



Regular Monthly Board Meeting: May

Date: Wednesday May 1, 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 4:01 pm 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
 - ☐ Melissa Sawyer
 - ☒ Quorum
3. APPROVAL OF AGENDA

MOTION: To approve the May 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. Vote to add Board Member and Current Entrepreneurial Committee Member,
[Adam Tafoya - Founder of Educated Wallet](#)

MOTION: To approve to vote on Adam Tafoya as a board member motioned by Kelly Callahan and seconded by Daniel Gutierrez. Passed unanimously.

5. Finance Committee Report Out: *10 minutes (Daniel Gutierrez, Chris Moore & Brian Kennedy)*
[April 24th, 2024 Finance Committee Agenda](#)
March Financial Packet & Overview of Monthly Financial Process



Payroll & Accounts Payable
Payment Vouchers,
Monthly Financial Statement Reports
Bank reconciliation
Journal entries
Budget Adjustment Requests

6. Discussion: FY25 Budget

The Finance Committee discussed budget-related matters, focusing on a proposal for blanket bar approval through the end of the fiscal year. This measure ensures timely bar processing and prevents potential audit findings related to negative balances by function. The approval is strictly temporary and applies until approximately June 8th or 9th. The bars will be used solely for maintenance purposes. Additionally, the board unanimously approved the increased bars for operational expenses

7. Consent Agenda & Board Discussion Items *15 minutes*

- a. [FY25 Budget](#)
- b. [Minutes from Regular Monthly Board Meeting: 4/10/24](#)
- c. [March 2024 Financials](#)
- d. [POLICY: Inspection of Public Records Policy](#)
- e. [POLICY: GASB-87](#)
- f. [POLICY: GASB 96 Subscription Based IT Arrangements \(SBITAs\)](#)

MOTION: To approve the consent agenda item a - f with two additions made by Kelly Callahan and seconded by Jules Salinas. Passed unanimously..

- Item A: Checking the FY25 budget against the calendar for approval. If any changes are necessary, adjustments will be made.
- Item C: Identifying the blanket bar authorization for the remainder of this fiscal year (until June 30th).

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

- a. [Progress Monitoring](#): Siembra Leadership High School 2024 - 2029 [Strategic Plan Report](#) and Strategic [Plan Framework Framework](#) report out.



b. FY 24 Board Training (table below)

There was a discussion about the new requirement for board meetings to be webcasted and archived for three years, necessitating considerations for bandwidth, storage, and website accessibility. Suggestions were made for technological enhancements, including the use of AI note-takers and cameras like the Owl to facilitate recording and public access. The conversation also touched on ensuring compliance with public comment regulations and the need for clear guidelines amidst evolving governance standards. Overall, participants acknowledged the need for strategic planning and technological advancements to meet statutory requirements effectively.

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>	<u>Internal (REPORT)</u> Finance 0.5 Open Gov.'t & Org. Perf. 0.5	<u>Annual National Charter School Conference</u> Boston, MA Sunday 6/30 - Wednesday 7/3



	Finance 0.5 Open Gov.'t & Org. Perf. 0.5 Ethics & Responsibilities 0.5 Academic 0.5 CLR 0.5		
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9. Executive Director Report Out *20 minutes*
a. Special Education

Reviewed coaching sessions with Miss Vicki, board retreat planning, and strategies for maintaining momentum on various initiatives. Miss Vicki's coaching sessions have been beneficial, with recent discussions focusing on keeping documents and plans alive through curious questioning and brainstorming. The approach involves breaking down strategies into actionable steps, such as staff development and creating a culture of well-being at the school. The report also highlights ongoing efforts in areas like special education, Capstone projects, and grant management, showcasing achievements and future plans, such as student-led IEP meetings and expanding curriculum development. Additionally, there's a discussion about upcoming training events, policy changes, and the need for increased transparency and accountability in board meetings, including the implementation of new recording and public comment requirements. The report emphasizes the school's commitment to continuous improvement and its efforts to adapt to evolving challenges and expectations.

10. Entrepreneurial Committee Report Out: *(10 mins Theresa Torres, Angelica Maestas, Derrick Adkins & Edward Ramirez)*
[April 23, 2024 Committee Agenda](#)

It was mentioned that the entrepreneurial committee had convened and devised a plan to survey both staff and committee members in order to gather data for planning purposes. Following this update, Mr. Adkins provided information on ongoing efforts regarding the development of a graduate profile. He mentioned contracting with MC2 education to outline a scope of work, which had been shared earlier that morning. The focus was on refining the graduate profile to align with the envisioned future graduates of SIEMBRA. The next steps discussed included reviewing the collected data and coordinating schedules for a strategic planning session with the entrepreneurial committee.



11. Items for Future Agendas: *(Board Chair)*
 - Facilities (monthly)
 - Policy Work (monthly)
 - Annual Retreat Follow-up
 - Executive Director Evaluation Report Out (May)
 - Executive Director Closed Session (June)
 12. [Upcoming Board Meetings](#) *(Board Chair)*
 - June Board Meeting: Wednesday 6/5/24 @4 pm
 - May Entrepreneurial Committee Meeting: Tuesday 5/28/24 @4pm
 - May Finance Committee Meeting: Wednesday 5/29/24 @noon
 - May Executive Committee Meeting: Monday 5/28/24 @12:15
 13. ADJOURNMENT. Board meeting adjourned by board chair at 5:34 pm.
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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.

