Regular Monthly Board Meeting: JULY 2021

Date: Wednesday July 7th, 2021
Time: 4:00 pm - 5:30 pm
Zoom Link: https://us02web.zoom.us/j/5706969183

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 JULY Board Meeting Agenda

4) Public Input: (capped at 3 minutes per public member)

5) Entrepreneurship Report Out 5 minutes (Jaqi Baldwin, ED)
   SBA Community Navigator’s Federal Grant Opportunity (Color Theory)
   Color Theory MOU
   Kellogg Grant (Color Theory)

6) Finance Report Out 10 minutes (Shayne Huffman, Board Treasurer & Jaqi Baldwin, ED):
   a) June Finance Committee Meeting took place on Tuesday June 29th, 2021
   Regular monthly business: May 2021 Financials: YTD budget analysis, bank deposits & disbursements, and journal entries); Budget Adjustment Requests (BARs); Finance checklist for May; and May bank statement and reconciliation
   a) Executive Finance (Jaqi Baldwin, ED):
Facilities Update: financing on building project and revenue sources
Rental Space for Admin to accommodate growth & programming

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

The Executive Committee meeting took place on Monday May 24th, 2021. During this time a draft agenda for this board meeting was reviewed. Discussion items include:
- Calendaring board meetings for 2021 - 2022 school year and board resolution to indicate (1st Wednesday each month at 4 pm). Is there a need for change in time and day?
- Discussion of revising existing Executive Director Evaluation policy for upcoming board retreat
- Board training roster training tracker 2020-2021
- Board training certificates (pass out at retreat)
- MOU for continued board training & coaching 2021 - 2022
- Review staff and student handbook annually at the beginning of school year
- Review and revision of bylaws annually at retreat

8) Executive Director Report Out 15 minutes, Jaqi Baldwin, SLHS ED
a) Student Updates for the start of the 2021 - 2022 school year
b) Audit
c) 2021 - 2022 potential priorities that align with Performance Framework:
   i) Financial strategy that includes staff, student, programming and facilities growth
   ii) Equitable assessment system in PBL (mission specific)
   iii) Demonstrating math & reading outcomes in PBL (academic performance)
   iv) Graduation & transition to entrepreneurial industry data system (mission specific)

9) Consent Agenda Items 5 minutes
1. June Board Meeting Minutes - Wednesday 6.9.2021
3. May Financials
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5. BAR #93: Increase BAR Private donations 29102 -to budget grant of $2500
6. BAR #96: Maintenance BAR 29102 (to balance year end)
7. **BAR #97**: Increase BAR Operational 11000 - to budget CNM payment for dual enrollment instruction $500
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15. **BAR #107**: Maintenance BAR Distance Learning 24146 (to budget Apple Care Plans for student technology)
16. BAR#1: (21-22) Initial BAR for expending unliquidated obligated funds from Distance Learning Grant 24146 from 2020-2021. The amount is $21,236
   24146-0000-41924-0000-001750 $21,236 - Revenue
   24146-1000-57332-1010-001750 $18,377 - 23 Apple Laptops
   24146-1000-53711-1010-001750 $2,859 - 23 Apple Care Plans
   (This BAR cannot be entered until July 1 and must be approved by July 1,2021)

**MOTION: To approve the consent agenda items 1 - 16**

10) Items for Future Agendas
   - Update Executive Director Evaluation Policy: at board retreat to streamline process around selected goals
   - Annual Retreat & Strategic Planning (August or October)
   - Finance Checklist Training (2021 - 2022)

11) Upcoming Board Meetings
   - **Regular August Board Meeting**: Wednesday August 4th, 2021 from 4:00 - 5:00 pm
   - **Executive Committee Meeting**: Monday July 26th, 2021 @noon
   - **Entrepreneurial Committee Meeting**: Entrepreneurial Committee Meetings resume in August 2021
   - **Finance Meeting**: Tuesday July 27th, 2021 from noon to 1 pm

14) Adjournment

**Adjourn the regular Board Meeting by Board Chair.**
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 July 7th, 2021
Time: 4:00 pm - 5:30 pm

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

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 July Board Meeting Agenda. Shayne Huffman seconded the motion passed unanimously.

Entrepreneurial Committee
Jaqi reported that the Entrepreneurial committee is on hold for the summer, so Natalie’s focus is on recruitment efforts for the school. Jaqi explained that with over 40 students graduating each year, and an additional 40 students needed, Natalie’s goal is to recruit 80 new students over the summer. Even with the Entrepreneurial committee on pause, the Color Theory group is going strong: Color Theory is a collaborative of non-profit and local businesses partnering with Siembra to build the economic development infrastructure for communities, under invested communities of color in the Albuquerque area. Jaqi explained that South Valley Economic Development Center takes the lead on Color Theory with Mr. Olivarez making sure all the organizations can convene at least once a month. One of Color theory’s projects is the Community Navigator program; the program connects a navigator with a business startup and walks them through the process of becoming established. Jaqi reported that there are grant opportunities for the group to help fund projects. Daniel gave a bit more detail on how the program works on a national level (hub and spoke model) which is to connect local entrepreneurs and businesses with SBA resources or other local resources. Jaqi went into more detail about the hub and spoke model, with Rio Grande Community Development Corporation as a hub connecting with the SV Economic Development Center and Siembra as a spoke as well as the other partners.

