



## Regular Monthly Board Meeting: August 2022

**Date:** Wednesday August 3rd, 2022

**Time:** 4:00 pm - 5:30 pm

**Location(s):** In-person at 524 Central Ave SE 87102, or

Virtual Zoom link - <https://us02web.zoom.us/j/5706969183> passcode 716824

*\*\*\*Board Member headshots with photographer prior to board meeting from 3:00 pm to 4:00 pm*

- 1) CALL TO ORDER (in accordance with the Open Meetings Act)  
Meeting was called to order by Glenna Voigt, Board Chair at 4:05pm.

ROLL CALL *5 minutes*

- ☒ Glenna Voigt, Board Chair & Executive Committee
- ☒ Shayne Huffman, Vice Chair & Treasurer & Executive Committee
- ☒ Kelly Callahan, Board Secretary & Executive Committee
- ☒ Natalie Sommer, Entrepreneurial Committee
- ☒ Sommer Smith, Entrepreneurial Committee
- ☒ Daniel Gutierrez, Entrepreneurial Committee
  
- ☒ Quorum

Also in Attendance:

- Siembra Executive Director, Jaqi Baldwin,
- Siembra Community Engagement Director, Natalie Tavitas
- Siembra Curriculum Instruction and Assessment Director, Brian VerPloegh
- Siembra Office Manager, Roxanne Medina
- Zach Kirchgessner, Business Manager, K12 Accounting

## 2) APPROVAL OF AGENDA

MOTION: To approve the AUGUST Board Meeting Agenda made by Natalie Sommer, seconded by Kelly Callahan, by no opposition.

- 3) Public Input: (*capped at 3 minutes per public member or 15 minutes total*)  
There was no public input.
  
- 4) Entrepreneurial Committee Report Out: *3 minutes (Jaqi Baldwin)*:
  - [Entrepreneurial Community Partnerships](#)





- Circle of Support Update

Siembra Community Engagement Director, Natalie Tavitas provided an update that The Entrepreneurial Committee will meet at the end of August. Natalie wants to focus on putting all members of the committee to work and to have community partners more involved with the students and our school. She would like to have community partners be guest speakers, provide internship placements for students, and have regular off site meetings with students. She would like to have specific community partners for our young entrepreneurs based on the student's career focus. Monika Monje was hired in July at Siembra Leadership High School as a Transition Coordinator and will expand the internship program and dual enrollment.

5) Finance Committee Report Out *10 minutes (Shayne Huffman, Board Treasurer & Zach Kirchgessner):*

- a) [July/Monthly Finance Committee Meeting: Wednesday June 29th, 2022](#) (Shayne)
- b) [June 2022 Financial Report](#) (Zach)
  - i) [BAR #001-750-2122-0037-M](#)
  - ii) [BAR #001-750-2122-0038-M](#)
  - iii) [BAR #001-750-2122-0039-M](#)
  - iv) Payroll & Accounts Payable\_June 2022
  - v) Payment Vouchers\_June 2022
  - vi) Financial Statement Reports as of June 2022

Zach Kirchgessner, Business Manager- A Finance Committee meeting was held last Thursday. This was the last meeting for Fiscal year 2022. Our fiscal year was from 7/1/2021-6/30/2022. There are three bars for the board to approve (3 maintenance bars) BAR#37M, BAR#38-M and BAR#39-M. We have over \$850,000 carry over cash from last year (FY22) to this year (FY23).

7) Audit Update & Board Training (Jaqi, Zach & Board Training from Kelly Callahan):

- a) Audit Entrance Conference with Moss Adams & APS took place Wednesday July 13th, 2022 - Board Chair, Board Secretary, Business Manager and Executive Director
- b) Audit PBC List is due to Moss Adams on August 27th, 2022
- c) Annual Audit will take place the week of September 5th, 2022

Kelly Callahan, Board Secretary & Executive Committee- There was an entrance meeting with all APS schools and Moss Adams on 7/13/22. The audit PBC list is due on 8/27/22. This is prepared by the client. Audit committee is required to meet during the audit process. Auditors will interview the board via phone call about fraud abuse. This interview should be the week of the audit in September 2022. This is the Board's oversight responsibility for the school. We should receive our audit results around February 2023.



- 8) Executive Committee Report Out: Board Training, Board Development & Discussion *10 minutes (Kelly Callahan, Board Trainer & Secretary, Glenna Voigt, Chair & Shayne Huffman, Vice Chair & Jaqi Baldwin, SLHS ED)*
- a) The Executive Committee reviewed this draft agenda between 7/25/22 - 7/27/22
  - b) Board Development: replacement of (two) board members that recently transitioned
  - c) **Action Item**: Board Treasurer Vacancy

Glenna Voigt, Board Chair & Executive Committee provided an update that there are two board vacancies to fill. Brian Kennedy was introduced as a potential Board Member. Brian is a Siembra parent, an entrepreneur and works for Santa Fe Public Schools.

