



Regular Monthly Board Meeting: SEPTEMBER

Date: Wednesday September 6th, 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 4:03pm 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
- Shannon Baldonado, Student Support Director

3) APPROVAL OF AGENDA

MOTION: To approve the September Board Meeting Agenda Motioned by Daniel Gutierrez, seconded by Kelly Callahan. 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) [August 30th, 2023 Finance Committee Agenda](#)
 - c) [July 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) BARs: 001 - 750- 2324 - 0003 - I CSI: TBD
- vii) BARs: 001 - 750- 2324 - 0004 - IB CSI: TBD
- viii) BARs: Capital Outlay: 001 - 750 -2334 - 0005 IB \$150,000

The Executive Director reviewed the overview of the committee. Recruitment for finance committee with finance experience. Reviewed payroll, financial statements, bank reconciliations, journal entries, 3 BARs. Monthly review of outstanding payments every finance committee. Audit update, not public, findings not available yet. Enrollment and facilities update. SEG increase. Katie shared that she will no longer be Business Manager at Siembra.

6) Entrepreneurial Committee Report Out: *(10 mins Theresa Torres & Jaqi Baldwin)*

- a) [August 29th, 2023 Committee Agenda](#)
- b) FY24 Priorities

Executive Director provided a brief overview of the committee meeting minutes. Welcomed Theresa Torres to the committee. Theresa provided valuable insight from her observations.

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 November 11th
- b) Board Training Update (including table below):

JULY 2023	OCTOBER 2023	JANUARY 2024	APRIL 2024
Annual New Mexico Public Education Department Charter School Conference Tamaya - Santa Ana, NM			
AUGUST 2023	NOVEMBER 2023	FEBRUARY 2024	MAY 2024
N/A	Annual Strategic Planning & Board Retreat		
SEPTEMBER 2023	DECEMBER 2023	MARCH 2024	JUNE 2024



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

Board retreat is set for November. Governing Board training has been signed. Will be in good standing with training minutes needed, board will help accumulate hours. Theresa will need to complete 10 hours as a new board member. Everyone else will need 8 hours for the year.

8) Executive Director Report Out - *30 minutes*

- a) Enrollment by Program
- b) Staffing
- c) Executive Director Goals for FY24
 - i) Special Education Practice
 - ii) Operations
 - iii) Business Capstone
- d) MLSS Self Assessment
- e) BOY Testing (iReady)
- f) Facilities
- g) Celebrations
 - i) Girls Inc. Awards
 - ii) ABQ Business First Feature

Executive director provided an enrollment report. Staffing needs in response to enrollment data. Improving capstone process and providing stipends for staff to write IEPs. MLSS assessment was submitted by Operations Director and Community School Coordinator. BOY testing began this week in success projects with a PD for staff with follow up to analyze the scores. Focusing on growth and proficiency. She shared facility goals while looking at a condo in the Anasazi building. Recognized a few young ladies who were nominated for an award with Girls Inc in Santa Fe. We were also featured in a magazine along with a young woman Kadience who now works at the school. Kelly asked Jaqi to provide her goals as ED with the board earlier than later in the year for evaluation time. Does not need to be approved by the board.

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

- a) [Minutes from Regular Monthly Board Meeting: 8/2/23](#)
- b) [July 2023 Financial Packet](#)
- c) [FY23 Inventory](#)



- d) Stipend: CE Director vacancy stipend for Executive Director at 5 hour per week rate from 7/26/23 until the vacancy is filled.
- e) Stipend(s): Pillar Director team for 90 Day Plan funding at 8 work sessions in August and September
- f) [POLICY: FY24 Program Enrollment](#)
- g) [POLICY: School Enrollment](#)
- h) [POLICY: Zero Tolerance for Racialized Aggression](#)
- i) [POLICY: Zero Tolerance for Hair Discrimination](#)
- j) BAR: 001 - 750- 2324 - 0003 - I CSI: \$45,153
- k) BAR: 001 - 750- 2324 - 0004 - IB CSI: \$0

MOTION: To approve the consent agenda item a - l with elimination of item l made by Kelly Callahan and seconded by Daniel Gutierrez. Passed unanimously.

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

- Facilities (monthly)
- Policy Work (monthly)
- Annual Retreat

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

- Regular Monthly Board Meeting: Wednesday October 4th, 2023 4:00 pm to 5:30 pm
- Executive Committee Meeting: Monday September 25th, 2023 12:15 to 12:45 pm
- Finance Committee Meeting: Wednesday September 27th, 2023 noon to 1 pm
- Entrepreneurial Committee: Tuesday September 26th, 2023 4:00 pm to 4:45 pm

13) ADJOURNMENT. Board meeting adjourned by board chair at 5:04 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.