Executive Director Report Out: Color Theory Work Group

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Jaqi continued her report out regarding the Color Theory work group; Color Theory aligns with Siembra’s larger mission and vision around economic development and entrepreneurship, that the school serves. Jaqi took the lead on the MOU for the Color Theory partners, with three tiered levels of commitment. The largest piece of the understanding is that each partner believes in economic development for communities of color through a social justice lens. So, by signing the MOU each is committing to working together to advance social justice, have measurable outcomes and data sharing. Jaqi explained the Growth Wheel software is utilized as a way of sharing information and a program that will track startup businesses.

Questions/Comments:
- As a reminder, as a potential partner or resource, The City of Albuquerque Economic Development Department is tracking data through the business registration section.
- Thank you, Daniel for the helpful information that you provided
- What is it that this group can offer the student of Siembra?
  - The hope is to get funding and to align with students starting up their businesses.

FINANCE COMMITTEE REPORT
Shane Huffman that Diane has zeroed out all of the categories for items that had to be spent by the end of the year. The funding is mainly from grants that cannot be carried, which explains why there are so many BARs to go through the approval process, moving funds from one line item to another. There was an emergency finance meeting prior, to discuss potential Title One monies, that must be used before the end of the fiscal year. Jaqi gave an in-depth explanation of how the Title One money should be spent as per APS guidelines. APS has stated that Charter Schools need use the money to hire another staff person, but that that person can not be a teacher, but rather a reading or math interventionist. This will be new position and will require writing out a job description, posting the job and going through the hiring process.

Questions/Comments:
- That is interesting that APS is telling Siembra what to do with the Title One money, especially since the school model is not set up for that type of program.

Facilities Update
Jaqi updated the council by stating that a purchase agreement has been executed for the building at 606 Central. The purchase agreement will be done through the foundation, it is an important distinction to note that the school is not making the purchase. The school is not allowed to hold debt, so the Foundation will finance the building. From the date of the purchase agreement (July 5th) we will have 60 days for the inspection. PED will do a walk through and architecture and constructors will be consulted regarding any potential hurdles. Closing could take place closer to October if everything goes well. Jaqi explained rather then going through traditional financing, the foundation will go through CDFI, who is more invested in the mission of the school. Jaqi stated that she presented the interested parties with information about the school and the students as well as projections of student growth and budget. Jaqi expressed that she has learned a lot through this process, especially about school financing regarding revenue that is specific for facilities. Many of the revenue sources such as HB33 and SB9 are based on learning space (square footage per student). Jaqi explained that future plans do include expanding the learning space, so built into the purchase agreement is the first right of refusal or first right of purchase for attached property that goes up for sale. Siembra will continue in the existing building as well and we may have the option to purchase it as well. We do have funds for the down payment, but in order to maintain our safety threshold, we are going through the Albuquerque Community Foundation for the secondary loan.
Questions:
- Did the PSFA (Public School Facility Authority) take into account the percentage of time that students spend in the building?
  - Yes, that percentage is factored in.
- Who is responsible if projections are not meet and the loan ends up defaulting?
  - Both the Foundation and The School are accountable for the loan.

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

The Executive Committee meeting took place on Monday May 24th, 2021. During this time a draft agenda for this board meeting was reviewed. Discussion items include:
- Calendaring board meetings for 2021 - 2022 school year and board resolution to indicate (1st Wednesday each month at 4 pm). Is there a need for change in time and day?
Kelly offered training on the Open Meetings act; the time and date of the meeting needs to be agreed upon by the council and then made public by posting it in an easy to access place. If any changes are made, then that needs to be stated in the resolution.
Kelly stated that the discussion of revising the existing Executive Director Evaluation and streamlining the process, will be on the agenda for the upcoming board retreat as well as the following items:
- Board training certificates (pass out at retreat)
- MOU for continued board training & coaching 2021 - 2022
- Review staff and student handbook annually at the beginning of school year
- Review and revision of bylaws annually at retreat

Carl expressed his appreciation for the model of training that Kelly has provided the council. It is very helpful for new members, so that they receive the benefit of trainings during the meetings and becomes part of the on-boarding process.

Executive Director Report Out

Jaqi reported on the student updates for the start of the 2021 - 2022 school year, with the school year quickly approaching, the staff have been using Jupiter to track the student count regularly. There are 164 students in the day program. The tracking system can track students that are in the reengagement programs, this includes project-based learning, self-paced, on-line and evening classes. That number is currently at 9, for a total of 173. This is great news considering 44 seniors graduated. Jaqi continued expressing the staff has been looking at the schedule for the upcoming school year, explaining that they wanted to be thoughtful considering the year that they have been through. What might that schedule look like that best supports with the transition back to school. Taking in many factors (individual equitable practices), the schedule will allow for the flexibility of in person learning as well as on-line. This practice focuses on what each student needs on any given day. Every student has a success coach, the coaches job is to know what they are doing during flex times. Jaqi expressed that the staff is at the school form 8-4 and that each student is welcome to be there. We teach the students about time management and provide them an open campus, so they are free to interact with the business community.

Consent Agenda Items
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**MOTION:**
Kelly Callahan made a motion to approve the consent agenda items 1-16. Shayne Huffman seconded, and the motion passed unanimously.

**Items for Future Agendas**
- Updating Executive Directors evaluation
- Board retreat
- Finance Checklist training

**Public Input:**
Congratulations to Sommer Smith for the award Media Desk received for the Moment Together campaign.

**Adjournment**

**MOTION:**
Glenna Voight to adjourn the regular Board Meeting. Carl Garcia seconded. The motion passed unanimously.