



Regular Monthly Board Meeting: NOVEMBER 2021

Date: Wednesday December 1st, 2021

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) Board Meeting was called to order by the Board Chair, Carl Garcia. Tony Monfiletto, Natalie Tavitass, Jaqi Baldwin, Dev Wheeler, Betty Seely, and Zach Kirchgessner were also present.

2) ROLL CALL *5 minutes*

 x Carl Garcia, Board Chair
 Kelly Callahan, Board Secretary
 x Glenna Voigt, Vice Chair
 x Shayne Huffman, Treasurer & Executive Committee
 x Melody Brown, Audit Committee
 Natalie Sommer, Entrepreneurial Committee
 x Sommer Smith, Entrepreneurial Committee (via Zoom)
 x Daniel Gutierrez, Entrepreneurial Committee

 x Quorum

3) APPROVAL OF AGENDA

MOTION: To approve the DECEMBER Board Meeting Agenda was approved by Board Members without opposition.

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

None Shyanne Latasa, Siembra Leadership High School student spoke about her experience with leading the APS Site Visit and also her meeting with individuals from the Raza Development fund on Monday, November 29th. She stated that it was a good experience and that they told her she was inspiring and that they thought she was a Senior, although she is actually a freshman.

5) Entrepreneurship Committee Report Out *10 minutes* (Natalie Tavitass, Daniel Guiterrez, Sommer Smith)





- a) Next Entrepreneurial Committee Meeting: 12/7/2021
- b) Entrepreneurial workgroup update
- c) Ed Cafe: Friday 12.3.2021
- d) Celebrations of Learning: <https://ntavitas.wixsite.com/my-site-2>
- e)

Natalie Tavitas reported that the Entrepreneurial Committee did not occur due to it being the first Tuesday of the month and that Tuesday has not come up before this Board Meeting. Natalie provided information about the upcoming Ed Cafe on December 3rd as well as Celebrations of Learning on December 13, 14 and 15th.

- 6) Finance Committee Report Out *10 minutes (Shayne Huffman, Board Treasurer & Zach Kirchgessner)*:
 - a) [November/Monthly Finance Committee Meeting: November 16th, 2021](#) (Shayne)
 - b) [October Financial Report](#) (Zach)
 - c) Facilities & Foundation Update (Jaqi & Zach)
 - i) [SLHS Foundation Board Meeting](#) 11/1/2021
 - ii) [Five year financial projections](#)
 - iii) [Capital Outlay Request](#) 11/9/2021

Shayne-The Finance Committee met on November 16, 2021 and discussed finances, including the loss of the Carl Perkins Grant. The Carl Perkins Grant funds professional development opportunities, but was not utilized due to COVID-19 and staff not being able to attend professional development during this past year. Shayne states that the Committee discussed ways to ensure that funds like this continue to be spent and that the school does not lose out.

Zach-Presented the BARS that were approved and also showed trending charts for expenditures. He showed a chart that compares this year and last year to see what was spent between the years. Zach reported that the expenditures have gone up slightly from last year but this is mostly due to program expansion. He anticipates that it will still grow with the increase of more students and more staff. Zach discussed the 40 day adjustment in October, which is based on the 80 and 120 day average from last school year. This is what the budget for this year is funded on. Siembra is allowed to project growth, and it was originally projected at 220 and the count actually ended at 236, 16 above what was originally projected. These extra funds will come as an SEG adjustment in February 2022 and will help, it is an extra 40k.

Jaqi-Provided an update on facilities and foundation. Jaqi spent Monday 7 hours with three representatives from Raza fund who will be doing the underwriting for the loan for the new





building. This will cover purchases of both buildings and construction. Raza's job was to question Jaqi about the school, program, history, etc. Student Shyanna Latasa came in to talk about her experience meeting with these representatives, she said it went well and they were impressed with her. She states it was nerve wracking at the beginning but also nice to be asked by the director to talk to Raza as well as to be asked to talk to the APS representative for the site visit. Carl asked Shyanne how she felt about having a new school building, Shyanne states that she is sad and likes this building, but does like the other space and that people experiencing homelessness cannot bother students when students are sitting outside. Shyanne mentioned that heaters were bought for students so that they can sit outside.

