



BOARD MEETING MINUTES

Regular Monthly Board Meeting: May 2022

Date: Wednesday May 4th, 2022

Time: 4:00 pm - 5:30 pm

Location: 524 Central Ave SW ABQ, NM 87102

Zoom Link (for those unable to attend in person): <https://us02web.zoom.us/j/5706969183>

- 1) CALL TO ORDER (in accordance with the Open Meetings Act)
Meeting was called to order by Carl Garcia, Board Chair at 4:05pm
- 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
- Siembra Teacher, Marteena Martinez
- Zach Kirchgessner, Business Manager, K12 Accounting

3) APPROVAL OF AGENDA

MOTION: To approve the MAY Board Meeting Agenda made by Daniel Gutierrez seconded by Glenna Voigt, 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 (Natalie Tavitas, Daniel Guiterrez, Sommer Smith)*: Entrepreneurial Committee pauses beginning in May 2022 and resumes September 2022

This month's Entrepreneurial Committee Meeting was canceled and there was no report out.

- 6) Finance Committee Report Out *10 minutes (Shayne Huffman, Board Treasurer & Zach Kirchgessner)*:
- a) [April/Monthly Finance Committee Meeting: Tuesday April 26th, 2022](#) (Shayne)
 - i) New Committee Member to begin May 2022: Vanessa Apodaca, CPA with UNM Psychiatric Dept.
 - b) [March 2022 Financial Report](#) (Zach)
 - i) Budget Adjustment Requests
 - ii) Payroll & Accounts Payable_March 2022
 - iii) Payment Vouchers_March 2022
 - iv) Financial Statement Reports as of March 2022

Zach, the Business Manager shared Bars 32i and 33i. Both are an increase Bars. Bar 33i is an increase bar for \$16,340. This is for the staff's 3% raise. This Bar was paid out to the employees this school year. The school has a \$3.5 million dollar budget. As of now Siembra has around \$800k carry over cash May2022. The revenue in March 2022 increased due to architecture work from SMPC for 606/610 central purchase. The budget for next year has been submitted to PED already. There were also added moving costs, these have been applied for when we move to 606/610 Central these are set up for business set up fees, ect.

Carl Garcia, raised a question regarding a statement in the news from charter school reps saying charter school programs would be affected due to loss of funds.

Business Manager, Zach, replied to the questions by saying that Siembra is not in a situation financially where we will be put in a bind.

Executive Director, Jaqi Baldwin, stated that legislation is different every year . How the school responds to legislation is important. Funding the program for Student Support, Community Engagement, Field Trips, Social Workers is not common to other schools but it is our practice and focus. We get monthly payments from SEG to operate. It's important to be aware of what's going on in Legislation but we make sure the school is covered.

Business Manager, Zach, stated staff will increase each year as student enrollment increases. Thinking about long term growth is important for the school and planning.

Carl Garcia asked if there were any other questions.





No one had questions

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](#)

Business Manager Zach stated we have turned in our corrective action plan to APS. He has met with our authorizer Roberta from APS. She conducts the site visit every year. The school is in good standing with our authorizer. The school will implement the new policies the board approved last board meeting. This will help resolve the issues that were flagged in our audit. Moving forward with the new policies should resolve the audit findings they just need to be monitored.

8) Executive Committee Report Out, Training & 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 Friday April 22nd, 2022. During this time a draft agenda for this board meeting was reviewed.

- a) Board Representation on Website (Carl) - photo and bio

Carl Garcia stated when we receive new board members, they will need to submit a biography paragraph for the school's website. These will be due late July 2022.

- b) Executive Director Annual Evaluation (Kelly)
 - i) [Executive Director Evaluation Policy](#) (Approved/Amended 12/1/21)
 - ii) [Executive Director Competencies & Performance Indicators](#)
 - iii) Executive Director Professional Development Plan 22_23
 - iv) Process

Executive Director, Jaqlyn Baldwin, spoke on her Annual Evaluation. Every charter school has to have a policy for the ED's annual evaluation. Glenna Voigt revised the policy for the annual evaluation last. The policy was approved 12/1/2021. Jaqi's professional development plan is based on 7 competencies.

