



MINUTES: Regular Monthly Board Meeting: June2022

Date: Wednesday June 8th, 2022

Time: 4:00 pm - 5:30 pm

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

1) CALL TO ORDER (in accordance with the Open Meetings Act)

Meeting was called to order at 4:01 pm by Vice Chair, Glenna Voigt. Glenna Voigt made the announcement that our Board Chair, Carl Garcia has resigned from the SLHS board due to personal reasons.

2) ROLL 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

Also in Attendance:

- Siembra Executive Director, Jaqi Baldwin,
- Siembra Curriculum Instruction and Assessment Director, Brian VerPloegh
- Siembra Office Manager, Roxanne Medina
- Zach Kirchgessner, Business Manager, K12 Accounting
- Siembra Student Support Director, Anna Aguilera

3) APPROVAL OF AGENDA

MOTION: To approve the JUNE Board Meeting Agenda

MOTION: Made by Sommer Smith second by Shayne Huffman, no 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 Committee pauses beginning in May 2022 and resumes September 2022
- Summer Entrepreneurial Committee Planning: Executive Director coaching & planning with Community Engagement Director: student business presentations each month, tuning internal micro-credentialing in business planning, coding, marketing, etc.

Executive Director, Jaqlyn Baldwin- Shared the summer entrepreneurial committee planning to include prioritizing student businesses every month, business planning, coding, marketing, digital skills, and senior capstone. She appreciates working with Natalie Tavitias (CIA Director) this summer.

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

- a) [May/Monthly Finance Committee Meeting: Tuesday May 24th, 2022](#) (Shayne)
 - i) New Committee Member to begin May 2022: Vanessa Apodaca, CPA with UNM Psychiatric Dept.
- b) [April 2022 Financial Report](#) (Zach)
 - i) Budget Adjustment Requests
 - ii) Payroll & Accounts Payable_April 2022
 - iii) Payment Vouchers_April 2022
 - iv) Financial Statement Reports as of April 2022

Treasurer, Shayne Huffman- Our monthly Finance Committee meeting on 5/31/22. Covered regular monthly finance report with the SLHS Business Manager Zach.

A new member joined the Finance Committee. Her name is Valerie Apodaca. Valerie attended this meeting for the first time. Shayne mentioned with Carl Garcia being out now, we can use more people on our committee.

Business Manager, K12 Accounting, Zach Kirchgessner- shared financials for the month of April. There were no bars to approve this month by the board. Bank reconciliation needs to be approved by the board. Siembra is spending down our reimbursable funds. The school has a good chunk of operational money to carry over next year. There were large payments made in April to include the architect fees for the new building (606/610 Central) and paid for staff San Diego Conference fees. (Deeper Learning 2022 Conference). The school is finishing this year with less cash than last year but this was anticipated. There is a healthy number finishing this





school year. The bank reconciled in April. No concerns for the reconciliation report. No concerns at the finance meeting. Focusing on new costs for new building (606/610 Central) to include new equipment, new staffing ect. As enrollment grows, so will the staff at Siembra. The school is finishing inventory and closing current Purchase Orders. There will be roll over POs needed for next school year.

MOTION: Made by Kelly Callahan. Second by Glenna Voigt. All Siembra board members present voted. Motion passed unanimously.

7) Audit Update (Jaqi, Zach & Board Training from Kelly Callahan): the following items were sent by Executive Director to APS on 4/26/22

- a) [Updated Corrective Action Plan \(CAP\)](#)
- b) [Updated and Board Approved Internal Control Policy](#)
- c) [Updated and Board Approved Employee Leave Policy](#)

Executive Director, Jaqlyn Baldwin-shared there wasn't an audit update. The school had 4 audit findings in our last annual audit. Inventory was a finding. There needs to be inventory of all of the Technology equipment to include student Chromebooks, Macbooks, cameras, iPads ect. There also needs to be inventory on furniture and books. Roxy Medina, our Office Manager and CPO leads the inventory process. Siembra purchased metal label tags for inventory recently. No questions.

