



Regular Monthly Board Meeting: MARCH 2022

Date: Wednesday March 2nd, 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)

Carl called the meeting to order at 4:04

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 - quorum was met

3) APPROVAL OF AGENDA

MOTION: To approve the MARCH Board Meeting Agenda Carl Motioned.

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

Jaqi spoke about former Siembra graduates to become Staff. 3 previous students in the process to transition.

Carl congratulating staff for the upcoming raise.

Danil Gutierrez joined via zoom @4:09pm

5) Entrepreneurial Committee Report Out *10 minutes (Natalie Tavitas, Daniel Guiterrez, Sommer Smith)*

a) Entrepreneurial Committee Meeting held Tuesday March 1st, 2022

Natalie Report out: Student capstones and student businesses

Summer Smith: Spoke about a student business plan that she was involved in.



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

- a) [February/Monthly Finance Committee Meeting: Tuesday February 22nd, 2022](#)
(Shayne) Audit report details, finance committee, discussion whether K-12 will stay on board with the school for next school year.

ZACH: (4) Bars needed for approval.

- \$76,900 covid testing award. \$3,000 for disposal of covid tests.
- School wants to purchase 2 vehicles. (moving over \$87,000 to purchase both vehicles)
- Over 5 months worth of cash from operating funds-maintain cash flow

Carl: mentioned quarterly internal audits

[January Financial Report](#) (Zach)

- Budget Adjustment Requests
- Payroll & Accounts Payable_January 2022
- Payment Vouchers_January 2022
- Financial Statement Reports as of January 2022

7) Board Training: Audit Update (Jaqi, Zach & Board Training from Kelly Callahan)

- [Notice of Unsatisfactory Performance](#) from Albuquerque Public Schools
- [Corrective Action Plan \(CAP\)](#) in response to remedy four audit findings
- Audit is for the 2020 - 2021 School Year
- Meeting with APS & at least one board member on March 8th, 2022 at 2:30 pm
- [Historical Audit Analysis Guide](#)
 - The financial audit finished with 4 Audit findings this year. Financial Reporting, Over statement, Occurred leave, overpayment, inventory, budgetary conditions (over \$450)
 - The board created a corrective action plan to correct audit findings.
 - Kelly- is talking about creating a corrective action plan. Findings are easy to fix and easy to take care of. There is a concern that the same findings keep happening. Kelly suggests an audit corrective action plan on the board agenda to ensure that oversight is happening so all findings are fixed and going into the next audit they are completed and that we are positioned to do well in the upcoming audit. We need to make sure that we are not finding out after the fact. Make sure that APS understands that we are providing oversight in the process.
 - Jaqi- as an executive director she takes all of these findings and ensuring that these findings do not stop what we are doing with the students. To see same audit findings two year in a row is unfortunate, We present to APS every 5 years to recharter. Jaqi discusses letters from APS regarding audit findings. We are on an



official corrective action plan. Some members of the board will be attending a meeting on March 7 with APS to share the plan to correct audit findings. When K-12 started, it was in the middle of our audit. Jaqi speaking on possible findings happened before Zach from K-12 started.

- Carl is requesting additional training with the finance committee. Welcomes anyone else from the board to join the finance committee.
- Zach stated that we may have some updated policies soon. The policy that will be proposed is to have the board review on a quarterly basis.

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 February 23rd, 2022. During this time a draft agenda for this board meeting was reviewed.

Kelly- said that Jaqi has a list of GB members and where they were in terms of serving terms, to make sure that everything was within the guidelines. Carl is the only one that has not been renewed. Four this July and three next July to renew terms. To make sure that the board is in compliance with bylaws. We need to renew Carl for another term. This will be his second three year term and this will meet the term limits and work on succession plan. This will be a big focus on the next training cycle.

Kelly stated that we need a motion for this. Kelly will call for the vote since Glenna is out.

Motion/nomination Summer Smith will make a motion and Shane second the motion. Carl accepts the nomination.. Motion approved unanimously.