Competency 1: Board Relation

Competency 2: Communications

Competency 3: Staff Relations

Competency 4: Community Relations





Competency 5: Instructional Leadership
Competency 6: Organizational Management
Competency 7: Values and Ethics.

The ED will develop their own professional plan each year and come up with two goals for the year. The ED's Goal 1 was Organizational growth and Goal#2 Furthering Siembra's Models. For Goal 1- Organizational Growth demonstrated by facilities project, recently closed 2 properties (606/610 Central), Construction May 2022 - October 2022, Secured financing, managed school board Foundations with attorneys for each. Next year there will be a full time Transition Coordinator added, they will focus on Dual Enrollment. There will also be a full time Capstone Coordinator that will Focus on young people having their own businesses. There is also a new contractor-The Grant Plant will look for funding for the school. There were also two EA positions added this year and one more is opening up for next year. Two teachers received licensure for the SPED LEAP Program. Next year the school will have about 6 staff members participate in this program. The school will pay for the tuition. We have also seen growth of students, the goal for this year was 220 and we had 235 students. We received about 110 more students this year. Three pillar Directors oversee Community Engagement, Student Support, and Curriculum. We welcomed Brian Verploegh as our new CIA Director, we took the time to interview and made sure we hired the right person for this role. The school also added a re-engagement program and virtual program. The Ed ensures that there are weekly meetings with each pillar directors individually to ensure each one has support. When the ED started in 2018, there were no pillar directors. Now there's a total of five directors. CIA, SS, CE, Finance, and ED. The Executive Director makes sure each is supported. The ED lists her responsibilities to include: Finance Committee, Board, Audit Committee, SLHS Foundation, Foundation Board, Facilities/ Building project. The ED Works with about 12 different people for construction, 2 realtors, the financial team from La Raza, the HOA Managers and Board for 524 Central and 606/610 Central. 3 folks from K-12 Accounting, The Grant Plant, and Downtown Law Enforcement regularly.

Glenna Voigt stated all the relationships Ms. Baldwin has established for the school is so important. It's remarkable. It's so solid.

Jaqlyn Baldwin shared there are 3 capable strong solid directors here on site daily. This helps Jaqi focus on what she needs to and could not do it without them.

1. Board Responsibility: board review evidence and provide comments to be share on final document
 - A. Email comments to Kelly Callahan by May 23rd, 2022





Kelly Callahan wants to receive comments and feedback via email from the board members regarding ED's evaluation. Kelly will compile everything into a master document for board members to comment on. This is due 5/23/22 and they will go over this at the June 2022 Board Meeting.

1. Closed Session in June for Final Evaluation

- Reviewing Board Terms (Kelly) Board terms are three years with a two term maximum. Board members with terms ending in June 2022 will share their intention to 1) be voted on for an additional term or 2) provide three recommendations for replacement.

Kelly Callahan shared she needed the declaration of board members that are going to return next year. If board members are not returning, they are encouraged to provide 3 references for possible candidates. If possible they should also encourage them to tour and come in for a board meeting. We will have a nomination/election vote when needed.

Glenna Voigt recommended board members bring their candidates to the June meeting.

Upcoming Term Vote(s) in June 2022

- v) Glenna Voigt: July 2019 (2019-2020 school year)
- vi) Kelly Callahan: November 2019 (2019 - 2020 school year)
- vii) Shayne Huffman: February 2020 (2019 - 2020 school year)
- viii) Melody Brown: February 2020 (2019 - 2020 school year)

Upcoming Term Vote in July 2023

- ix) Natalie Sommer: November 2020 (2020 - 2021 school year)
- x) Sommer Smith: December 2020 (2020 - 2021 school year)
- xi) Daniel Gutierrez: January 2021 (2020 - 2021 school year)

- c) Board Training (Kelly): 12 hours total for this year: [Tracking Document](#)

9) Board Strategy for Learning by Doing Pillar Report Out *15 minutes* (Bryan VerPloegh & Jaqi Baldwin)

Strategies from October 2021 Annual Board Retreat:

Report-out/Update:

Brian Verploegh has been the CIA Director full time since March 2022. Shared the 4 focuses the board requested him focus on. This includes Building processes, Identify Learning, Adjustments to COLs, Adding Capstone and Projects.



