



**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)

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 MAY Board Meeting Agenda

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

5) Entrepreneurial Committee Update: *3 minutes (Natalie Tavitas, Daniel Guitierrez, Sommer Smith)*: Entrepreneurial Committee pauses beginning in May 2022 and resumes September 2022

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\_January 2022



- iii) Payment Vouchers\_January 2022
- iv) Financial Statement Reports as of January 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, 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
- 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
    - 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
    - 2) Closed Session in June for Final Evaluation
- c) [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.

Upcoming Term Vote(s) in June 2022

- 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)

Upcoming Term Vote in July 2023

- v) Natalie Sommer: November 2020 (2020 - 2021 school year)





- vi) Sommer Smith: December 2020 (2020 - 2021 school year)
- vii) Daniel Gutierrez: January 2021 (2020 - 2021 school year)

d) 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:

STRATEGY	BOARD ROLE
Understand the context of each/all students: WHAT are they learning? HOW do they learn best?	Shayne Huffman <b>Board Role:</b> <ul style="list-style-type: none"> <li>focus group with students, step interviews, etc.</li> <li>Look for's/feedback in exhibitions (COLs)</li> </ul>
Identify/capture the learning	Glenna Voigt <b>Board Role:</b> 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 <b>Board Role:</b> 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"> <li>Engagement credits</li> <li>Build out of anchor projects: social justice &amp; downtown community building</li> </ul>	Sommer Smith <b>Board role:</b> 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

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

10) 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

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

- Regular March Board Meeting: Wednesday June 1st, 2022 from 4:00 - 5:30 pm
- Executive Committee Meeting: Wednesday May 22nd, 2022 @noon
- Finance Committee Meeting: Tuesday May 24th, 2022 @noon
- Entrepreneurial Committee Resumes September 2022

12) 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.

MOTION to return to open session.





## 12) 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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