Jaqi said that if Carl plans to leave the GB, Carl should help look for a replacement/recommendation. Jaqi is also requesting if anyone knows anybody for the foundation board as they are specifically looking for an attorney,

Kelly- we are required to have 8 hours of board member training. She will continue in the role to make sure we are compliant for training hours. Coming July we can transfer extra training hours. Kelly is a board member/ trainer. She is on call to support any board member.

- a) [Reviewing Board Terms](#) (Kelly) Board terms are three years with a two term maximum.

ACTION ITEM: March Vote for additional term

- i) Carl Garcia as Governing Council Chair:



Began March 2018 (2017-2018 school year)

MOTION: Motion to vote Carl Garcia on to additional term on the Siembra Leadership High School Governing Council in the role of Chair.

Upcoming Term Vote(s) in July 2022

- ii) Glenna Voigt: July 2019 (2019-2020 school year)
- iii) Kelly Callahan: November 2019 (2019 - 2020 school year)
- iv) Shayne Huffman: February 2020 (2019 - 2020 school year)
- v) Melody Brown: February 2020 (2019 - 2020 school year)

Upcoming Term Vote in July 2023

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

b) 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)
 - 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) 9. Board Strategy for Community Engagement Pillar Report Out *15 minutes (Natalie Tavitas & Jaqi Baldwin)*

10) Strategies from October 2021 Annual Board Retreat:

Natalie- Update in regards to goals and support from the Governing Board.

The first strategy that the board came up with is bringing community into the curriculum. Valuing partnerships when bringing community into the school. We always need more members for the entrepreneurship committee. What Siembra brings to this committee is products created and curriculum. We get good information and help from the entre committee. Real world experience that our students can receive and get real world relationships. Mentors would also be great for students especially for juniors and seniors.

Project partners and we rely on community partners on ideas/problems and develop into a full blown project and guest speakers. Entrepreneurial focused workshops would help this is what we are asking the board for.

Summer Smith-wondering if the board can be notified for students interested in internships. What they want to focus on for mentorship.

Natalie-Semester II project examples of how we bring community into the school

- *DTABQ- various downtown businesses, city officials, lawmakers*
- *Social Justice-community partners*

Second strategy- entrepreneurial committee is a great way to help the school. Students pitch their business and pitch their ideas. We need additional support bringing partners to our COLS. We need real world feedback, authentic feedback. Requesting board members to join our COLs to listen to student projects and build relationships with our students.

Feedback Tools: community partners complete the questionnaire after each students presentation for COLS. Student receive feedback to help them.

Melody-shared her experience at COL. She had a great time and two girls blew her mind and looks forward to the ones in May2022.





Summer-requesting student materials for board members who cannot take time off work for student COLs.

Daniel agrees with a slotted time to go down to COL's; it is easier than a four hour slot.

Natalie-Circle of Support is a fundraising initiative and a membership platform if you donate money then you would become a member and donate funds that go directly to our students.

Kelly- suggested we have student testimonial videos after they received funds from the circle of support. Post their testimonials for outreach.

Bringing community into the school and curriculum	Board Role: Define Siembra's meaning of community, i.e., who do we mean? (These are the people we want the school listening to.) Potential furthering in categorizing, i.e., can they host an intern? Are they able to serve in a mentorship capacity? Are they in high demand for students or in response to student needs? Are they a business owner of color?
Recruiting/retaining students and community partners - being on good terms with your partners	Board Role: Development and implementation and a focus group or survey to receive feedback from community partners specific to what the experience of being a school partner is. This will inform future practice.
Evaluation - COLs	Board Role: Feedback from participation in COLs in December.
Learning from and listening to the sector and aligning their purpose/passion with the school.	Board Role: Ensuring that Senior Capstone experience is informed by industry/sector.

Report-out/Update:

- a) Bringing community into the school and curriculum:
 - i) Semester II Projects (flyers)
- b) Recruiting and retaining community partners
 - i) Internship hosts
 - ii) Committee



- iii) Project partners
- iv) Guest speakers
- v) Circle of Support
- c) Learning From and listening to the sector: Entrepreneurial Committee
- d) Evaluation of Celebrations of Learning
 - i) Semester I Community Feedback Tool
 - ii) Invitation to Semester II CoLs in May

Jaqi is introducing Brian Verplough to the board. Siembra's CIA Director.

