



## **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)

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 MARCH 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 Guiterrez, Sommer Smith*)

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

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

a) [February/Monthly Finance Committee Meeting: Tuesday February 22nd, 2022](#) (Shayne)

b) [January 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) Board Training: 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) Meeting with APS & at least one board member on March 8th, 2022 at 2:30 pm
  - e) [Historical Audit Analysis Guide](#)

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.

- 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 (0.0 total)

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

Strategies from October 2021 Annual Board Retreat:

<b>Bringing community into the school and curriculum</b>	<b>Board Role:</b> 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?
<b>Recruiting/retaining students and community partners - being on good terms with your partners</b>	<b>Board Role:</b> 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.
<b>Evaluation - COLs</b>	<b>Board Role:</b> Feedback from participation in COLs in December.
<b>Learning from and listening to the sector and aligning their purpose/passion with the school.</b>	<b>Board Role:</b> 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

10) Executive Director Report Out:

- a) CIA Director Hire Update
- b) Facilities/Foundation Update
- c) 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

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.

---

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.

---