Jaqi provided an update on the Foundation Board Meeting that was held on November 1, 2021, as well as an update on the Circle of Support initiative that has been posted on the website.

Jaqi reports that there are a lot of assessments for the new buildings and that there are two reports for everything. Jaqi, Tony and SMPC architects interviewed three contractors and have been holding weekly onsite meetings and walkthroughs. The school is moving forward with the contractor, Insight. Closing will be on December 15th. Jaqi is still providing information to Raza about student demographics, grades, specifics, etc. Zach has been providing financial projections through the past years to determine what enrollment and other funding looks like to be able to give them a good picture of the school. Jaqi and the team meets every Thursday to go over those projections, SEG increase, and expenditures for years to come. Tony Monfiletto talked about the contractor and the one who was selected was who the bank recommended.

In regard to an outlay request, Jaqi put in a request for \$300,000 for the upcoming legislative session. The guidance that Jaqi received is that they can observe, but cannot host spectators or other visitors. Tony mentioned that there is flexibility holding on to this lease to be able to stay at the 524 location if anything happens with the next building, this ends on June 30. The Construction company says the new building will be ready in the first week of August. The owner of 524 is agreeable to it extending the lease.. Daniel asked how the lease starts at the new building if it is not ready. Zach reported that if financial projections are good, everything will be good for payments. Carl asked that if once the building is complete, will the location at 300 still be rented? Jaqi reports that the new building design has no specific space for some staff, such as the registrar or finance director. The lease reimbursement from the state is based off student space, not office space, so makes more sense to have space for students. Siembra has the space at 300 until December 2022.

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 November 22nd, 2021. During this time a draft agenda for this board meeting was reviewed.

- a) Executive Committee updated and reviewed [bylaws](#) to present to full board for vote/review
- b) Executive Committee updated and reviewed [Executive Director evaluation policy](#) to present to full board for vote/review
- c) 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
 - 5)

Carl-Glenna, Kelly and Jaqi attended Executive committee to go over the agenda and bylaws. Carl found something for Item #10 that states that all meeting dates will be published in local news media and school website. Carl was able to look at the Open Meetings Act and determined that the meeting dates do not need to be posted on news media, so that should be taken out. Carl made a motion to approve the bylaws and take that part of it out, which was approved by the Board unanimously. The Executive Committee also looked at the ED review policy.

- 8) Executive Director Report Out *15 minutes, Jaqi Baldwin, SLHS ED*
 - a) Executive Director Goals: Professional Development Plan
 - b) APS Site Visit Update





- c) Celebrations of Learning
- d) At-risk students

Jaqi reported on the revision of ED policy, what will be put in place. Jaqi has placed two goals, one for organizational growth as evidenced by growth in staff, students, facilities and programming (virtual and in person offerings). Jaqi's part will not be to show that there is evidence of each and she will be able to speak to it. Her second goal will be pillar convergence, how is it coming together and everything fitting nicely. Jaqi does not want the work to get lost about the work plans for different board members. Jaqi indicated that she is open to making it even more transparent and that she is open for feedback. Glenna states that it looks good and that the goals are efficient.

Jaqi reported on the APS site visit with the school's authorizer and how the school has completed both parts. The APS authorizer wanted to see what learning looks like and walked through the school to see what learning at Siembra looks like. The final portion of the site visit will be the report back from APS and they will provide it soon. If it is ready by then, Jaqi will share in January. Jaqi mentioned how the SPED coordinator Ms Valenzuela states that it was the best site visit that she has had and Jaqi spoke to how Ms Valenzuela has tried really hard to get the program where it needs to be. Siembra has 64 SPED students.

Jaqi reported that Celebrations of Learning take place in two weeks, this is the most special and innovative high stakes time where Siembra is putting the model on public display, sitting back and letting kids shine. Siembra students will speak to what they have learned in their community responsive projects. Jaqi provided an overview of the projects.