Brian- excited to be here. Has been in education for almost 10 years. He loves high school students. Staff have been amazing and welcoming.

Jaqi-speaking about Brian's Admin experience, his role coming to Siembra. He will work with 10 teachers. Hoping to have 40 teachers in the future.

Kelly-was Brian's middle school teacher. Welcoming him to siembra.

Jaqi-Ideas and goals she would like to see in the future for Siembra. We just finished a building purchase. What is next for the school? How can we grow bigger and better. Long term visioning for Siembra.

- **Recharter in 2026.** Cap of 450 students in 2028-2029 school year. To have daily in person learning, virtual, re-engagement program. Loves the school and model. Wants to expand passed the cap of 450 students. Would like to reach 900 students.
- CYFD experience working with teens aging out of foster care. Students experiencing homelessness. Would like to have a Transitional living program-housing for young people. They would pay \$100-\$200 monthly with requirements to be drug free, ect.
- Childcare Program: We have several students who are parents. To have certified staff watch our student's children while they are in school.
- Lease space: Buying 524 central instead of leasing it. Work needed with our architect. Separate mortgages at 606/610 and 524.
- Wondering where the transitional living program and childcare will be located.
- Kelly-thinks it is doable and we can strengthen our program - wraparound programs for students. Charter schools are not limited.
- Daniel huffman-are there examples of other charter schools doing this? Are we over committing ourselves? Are there other models doing this? We don't know enough about this.



- Jaqi- expecting a lot more pushback. Child care has been done and has been done a lot. State programs that help with funding like GRADS and CYFD. Purchasing several buildings is a no brainer to accomplish this. Being a trailblazer, making this a learning journey. This is a good strategic plan.
- Carl is talking about moving forward with the board and moving forward with more real plans.

10. Executive Director Report Out:

- e) CIA Director Hire Update
- f) Facilities/Foundation Update
- g) Long-term visioning
 - i) Increase enrollment cap from 450 to 900
 - ii) Add transitional living program
 - iii) Add childcare program
 - iv) Purchase of additional facilities

Motion for onset agenda. Natalie made a motion. Shane second the motion. All were in favor with no opposition and it was approved unanimously. Board meeting is moved for April 13, 2022 instead of April 6, 2022.

Entrepreneurial Committee Meeting: March 2nd, 2022 3:00 pm - 4:00 pm should be changed to April 5, 2022.

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

- a) [Minutes from Regular Monthly Board Meeting: February 2nd, 2022](#)
- b) [Minutes from Special Board Meeting: February 15th, 2022](#)
- c) [POLICY: Updated COVID Toolkit & Practice Guide](#)
- d) [BAR #2122-0021-IB COVID-19 Testing Program \\$76,900](#)
- e) [BAR #2122-0022 - T CRSSA ESSER II \\$0](#)
- f) [BAR #2122-0023 - I Private Direct Grants \\$17,480](#)
- g) [BAR #2122-0024 - I Operational \\$449,737](#)

MOTION: To approve the consent agenda items a - g

10) Items for Future Agendas

- Class of 2022 (May)
- 2022 - 2023 Budget (April - may need a Special Meeting Depending on Guidelines)
- 2022 - 2023 School Calendar (Spring)





11) Upcoming Board Meetings

- Regular March Board Meeting: Wednesday April 6th, 2022 from 4:00 - 5:30 pm
Discuss pushing back board meeting by one week to avoid a special meeting for budget approval
- Executive Committee Meeting: Wednesday March 28th, 2022 @noon
- Entrepreneurial Committee Meeting: March 2nd, 2022 3:00 pm - 4:00 pm
- Finance Committee Meeting: Tuesday March 29th, 2022 @noon

13) Adjournment

Adjourn the regular Board Meeting by Board Chair at 5:30

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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