

Regular Monthly Board Meeting Minutes: October

Date: Wednesday - October 1, 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)

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
- X Angelica Maestas, Entrepreneurial Committee
- X Theresa Torres, Entrepreneurial Committee
- X Janel Salazar, Board Member, Parent

- X Quorum

Meeting called to order at 4:03 PM in accordance with the Open Meetings Act.

Roll call confirmed quorum with five board members present.

Anne noted as minute-taker, participating via audio only due to video issues.

3. **Action: APPROVAL OF AGENDA**

- a. **MOTION:** To approve October Board Meeting Agenda

Motion by Theresa to approve the October Agenda. Seconded by Sharde. Approved unanimously.

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

Ground rules were read by Board Chair, Jules. One public comment from Edda Murillo, social worker, expressing concern about future social work positions. Board acknowledged the comment; details to be discussed at a future meeting when the RIF policy is presented. Public comment closed at 4:08 PM.

5. **Finance Committee Report Out** (5 minutes)

- a. [Finance Committee Meeting](#): For October Board 2025 (Chris)



- b. [Financial Statement Reports - as of August 31, 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

Reviewed August financial reports, BAR #2526-0004-IB (Outdoor Learning Grant), and noted major expenses (Chromebooks, Jupiter, Edmonton, maintenance, and capital campaign). Visa card usage covered travel, advance payments, and miscellaneous. 82% of operational and 75% of federal grant budgets used so far. Discussion of SEG reduction timing and audit update expected in November. Jules invited to join the next Finance Committee meeting.

6. [Charter Renewal Approval](#)

- a. Next Steps:
 - i. Renewal Site Visit is October 15th: 9:00 am - 11:00 am
 - ii. Renewal Consensus Recommendation October 27th at 1:00 pm
 - iii. October: Submission to Albuquerque Public Schools
 - iv. APS Board Meeting for Renewals - Wednesday, November 12, 4:30pm - 8:30pm

Action Item: Charter Renewal Approval

The Board of Directors will consider and take action on approving the submission of Siembra Leadership High School's Charter Renewal Application to Albuquerque Public Schools.

Motion: Motion to approve submission of Siembra Leadership High School's Charter Renewal Application to Albuquerque Public Schools.

Motion by Kelly to approve the October Agenda. Seconded by Theresa. Approved unanimously.

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

Revisions pending further review by the Executive Committee. Meeting scheduled for October 27 to finalize.

8. **Consent Agenda & Board Discussion Items** (15 minutes)

- a. [September 2025 Board Meeting Minutes](#) 09/10/2025



- b. [September 17 2025 Board Special Meeting Minutes](#)
- c. [Financial Statement Reports - as of August 31, 2025](#)
- d. [BAR #2526-0004-IB: Initial Budget – FY25 NM Outdoor Learning Start-Up Grant \(\\$30,000\)](#)
- e. Reduction in Force Policy (pending)
- f. [Policy: Comprehensive Medication Management](#) (Approval of updated Comprehensive Medication Management Policy outlining procedures for safe, compliant handling of student medications, including emergency, controlled, and OTC use.)
- g. [Policy: Nurse’s Office Operations](#) (Approval of Nurse’s Office Operations Policy to ensure safe, compliant, and effective delivery of school health services aligned with state and national nursing standards.)
- h. Approval of Executive Director stipend
- i. Appointment of two Finance Committee members
- j. Appointment of Board Treasurer

Action: APPROVAL OF CONSENT AGENDA

MOTION: To approve the consent agenda item a - j

Item E (Reduction in Force Policy) and Item H (Executive Director Statement) removed from vote. Jules appointed to Finance Committee. Sharde to serve as interim Board Treasurer.

Motion by Kelly to approve the October Agenda as amended. Seconded by Theresa. Approved 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, limited to personnel matters-head administrator.

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

Motion to enter closed session approved by Kelly and seconded by Sharde. Approved unanimously.

Roll call vote to enter closed session: Kelly, Jules, Sharde, Angelica, and Janel – all present. School attorney Natasha joined; recording paused.

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.





Possible Action: Approving an independent third-party investigator to investigate pending head administrator allegations.

MOTION: Move to authorize the Board Chair to retain an independent third-party investigator to investigate the pending head administrator allegations, with findings reported back to the full Board.

Board reconvened at 5:32 PM. Jules confirmed that only the agenda item was discussed.

Motion to retain an independent third-party investigator approved by Sharde and seconded by Angelica. Approved unanimously. Motion carried.

9. Items for Future Agendas (Board Chair)

- a. Facilities (monthly)
- b. Policy Work (monthly)

10. Upcoming Board Meetings (Board Chair)

- a. November Board Meeting: Wednesday, 11/5/2025 @ 4 PM
- b. October Entrepreneurial Committee Meeting: 10/21/2025 @ 4pm
- c. October Finance Committee Meeting: Wednesday, 10/29/2025 @ Noon
- d. October Executive Committee Meeting (for November): Monday, 10/27/2025

11. ADJOURNMENT

Meeting adjourned at 5:36 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.

