



**Regular Monthly Board Meeting: NOVEMBER 2021**

**Date:** Wednesday November 3rd, 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 at 4:09pm. Zach Kirchgessner, Natalie Tavitas, Jaqi Baldwin and Anna Aguilera were also present.

2) ROLL CALL 5 minutes

- Carl Garcia, Board Chair
- Kelly Callahan, Board Secretary
- Glenna Voigt, Vice Chair
- Melody Brown, Audit Committee
- Shayne Huffman, Treasurer & Executive Committee
- Natalie Sommer, Entrepreneurial Committee
- Sommer Smith, Entrepreneurial Committee
- Daniel Gutierrez, Entrepreneurial Committee
  
- Quorum

3) APPROVAL OF AGENDA

MOTION: Motion to approve the NOVEMBER Board Meeting Agenda

Was made by Glenna voigt and Second by Daniel Gutierrez and approved without opposition

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

Students and teachers were at school when the board meeting was happening  
Cristoff White, student- introduced himself as junior at Siembra and told board how much he enjoyed the school

Ronnie Reynolds, teacher - Spoke about students, and if they are panicking enough at this point(time)? He said that he felt that this is the best that we have been having on students slowly progressing -at the correct amount of interval and time this time of year. They are not trying to play catch up at this point and they are doing well and progressing.

He asked other students if they felt like they prepared Cheyanne and Jordana, students responded they were.



- 5) Entrepreneurship Committee Report Out *10 minutes (Natalie Tavitas, Daniel Guiterrez, Sommer Smith)*
- a) [Entrepreneurial Committee Meeting: Tuesday 10.5.2021](#)
  - b) [Entrepreneurial Committee Meeting: Tuesday 11.2.2021](#)
  - c) [Community Partner Breakfast: Friday 10.15.2021](#)
  - d) Ed Cafe: Friday 12.3.2021

Was not held this last week due to a student passing away.

Jaqi Baldwin spoke as to what the entrepreneurial committee had done there was a community partner breakfast done on Oct 15, 2021 done by an entrepreneurial internal group and it was a success.

Natalie Tavitas spoke to the breakfast and explained that the group wanted to have a community kick off from community partners for the circle of support - fundraising. It was an amazing event with about twenty community partners and even received some donations.

Ronnie Reynolds said it was a good opportunity for kids to pitch their business. Jordana Brown, a student pitched her business, present were community members Alex Horton and Victoria OT circus that helped her get connected with other community partners. Marcus was connected to Social Media platform for poetry - they will help him with the school of fine arts that is opening up - It was a great event to open up opportunities for our students

Jaqi Baldwin spoke to how this event was also catered by our students, she also mentioned to board members Ed Cafe and how it was a month from today so that they could participate if they would like.

- 6) Finance Committee Report Out *10 minutes (Shayne Huffman, Board Treasurer & Zach Kirchgessner):* Finance committee met
- a) [October Finance Committee Meeting: October 26th, 2021](#) (Shayne)
  - b) [September Financial Report](#) (Zach)
  - c) [Facilities & Foundation Update](#) (Jaqi)

Kelly - Board Training on who reports for finance meeting - Finance member initiates and the finance committee report and finance director reports out

Carl spoke to the finance committee he was present at the meeting. They reviewed bars and statements and everything looked fine and moving forward. Zach



Zach - had a lot of bars they went over over - at least 2 months of bars, they went over adjustments to the budget and Wrapped up audit - were able to get everything auditors asked for and it was a good transition

Kelly board training - quarterly reports - all reports turned over to PED, PED will give findings if needed. Betty explains about the cash report for audit purposes. APS is the authorizer of school. Kelly training on finance committee's responsibility

Jaqi Balwidiwn said she is always ensuring that there is clear and transparent communication to the board. Regarding the building purchase the assessments are needed to pay for the purchase. 10/11 the foundation board had a meeting with Hugh Prather in person - they reviewed status and approval for both of these spaces. The purchase agreement for 606 and sole and separate, they had 2weekly meetings with Tony Monfiletto and the realtor. Finance work has been ongoing with Tony and Betty and they are going over five year financial projections. The finance meeting reviewed the financial packet, e-note of interest only and approved. We are moving forward and positioned to purchase. They are looking at how many assets the school has and looking to spend over the next five years? There is a 50, 000 earnest deposit and is set to close on December 15 and have all the assessments in place to close. There is currently \$215,000 for down payment deposit down. Architects for the project are SMPC they are also doing the projects for ACE and Health.

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 October 25th, 2021. During this time a draft agenda for this board meeting was reviewed.

- a) Business (follow-up from Retreat)
  - i) [Board Bylaws Revision](#)
  - ii) [Executive Director Evaluation Policy & Tool Revision](#) (Glenna) -
  - iii) Board Work Plans by Pillar (Jaqi)
- b) Board Training (Kelly)
  - 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

Report out on the work that took place from the board retreat on the three pillar model. Tony and Jaqi focused on what members are passionate about. Danile and Melody did community engagement. They came up with four different strategies, who we want the school community partners to be from, showcase ed cafe and the exciting work getting done, getting more sophisticated community partners, focus group survey to receive feedback from community partners.

Shayne and Summer focused on CIA the focus is to create an evaluation of celebrations of learning, assessing learning and eternal and varying degree of public how are we evaluating our COL process and honest feedback about COL's, learning from and listening to the sector.

Natalie and Carl focused on student support - understanding a young person's experience when starting at Siembra through intakes - board role and establishing a baseline and what are we finding about students such as needs, JJs involvement, Foster Care, and homelessness. Professional development of staff, what is the PD around implementing the work, some type of survey and focus group, systems building out tiered interventions and support case studies and looking at kids served well and not well at Siembra . We need to know what happened, exit interviews.

