SIEMBRA LEADERSHIP
HIGH SCHOOL

Minutes - Regular Monthly Board Meeting: November
Date: Wednesday - November 5, 2025
Time: 4:00 pm - 5:30 pm
Location(s): 606 Central Ave SW Albuquerque, NM 87102, OR
https://us02web.zoom.us/j/2280747296 passcode 761638

1. **CALL TO ORDER** (in accordance with the Open Meetings Act)
   Meeting called to order at 4:00pm MST

2. **ROLL CALL** *5 minutes*
   X Julianna (Jules) Salinas, Board Chair, Executive & Audit Committee, Parent
   X Kelly Callahan, Vice Chair, Executive & Audit Committee
   X Sharde McClure, Board Secretary
   No Angelica Maestas, Entrepreneurial Committee
   X Theresa Torres, Entrepreneurial Committee
   X Janel Salazar, Board Member, Parent

   X Quorum

3. **Action: APPROVAL OF AGENDA**
   a. **MOTION:** To approve November Board Meeting Agenda

   Motion by Sharde to approve the November agenda. Seconded by Kelly. Approved unanimously.

4. **Public Input** (capped at 3 minutes per public member or 15 minutes total)
   No public input was received.

5. **Finance Committee Report Out** (5 minutes)
   a. Finance Committee Meeting: For November Board 2025 *(Chris)*
   b. Financial Statement Reports - as of September 30, 2025
   c. Facilities Fundraising
   d. Payroll & Accounts Payable:
      i. Payment Vouchers
      ii. Monthly Financial Statement Reports
      iii. Bank reconciliation
      iv. Journal entries
      v. Budget Adjustment Requests

Chris presented the monthly financial report through September 30, 2025.
Highlights included:

- *Routine quarterly budget adjustments and maintenance bars to align operational and grant budgets.*
- *All budget adjustment requests (BARs) resulted in no net change to total funds.*
- *Siembra's financial position remains strong with approximately $830,000 in cash and an 82% operational expenditure rate.*
- *Audit process nearing completion with the exit conference scheduled for November 10.*
- *No significant findings anticipated.*
- *Lease assistance reimbursement is pending, and overall liquidity remains healthy.*

6. **Charter Renewal Next Steps** *(Edward)*
    a. APS Renewal Consensus Recommendation - Monday, November 3, 1:20 - 1:35
    b. APS Board Meeting for Renewals - Wednesday, December 3, 4:30pm - 8:30pm

Edward provided an update on the APS charter renewal process.

- *Renewal presentation rescheduled from November 12 to December 3 to allow more preparation time.*
- *Two students (10th and 12th grade) will present at the APS Board meeting.*
- *Parental letters of support are being collected.*
- *Positive feedback was received during the recent APS site visit, particularly regarding support for Special Education and ELL students.*
- *The school anticipates a full five-year renewal recommendation.*

7. **Bylaw Revisions Approval** **Clean Copy** (but there were still some topics that said needed discussion)

Discussion of bylaw revisions by Kelly was tabled until January to prioritize charter renewal and personnel items.

8. Head Administrator Update: *(Edward)*

9. **Consent Agenda & Board Discussion Items** (15 minutes)
    a. October 2025 Board Meeting Minutes 10/01/2025
    b. Financial Statement Reports - as of September 30, 2025
    c. BAR 2526-0005-11000 - Operational 1000 function maintenance
    d. BAR 2526-0006-11000 - Operational 2XXX function maintenance
    e. BAR 2526-0007-11000 - Operational Transfer to function 2XXX
    f. BAR 2526-0008-29102 - Private Dir. Grants Transfer to function 2XXX
    g. BAR 2526-0009-29102 - Private Dir. Grants 1000 function maintenance
    h. BAR 2526-0010-24190 - CSI Transfer to function 1000
    i. BAR 2526-0011-24190 - CSI 2XXX function maintenance
    j. BAR 2526-0012-24101 - Title I ESEA 1000 function maintenance

