



Regular Monthly Board Meeting: December

Date: Wednesday - December 18, 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

CALL TO ORDER (in accordance with the Open Meetings Act at 4:05 pm by Daniel Gutierrez, Board Chair.

1. ROLL CALL *5 minutes*

- Yes Daniel Gutierrez, Board Chair, Executive and Finance Committee
- Yes Julianna (Jules) Salinas, Board Vice Chair, Executive & Audit Committee, Parent
- Yes Kelly Callahan, Board Secretary, Executive & Audit Committee
- Yes Brian Kennedy, Board Treasurer, Finance Committee, Parent (on mute, via chat)
- Yes Angelica Maestas, Entrepreneurial Committee
- NO Theresa Torres, Entrepreneurial Committee
- NO Melissa Sawyer
- NO Adam Tafoya
- Yes Quorum

Also in attendance:

- Jaqlyn Baldwin, Executive Director
- Natalie Tavitas, Chief of Staff
- Chris Moore, K12 Accounting, Finance Manager
- Derrick Adkins, Director of Curriculum, Instruction and Assessment
- Monica Baldwin, Student Support Director
- Anne Shabarek, Executive Assistant
- Edward Ramirez, Director of Community Engagement
- Zachary Rose, Project Teacher, Success Coach
- Kristina Gonzales, Project Teacher, Success Coach
- Felicia Couto, Administrative Assistant
- Rebekah Runyan
- Henry Rael



2. Action: APPROVAL OF AGENDA

MOTION: To approve December Board Meeting Agenda

Board President Gutierrez asked for a motion to approve the agenda. Board Treasurer Brian Kennedy seconded the motion. Board President Gutierrez approved and the motion passed unanimously.

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

- *There was no public input requested.*

4. Finance Committee Report Out: *5 minutes (Rebekah Runyan, Daniel Gutierrez, Chris Moore & Brian Kennedy)*

a. Finance Committee Meeting: October 2024 *(Brian & Daniel)*

- *No BARS for approval.*
- *Every Finance meeting to go over outstanding RFR's*
- *Submit RFR's twice a month now (no longer once a month)*

During the Finance Committee Meeting, Jaqi Baldwin (ED) stated we received an open invitation from Roberta Velaquez with APS who oversees Finance for all Charter Schools to attend the APS Meetings at any time.

b. Financial Statement Reports (as of September 2024) *(Rebekah & Chris)*

c. Payroll & Accounts Payable

i. Payment Vouchers,

- No notes at this time.

ii. Monthly Financial Statement Reports

- The Finance Manager went over spending. No board members had questions or wanted to know more about spending.
- *No longer over budget (Operational)*
- *Cash liquidity did go down.*

iii. Bank reconciliation

- Reconciled the bank. The total was 555,793.87

iv. Journal entries

- No notes at this time.



v. Budget Adjustment Requests

5. Board Strategy: Board Training, Board Development & Discussion

Daniel Gutierrez, Kelly Callahan & Melissa Sawyer (30 minutes)

Progress Updates on Board Strategic Plan

Board President Gutierrez stated as discussed last month, the agenda has been adjusted to prioritize the finance report earlier, allowing more time for open discussion. Provide updates on the strategic plan, including the five focus areas outlined in the 2024-2025 plan.

Jaqui Baldwin (ED) shared that Natalie Tavitas (Chief of Staff) will implement professional development plans for each staff starting in January 2025. Jaqui Baldwin (ED) also discussed her support of Natalie Tavitas in her new role in developing her vision for staff culture. An adult Google Classroom will be created, making it easier for staff to access and manage information in one place.

6. Consent Agenda & Board Discussion Items (15 minutes)

- a. [Minutes November 2024 Board Meeting](#) 11.13.24
- b. [Financial Statement Reports \(as of October 2024\)](#)
- c. [Senior Trip Cost Review](#):
 - [Siembra Leadership High School_Orlando Service Agreement](#) Total \$119,296.03
 - [SLHS Invoice #694 Airfare](#) \$39,800.00
 - [SLHS Invoice #695 Transportation](#) \$20,656.00
 - [SLHS Invoice# 696 Accommodations](#) \$38,640.03
 - [SLHS Invoice #697 Final](#) \$60,000
- d. [AMENDED POLICY: Special Education Programming](#)
- e. [AMENDED POLICY: Stipends Hard to Staff Endorsements FY25](#)
- f. [AMENDED POLICY: Stipends for Special Education Programming FY24](#)
 - *Chief of staff Natalie Tavitas discussed how she has been refining strategies to support staff culture and align with the strategic plan. Additional stipends are now provided for endorsements in high-demand areas like math, science, and also bilingual roles. Special Education initiatives include stipends for case managers handling IEPs. Natalie also discussed whether staff participating in special education licensing programs also receive extra financial support to acknowledge the time spent on training outside of work hours. Also, an appreciation stipend*



based on the years of service will be included in December paychecks as a token of gratitude.

- g. [Community Experiences Policy](#)
- h. Approval of updated 2024-2025 school year calendar. [Student](#) and [Staff](#) Calendars
 - *Jaqi Baldwin (ED) discussed the identified discrepancies between the school calendar submitted to the PED and the version on the school website. The calendar has been reconciled and is re-approved by the board.*

Action: APPROVAL OF CONSENT AGENDA

MOTION: To approve the consent agenda item a - h motion made by Board President Daniel Guitierrez and seconded by Board member Kelly Callahan.

There was a discussion about ensuring legal compliance for one consent agenda item. The Board decided to table item G and proceed with approving items A through F and H. A motion was made and the remaining items were approved unanimously.

***Per board request and in being responsive to the needs of the board and, Director Report Out and Entrepreneurial Committee Report Out will take place quarterly.

7. CLOSED EXECUTIVE SESSION

- a. Closed Session for the Siembra Audit Committee to report the results of the audit to the remainder of the Governing Board. Pursuant to §12-6-5 NMSA and the NM Attorney General's Open Meetings Act Compliance Guide (p. 19).

Action: MOVE INTO CLOSED SESSION

MOTION: To move into closed session (Roll call vote) Motion made by Board President Daniel Guitierrez and seconded by Board member Kelly Callahan.

- b. Return to open session. Chair statement of closed session discussion limited to the item listed on the agenda.
8. Items for Future Agendas: *(Board Chair)*
Mid-year Progress on ED Performance (January)
Facilities (monthly)





Policy Work (monthly)

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

January Board Meeting: Wednesday, 01/8/25 @4

December Entrepreneurial Committee Meeting: Tuesday, 01/28/2024

January Finance Committee Meeting: Thursday, 01/2/25 @noon

December Executive Committee Meeting: Monday, 12/30/24

10. 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.

