



**Regular Monthly Board Meeting: APRIL 2022**

**Date:** Wednesday April 13th, 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 APRIL Board Meeting Agenda

- 4) Public Input: (*capped at 3 minutes per public member or 15 minutes total*)
- 5) [Entrepreneurial Committee Report Out](#) *10 minutes (Natalie Tavitas, Daniel Gutierrez, Sommer Smith)*
  - a) Entrepreneurial Committee Meeting held April 5th, 2022
- 6) Finance Committee Report Out *10 minutes (Shayne Huffman, Board Treasurer & Zach Kirchgessner):*
  - a) [March/Monthly Finance Committee Meeting: Tuesday March 29th, 2022](#) (Shayne)
  - b) [February Financial Report](#) (Zach)
    - i) Budget Adjustment Requests
    - ii) Payroll & Accounts Payable February 2022
    - iii) Payment Vouchers February 2022
    - iv) Financial Statement Reports as of February 2022





**SIEMBRA LEADERSHIP**  
HIGH SCHOOL

Zach-sharing the Finance Committee Report Out. Expenditures are going up as the school's student numbers are increasing. \$820,000 to finish the school year. The unit value came out for next school year. About a 12% increase which is huge. We looked at the budget transactions. Bank rec balanced, everything looks good. Training for the next 3 months that can count for the board's finance training hours. It will be the next 3 board meetings.

Kelly-the board training has to be next year in July to count towards board training hours.

Zach-\$700,000-\$800,000 carry over cash to have next school year. This will allow us to have wiggle room next year.

Zach-any questions?

Carl-appreciates receiving the reports a week in advance. The board used to receive the reports a day before.

- 7) Monthly Audit Update (Jaqi, Zach & Board Training from Kelly Callahan)
  - a) [Notice of Unsatisfactory Performance](#) from Albuquerque Public Schools
  - b) [Corrective Action Plan \(CAP\)](#) in response to remedy four audit findings
  - c) Audit is for the 2020 - 2021 School Year
  - d) [Historical Audit Analysis Guide](#)
  - e) [Updated Employee Leave Policy](#)
  - f) [Updated Financial Internal Controls Policy](#)
  - g) [Inventory Plan/Calendar](#)

Jaqi-annual audit takes place. Moss Adams is who does our audits. We went from 11 findings to 4 findings this year. Any findings found, we are put on a corrective action plan. We committed to our last board meeting to have a report out at every board meeting. Our corrective action plan was reviewed 2 board meetings ago. In march, Zach and Jaqi reviewed the policies and updated them. Both policies were developed in 2018. It's common to make revisions for improvement. Inventory was another finding. Includes all technology, books, and furniture. Inventory was not taken at all last school year.

Jaqi feels confident in the revisions

Zach-we tried to lay out the internal controls very simple. We highlighted the revisions. Zach reading some of the changes to the board. First highlight on page 6. #8 payable liabilities, #9 quarterly and annual PED cash reports, #13 inventory, #14 journal entries,

These are the changes we will be approving tonight as a board moving forward.

Carl-asking if the finance employees feel supported and if they need any additional support.

Any questions on audit?

- 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 Wednesday March 30th, 2022. During this time a draft agenda for this board meeting was reviewed.

KELLY-we will have to have elections for those choosing to continue on the board. If we are going to lose people, there will need to be some planning on how to bring others to the board. How do we target what we need? How to facilitate that. Kelly is taking training. Those who are on the list will need to make a decision before July if they will not be on the board.

Jaqi-requesting to put on the June agenda board meeting the 4 board members who will share to stay on the board or share to refer someone else on the board.

Kelly-adding if you are leaving it would be beneficial to have 1-2 people in mind to join. We need to know the direction you are going.

