



## **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)

2) 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

3) APPROVAL OF AGENDA

MOTION: To approve the AUGUST Board Meeting Agenda

4) Public Input: (*capped at 3 minutes per public member or 15 minutes total*)

5) Entrepreneurial Committee Report Out: *3 minutes (Jaqi Baldwin)*:

- [Entrepreneurial Community Partnerships](#)
- Circle of Support Update

6) 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

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

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

MOTION:

- 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

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

10) Executive Director Report Out (*Jaqi*)

- a) Start of School Year
  - i) Recruitment
  - 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 (current school building to be purchased and used for administrative purposes and school overflow)
- 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 September 2022 - December 2022
  - 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

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

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

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

- Regular August 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.

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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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