Carl spoke about the review of the bylaws and opened up the floor of bylaws. Asked if anyone had any changes or suggestions. Shayne asked about the terms 2 to 3? He was curious as to why terms are not set for an amount of time it seems vague. Back when this was created they had a different way of thinking: they were concerned about a board member staying on too long and the board being stagnant. The term were defined because they wanted a commitment.

Daniel asked about time frames for the board and the time commitment. Carl had a concern about him being here for three years and defining the bylaws. It appears that they can do up to nine years.

Kelly clarified the term recommendations and there are new rules for these and they need to be revised. When a board member resigns they need to recommend someone.

Kelly explained that there is a definitive term of three years and stagger the terms and then do a term limit. Make a definitive term timeline, this is a need for discussion. There is a required exit process for board members. There needs to be a succession plan. The bylaws state when someone is leaving then someone comes in. Do we want term limits a maximum of three



consecutive terms if re-elected? There needs to be a policy created and sent out for a vote at the next meeting.

The bylaws also say that there can't be identical members on both committee's but there can be a cross committee.

Glenna spoke about the ED evaluation. They want it to be more meaningful and specific - Typically within a school year the ED will set their goals for the school year and by June there will be a final eval checkin in April or March. This evaluation form has not changed, last year Jaqi did every goal and evaluator. Jaqi selects one mutually agreed on category and one indicator underneath under the particular category or indicators that needs focus. She selects two or three categories and one or two indicators and narrows it down from there.

Daniel, asked how do we know if Jaqi is doing all of the items or which she is responsible for? Glenna said that many of that shows organically and we can see it happening. Specific focus of the year she wants for Siembra

Kelly focuses on the domains, focus would be primarily on her work and her feedback, business manager reports then come together in a closed session and consensus on evaluation. Most important conversation is on her goals and we can give feedback based on what the board sees throughout the year. They tailor the instrument on what they would like to see and give feedback.

Natalie asked if over the summer they only focused on two goals and they were addressing the feedback in every category. Is that a change?

Glenna said if Jaqi only picks tow categories then we focus on those.

Carl- asked if they get input from staff and Kelly said they do not.

Glenna said the evaluation needs to be simplified evaluation because many indicators overlap the goal is to finalize over the year and need to amend the policy on the ED evaluation, not the whole thing, simplify it, Glenna will look at it.

Daniel is confused about the dates. Glenna will flush out a better timeline on the ED evaluation- we dont want something that we don't follow.

- 8) Executive Director Report Out *15 minutes, Jaqi Baldwin, SLHS ED*
  - a) [Practice Guide: Supporting Students in PBL at Siembra](#)
  - b) Mid-semester Updates
    - i) Family Meetings
    - ii) Project-based Learning

- iii) Acellus
- iv) Special Education
- v) Math & Reading
- vi) Mission Specific Goals

Jaqi spoke on Family engagement week - We had intervention workshop schedules for each of the projects and social emotional workshops for students and family meetings. We want families not just to be called in often for bad things, but we want them to be called and let them know how the young person is doing? Our biggest take away was 70% percent are on track and 30 % are not. We are looking at interventions and support and looking forward to working with them next month .

9) Consent Agenda Items *5 minutes - questions*

1. [October Board Meeting Minutes - Monday 10.4.2021](#)
2. [September 2021 Financials](#)
3. [POLICY: Title I APS Complaint Policy](#)
4. [POLICY: Employee Leave Policy](#) (amendment)
5. [BAR 0010](#): Initial Budget - Retention Stipends
6. [BAR 0020](#): Budget Increase - Title I
7. [BAR 0030](#): Budget Increase - CSP
8. [BAR 0040](#): Functional Maintenance - Operational
9. [BAR 0050](#): Functional Maintenance - Operational
10. [BAR 0060](#): Functional Maintenance - English Language Acquisition
11. [BAR 0070](#): Functional Maintenance - Teacher Principal Training & Recruiting
12. [BAR 0080](#): Functional Maintenance - Recruiting
13. [BAR 0090](#): Functional Maintenance - Carl Perkins
14. [BAR 0010](#) :Functional Maintenance - CRRSA ESSER II
15. Curriculum, Instruction & Assessment Interim work plan to include Executive Director stipend for CIA Director work performed in addition to job duties.

Zach is asking to remove item number seven. We no longer need to approve the third bar because it was presented in July.

Motion to remove Item number seven and approve the consent agenda items - Kelly initiated the motion and Glenna second the motion - unanimously approved- we are moving forward without item number 7

10) Items for Future Agendas

- Work plans
- ED evaluation process: practice, policy and follow-up (December)



- Performance Framework (January)
- Audit Committee Report Out (January)

11) Upcoming Board Meetings

- Regular December Board Meeting: Wednesday December 1st, 2021 from 4:00 - 5:30 pm
- Executive Committee Meeting: Monday November 22nd, 2021 @noon
- Entrepreneurial Committee Meeting: Tuesday December 7th, 2021 9:00 am - 9:45 am
- Finance Committee Meeting: Tuesday November 16th, 2021

12. Natalie and Glenna announced that they would like to nominate Jaqi for the Women of Influence Award and leaders in the community and board would like to nominate Jaqi is there a consensus is there a ceremony and timeframes and nomination ends this month and applications due and then winners are announced in April

13) Adjournment

Motion to adjourn the meeting - Shayne Huffman motioned to adjourn the meeting and Daniel second the motion. The meeting was adjourned at 5:32 PM by the Board Chair.

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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.

\*\*\*In adherence to statewide social distancing/stay-at-home orders, all board and committee meetings will take place virtually. Please e-mail [j.baldwin@siembraabq.org](mailto:j.baldwin@siembraabq.org) for further virtual meeting details.

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