



Regular Monthly Board Meeting: JANUARY 2022

Date: Wednesday January 5th, 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 Z
☒ Glenna Voigt, Vice Chair Z
☒ Shayne Huffman, Treasurer & Executive Committee
Melody Brown, Audit Committee
☒ Natalie Sommer, Entrepreneurial Committee Z
☒ Sommer Smith, Entrepreneurial Committee
☒ Daniel Gutierrez, Entrepreneurial Committee

☒ Quorum

Meeting was called to order at 4:30 PM

3) APPROVAL OF AGENDA

MOTION: To approve the JANUARY Board Meeting Agenda. A motion to approve the agenda was done by Daniel Gutierrez and was second by Natalie Sommer, It was approved unanimously.

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

Veronica Jimenez said that she believes Siembra is doing an awesome job

Carl was asking about coverage for the board meeting as he will be at the legislative session. He would email board members about this.

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





- a) Next Entrepreneurial Committee Meeting(s):
 - i) Tuesday December 7th, 2022 [Agenda](#)
 - ii) No Committee in January 2022
- b) Staffing Update(s)
 - i) Program Coordinator: Capstone
 - ii) Program Coordinator: Transition
- c) [Semester II Projects/Follow-up From Ed Cafe](#)

Natalie Tavitias reported out that during the last entrepreneurial committee in December Tala Brown presented during on her business and received great input. Natalie also reported that she presented the idea of the Entrepreneurship 101 for 9th and 10th graders to get our students into that entrepreneurial mindset. Next entrepreneurial meeting will be in February due to January PD. Natalie also reported out on the transition Coordinator and Capstone Coordinator interim position that we have.

There was also a report out on Ed Cafe which is a big event that we hold twice a year December 4th. We had 20 community partners and all of the Siembra Staff attend Ed Cafe. The chosen projects: financial Literacy, Social Justice, Environmental Justice and Downtown Community Development. We also have the Junior and Senior Capstone projects and our Virtual Project. Doing in-person and virtual together was not working so we had Veronica Jimenez doing our virtual option for students. Veronica will be doing the Environment Justice and Social Justice projects for our virtual students.

Carl reported that he attended Ed cafe and got a new understanding of the work we do.

It should be noted that Sue Fox joined via Zoom.

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

- a) [December/Monthly Finance Committee Meeting: Tuesday December 14th, 2021](#) (Shayne)
- b) [November Financial Report](#) (Zach)
 - i) Budget Adjustment Requests
 - ii) Payroll & Accounts Payable_November 2021
 - iii) Payment Vouchers_November 2021
 - iv) Financial Statement Reports as of November 2021
- c) Facilities & Foundation Update (Jaqi & Zach)





Shane Huffman reported that he appreciated the commercials sent out and watched them. 12/14/21. During the last Finance meeting. This meeting was held eight days before the board meeting and they reviewed six bars and the November financial statement, no concerns from committee members.

Zach - six bars were reviewed and none are a decrease, four are an increase and two are maintenance bars. They are nearing the 2nd quarter and submitting reports. Talked about trends with school, cash carryover and monitor as finance committee. He is also trying to provide support towards closing. Once financials are released next month once financials they will go over as a board.

7) 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 Monday December 13th, 2021. During this time a draft agenda for this board meeting was reviewed.

- a) Reviewing Board Terms (Carl)
(Jaqi find and link in terms of board members)
- b) Board Training (Kelly): 10 hours total for this year
 - 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





The Executive Committee meeting took place on Monday December 13th, 2021. During this time a draft agenda for this board meeting was reviewed.

Carl Garcia asked if we were tracking board member time? Sommer would like a chart that they can track and fill out themselves to keep track of time. Jaqi stated that there is one that APS uses to track the terms board members serve. Jaqi did present this to the board members and Kelly and Glenna Voigt agreed that this meets their needs. Kelly, is good information and does an audit and determines who needs to get re-elected in July.

It is a secretary role, Kelly will calibrate and do an audit prior to the end of the year.

Natalie Somer asked if bylaws were finalized? Carl stated that yes and they were approved. They are linked in on the December board meeting agenda. It was also brought up that the Governing board is not updated on the website.