Carl-thanking all the board members. The flow has been going so well. Gladly welcoming everyone back. Do what's best for you.

a) Board Succession Planning

Upcoming Term Vote(s) in July 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)

b) Discussion Item: Finance Training Options

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

i) [August 2021 \(8.3.21\) Board Training](#) (2.0 total)

- 1) 1.0 hours Finance
- 2) 0.5 hours Academic
- 3) 0.5 hours Open Governance/Organizational Reporting

ii) [September 2021 \(9.1.21\) Board Training](#) (1.5 total)

- 1) 1.0 hours Academic
- 2) 0.5 hours Finance

iii) [October 2021 \(10.4.2021\) Board Training](#) (4.0 total)

- 1) 1.0 hours Legal & Responsibility
- 2) 0.5 hours Equity CLR
- 3) 1.0 hours Organizational Performance & Open Governance
- 4) 0.5 hours Finance

iv) [November 2021 \(11.3.2021\) Board Training](#) (2.5 total)

- 1) 1.0 hours Academic
- 2) 0.5 hours Financial
- 3) 0.5 hours Open Gov't. & Organizational Performance
- 4) 0.5 hours Ethics & Responsibilities

v) \*\*\*no training during December 2021 board meeting

vi) [January 2022 \(1.5.22\) Board Training](#) (2.0 total)

SIEMBRA LEADERSHIP  
HIGH SCHOOL





- 1) 0.5 Academic
  - 2) 0.5 Finance
  - 3) 0.5 Ethics & Responsibility
  - 4) 0.5 Cultural and Linguistic Responsiveness
- vii) February 2022 (2.2.22) Board Training (pending)

9) Board Strategy for Student Support Pillar Report Out/Update *15 minutes (Anna Aguilera & Jaqi Baldwin)*

Strategies from October 2021 Annual Board Retreat:

<p><b>Strategy:</b> Understanding each student's experience upon starting through intake assessments</p>	<p><b>Board Role:</b> Establishing a baseline around data for future comparison to mark trends over time allowing the board to track data and understand student experiences. Potentially tune the intake tool. Over time the type of student may change and the intake would tell us this: Overall awareness of the trends in the student body.</p>
<p><b>Strategy:</b> Student Support professional development for all staff</p>	<p><b>Board Role:</b> Staff and student survey and focus group around student support professional development and practice. Bringing back information to board.</p>
<p><b>Strategy:</b> Systems building -- Tiered support services Evaluations of systems, Plan-do-study-act (PDSA) cycles</p>	<p><b>Board Role:</b> Starting with case studies of students that are both served well and not served well to uncover some learning around ways to improve practice. Exit interviews with students to inform a system analysis.</p>

Anna-the report out at the board retreat in September. Strategies each student experiences starting through intake assessments. Intake is a good assessment tool to better support the student. 110 intakes have been completed this school year. Information is shared to the staff members who need to know for support of the student. Share with teachers, staff we feel are important for them to know. We go over the student's learning style, who is the student living with, what are their needs, previous experiences. We also have new student orientation. Students are required to attend. We can pair them with students and introduce them to their advisor and staff members.

Student support PD-Anna provided a list of PD the school has paid for this year. Child abuse and neglect, transgender resource center, home visits, mental health, mindfulness, PTSD and trauma among others listed.

Workshops for students were created with students input. Organization skills, mindfulness, anxiety.

Strategy: Systems buildings. SY21-22 withdraw list. Includes student name, staff who withdrew, date, reasoning, where they are going after Siembra. We had a few students who withdrew in the summer.





**SIEMBRA LEADERSHIP**  
HIGH SCHOOL

Student support services list that is available for students. CYFD Referrals if needed. Student staffing is done weekly. We can identify which student's need our attention. We go over every student.

Next steps-Anna is asking board members if they see any training that would be beneficial to student support, please send them our way. Also we are hiring for another social worker.

Carl-asking why students usually leave APS to come to Siembra?

Anna- because of safety, smaller environment, teachers don't care from previous schools. Word of mouth is how they come to Siembra. Our transfer students are about 40% of the school.

Carl-speaking as a parent how this school helped his son. His son didn't do well in APS. Every one of these numbers is a life.

Brain-adding numbers would be higher. So many students are coming mid semester.

10) Executive Director Report Out:

- a) Facilities Update (connected to long-term visioning presented in March)
- b) Recruitment/Growth (connected to long-term visioning presented in March)
- c) [Mid-semester Update](#)

Jaqi-Running notes of the facilities updates. Students, board members, foundation board members, staff. We have a start date 5/2/22 for construction at 606/610. Ending 10/15/22. This date is important because our lease is up in December 2022. We have a Foundation call every Wednesday. The school will purchase the building from the SLHS Foundation eventually. The lawyers are working on that. It will take some time. We're not making payments yet because it's being paid out of reserves. Invoices from Raza every month. We will not pay until construction is done.

