



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) at 4:02pm by Daniel Gutierrez, Board Chair.
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

Also in attendance:

- Jaqlyn Baldwin, Executive Director
- Monika Monje, Transition Coordinator
- Eliseo Aguirre, Director of Operations
- Chris Moore, K12 Accounting, Finance Manager
- Edward Ramirez, Community Engagement Director
- Monica Baldwin, Director of Student Support

3. APPROVAL OF AGENDA

MOTION: To approve the February Board Meeting Agenda motioned by Julianna Salinas, seconded by Brian Kennedy. Passed unanimously.

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](#), provided an introduction. Is part of the Pahara Cohort with Jaqi.
Board will vote on a new member next month.





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 motioned by Kelly Callahan, seconded by Daniel Gutierrez. Passed unanimously.

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)

Two potential board members participating today. One is trying to decide between board and foundation. Issue for all boards is finding members. Kelly created a recruitment tool to leverage social networks to ensure we are inclusive. Also, includes what it means to be a board member, who SLHS is, what are the bylaws, etc. Kelly spoke about HB 137 new training law, all board members will have to have five hours of training (over a year of service), still containing eight topics that have to be covered. Board meetings have to be webcast, recorded and kept with a link on the website from July and archived on the website for anyone to access.

FY 25 retreat in October will focus on SJ and liberation. Roxy will prepare travel and accommodations for board members.

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	N/A		
AUGUST 2023	NOVEMBER 2023	FEBRUARY 2024	MAY 2024



N/A	Annual Strategic Planning & Board Retreat Internal (REPORT) Finance 0.5 Open Gov.'t & Org. Perf. 1.5 Ethics & Responsibilities 0.5 Academic 1.0 CLR 1.0	Internal (REPORT) Finance 0.5 Open Gov.'t & Org. Perf. 0.5 Ethics & Responsibilities 0.5	
SEPTEMBER 2023	DECEMBER 2023	MARCH 2024	JUNE 2024
Internal (REPORT): 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 Internal (REPORT): Finance 0.5 Open Gov.'t & Org. Perf. 0.5 Ethics & Responsibilities 0.5 Academic 0.5 CLR 0.5		Annual National Charter School Conference Boston, MA Sunday 6/30 - Wednesday 7/3

7. Executive Director Report Out *20 minutes*

- [Zip Code Analysis](#)
- Enrollment Update: 450 as of 3/12
- [Grant Update](#)

The executive director provided an overview of the zip codes being served by SLHS. Serving 14 zip codes consistently, primarily 87121 and 87105 is where students come from. Actual enrollment is 430 as of 3/12/24. Beyond our two year projections in enrollment. From grant dashboard, 10 grants are waiting to hear back from. Role as the ED has changed every year, in terms of grant acquisition. Received \$4M this year. Provided an overview of the NYC senior trip itinerary. In April we will take a look at graduation rates.

8. Entrepreneurial Committee Report Out: *(10 mins Theresa Torres, Angelica Maestas, Derrick Adkins & Edward Ramirez)*
[March 5th, 2024 Committee Agenda](#)

Edward Ramirez provided the report for the Entrepreneurial committee meeting from March 5th. Marketing plan has been implemented to build narrative practices for SLHS. Solidified PD





training with Angelica Maestas for staff in April. Angelica shared virtual trainings available to students. Mr. Adkins shared the graduate profile for community feedback. Dual enrollment and internship updates, CNM and SLHS entrepreneurial certificate pathway for students, MCO is creating a flier for our community. Next meeting will be March 26th to review the graduate profile in depth.

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](#)

Business manager provided a finance report, short overview and a review of the BARs. Our budget has to reflect spending. Adjusting to match our audit. Reviewed our grants and budget. Reviewed transfer and maintenance BARs, to reflect what we are actually spending. The bank account reconciliation did balance. All checks from the previous fiscal year have been cleared out.

10. Audit Update (Chris & Jaqi)

[FY23 Audited Financials](#)

[FY23 Audit Findings](#)

[Business Manager Responses](#)

[Audit Analysis](#)

[Internal Controls Policy](#)

Executive director provided the audit update from last month that we were not able to review. What are the findings and what do we need to improve? Our revenue is increasing, so our budget and spending should be tight. We had a high number of findings of 5, increasing instead of decreasing from last FY. There were three repeat audit findings and should not be. Business manager walked through the findings. Working on the internal controls policy for next month.

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 made by Angelica Maestas and seconded by Brian Kennedy. Passed unanimously. No opposition.

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 @ 4pm
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. Board meeting adjourned by board chair at 5:27 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.

SIEMBRA LEADERSHIP
HIGH SCHOOL