Kelly in regards to the board training- Board Training is on the agenda and there is still a need for a few more hours and should be completed by the end of this meeting. There is credit for CSD for the CLR programming and we will be able to handle that and finance and carryover and purpose of the bars.

- 8) Executive Director Report Out *15 minutes, Jaqi Baldwin, SLHS ED*
 - a) Semester I Outcomes + link to re-chartering in 2026
 - b) Semester II: 1/10/22 - 5/27/22
 - i) [Winter Professional Development](#)
 - ii) [Student Onboarding](#)
 - iii) New Students starting in January
 - iv) Evening Re-engagement Program Expansion
 - v) Virtual Program Expansion/Updates
 - c) [Curriculum, Instruction & Assessment Director](#) Updates
 - d) [APS Fall Site Visit Update & Performance Framework](#) (with Kelly)

Jaqi Baldwin reported on the outcomes for semester one and winter professional development. Siembra is expanding programming for night and virtual. Semester one (FALL 2020) outcomes. There was an increase since mid semester in October for students that were on track. Data for end of semester on track credits, Artivism had 324 credits (81.5 %) percent earned, mystery clue 345 credit earned (87.4%) percent, DTABQ had 312 credits earned 83 percent earned, Social Justice had 300 credits earned (93%) and re-engagement 36 credits earned (83.3%) earned and still waiting on acellus and had 84.5 % earned. It is not as good as we saw the previous year on credits earned but we get better next semester. The next step is how do we translate the work to





the PED and our authorizer? How did we do in Science 74.82% (lowest one), math 81.6%, ELA 78% .

Tony asked a question as to how are the core projects different for the other projects?

Daniel asked how are we compared to other schools and what our goal is? He asked if our numbers are higher than average? We do not want to see a decrease.

Tony, asked how well are students doing on core academics compared to the other subjects?

Carl, asked how does this translate to the school report card and the state calculated graduation rate? Which is different from our graduation rate? And how does Siembra tell their story?

Jaqi this data is relevant for our recharter application. CAN curriculum has been changing from assessments and not mandated and want to collect some data, at Siembra we use I-ready for assessments . We already are working on collecting this DATA as we embedded I-ready into our daily schedule, it needs to be worked on a daily basis.

Anna Aguilera presented family meeting data 192 or 85% family meetings were held, 136 were virtual 60%, 53 were in person or 23% and 4 were hybrid 2%. We also had 96 intakes on new students, 4 CPS calls, 48 students that participated in engagement credits included working credits.

Jaqi reported that the school is tasked with teaching adults, therefore we have PD every Friday. Celebrations of Learning from staff and reflecting on their roles, core values, where are you most comfortable. Having us come together. Deep dive into data from semester 1 on how we did.

Anna went over onboarding days; workshops were created to meet the needs of students to prepare them for the new semester and to onboard new students to the model of the school. The workshops were created to ensure we met the needs of the students and input was sought from all staff and students.

Jaqi spoke on the re-engagement program and how it has grown to 15 students and we plan to grow the program. We will have one teacher and one administrator will rotate every night. We continue to work on the expansion of virtual programming and with APS Charter Design team. It is an APS advisory group on how we learn from each other on who is doing virtual, there are a few but not many and we are very unique and we made a commitment to serve virtually to our students.





Jaqi reported on the CIA position we have eight interviews scheduled for the next couple of weeks. For the 90 minute interview reading materials were sent and there was an ask that candidates prepare a presentation on how to engage the board and a north star plan. The candidates are all seasoned leaders. We look forward to them knowing the model and the school. Looking forward to having another leader for the school.

Kelly reported out on the fall site visit- Stated that it is a performance contract and the performance framework. This is the report card from our authorizer on how Siembra is performing. How the school is performing mission specific goals that is our alternative way we are meeting the terms of the contract. The academic section of the framework does have the state test goal.

Kelly spoke about the academic part of the site visit. Academically the school is doing well, the education plan is being met and followed and the governing council has the responsibility of overseeing what the school is doing and we are making sure we are meeting the needs of what needs to get done.