STRATEGY	BOARD ROLE
Understand the context of each/all students: WHAT are they learning? HOW do they learn best?	Shayne Huffman Board Role: <ul style="list-style-type: none"> • focus group with students, step interviews, etc. • Look for's/feedback in exhibitions (COLs)
Identify/capture the learning	Glenna Voigt Board Role: focus group, talking to students about the value of what they are learning and learning experiences attached to each grade level and social emotional
Translate to authorizer audience - telling our story in a mission aligned fashion that meets larger compliance needs.	Kelly Callahan Board Role: ensuring that our documents meet the expectation(s) of the authorizer
Influence of the school - what's the system response? <ul style="list-style-type: none"> • Engagement credits • Build out of anchor projects: social justice & downtown community building 	Sommer Smith Board role: Assessing the influence of the school (accountability). Ensuring the school is actually shaping it's image. Name the skepticism.

10) Executive Director Report Out (*Jaqi*)

- a) Class of 2022
- b) Albuquerque Public Schools Site Visit
 - i) [Spring 2022](#) Tuesday April 12th, 2022
 - ii) [Fall 2021](#) September 30th, 2022

The Executive Director shared that our class of 2022 has grown since last school year. We changed our venue to the Kiva Auditorium downtown. Glenna Voigt won't be in attendance but will have a video shared at graduation. Board member and parent Melody Brown will be doing a speech. In addition there will be another poet at the ceremony this year and the school would like to continue this tradition.

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

- a) [Minutes from Regular Monthly Board Meeting: April 13th, 2022](#)
- b) [March 2022 Financials](#)
- c) [BAR #32: 2122-0032 11000 Initial \\$13,708.00](#)
[1% ERB Contribution per PED Memo](#)





- [1% Contribution Exhibit breakdown by school](#)
d) [BAR #33:](#) 2122-0033 11000 Initial \$16,346.00
[3% Compensation Distribution per PED Memo](#)
[3% Compensation Distribution breakdown by school](#)

MOTION: To approve the consent agenda items a - d made by Carl Garcia, seconded by Glenna Voigt, brought to vote with no opposition.

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

- Executive Director Evaluation (Annual)
- Facilities (monthly)
- Audit Update (monthly)
- 2022_2023 Staff Handbook
- 2022-2023 Student Handbook
- Review/Update Board Bylaws (Summer/Fall)
- Board Resolution for 22_23 Meetings

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

- Regular March Board Meeting: Wednesday June 1st, 2022 from 4:00 - 5:30 pm
- Executive Committee Meeting: Wednesday May 23rd, 2022 @noon
- Finance Committee Meeting: Tuesday May 24th, 2022 @noon
- Entrepreneurial Committee Resumes August 2nd, 2022

Date changes were updated.

14) Facilities Update & Closed Session under Section 10-15-1(H)(8) for the discussion of the purchase, acquisition or disposal of real property (*Jaqi Baldwin & Susan Fox*)

- Construction Timeline beginning May 2nd and ending October 15th, 2022
- Weekly meetings with General Contractor, Architect, Executive Director and Foundation Board Member taking place
- Pursuing purchase of rental of parking space Downtown for 22_23 SY
- Foundation Board Meeting on May 2nd, 2022: Lease Purchase Agreement (LPA) between school and Foundation for 606 & 610 Central. Lease is currently in place as of 2/17/22.

MOTION to go into closed session made by Carl Garcia.

MOTION to return to open session made by Carl Garcia at 5:50pm

12) Adjournment Board Meeting by adjourned by Board Chair at 5:51pm.





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.

SIEMBRA LEADERSHIP
HIGH SCHOOL

