



MINUTES

Regular Monthly Board Meeting: July 2022

Date: Wednesday July 6th, 2022

Time: 4:00 pm - 5:30 pm

Zoom Link (virtual only in June & July): <https://us02web.zoom.us/j/5706969183>

Passcode: 716824

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 JULY Board Meeting Agenda may by Shayne Huffman, seconded by Glenna Voigt. Approved without opposition.

4) Public Input: (*capped at 3 minutes per public member or 15 minutes total*)
No public input.

5) Entrepreneurial Committee Update: *3 minutes (Jaqi Baldwin)*:

- [Entrepreneurial Framework](#)
- [Entrepreneurial Learning Outcomes](#)
- [Rubric for Entrepreneurial Learning Outcomes](#)

Executive Director provided overview of Entrepreneurial Framework and Entrepreneurial Learning Outcomes and noted that these foundational documents are unique to Siembra and a result of the work taking place in the entrepreneurial committee. Rubric for learning outcomes is currently being updated by the Director of Curriculum, Instruction & Assessment.





Board Chair asked what internal certifications Siembra has. The Executive Director shared that currently Siembra has an entrepreneurial certification that young people receive upon graduation. There are plans to launch additional certifications this year.

The Executive Director shared that a portion of the annual board retreat and strategic planning will be dedicated to programming in entrepreneurship.

- 6) Finance Committee Report Out *10 minutes* (Shayne Huffman, Board Treasurer & Zach Kirchgessner):
- a) [June/Monthly Finance Committee Meeting: Wednesday June 29th, 2022](#) (Shayne)
 - b) [May 2022 Financial Report](#) (Zach)
 - i) Budget Adjustment Requests: [BAR #001-750-2122-0035-M](#)
 - ii) Payroll & Accounts Payable_May 2022
 - iii) Payment Vouchers_May 2022
 - iv) Financial Statement Reports as of May 2022

Board Vice Chair provided recap of finance committee to include an overview of the meeting agenda. Business Manager provided an overview of the May financials. Bank reconciliation for the month was shared. Business Manager reports that the carryover number is to be determined as we are working to rollover the school year and that we are preparing for Siembra's first payroll of the FY23 school year. There were no questions regarding the report.

- 7) Audit Update & Board Training (Jaqi, Zach & Board Training from Kelly Callahan):
- a) APS Charters Audit Entrance Conference with [Moss Adams](#) on Wednesday July 13th, 2022 from 4:00 pm to 5:00 pm:
<https://mossadams.zoom.us/j/98460451773?pwd=czdZc2J6Wldma3lVNWZZZC9GbDBydz09>
 - b) [Moss Adams "PBC List"](#)
 - c) Audit will take place over the course of a week between August 1st and October 3. Our submitted preference is September (1st three weeks)
 - d) Current Audit Committee:
 - i) Kelly Callahan
 - ii) Glenna Voigt
 - iii) Judy Bergs
 - iv) Jaqi Baldwin
 - v) Zach Kirchgessner





Business Manager provided overview of requirements for annual audit submittals - “PBC List” provided by Moss Adams. Board Secretary provided an overview and clarifying question(s) around board role/responsibility during annual audit. Audit results are a part of the financial framework used in accountability and compliance.

Executive Director provided an update on recruitment of parents to audit and finance committees and school & Foundation boards.

8) Executive Committee Report Out: Board Training, Board Development & Discussion *10 minutes (Kelly Callahan, Board Trainer & Secretary, Glenna Voigt, Vice Board Chair & Jaqi Baldwin, SLHS ED)*

- a) The Executive Committee meeting took place on Monday June 27th, 2022. During this time a draft agenda for this board meeting was reviewed.

Executive Director provided recap of the Executive Committee meeting that took place.

- b) Board Development: replacement of (two) board members that recently transitioned
- c) Action Item: Board Treasurer Vacancy

Item C tabled until the next board meeting.

- d) Board Training Certificates (to be provided at annual retreat in October)
 - i) [Callahan, Kelly](#)
 - ii) [Gutierrez, Daniel](#)
 - iii) [Huffman, Shayne](#)
 - iv) [Smith, Sommer](#)
 - v) [Sommer, Natalie](#)
 - vi) [Voigt, Glenna](#)
- e) Calendaring Annual Retreat: Doodle poll to follow including the following date options with times of (9 am - 1 pm or noon to 4 pm):
 - i) Monday 10/3/2022
 - ii) Tuesday 10/4/2022
 - iii) Wednesday 10/5/2022
 - iv) Thursday 10/6/2022
 - v) Wednesday 10/12/2022
- f) Action Item: School Mission Tuning
 - i) [Language used by APS as the authorizing agent based on original charter](#)
 - ii) [Handbook Language \(21_22\):](#)





MISSION

The mission of Siembra Leadership High School (SLHS) is to prepare academically underserved students for entrepreneurial careers that reflect the values and needs of the Albuquerque Community through collaboration with entrepreneurs and an emphasis on social, emotional and intellectual growth.