Growth-its fantastic we have 2 new buildings. We are not stopping. We need additional space. What is next? Capacity assessment done. 12,000 sq ft for learning space. Overall space would include bathrooms, lounges ect at 18,000sq ft total. Absolute max for these buildings? 361 students. Finance committee meeting was held 2 weeks ago. We need to know how much can we afford for rent and mortgage. Potential mortgages at 524 Central Ave SW. 606/610 Central AVE SW will be \$19k a month or \$228k a year. Student growth projections are broken down by year. We can afford 3 mortgages based off of student projections. Our goal is to have 260 kids by October2022. This last October we were at 240 students. Planning on 360 students for SY24-25. Anticipating we will have that number a lot sooner. Planning ahead for future building purchase. This takes time.

Lawyers Concern to purchase 524 Central AVE SW because of the Condos above us. Concern to rewrite the HOA docs to have the "okay to have the first floor as a school."Currently has "Anything that's not residential." We have been renting for the last 6 years at 524.

Daniel-asking what is our long term plan? We should have conversations in the future for decision making.

Jaqi-speaking on growth. We had 12 students start after spring break. Open house had a good turn out of around 70 people.





**SIEMBRA LEADERSHIP**  
HIGH SCHOOL

Mid semester update-55-66 % to on track rate here in May. 5% in the evening program. Most are in 9th grade. 60% are on IEP, other Charter schools say they only have about 5% of their students who are on IEPs.

Carl-any questions?

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

- a) [MINUTES from Regular March Board Meeting](#) (3.2.22)
- b) [February 2022 Financials](#) (reviewed in March Finance Committee Meeting)
- c) [2022 - 2023 Student Calendar](#)
- d) [2022 - 2023 Staff Calendar \(191 Contract Days\)](#)
- e) [2022 - 2023 Budget](#)
- f) 2022 - 2023 Salary Schedule
  - i) Level I/BSW: \$55,000
  - ii) Level II/MSW: \$66,000
  - iii) Level III/LCSW/Doctoral Degree: \$77,000
- g) [POLICY: Employee Leave Policy](#) (updated)
- h) [POLICY: Financial Internal Controls](#) (updated)
- i) [BAR #25: 2122-0025 M -](#)
- j) [BAR #26: 2122 - 0026 M -](#)
- k) [BAR #27: 2122 - 0027 I \\$4,131](#)
- l) [BAR #31: 2122 - 0031 I \\$3,005](#)
- m) 3% Increase to Base Salary for All Staff Including Director/Supt per HB2 to be paid as increment
  - i) [NM PED Memo following Legislative Session](#)
  - ii) [Breakdown by School/District](#)

Zach-There are 4 Bars we are approving tonight. Senate Bill 9 bar, final air quality bar, school will have over 4.9 million dollar budget next year. 4% salary increase next year. Additional 3% this year. Only for the 3rd quarter. New salary for teachers level 1,2,3. New salary schedule for principals. 7.2 percent total. 83% of funding is SEG from the State. PED said we can only project 260 students next year. Not 270. If we exceed 260, they will pay us back. Special Revenue 692k. III Capital bill money 81k. Majority of the money is from students enrolled, sped funding, 3.2 million from SEG. Expenditures by function code such as instruction, classroom support, admin. Zach is going over cost accounts. This is our budget plan. The costs can change.

Approving the new salary schedule tonight. We pay staff 10% more than APS.

Calendar for next year. Zach will send it to PED. The board will approve this calendar tonight.

Carl--motion to approve.

Motioned-Shayne

Daniel-2ND

MOTION: To approve the consent agenda items a - m

10) Items for Future Agendas





**SIEMBRA LEADERSHIP**  
HIGH SCHOOL

- Class of 2022 (May)
- Executive Director Evaluation (June)
- Audit Update (monthly)
- Facilities (monthly)

11) [Upcoming Board Meetings](#)

- Regular May Board Meeting: Wednesday May 4th, 2022 from 4:00 - 5:30 pm
- Executive Committee Meeting: Monday April 25th, 2022 @noon
- Entrepreneurial Committee Meeting: Tuesday May 3rd, 2022 3:00 pm - 4:00 pm
- Finance Committee Meeting: Tuesday April 26th, 2022 @noon

13) Adjournment

Adjourn the regular Board Meeting by Board Chair. At 5:28pm

---

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

