

Regular Monthly Board Meeting: May

Date: Wednesday - May 14, 2025

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 4:03 am 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
☐ Adam Tafoya

☒ Quorum

Also in attendance:

- Jaqlyn Baldwin, Executive Director
- Chris Moore, K12 Accounting, Finance Manager
- Anne Shabarek, Executive Assistant
- Natalie Tavitas, Chief of Staff
- Felicia Couto, Administrative Assistant
- Nancy Bos
- Kevin Powers
- Shardae McClure

3. **Action: APPROVAL OF AGENDA**

- a. **MOTION:** To approve May Board Meeting Agenda (*Board President Daniel Gutierrez approved agenda and seconded by Board member Theresa Torres*)



4. Finance Committee Report Out (5 minutes)

- a. [Finance Committee Meeting](#): April for May Board 2025 (*Brian & Daniel*)
- b. [Financial Statement Reports - as of March 31, 2025](#)
- c. Payroll & Accounts Payable:
 - i. Payment Vouchers
 - ii. Monthly Financial Statement Reports
 - iii. Bank reconciliation
 - iv. Journal entries
 - v. Budget Adjustment Requests

Revenue Update:

- *The school experienced a significant increase in operating funds, exceeding projected growth.*
- *A thorough review was conducted during the Finance Committee meeting. Most BARs near year-end are minor corrections. Typical year-end cleanup includes journal entries to ensure full spend-down of funds. It was noted that the BARs were missing from the consent agenda, so no vote could be taken during this meeting*

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

- a. [April 2025 SPECIAL Board Meeting Minutes](#) 04/23/25
- b. [POLICY_Heritage Appreciation and Cultural Diversity](#) (Affirms Siembra's commitment to honoring students' cultural backgrounds by supporting the wearing of tribal or cultural regalia at graduations and school events, fostering an inclusive and respectful environment.)
- c. [POLICY_Compensation Advancement](#) (Outlines how Siembra implements salary increases, including criteria such as licensure and degree advancement, budgetary considerations, and adherence to a salary schedule)
- d. [POLICY_Staff transportation of students](#) (Outlines when and how staff may transport students, requiring supervisor approval, parental consent (for minors), and safe, authorized vehicles. Non-compliance may lead to disciplinary action.)
- e. [POLICY_School Chromebook and Internet Use](#) (The policy outlines how students should responsibly use school Chromebooks and internet, including what's allowed, what's not, and what happens if rules are broken.)

Action: APPROVAL OF CONSENT AGENDA

MOTION: To approve the consent agenda item a-e (*Julianna (Jules) Salina approved agenda. Theresa Torres' second agenda.*)

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

- [Sharde McClure](#) - *Sharde introduced herself and shared background .*
 - *Currently pursuing a doctorate in Instructional Systems and Workforce Development at Mississippi State University.*
 - *Over 10 years of experience in nonprofit work and volunteer service.*
 - *Works actively on issues like talent retention , career pathways , food equity and healthy school environments.*
 - *Jaqi noted that Anne is currently working on a New Board Member Handbook , which can be shared to provide additional information and context about the board's roles and responsibilities.*

Facilities Finance Discussion – *Jaqi shared that the two organizations have collaborated on past projects, and this presentation was intended to inform the board and foundation members about potential partnership options*

- *Clarity requested on how commission would be split.*
- *Interest in understanding the collaboration model before finalizing decisions.*

a. [Building Hope Presentation](#) (15 minutes)

Lauren Allen – *Senior Director of Business Development*

Introduced the Building Hope team and purpose of the presentation. Lauren shared her background as a former charter school leader in Louisiana and Teach for America alum. She described Building Hope's role in supporting charter schools with facilities planning and acquisition.

Ilya Krutko – *Director of Impact Investments*



Described his role in credit underwriting and coordinating financing through lending partners. His background includes investment banking and real estate private equity.

Brady Hutchins– Director of Real Estate

Introduced his responsibilities in managing charter school real estate projects. He highlighted past experience in construction and charter school facility development.

- *Building Hope is a nonprofit organization based in Washington, D.C. and it originated over 20 years ago to help charter schools in D.C. renovate substandard district-provided facilities. Building Hope customizes projects to meet the specific needs of each school and they do not seek to own facilities permanently, and their goal is always to help schools achieve affordable ownership. Brady stated he is currently managing an 11-acre development in Albuquerque, with experience in site acquisition, zoning, and permitting in New Mexico. Building Hope has an established working relationship with **H.J. Sims** and is prepared to coordinate with them on financial structuring.*

Project Process & Timeline Overview:

Once a path is selected, Building Hope will support:

- *Design and permitting*
 - *Zoning and approvals*
 - *Budgeting and timeline planning*
- b. [HJ Sims Presentation](#) (15 minutes) - *Aksha Patel from HJ Sims stated the company is a boutique investment bank that works primarily with not-for-profit institutions to help them access financing especially facility financing. He stated they support organizations across a few key sectors: healthcare (such as small, rural clinics), senior living facilities across the country, and, of course, charter and private schools. Their focus is mostly on charter schools. Aksha and his team from SIMS discussed their experience supporting charter school facility financings in New Mexico, with the hope of working on a future project with Ember.*

SIMS's Role:

SIMS is a boutique investment bank specializing in facility financing for charter schools, among other nonprofit sectors. Their work includes:

- *Structuring long-term, tax-exempt municipal bonds*
- *Sourcing capital through CDFIs and banks (local, regional, national)*
- *Providing short-term or bridge financing for development projects*
- *Assisting schools in transitioning to long-term financing solutions*

7. Board Strategy: Board Training, Board Development & Discussion (30 minutes)

- a. Charter Renewal application update- *The team (Jaqi, Natalie, Edward, and others) is actively working on the charter renewal application. Jaqi stated this year's application is smaller due to the enhanced renewal status, which applies to all 11 schools on the fast track.*
- b. Review [Bylaw Revision](#)
- c. New Term Elections & Removal for Board Members:
 - i. Discuss [Governing Board Recruitment Tool](#)

ACTION ITEM: Officially re-elect Kelly Callahan (first year of her third term) and Daniel Gutierrez (first year of his second term) and removal of Adam Tafoya.

Next Steps Proposed:

- *Schedule a closed session in June to discuss specifics (a permitted exception topic).*
- *Possibly do an open session compare/contrast first, then go into closed session for discussion of pros/cons and decision-making. Since a quorum may be present, the school will post a notice on its website stating that no school business will be conducted.*

8. Leadership Update

- a. Graduation Update: May 29th

- *Graduation will be held on May 29 at 10:00 AM at the Kiva Auditorium*

9. Items for Future Agendas (Board Chair)

- a. Year-End Report Out
- b. Facilities (monthly)
- c. Policy Work (monthly)
 - *End-of-Year Report-Out will include policy updates and general year-end reflections.*
 - *Discussion of logistics and distribution for materials to be arranged in advance of the next meeting.*

10. Upcoming Board Meetings (Board Chair)

- a. June Board Meeting: Wednesday, 06/04/2025 @ 4 PM
- b. May Entrepreneurial Committee Meeting: Tuesday, 05/27/2025 @ 4 PM
- c. May Finance Committee Meeting: Wednesday, 05/28/2025 @ Noon
- d. May Executive Committee Meeting: Monday, 05/19/2025

11. 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.
