique way.
- What differentiates Siembra is that students are part of the community and can experience how businesses function.
- Siembra gives us the tools and partners us with the community to move learning into action- real world solutions to real world problems. For example, the Mental health crisis and how it ties into homelessness.

Melissa commented that the students have such a sense of confidence about what they are learning and doing that they are always happy to present to the community, to the board members and committees.

The board members thanked Vinny and Delilah for attending and appreciated their presentations.

**Entrepreneurial Committee**

Natalie Tavitas reported that the Entrepreneurial committee met on May 4th, she indicated that she was able to provide information on the student celebrations that will be held at the end of the month. May 7th will be the Senior Capstone where they will showcase their businesses at the Art Walk. Natalie indicated she will provide the board with the link for the celebrations. Natalie stated that they are doing a switch from generic rubrics to identifiers which Melissa can speak a little bit more to and the feedback that we were able to get from the committee.

Melissa Govea explained that by receiving feedback from the community judges they have been able to gain a lot of information. The name of the form has been changed from Judging Rubrics to Celebration of Learning Identifiers. By looking at past rubrics, they were very long and confusing. Another rubric was a rating scale that created confusion and it was not student, community friendly. What was discussed and a decision was made, is that the teachers are aware of the focus and lessons students need to learn, so it is up to the judges to identify what would be important in real world application. The new focus is to identify the project and objectives from an entrepreneurial lens. Offering mentoring and peer to peer review to help the student grow. Melissa explained that what makes this process different this time around is that the student
receives an email link to the feedback, so it is instant. Melissa expressed that they feel it is a step in the right direction. Jaqi pointed out that Natalie has created a website for Celebration of Learning, she encouraged the council to go on to the site.

Executive Director Report Out: Color Theory Work Group
Jaqi reported on the progress of the Color Theory Work group. Color Theory is designed to develop economic development in under invested communities. Partnerships include South Valley Economic Development Center, WESST, Roanhorse Consulting, NM Immigration Law Center. A promotional video was recorded in both English and Spanish and Jaqi assured the council it will be shared with them very soon, The Color Theory Group was invited to a conversation called “Right to Start” founded by Victor Wang. He does entrepreneurial ecosystem, building on a national level. He is looking to get some national work done in New Mexico, so he invited the group to attend. More good news is that the group was invited back to the second round of a 1.5-million-dollar grant award process through Kellogg Foundation.

FINANCE COMMITTEE REPORT
April meeting recap
Jaqi went over the regular Monthly Finance Committee Meeting that took place on Tuesday April 27th, 2021. Regular monthly business was discussed and reviewed following a set AGENDA to include:
  - March 2021 Financials (YTD budget analysis, bank deposits & disbursements, and journal entries);
    - Budget Adjustment Requests (BARs); monthly Finance checklist for March; and bank statement and reconciliation.
Jaqi went on to explain that the committee did a year-to-date budget analysis, that means looking at every bank deposit and disbursement that went in and out of the bank account. They reviewed the Budget adjustment requests -BARs and went over the monthly finance checklist. Because everything is reviewed in depth in the finance committee meeting and questions are answered during this time it can then be voted on in the Board meeting as part of the consent agenda.

Facilities Update
Jaqi gave a quick update on the facilities and the status of the building. In interest of time, she listed the topics covered in the agenda and followed with a short discussion:
  - Broker Opinion of Value
  - LOI: Seller Counter, received 4/26/2021.
  - 60 due diligence period, with an additional 30 days
  - Differentiation on legal representation
  - Upcoming movement of fund from Siembra School to Siembra Foundation
    1. To cover $50,000 earnest deposit
    2. Estimating between 250,000 - 300,000 for down payment

Questions:
Does the Foundation have the funds for the deposit and where does the school come in with that amount?
  - The money will come from the school and go through the foundation. The foundation carries the loan. The mechanism to pay the mortgage is the foundation. Siembra pays rent to the foundation and the foundation turns around and pays the mortgage.
Executive Committee Report Out, Training & Discussion (Carl Garica, Board Chair, Kelly Callahan, Board Trainer & Jaqi Baldwin, SLHS ED) Executive Committee meeting took place on Monday April 19th, 2021. During this time, a draft agenda for this board meeting was reviewed. Next steps and plans include:

● We have completed formal board member training hours for all board members
● Board Materials for May 13th,
● 2021 Site Visit and will provide updates at the next meeting. The 3 Pillar directors are leading the site visits.
● Executive Director Evaluation preparation
  ○ Board members receive survey and data from Kelly week of May 24th to prepare for evaluation in June
  ○ Evaluation of ED will take place in closed session on Wednesday June 2nd, 2021 during regular June board meeting

Executive Director Report Out
Natalie and Ana spoke on the details on the graduation ceremony. This will be held at Civic Plaza, honoring both the 2020 and 2021 classes. All the graduating students can invite 4 guests. The program will be live streamed for those family members that can not attend in person. There will be 80 graduates for the combined ceremony. Ana worked on the program that will be handed out the day of. The plan is to have a keynote speaker, student speaker and then the reading of and handing out the diplomas. The Board members are listed on the program as well. Jaqi mentioned that did a walk through of the venue and it is set up well for the students and there is space for staff and board members to sit on stage Jaqi gave a short presentation of the graduating students and highlights that will show of their achievements. Jaqi mentioned that all the highlights can be viewed on Facebook and Instagram. The students who successfully graduate will get their diplomas as well as their Micro Credentialing.

Consent Agenda Items
1. April Regular Board Meeting Minutes - Wednesday 4.7.2021
2. March Financials
3. BAR 68: Maintenance BAR Operational Fund 11000
4. BAR 69: Increase BAR Operational Fund 11000 $1351 in SEG
5. BAR 70: Maintenance BAR Instructional Materials Fund 14000
6. BAR 71: Maintenance BAR Title I Fund 24101
7. BAR 72: Maintenance BAR Distance Learning Fund 24146
8. BAR 74: Transfer BAR CARES ACT Fund 24301
9. BAR: Increase BAR Perkins Redistribution Grant $66,787 (a number still needs to be assigned to this BAR)

MOTION:
Natalie Sommer made a motion to approve the consent agenda items 1 – 9. Kelly Callahan seconded, and the motion passed unanimously.

Items for Future Agendas
● ED Eval (June)
● Finance Checklist Training (2021 - 2022)
11) Upcoming Board Meetings
● Regular June Board Meeting: Wednesday June 2nd, 2021 from 4:00 - 5:00 pm
● Executive Committee Meeting: Monday May 24th, 2021 @noon
● Entrepreneurial Committee Meeting: Entrepreneurial Committee Meetings resume in August 2021
● Finance Meeting: Tuesday May 25th, 2021 from noon to 1 pm

Public Input:

Adjournment
MOTION: To adjourn the regular Board Meeting