Jaqi reported on grades and how during mid semester, 68 percent of students were on track, 32 were not on track. Jaqi hopes for the end of December that will change. Tony reported on COVID and how there was disrupted participation for students and that it's getting better.

Jaqi discussed at risk students and how after the recent loss of a Siembra student, the team started working. The team developed lists which included how in 6 years, 6 students have passed away and only one died because of a health reason. The majority of others were murdered by firearm, a car accident fleeing from police, drug overdose, and one who took his own life. All were students of color. A part of that list was students who were victims of gun violence who did not lose their life but were shot. Another list was developed of young people who we have lost to long term incarceration. This has been primarily for gun violence, murder, attempted murder, some instances of one student murdering another. All of them are long term incarcerated and all young men of color except for one. Another part of the list developed was young people who





have lost one or more parent due to death or incarceration. Jaqi discusses that this is an important conversation to have with the lenders of the new building as well. Tony indicated that there is a plan in February or March to host a retreat with the young men at Siembra. He hopes for healing and with collaboration with other men from the community, especially those who directly serve young men. Tony reports of some sort of call to action community wide, and to name this challenge to elevate the need to deal with it. Tony is not sure what it will look like, but has started conversations with people who want to be a part of this. Daniel reported that he used to serve on an advisory group for rape victims but it was actually geared towards young men. They developed mentorship programs and the hope was to move away from the trauma that they go through.

Carl brought the conversation back to bylaws about the board meetings having to be posted on news media.. Glenna made the movement to approve SLHS bylaws as amended to be that all board items will be posted on website. This was passed unanimously by the board.

The ED director evaluation policy was passed unanimously.

9) Consent Agenda Items *5 minutes*

1. [November Board Meeting Minutes - Wednesday 11/3/2021](#)
2. [October 2021 Financials](#)
3. [Salary Schedule: Educational Assistants \(new\)](#) to be effective upon approval
4. [Salary Schedule: Coordinators \(new\)](#) to begin on January 1, 2022
5. [Salary Schedule: Pillar Directors \(revised\)](#) to begin on January 1, 2022
6. [BAR #11: IB Fund 31200](#) \$126,195.00
7. Executive Director stipend for CIA Director Duties: to approve a lump sum payment at 13,040.46 less \$831.65 to be paid to the Administrator on the January 7th, 2022 pay date for additional CIA Director duties. In addition, starting on January 1st, 2022 the Administrator will be paid for additional CIA Director work (10 hours per week at \$70.11 per hour) until a new CIA Director has been hired and onboarding has been completed.
8. [Board Bylaws](#) (revised)
9. [POLICY: Executive Director Evaluation](#)

No questions on consent items, motion to approve by Carl and was passed unanously by the board.

MOTION: To approve the consent agenda items 1 - 7, passed unanimously.





10) Items for Future Agendas

- POLICY: Update COVID-19 (January)
- POLICY: HB 43 Discipline (January)
- Performance Framework (January)
- Audit Committee Report Out (January)

Jaqi reported on the change of COVISED and school practice with PED direction, there are new policies and practices put in place. School attorney will send an updated policy and there will be another revision in January

Jaqi reported on HB43, the Black Education Act. This is for schools to implement discipline policies that have racial equity built in. Men of color are getting expelled at much higher rates. Anna indicates that there will also be a staff training to go along with this.

Jaqi indicates that the Audit Committee report out is not yet ready and will be presented after they are public in January 2022.

11) [Upcoming Board Meetings](#)

- Regular January Board Meeting: Wednesday January 5th, 2021 from 4:00 - 5:30 pm
- Executive Committee Meeting: Monday December 27th, 2021 @noon
- Entrepreneurial Committee Meeting: Tuesday December 7th, 2021 9:00 am - 9:45 am
- Finance Committee Meeting: Tuesday December 14th, 2021

13) Adjournment

Carl made motion to adjourn. The meeting was adjourned at 5:03pm by the 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.





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