PROMISE

Siembra is committed to making the community a better place by engaging young people in economic development and entrepreneurship. We view young people as assets and believe they are the key to economic development in Albuquerque. We are re-imaging what school looks like and see the institution as a vehicle for larger social change.

VISION

Siembra's vision is to unlock human potential by equipping students with the tools and skills they need to innovate through voice and opportunity. As the only entrepreneurship-focused high school in New Mexico, Siembra Leadership combines passionate and innovative educators, high-growth employers, and local entrepreneurs to offer innovative, real-world learning that prepares students for the future. Siembra Leadership students develop 21st century skills, and an entrepreneurial mindset, that prepares them for success in college and their career. Students and families benefit from 360-degree support to ensure students can focus on hands-on, rigorous learning each day. The core entrepreneurial values of the school are:

OPPORTUNITY: The ability to recognize an opportunity is the foundation of entrepreneurship. Siembra recognizes opportunity in every student. The school provides a thrilling education that is rigorous, innovative, and tuned into the lives of students and their individual needs

CREATIVITY & IMAGINATION: Creativity and imagination are at the core of innovation. Siembra encourages students to think outside the box, explore, and pursue their passions. The school's network of high-growth employers and entrepreneurs help to build a safe space for students to take creative risks, learn, and test the limits of their imagination

THE ABILITY TO FAIL: For the entrepreneur, mistakes are stepping stones for success. Siembra's approach to learning adopts this fundamental entrepreneurial principle, encouraging students to overcome tough challenges, to see problems as opportunities, to develop the persistence they need to reach all their goals, and to give them the support to fall forward

MAKING A DIFFERENCE: Entrepreneurship is about identifying problems and finding solutions that contribute to improving our lives and communities. Siembra ensures that the school and its students are grounded in making a positive impact on the people around them, creating a strong future for Albuquerque





MOTION: Motion to approve revised language of Siembra mission and vision statement made by Kelly, seconded by Sommer. No opposition.

9) Executive Director Report Out (*Jaqi*)

a) Facilities Update

- i) 606/610 Central (new school building(s) scheduled for use January 2023)
 - 1) [Invoice from Foundation to School June/July](#)
 - 2) [Construction Progress Shots](#)
 - 3) [610 Delinquent Property Taxes 2021 \(paid 6/2022\)](#)
 - 4) [June 2022 Invoice_Raza Development Fund](#)
 - 5) [6/1/22 Construction Meeting](#)
 - 6) [6/8/22 Construction Meeting](#)
 - 7) [6/23/22 Construction Meeting](#)
 - 8) [6/29/22 Construction Meeting](#)
- ii) 524 Central (current school building to be purchased and used for administrative purposes and school overflow)
 - 1) Lease Purchase Agreement (to be submitted to NM PED)
 - 2) Board Resolution 2022_23_01 (approved 6/29/22)
 - 3) Agreement to Proceed to Lease Purchase (approved 6/29/22)
- iii) [SLHS Foundation Annual Meeting: June 27th, 2022](#)
 - 1) Leslie Kelly
 - 2) Don Duran

10) Consent Agenda & Board Discussion Items *15 minutes*

- a) [Minutes from Regular Monthly Board Meeting: June 8th, 2022](#)
- b) [Minutes from Special Board Meeting: June 29th, 2022](#)
- c) [BAR #001-750-2122-0035-M](#)
- d) [May 2022 Financials](#)
- e) [Board Bylaws](#) (based on tuning conducted during regular June board meeting regarding term limits)
- f) [Board Resolution for 2022_23_02: Board Meetings](#)
[Board Components 22_22 \(supplemental doc\)](#)

MOTION: To approve the consent agenda items a - f made by Sommer Smith, seconded by Shayne Huffman. Approved without opposition.

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

- Facilities (monthly)





- Audit Update (monthly)
- 2022_2023 Staff Handbook (August)
- 2022-2023 Student Handbook (August)
- Nomination and vote for board treasurer
- Finance training (August & September)
- Annual Retreat & Strategic Planning (October)

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

- Regular August Board Meeting: Wednesday August 3rd, 2022 from 4:00 - 5:30 pm
- Executive Committee Meeting: Asynchronous in July
- Finance Committee Meeting: Wednesday July 27th, 2022 from noon to 1 pm
- Entrepreneurial Committee Resumes August 2022
- Annual Retreat in October 2022, date TBD

13) ADJOURNMENT

Meeting adjourned by Board Chair at 5:10 pm

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.

