

Regular Monthly Board Meeting: March

Date: Wednesday - March 5, 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 4:02 pm by Daniel Gutierrez, Board Chair.)*
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 (on mute, via chat)
 - X Angelica Maestas, Entrepreneurial Committee
 - X Theresa Torres, Entrepreneurial Committee
 - _____ Melissa Sawyer

X Quorum

Also in attendance:

- Jaqlyn Baldwin, Executive Director
- Chris Moore, K12 Accounting, Finance Manager
- Monica Baldwin, Student Support Director
- Anne Shabarek, Executive Assistant
- Edward Ramirez, Director of Community Engagement
- Derrick Adkins, Director of Curriculum , Instruction and Assessment
- Felicia Couto, Administrative Assistant
- Rebekah Runyan
- Nancy Bos
- Andreana Thomas, Community Engagement Director



3. **Action: APPROVAL OF AGENDA**

- a. **MOTION:** To approve the March Board Meeting Agenda. Motioned by Theresa Torres, seconded by Julianna (Jules) Salinas. Passed unanimously.

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

- a. [Finance Committee Meeting](#): Feb 26th for March 2025 (Brian & Daniel)
- b. [Financial Statement Reports - as of January 31, 2025](#)
- *Chris discussed Diamond Nail Tech Academy: Payment for students' nail and hair certification for the 2nd semester.*
 - *Sunlight Guard Rooftop improvements at the 606 610 Building.*
 - *Continue monitoring large expenditures for transparency.*
 - *Community Schools Grant: Increase BAR submitted waiting on approval.*
 - *Overall increasing in spending compared to the previous year, largely due to an increase in student enrollment (More students = higher expenses)*
 - *Monitor pending PD Approvals for budget adjustments.*
 - *Expense Breakdown : 61% of spending remains focused in the classroom.*
 - *Continue tracking revenue and spending trends.*
 - *Cash balance is starting to reverse.*
- c. Payroll & Accounts Payable:
- i. Payment Vouchers
 - ii. Monthly Financial Statement Reports
 - iii. Bank reconciliation
 - iv. Journal entries
 - v. Budget Adjustment Requests

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

- a. [Minutes February 2025 Board Meeting Agenda](#) 02/12/2025
- b. [Finance Committee Meeting](#): Feb 26th for March 2025
- c. [BAR 2425-0026-I - 24174](#) - Carl Perkins FY25 Award \$ 9,240.00
- d. [Updated POLICY: Student Protection February 2024](#) - Establishes guidelines to ensure student safety at Siembra Leadership High School, including protocols for campus access by law enforcement, immigration officials, and protective services.
- e. [POLICY: Staff Substance Use](#) - Establishes guidelines prohibiting staff substance use during work hours and school-sponsored events to ensure a safe, healthy, and productive environment at Siembra Leadership High School.
- f. [POLICY: Staff transportation of students](#) - Outlines requirements and procedures for staff transporting students, including necessary authorizations, vehicle standards, and safety protocols to ensure student well-being.



- *Inquiry made regarding consultation with insurance for public schools to ensure all required elements are included.*
- *Standard Operating Procedures have been created for student transportation and safety protocols .*

Action: APPROVAL OF CONSENT AGENDA

MOTION: To approve the consent agenda item a-f. Motion made by Kelly Callahan and Julianna (Jules) Salinas. Passed unanimously.

6. **Public Input** (capped at 3 minutes per public member or 15 minutes total)
 - *There was no public input requested.*
7. **Board Strategy: Board Training, Board Development & Discussion** (30 minutes)
 - a. [Onboarding Handbook](#)
 - *Board members acknowledged the handbook as well organized , and user friendly. They found it easy to navigate.*
 - *Hand books will be valuable for new board member recruitment and onboarding.*
 - a. [Board Member Terms](#) - Where is everyone right now?
 - b. (re)purpose Executive Committee
 - i. New board member nominations
 - ii. Committee & Role Description(s)
 - iii. Pre-work before board meetings
 - iv. Consensus recommendations for larger board
 - *The Executive Committee met recently and discussed several items, including board member terms as part of the onboarding handbook review.*
 - c. Growth of the school
 - *Data was compiled from FY18 to FY25 including student enrollment trends .*
 - *The data will be uploaded to the shared Google Drive once finalized.*
 - *Jaqi (ED) stated the school has experienced consistent growth over the last few years , not through recruitment changes , but because the program is working for students and their families.*
 - *Jaqi also discussed preparing for increased enrollment means anticipating facilities needs to avoid challenges experienced in the past. Chris (K12 Accounting, Finance Manager and Jaqi have been working on projections and strategic planning to align financial resources with expected growth.*
 - *Ensure facilities planning aligns with projected student growth.*

- *Added a new metric (Year over year percent growth and average growth rate).*
- *Continue refining financial models to support future school growth and project planning.*
- *Discussed needing a Gym Facility.*

d. Bylaw Revision

8. Executive Director Update on Administrative Roles

- *Jaqi discussed recent Leadership Changes, Chief of Staff role was implemented in October, aligning with the board's strategic plan. Also, the Chief Academic Officer role was created to oversee all learning and academic initiatives at the school.*

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

- Year-End Report Out
- Facilities (monthly)
- Policy Work (monthly)

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

- March Board Meeting: Wednesday, 04/02/2025 @ 4 PM
- March Entrepreneurial Committee Meeting: Tuesday, 03/25/2025 @ 4 PM
- March Finance Committee Meeting: Wednesday, 03/26/2025 @ Noon
- February Executive Committee Meeting: Monday, 03/24/2025

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.
