



Regular Monthly Board Meeting: June 2022

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)

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

3) APPROVAL OF AGENDA

MOTION: To approve the JUNE Board Meeting Agenda

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

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.

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
 - 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](#)
 - 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.”
- MOTION: To amend the board bylaws from 2 - 3 year terms to 3 year terms
- 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
 - c) Board Training (Kelly): 12 hours total for this year: [Tracking Document](#)
 - 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](#)

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
- e) Lease Purchase Agreement for 524 (may table if legal counsel revisions remain in progress)
- f) Lease Purchase Agreement for 606/610 (may table if legal counsel revisions remain in progress)

MOTION: To approve the consent agenda items a - f 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.

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)

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





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

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.

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

- 16) ADJOURNMENT.

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.

