SIEMBRA LEADERSHIP
HIGH SCHOOL

Regular Monthly Board Meeting Minutes: July
Date: Wednesday - July 9, 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 Daniel Gutierrez, Board Chair, Executive and Finance Committee
   - X Julianna (Jules) Salinas, Board Vice Chair, Executive & Audit Committee, Parent
   - X Kelly Callahan, Board Secretary, Executive & Audit Committee
   - X Brian Kennedy, Board Treasurer, Finance Committee, Parent
   - X Angelica Maestas, Entrepreneurial Committee
   - X Theresa Torres, Entrepreneurial Committee
   - X Melissa Sawyer
   - X Sharde McClure

   X Quorum

Also in attendance:
- Jaqlyn Baldwin, Executive Director
- Natalie Tavitas, Chief of Staff
- Chris Moore, K12 Accounting, Finance Manager
- Rebekah Runyan, K12 Accounting
- Derrick Adkins, Director of Curriculum, Instruction and Assessment
- Monica Baldwin, Student Support Director
- Edward Ramirez, Director of Community Engagement
- Nancy Bos, President of the Foundation
- Lewis Creekmore, Foundation Member
- Anne Shabarek, Executive Assistant
- Christy Miller Howard, Executive Assistant

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

   Motion to approve July Board Meeting Agenda made by Angelica Maestas, seconded by Julianna Salinas. Passed unanimously.

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

SHARKS

a. Shannon Falon - Potential Board Member
No public comment provided. Shannon Falon, a potential board member with a background in facilities, was invited but did not attend.

5. **Finance Committee Report Out** (5 minutes)
   a. Finance Committee Meeting: For July Board 2025 *(Brian & Daniel)*
   b. Financial Statement Reports - as of May 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

Review of Financial Statements as of May 31, 2025
CE Tours: Final payment for senior trip service and facilitation.
Lead for Liberation: Final training payment completed.
My Mom's LLC: Highlighted due to size—supports internships and youth programming.
Operational budget appeared overspent at the time of the May report due to pending $900,000 BAR increase (since approved in June).
Revenue exceeded projection due to same BAR delay—final SEG received in June.
Cash liquidity at 1.59—an improvement over last year.
Payroll reconciliation in progress—intern payroll checks from Oct still outstanding but no checks over 1 year old.
Several journal entries completed and reviewed in finance committee.

Questions from board:

- Kelly Callahan confirmed that blanket BAR approval occurred and will be officially recorded in August.
- No outstanding audit requests—new audit portal access was granted July 1, with deliverables due July 31. Entrance meeting scheduled for July 16.

6. **Board Strategy: Board Training, Board Development Action Item & Discussion** (30 minutes)
   a. Brian Kennedy resigned effective 7/31/25
   b. Officer Elections: Chair, Vice Chair, Secretary & Treasurer
      Chair: Jules Salinas
      Vice Chair: Kelly Callahan
      Secretary: Sharde McClure
      Treasurer: Daniel Gutierrez

Action: nominations & vote on officer positions

MOTION: I nominate, or self-nominate "blank" for "blank" position"

Motion to approve the slate of officers above made by Daniel Gutierrez, seconded by Julianna Salinas. Passed unanimously.

Board discussed importance of leadership succession and developing a board member recruitment pipeline. Brandy (CPA) and a potential parent and alumni were named as candidates for future recruitment. Board expressed desire to increase membership from current lean status. Strategic recruiting efforts will continue through the year.

7. **Consent Agenda & Board Discussion Items** (15 minutes)
   a. Minutes - Regular Monthly Board Meeting: June 06/4/2025
   b. May 2025 Financials
   c. Bylaw Revision

Action: APPROVAL OF CONSENT AGENDA

MOTION: To approve the consent agenda item a - c

Motion made by Kelly Callahan to approve items A and B and defer C (Bylaws) to August; seconded by Melissa Sawyer. Passed unanimously.

8. **CLOSED SESSION**

Action: Motion to enter Closed Session pursuant to NMSA 1978, Section 10-15-1(H)(2) and Section 10-15-1(H)(8) of the Open Meetings Act to discuss:

- The Executive Director's Annual Evaluation
- The acquisition or disposal of real property related to facilities projects

MOTION: To enter Closed Session pursuant to Sections 10-15-1(H)(2) and 10-15-1(H)(8) of the Open Meetings Act to discuss the Executive Director's evaluation, contract, and facilities projects.

Motion to Enter Closed Session made by Daniel Gutierrez at 5:28 pm

Roll Call Vote to Enter Closed Session:
Daniel Gutierrez – Yes
Julianna Salinas – Yes
Kelly Callahan – Yes
Brian Kennedy – Yes
Angelica Maestas – Yes
Theresa Torres – Yes

Melissa Sawyer – Yes
Sharde McClure – Yes
Also invited to join closed session**:** Foundation members: Nancy Bos and Louis Creekmore

Return to Open Session
Affirmation: Only matters legally permitted and stated in the motion to close were discussed during Closed Session.

Action Item 1 (following Closed Session):
Vote to Approve Financing Entity for Facilities Project

Action Item 2 (following Closed Session):
Vote to Approve Executive Director Contract

9. **Items for Future Agendas** (Board Chair)

   d. Facilities (monthly)
   e. Policy Work (monthly)
   f. Open Meetings Act (OMA) Resolution 25/26 SY (August)

10**. Upcoming Board Meetings** (Board Chair)

   g. August Board Meeting: Wednesday, 08/13/2025 @ 4 PM
   h. July Entrepreneurial Committee Meeting: Monday 7/29/25 @ 4
   i. August Finance Committee Meeting: Wednesday, 08/6/2025 @ Noon
   j. August Executive Committee Meeting: Monday, 08/4/2025

8. **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.