

Regular Monthly Board Meeting: February

Date: Wednesday - February 12, 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 Actnat 4:04 pm 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 (on mute, via chat)
 - ☒ Angelica Maestas, Entrepreneurial Committee
 - ☒ Theresa Torres, Entrepreneurial Committee
 - ☒ Melissa Sawyer
 - ☐ ~~Adam Tafoya~~
 - ☒ Quorum

Also in attendance:

- Jaqlyn Baldwin, Executive Director
- Natalie Tavitas, Chief of Staff
- 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

3. **Action: APPROVAL OF AGENDA**



- a. **MOTION:** To approve February Board Meeting Agenda (Julianna Salinas, Board Vice Chair .
4. **Consent Agenda & Board Discussion Items** (15 minutes)
 - a. [Minutes: January Board Meeting](#) 01/08/2025
 - b. [Finance Committee Meeting: January 29, 2025](#)
 - c. [POLICY: Whistleblower](#)
 - *Confirmed as standard procedure.*
 - *Required for the annual audit.*
 - *Opened the floor for questions and discussions on improvements and future initiatives.*
 - d. [POLICY: Volunteer Programs](#)
 - e. [BAR 14: K-12 Congressionally Funded Community Projects](#) FY25 Award - \$113,000
 - f. [BAR 24: Teacher/Principal Training and Recruiting](#) - \$0

Action: APPROVAL OF CONSENT AGENDA

MOTION: To approve the consent agenda item a-f

Daniel Gutierrez, Board Chair, and Brian Kennedy, Board Treasurer 2nd.

5. **Public Input** (capped at 3 minutes per public member or 15 minutes total)
 - *There was no public input requested.*
6. **Finance Committee Report Out** (5 minutes)
 - a. [Finance Committee Meeting: Jan 29,2025 \(Brian & Daniel\)](#)
 - b. [Financial Statement Reports - as of December 31, 2024](#)
 - *Rebekah Runyan discussed An increase BAR, which provides an initial budget of \$113,000. A second BAR related to Title II was reviewed.*
 - *This BAR is designated for teacher and principal training.*
 - *The adjustment involves transferring funds between functions, with no new funding being introduced.*
 - c. Payroll & Accounts Payable:
 - i. Payment Vouchers
 - ii. Monthly Financial Statement Reports
 - *Jaqi Baldwin (ED) discussed Congressional Dual Enrollment Expansion Grant and CSP Grant. Both grants are currently proceeding as normal with no holds reported. She also discussed Perkins & CTE Funding*

Confirmation that Perkins and CTE funding are received , these are two separate federal funding sources. Monitor any potential funding holds or policy changing.

 - iii. Bank reconciliation
 - iv. Journal entries

v. Budget Adjustment Requests

7. Audit (Chris & Jaqi)

- a. [Corrective action plan](#)
- b. NUP meeting Tuesday 2/4/24 at 1:30
- c. [Finance Site Visit on January 22, 2025](#)
 - *Daniel (Board Chair) discussed the team having a productive meeting with APS last week. The (CAP) was reviewed and is included in the agenda.*
 - *Jaqi stated a follow-up site visit is scheduled in a couple weeks. The primary focus will be on finance and reviewing progress on the Corrective Action Plan.*

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

- a. [Onboarding Handbook](#)
- b. *Daniel discussed the Executive Committee Meeting. He stated the committee is considering adopting a more traditional executive function, serving as a space for early discussion on board -related matters including nominating committees and strategic initiatives.*
- c. *Anne (Executive Assistant) provided an update on the progress of the onboarding handbook . She stated any suggested sections from the precious meeting, such as videos , highlights, have been incorporated.*
- d. *Board members to submit remaining biographies to Anne. Further discussion on the executive committee's role to take place in upcoming meetings.*
- e. (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
- f. Bylaw Revision
 - *Melissa discussed reviewing the bylaws to assess potential revisions or updates. Areas for potential review include committee structures and responsibilities . Job descriptions for board officers. Melissa also added discussion on inviting representatives from an Immigration Law Center to speak with the Executive Committee.*

Review ByLaw again .

9. Semester I Highlights

- *Jaqi (ED) shared accomplishments from the past several months;*

Entrepreneurship:





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- 67 Students launched a business.
- 4 Student market events were held, engaging students with the community. Jaqi mentioned total student business earnings from events was \$ 11,000.

Student Support and Community Engagement:

- 147 home visits conducted as a proactive support strategy to engage students.
- 286 New Student intakes, ensuring comprehensive support for incoming students.
- 246 engagement credits awarded to students facing challenges such as homelessness, employment or child care responsibilities .
- 23 Students completed Driver's Education.
- 25 Field Trips conducted , reinforcing the commitment to experiential learning.
- 23 Community partners engaged through dual enrollment , internships , workshops and guest speaking.

10. Items for Future Agendas (Board Chair)

- Discussion on the importance of not just passing classes but also ensuring students acquire essential skills in reading, writing , and math.
- Clarification on standardized testing requirements.
- Students are still required to take standardized tests.
- Test results do not impact graduation eligibility but are used for measurement and assessment.
- a. Mid-year Progress on ED Performance (Evaluation progress) Jaqi-
- b. Year-End Report Out
- c. Facilities (monthly)
- d. Policy Work (monthly)

11. Upcoming Board Meetings (Board Chair)

- a. March Board Meeting: Wednesday, 03/05/2025 @ 4 PM
- b. February Entrepreneurial Committee Meeting: Tuesday, 02/25/2025 @ 4 PM
- c. February Finance Committee Meeting: Wednesday, 02/26/2025 @ Noon
- d. February Executive Committee Meeting: Monday, 02/24/2025

12. 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.





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