



Regular Monthly Board Meeting: OCTOBER

Date: Wednesday October 4th, 2023

Time: 4:00 pm - 5:30 pm

Location(s): 606 Central Ave SW Albuquerque, NM 87102, OR

<https://us02web.zoom.us/j/5706969183> passcode 716824

1) CALL TO ORDER (in accordance with the Open Meetings Act) at 4:02pm by Daniel Gutierrez, Board Chair.

2) ROLL CALL *5 minutes*

- Daniel Gutierrez, Board Chair
- Kelly Callahan, Board Secretary & Executive Committee & Audit Committee
- Brian Kennedy, Board Treasurer, Finance Committee, Parent
- Natalie Sommer, Entrepreneurial Committee
- Julianna (Jules) Salinas, Audit Committee, Parent
- Angelica Maestas
- Theresa Torres, Entrepreneurial Committee

- Quorum

Also in attendance:

- Jaqlyn Baldwin, Executive Director
- Monika Monje. Transition Coordinator
- Eliseo Aguirre, Director of Operations
- Katie Shelton, K12 Accounting, Finance Manager
- Chris, K12 Accounting
- Martena Martinez, Siembra Virtual Program Coordinator

3) APPROVAL OF AGENDA

MOTION: To approve the September Board Meeting Agenda motioned by Jules Salinas, seconded by Natalie Sommer. Passed unanimously.

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

5) Finance Committee Report Out: *10 minutes (Brian Kennedy & Katie Shelton)*

a) Audit Update



- b) [September 27, 2023 Finance Committee Agenda](#)
- c) August 2023 Financial Packet & Overview of Monthly Financial Process
 - i) Payroll & Accounts Payable
 - ii) Payment Vouchers,
 - iii) Monthly Financial Statement Reports
 - iv) Bank reconciliation
 - v) Journal entries
 - vi) BAR: (calendar days)

Account manager updated the board about the audit findings. RFR that were found with Community Schools grant. Reviewed other RFRs. The corrections are at 94% complete for the school. Finance committee met and reviewed the finance packet which included the increased BARs for more instructional days. Katie reviewed the carryover BARs. Once the SEG increase goes in the estimated expenditures won't be as high. Cash balance increased a little but SEG BAR will help. Reviewed the payment report. Reviewed the quarter reconciliations for the month.

- 6) Entrepreneurial Committee Report Out: *(10 mins Theresa Torres & Jaqi Baldwin)*
 - a) [September 26th, 2023 Committee Agenda](#)
 - b) Entrepreneurial Learning
 - c) Block Party 10/5/23





Reviewed agenda and what was discussed during the committee meeting. Spoke about needs for our students; want to hear entrepreneur stories. Provided a learning update regarding our daily curriculum and projects. Update regarding internship program and its growth since January.

- 7) Executive Committee Report Out: Board Training, Board Development & Discussion
15 minutes (Kelly Callahan, Board Trainer, Daniel Gutierrez, & Jaqi Baldwin, SLHS ED)
- a) Annual Strategic Planning & Retreat: Friday November 10th & Saturday
 Location: November 11th at Hotel Chaco
 Facilitating by [Vickie Oldman](#) of [Seven Sisters Consulting, LLC](#)
 Pre-work: survey
 - b) Board Training Update (including table below):
[Most recent training REPORT](#); 2.5 training hours YTD

Provided an update about the strategic planning happening in November at Hotel Chaco with Seven Sisters Consulting. Training hours opportunity available in December at the NM Public Charter school conference. Kelly provides training for board members at the conference.

| JULY 2023 | OCTOBER 2023 | JANUARY 2024 | APRIL 2024 |
|---|---|---------------|--|
| Annual New Mexico Public Education Department Charter School Conference Tamaya - Santa Ana, NM <u>Internal (REPORT):</u> Open Governance & Organizational Performance: 0.5 Fiance: 0.5 | | | |
| AUGUST 2023 | NOVEMBER 2023 | FEBRUARY 2024 | MAY 2024 |
| N/A | Annual Strategic Planning & Board Retreat | | |
| SEPTEMBER 2023 | DECEMBER 2023 | MARCH 2024 | JUNE 2024 |
| <u>Internal (REPORT):</u> Ethics & Responsibility: 0.5 Academics: 0.5 Fiance: 0.5 | Annual Public Charter Schools of New Mexico (PCSNM) Conference Tamaya - Santa Ana, NM Wednesday 11/29 - Friday 12/1 | | Annual National Charter School Conference Boston, MA Sunday 6/30 - Wednesday 7/3 |



8) Executive Director Report Out - *30 minutes*

- a) Succession Planning & Sustainability
 - i) Board retreat
 - ii) [Start Ops](#) -
 - 1) [Succession Planning Template](#)
 - 2) Ops Audit - 11/7 & 11/8
 - iii) [MC2 Education, LLC](#)
- b) Mid-semester Update
- c) [Executive Director Goals FY24](#)
- d) Grant Awards
 - i) SEL Grant (through PED) \$25,000.00
 - ii) E2E (from ABQ Community Foundation) \$34,000.00
 - iii) Outdoor Equity Grant (State EDD) \$40,000.00
 - iv) Federal CSD \$1.8 million

The executive director provided an update about the succession planning process. Contractor will be at the school and will provide a survey to report out at the board retreat in November. As well as MC2 Education providing support with the sustainability plan for Siembra. Provided a snapshot of the mid semester progress with enrollment data at 357. Provided an update of students on track at mid semester. Data was given of standardized assessments for students BOY (beginning of year data). ED goals are Operations, SPED, business capstone, grants & grant management. Report out in January of progress towards goals. End of year meeting and eval will be completed in June by board. Reviewed the grants that have been awarded to the school within the last few months.

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

- a) [Minutes from Regular Monthly Board Meeting: 9/6/23](#)
- b) [August 2023 Financial Packet](#)
- c) [Inventory Disposal](#)
- d) [POLICY: State Seal of Bilingualism & Biliteracy](#)
- e) [POLICY: Bilingual/bicultural Staff Stipends](#)
- f) [BAR 001-750-2324-0002-I \\$4,265 \(IDEA ARP\) \(24346\)](#)
- g) [BAR 001-750-2324-0005-I \\$9,630 \(S-B State Match\) \(31703\)](#)
- h) [BAR 001-750-2324 -0006-I \\$194,516 \(calendar days\) \(11000\)](#)

MOTION: To approve the consent agenda item a - h made by Natalie Sommer and seconded by Julianna Salinas. Passed unanimously.





11) Items for Future Agendas (*Board Chair*)

- Facilities (monthly)
- Policy Work (monthly)
- Annual Retreat Goals & Prep
- ED Eval Mid-year Checkpoint (Dec/Jan)

12) [Upcoming Board Meetings](#) (*Board Chair*)

- **Annual Strategic Planning & Regular Monthly Board Meeting:**
Friday November 10th, 2023 (full day) & Saturday November 11th, 2023 (half day)
Location: Hotel Chaco 2000 Bellamah Ave NW Albuquerque, NM 87104
- Executive Committee Meeting: Monday October 30th, 2023 12:15 to 12:45 pm
- Finance Committee Meeting: Wednesday October 25th, 2023 noon to 1 pm
- Entrepreneurial Committee: Tuesday October 31st, 2023 4:00 pm to 4:45 pm

13) ADJOURNMENT. Board meeting adjourned by board chair at 5:00 pm.

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.

