



Regular Monthly Board Meeting: MARCH

Date: Wednesday March 13th, 2024

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)

2. ROLL CALL *5 minutes*

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

_____ Quorum

3. APPROVAL OF AGENDA

MOTION: To approve the February Board Meeting Agenda

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

- a. Potential Board Member and Current Entrepreneurial Committee Member, [Adam Tafoya - Founder of Educated Wallet](#)
- b. Potential Board Member, [Melissa Sawyer](#)

5. Board Discussion & Action: Siembra Leadership High School 2024 - 2029 [Strategic Plan Report](#) and Strategic [Plan Framework Framework](#).

MOTION: to approve 2024 - 2029 Strategic Plan

6. Executive Committee Report Out: Board Training, Board Development & Discussion *15 minutes (Kelly Callahan, Board Trainer, Daniel Gutierrez, & Jaqi Baldwin, SLHS ED)*

- a. Board Member Recruitment
 - i. [Governing Board Recruitment Tool](#)
 - ii. [Board of Directors Position Description](#)
- b. FY 25 Annual Retreat & Training with [Lead for Liberation](#):
Tuesday October 22nd - Thursday October 24th, 2024





c. FY 24 Board Training (table below)

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 Finance: 0.5	N/A		
AUGUST 2023	NOVEMBER 2023	FEBRUARY 2024	MAY 2024
N/A	Annual Strategic Planning & Board Retreat <u>Internal (REPORT)</u> Finance 0.5 Open Gov.'t & Org. Perf. 1.5 Ethics & Responsibilities 0.5 Academic 1.0 CLR 1.0	<u>Internal (REPORT)</u> Finance 0.5 Open Gov.'t & Org. Perf. 0.5 Ethics & Responsibilities 0.5	
SEPTEMBER 2023	DECEMBER 2023	MARCH 2024	JUNE 2024
<u>Internal (REPORT):</u> Ethics & Responsibility: 0.5 Academics: 0.5 Finance: 0.5	Annual <u>Public Charter Schools of New Mexico (PCSNM)</u> Conference Tamaya - Santa Ana, NM Wednesday 11/29 - Friday 12/1 <u>Internal (REPORT):</u> Finance 0.5 Open Gov.'t & Org. Perf. 0.5 Ethics & Responsibilities 0.5 Academic 0.5 CLR 0.5		<u>Annual National Charter School Conference</u> Boston, MA Sunday 6/30 - Wednesday 7/3

7. Executive Director Report Out *20 minutes*

- a. Zip Code Analysis
- b. Enrollment Update
- c. Grant Update



8. Entrepreneurial Committee Report Out: *(10 mins Theresa Torres, Angelica Maestas, Derrick Adkins & Edward Ramirez)*
[March 5th, 2024 Committee Agenda](#)
9. Finance Committee Report Out: *10 minutes (Daniel Gutierrez, Chris Moore & Brian Kennedy)*
[March 6th, 2024 Finance Committee Agenda](#)
[January Financial Packet & Overview of Monthly Financial Process](#)
 - Payroll & Accounts Payable
 - Payment Vouchers,
 - Monthly Financial Statement Reports
 - Bank reconciliation
 - Journal entries[Budget Adjustment Requests](#)
10. Audit Update (Chris & Jaqi)
[FY23 Audited Financials](#)
[FY23 Audit Findings](#)
[Business Manager Responses](#)
[Audit Analysis](#)
[Internal Controls Policy](#)
11. Consent Agenda & Board Discussion Items *15 minutes*
 - a. [Minutes from Regular Monthly Board Meeting: 2/7/24](#)
 - b. [January 2024 Financials](#)
 - c. [001 - 750 - 2324 - 0018 - T \\$0 AAP ESSER III Fund 24330](#)
 - d. [001 - 750 - 2324 - 0020 - T - \\$0 State Funded OST Fund 27416](#)
 - e. [001 - 750 - 2324 - 0022 - D \(\\$9,748\) Carl D. Perkins Fund 24174](#)
 - f. [001 - 750 - 2324 - 0023 - ID \\$708,469 Charter Schools Fund 25247](#)
 - g. [001 - 750 - 2324 - 0025 - I \\$88,095 General fund, capital outlay, debt service Fund 11000](#)
 - h. [001 - 750 - 2324 - 0026 - I \\$972 Instructional Materials 14000](#)
 - i. [001 - 750 - 2324 - 0027 - I \\$5,000 Instructional Support 23000](#)
 - j. [001 - 750 - 2324 - 0029 - D - \\$7,000 Kellogg Grant 26121](#)
 - k. [001 - 750 - 2324 - 0030 - I \\$3,166 Private Grants 29102](#)



- l. [001 - 750 - 2324 - 0032 - D \(\\$5,347\) Capital Improvements 31600](#)
- m. [001 - 750 - 2324 - 0033 - D \(\\$30,257\) Capital Improvements 31707](#)
- n. [001 - 750 - 2324 - 0034 - D \(\\$14,770\) SB9 State Match Fund 31703](#)
- o. [001 - 750 - 2324 - 0035 - M \\$0 Community Schools Fund 27127](#)
- p. [001 - 750 - 2324 - 0036 - I \\$12,370 District Fiscal Agent Fund 26107](#)
- q. [001 - 750 - 2324 - 0037 - M \\$0 State Funded OST Fund 27416](#)
- r. [001 - 750 - 2324 - 0038 - M \\$0 Kellogg Foundation Fund 26121](#)

MOTION: To approve the consent agenda item a - r

12. Items for Future Agendas: *(Board Chair)*

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

13. [Upcoming Board Meetings](#) *(Board Chair)*

April Board Meeting: Wednesday 4/10/24 @4 pm
March Entrepreneurial Committee Meeting: Tuesday 3/26/24 @4pm
March Finance Committee Meeting: Wednesday 3/26/24 @noon
March Executive Committee Meeting: Monday 3/25/24 @noon

14. ADJOURNMENT.

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.