8) Executive Committee Report Out: Board Training, Board Development & 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 Tuesday May 31st, 2022. During this time a draft agenda for this board meeting was reviewed.

- a) ACTION ITEM: [Amend Bylaws to Three Year Terms](#)
Current language includes 2 - 3 year terms: "Members of the Governing Board shall serve for a period of no less than two years and no more than three years per term. Terms may be renewed as appropriate and voted on by the Governing Board. Exiting Governing Board Members shall identify a viable potential replacement. Governing Board Members may serve a maximum of three consecutive terms."

Glenna Voigt, Vice Chair- requesting to adjust the bi laws to read all SLHS Board members would serve a 3 year term.





MOTION: To amend the board bylaws from 2 - 3 year terms to 3 year terms.

MOTION: Motioned by Shayne Huffman, second by Natalie Summer. Glenna Voigt took roll call, All SLHS Board Members present voted yes.

- b) ACTION ITEM: Discussion & Declaration (s) to transition out or remain a third year
 - i) Glenna Voigt: July 2019 (2019-2020 school year) -
 - ii) Kelly Callahan: November 2019 (2019 - 2020 school year) -
 - iii) Shayne Huffman: February 2020 (2019 - 2020 school year) -
 - iv) Melody Brown: February 2020 (2019 - 2020 school year) - exiting June 2022

Glenna Voigt, Vice Chair named need to discuss intentions to remain on the board another term. If remaining on the SLHS board, it would be for three years.

Glenna Voigt-will commit until December 2022. Will bring partners to join Siembra.

Kelly Callahan-will continue for 3 more years

Shayne Huffman-will continue for 3 more years

Melody Brown- moved out of state. Will not renew. This will be her last board meeting.

- c) Board Training (Kelly): 12 hours total for this year: [Tracking Document](#)
Board Secretary, Kelly Callahan-Board training hours have been submitted to CSD. Waiting on certificates.

Glenna Voigt mentioned there is an upcoming virtual conference. This will count for board member hours if anyone is interested.

9) Executive Director Report Out (*Jaqi*)

- a) Graduation Highlights
- b) Facilities
- c) Future's Protocol - Visioning for Project-based Learning, Student Support and Community Engagement for 2022 - 2023
- d) Albuquerque Public Schools Site Visit
 - i) [Spring 2022](#) Tuesday April 12th, 2022
 - ii) [Fall 2021](#) September 30th, 2022
 - iii) [Final Report 2021-2022](#)

Executive Director, Jaqlyn Baldwin-shared (a) Graduation 2022 highlights: There were 41 Seniors graduated at the Kiva Auditorium in May. The plan for the graduation number to increase every school year. This is the school's second graduation ceremony. The school plans to





keep the venue downtown. Plan to have next year's graduation at the Kimo theater. There were 3 students that gave speeches at this year's graduation. Board Member and parent Melody Brown gave a speech, and Glenna Voigt recorded a virtual speech. All seniors received a High School Diploma and Entrepreneurial certificate. This is the first time that the school . The cord represented dual credit/college, paid internship, and entrepreneurial certification. We honored student culture. We had Native American, Latino, and African American bands for students to wear if they wanted.

Kelly Callahan stated that she attended and enjoyed Siembra's Graduation and it was an amazing program that was appreciated by both families and students

Executive Director, Jaqlyn Baldwin- shared (b) Facilities: Initial intention was not for the school to make payments until construction was done. The school is paying \$19k a month to the SLHS Foundation, while no payments are required of the lender until construction is complete. Upon completion of construction, interest only payments begin - estimated November 2022. The Foundation will begin making full payments in February 2024 to La Raza (financer).

Glenna Voigt clarifies this is the SLHS Foundation debt.

Jaqlyn Baldwin shared a recent school article for downtown development. Siembra Leadership HS is committed to being downtown.

Melody Brown joined at 4:40pm.

Executive Director, Jaqlyn Baldwin- shared (c) Future's Protocol: in preparation for our annual board retreat that will take place in the Fall. The school's leadership team is working through the summer to focus on 3 initiatives per pillar - project-based learning, student support and community engagement. This visioning will drive the staff professional development for the 2022 - 2023 school year.