MOTION: I nominate \_\_\_\_\_ for the Siembra Board Treasurer.

- d) Board Training Updates  
[July 2022: 1.5 training hours](#)
  - 1) Finance: 0.50 hours
  - 2) Ethics + Responsibilities 0.50
  - 3) Open Governance/Organizational Performance: 0.50 hours
- e) Board Discussion Item: [Bylaws](#)

Glenna Voigt, Board Chair & Executive Committee- Stated we do not have a candidate for the board treasurer yet.

Kelly Callahan, Board Secretary & Executive Committee- Stated the Board is required to get training credit hours per year. There is a training in August.

- 9) [Board Training on Finance](#): Session 1 of 3 by K12 Accounting
- a) August 2022: GC Roles in Financial Oversight & The Chart of Accounts
  - b) September 2022: Budget Adjustment Requests & Governmental Financial Statements
  - c) November 2022: Monthly Financial Packet 101

Zach Kirchgessner, Business Manager provided a brief training on finance:

- There are three board training sessions for Finance. Some of the board members' responsibility is to oversee the Admin's contract, review and approve annual budget, Lease and dispose of any property. Inquire leasing properties, provide for



the repair and maintain property of the school, gift grants/charitable gifts, the board can accept or deny the gift. The board will oversee the school's purchases.

- For inventory, anything over \$5k needs to be reported to the board. Any school purchase over \$60k, needs the RFP process unless the vendor is a CES Vendor or has a State Contract in place. If we spend more than \$20k annually to a vendor, the auditors like to see that we have obtained 3 quotes. The board can set a cap for an administrator to seek board approval.
- There are two required committees: 1. Finance Committee. 2. Audit Committee. Finance committee monitors the budget. Zach provided an overview of the chart of accounts to the board such as general funds, federal funds, local grants, state grants, capital projects and debt service with the board.

#### 10) Executive Director Report Out (*Jaqi*)

- a) Start of School Year
  - i) Recruitment
    - 1) We are close to the goal of 260 students.
  - ii) [2022 2023 Staffing](#) (27.50 FTE)
  - iii) [Staff Licensure](#)
  - iv) [Semester I Projects](#)
- b) Facilities Update
  - i) [606/610 Central \(new school building\(s\) scheduled for use January 2023\)](#)
    - 1) Draft LPA for 606/610 Central between school and Foundation
    - 2) LPA work session between school and Foundation took place on 7/28
  - ii) 524 Central update

Siembra Curriculum Instruction and Assessment Director, Brian VerPloegh provided a brief overview of enrollment and the goal of 260 students. New staff members have been hired and have been a part of professional development the past couple of weeks. Brian provided an overview of the schoolwide projects. There has been an addition of Capstone for grades 9th and 10th. In regard to the building, construction has been postponed for two weeks so we are slated to be done at the end of October 2022. 524 Central will be used for Capstone space and administrative offices.

#### 11) Consent Agenda & Board Discussion Items *15 minutes*

- a) [Minutes from Regular Monthly Board Meeting: July 6th, 2022](#)
- b) [BAR #001-750-2122-0037-M](#)
- c) [BAR #001-750-2122-0038-M](#)
- d) [BAR #001-750-2122-0039-M](#)
- e) [July 2022 Financials](#)



- f) [Addendum for current lease between Siembra and SLHS Foundation to extend to month-to-month option for up to one year until LPA is approved.](#)
- g) [POLICY \(amended\): Hard to Staff Positions](#)
- h) [Student Handbook](#) (22\_23)
- i) [Staff Handbook](#) (22 - 23)

MOTION: To approve the consent agenda items a - i made by Shayne Huffman, Sommer Smith provided a second motion, motion passed no opposition.

12) Items for Future Agendas (*Board Chair*)

- Facilities (monthly)
- Audit Update (monthly)
- Annual Retreat & Strategic Planning (October)

Glenna Voigt, Board Chair & Executive Committee- The annual board retreat will be in October 2022. More information to come.

13) [Upcoming Board Meetings](#) (*Board Chair*)

- Regular September Board Meeting: Wednesday September 7th, 2022 from 4:00 - 5:30 pm
- Executive Committee Meeting: Monday August 29th, 2022 from noon - 1:00 pm
- Finance Committee Meeting: Wednesday August 31st, 2022 from noon to 1 pm
- Entrepreneurial Committee: Tuesday, August 30th, 2022 from 9 to 9:45am

13) ADJOURNMENT.

Board meeting adjourned by GlennaVoigt at 5:42pm.

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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.

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