Kelly reported on the part of financials, financials is the part that the board needs to pay attention to, This was not the most recent audit, this audit was from last year and there is a real lag in data point. Yellow is a part that needs to be looked at for financial reasons and it needs to be addressed in the spring visit and the criteria is stated for what needs to happen. Special education is another area we need to focus on as they really do a deep dive. There were issues before the audit to make sure that compliance and regulation was met. We had two greens and one yellow in Special education. This is still a very solid site visit report, a good checkmark for us to see how school is doing and meeting contracts. It is the board's responsibility that for the red and yellow we get an update on where they are progressing. The board needs to ensure that things are moving forward and it is a big responsibility that the board has. We want these to be strong.

Jaqi, during the executive committee the special education coordinator joined and reported on the special education portion. The special education portion is about 3 hours and is a very deep dive. This year we had 54 IEP's completed and we got dinged because one was late and it doesn't matter if they came late. We still get dinged if they are late and because of the type of students that we have we re-engage them so many already come late. It is also evaluated on the IEP evaluations that happen every three years; these are done to decipher on whether students should remain in special education and this requires a diagnostician. If they are behind and we are dinged. We have about 70 special ed students out of 240 students. This is much more than the average for other schools. At this time we have two teachers that are applying for a special education license and we have 8 staff that will be applying this next time to get a special ed license as well. Our special education population will only continue to grow.





Kelly stated that we need an Agenda item for performance framework status. It needs to be a board proposition. We need to be clear about what is happening and what happened. The report indicates that about 90 % is green and school is on track and this is not an indictment, we just want to make sure that we are keeping track of what we are responsible for.

Tony asked if it was correct to say that the reporting on the report of red and yellow is about the compliance of the paperwork, a bureaucratic issue and it needs to be said out loud that it is not about whether the students are being served, as the students are being served.

Zach on the APS report financials the red area is based on audit finding fiscal year 2020 and they grade us based on the audit and severity of audit. It takes a while before the results of the audit are released. One of the findings of the audit was that we did not have financials posted on the website. There are no big concerns. Kelly stated that the board has a fiduciary responsibility to address the findings and the board must account for them.

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

1. [Lease Between SLHS & SLHS Foundation for 606 & 610 Central](#)
2. [December Board Meeting Minutes](#) - Wednesday 12/1/2021
3. [November 2021 Financials](#)
4. [BAR #12: 24316-IB \\$3,018](#)
5. [BAR #13: 26107-IB \\$5,000](#)
6. [BAR #14: 26121-IB \\$33,000](#)
7. [BAR #15: 29102-I \\$11,609](#)
8. [BAR #16: 11000-M 0](#)
9. [BAR #17: 11000-T 0](#)
10. POLICY: [\(Updated\) COVID-19 Policies & Procedures Guide](#)
11. POLICY: [Restorative Practice & Positive Youth Development Discipline Policies](#)
 - a. [Siembra HB 43 Implementation Guide \(supplemental information\)](#)

Sue Fox reported on lease and asked if there were any questions about the sublease between the foundation and the school. They are working on the bigger piece in closing and having the sub lease in place between the two entities. They are preparing to submit a lease purchase agreement. The foundation attorney Dan Hill is also reviewing the agreement. There are still a couple of tweaks that need to be put in place and a motion for Sue to work with Carl and then Have Carl authorized to sign.

MOTION: To approve the consent agenda items 1 - 11 with final legal edits in conjunction with input with Foundation Board Chair and School Board Chair on item 1.





Carl asked if it was to approve the consent agenda item 1 -11 and asked if there were no questions. Daniel Gutierrez motioned to approve the consent agenda items and Sommer second the motion, all were in favor and it was unanimously approved.

Items for future agenda

10) Items for Future Agendas

- Audit Committee Report Out (February)
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- Class of 2022 (March or April)
- 2022 - 2023 Budget (Spring)
- 2022 - 2023 School Calendar (Spring)

11) [Upcoming Board Meetings](#)

- Regular January Board Meeting: Wednesday February 2nd, 2022 from 4:00 - 5:30 pm
- Executive Committee Meeting: Monday January 24th, 2022 @noon
- Entrepreneurial Committee Meeting: February 1, 2022
- Finance Committee Meeting: Tuesday January 25th, 2022

13) Adjournment carl adjourn the meeting at 5:23PM

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.