Executive Director discussed the Albuquerque Public Schools Site Visit report. Board member list will be updated to APS. The school will tune mission language to serving all kids in NM, not just the West Side and South Valley area as originally planned. Review of the Fall 2021 and Spring 2022 Report. Explanation around state graduation rate as calculated based on when the student starts school. Siembra's true graduation rate based on when students start at Siembra is between 84 - 94%. APS rating includes: Green = meets; Yellow = working to meet; Red = flagged issues to correct. There was one red finding that was our audit findings.





Kelly Callahan named being optimistic that areas of concern are minimal and will be cleared up. SPED cleaning up record keeping. She has seen many reports from other schools, this is a good report.

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

- a) [Minutes from Regular Monthly Board Meeting: May 4th, 2022](#)
- b) [Minutes from Special Board Meeting: May 16th, 2022](#)
- c) Blanket BARs as necessary through June 30th, 2022
- d) [April 2022 Financials](#)
- e) Retention Stipends for all returning staff
- f) Lease Purchase Agreement for 524 (may table if legal counsel revisions remain in progress)
- g) Lease Purchase Agreement for 606/610 (may table if legal counsel revisions remain in progress)

Jaqlyn Baldwin shared board does not need to approve items F and G.

MOTION: To approve the consent agenda items a - e to include 1) approval to submit end of year maintenance and transfer BARs to PED without board approval (business manager will present these BARs at the July 2022 board meeting), and 2) Approval to pay a retention stipend on the last payroll in June to all returning staff, including the Charter Director, equal to the employee's daily rate multiplied by seven.

MOTION: Glenna Voigt motioned to approve items A-G to exclude (F and G). Kelly Callahan second. all SLHS Board members present voted.

Melody Brown will send an email to Glenna and Jaqi for official resignation notice.

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

- Facilities (monthly)
- Audit Update (monthly)
- School Mission Language (July)
- 2022_2023 Staff Handbook (July)
- 2022-2023 Student Handbook (July)
- Review/Update Board Bylaws (Summer/Fall)
- Board Resolution for 22_23 Meetings (July)
- Annual Retreat (Summer/Fall)

No questions or comments.





12) Upcoming Board Meetings (Board Chair)

- Regular March Board Meeting: Wednesday July 6th, 2022 from 4:00 - 5:30 pm
- Executive Committee Meeting: Wednesday June 27, 2022 @noon
- Finance Committee Meeting: TBD (schedule change needed to accommodate member)
- Entrepreneurial Committee Resumes September 2nd, 2022

Shayne Huffman- The Finance committee meeting date is not determined yet.

13) ACTION ITEM & ROLL CALL VOTE: Closed Session to address limited personnel matters (Executive Director evaluation) pursuant to OMA 10-15-1 (H)(2).

Glenna Voigt called for a closed session at 5:03pm. Shayne second. All SLHS board members present voted. All non board members exited the zoom meeting.

ROLL CALL

☐ 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

14) RETURN TO OPEN SESSION: Declaration from Board Chair indicating closed session included only those items listed on the agenda.

Glenna Voigt returned to open session at 5:20pm.

15) ACTION ITEM: Vote and approval of Executive Director Contract.

Executive Director, Jaqlyn Baldwin, shared the link to her SY22-23 Contract with the board. Board members reviewing ED's contract.

Natalie Sommer sees wording in ED's contract that states "he" instead of "she." Jaqi says they will correct that in the contract.

Shayne Huffman-clarifying this is a 10% raise for next school year.





Kelly Callahan shares new minimums for High School Principals at \$112k for traditional APS high school. There are more responsibilities for the head admin of a charter school.

MOTION:

Motioned by Natalie Sommer, second by Shayne Huffman. All SLHS Board members present voted to act on motion for Executive Director's contract. Motion passed unanimously.

Glenna Voigt thanked Melody Brown for her time on the board.

16) ADJOURNMENT.

Board meeting adjourned by Glenna Voigt at 5:27pm

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.