k. BAR 2526-0013-24101 - Title I ESEA 2XXX function maintenance
l. BAR 2526-0014-24101 - Title I ESEA Transfer to function 1000
m. Reduction in Force Policy *This policy establishes procedures for implementing a Reduction in Force (RIF) at Siembra Leadership High School due to decreased enrollment, funding cuts, or program changes, outlining criteria, notification requirements, and compliance with applicable laws.*
n. POLICY: Electronic Health Record (EHR) Use *Outlines secure, confidential, and accurate use of the school's electronic health record system in compliance with FERPA and state standards.*
o. Policy: Student Health Information Sharing & Privacy (FERPA/HIPAA) *Defines how student health information may be shared and protected under FERPA and HIPAA to ensure privacy and appropriate disclosure.*
p. Policy: Emergency Medical Response *The Emergency Medical Response Policy outlines procedures for recognizing and managing medical emergencies to ensure prompt, coordinated care and student safety until professional medical help arrives*

Action: APPROVAL OF CONSENT AGENDA

MOTION: To approve the consent agenda item a - p

- *Motion to approve by Kelly; seconded by Sharde.*
- *Motion passed unanimously.*

Action: Closed Session (Board Members Only)

Pursuant to the New Mexico Open Meetings Act, NMSA 1978, Section 10-15-1(H)(2), the Governing Board will enter into a closed session limited to board members only to discuss matters authorized for closed session, specifically limited to personnel matters regarding the Head Administrator.

Motion: Move to enter into closed session as authorized by NMSA 1978, Section 10-15-1(H)(2) – Limited Personnel Matters.

- *Board entered closed session to discuss personnel matters pursuant to NMSA 1978, Section 10-15-1(H).*
- *Motion to approve by Janel and seconded by Sharde - passed by roll call vote.*
- *Roll call: Jules, Kelly, Sharde, Janel and Theresa*

Reconvene in Open Session

Following the closed session, the Board will reconvene in open session and affirm that only those matters specified in the motion to enter into closed session were discussed.

6:06pm- Siembra Board reconvened into open session. (Board Member Theresa Torres left the meeting.) Board Chair Salinas made a statement to affirm that the only topics discussed in the closed session were those covered in the motion to move to closed session.

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Action: Consideration and Approval of Independent Investigator Contract

Motion: Move to authorize the Board Chair to award a contract to an independent third-party investigator to review the pending Head Administrator allegations, with findings reported back to the full Board.

B*oard Member Sharde McClure moved to award the independent third-party investigator contract to EDvice Partners. Seconded by Janel Salazar. Unanimous approval by the Board.*

Action: Acting Head Administrator Salary and Benefit Adjustment

Motion: Move to approve the Acting Head Administrator's required salary and benefit compensation adjustment.

Board member Kelly Callahan moved to approve that the salary and benefits for the Acting Head Administrator, Edward Ramirez, be adjusted to the current Head Administrator rate of pay. Seconded by Sharde McClure. Unanimous approval by the Board.

Action: Decision on next steps for Head Administrator paid administrative leave.

Board member Kelly Callahan moved to affirm that the Head Administrator, Jaqi Baldwin, would continue to serve on paid administrative leave until at least the completion of the third-party investigation and report. Seconded by Sharde McClure. Unanimous approval by the Board.

Discussed future agenda items and upcoming Board meetings.

10. **Items for Future Agendas** (Board Chair)
    a. Facilities (monthly)
    b. Policy Work (monthly)

11. **Upcoming Board Meetings** (Board Chair)
    a. December Board Meeting: Wednesday, 12/10/2025 @ 4 PM
    b. November Entrepreneurial Committee Meeting: 11/18/2025 @ 4pm
    c. December Finance Committee Meeting: Wednesday, 12/3/2025 @ Noon
    d. December Executive Committee Meeting: Monday, 12/1/2025

12. **ADJOURNMENT**

Meeting adjourned at 6:22 p.m.

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.
