



Regular Monthly Board Meeting: January

Date: Wednesday - January 8, 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 4:05 pm by Daniel Gutierrez, Board Chair.
2. ROLL CALL *5 minutes*
 - Yes Daniel Gutierrez, Board Chair, Executive and Finance Committee
 - Yes Julianna (Jules) Salinas, Board Vice Chair, Executive & Audit Committee, Parent
 - Yes Kelly Callahan, Board Secretary, Executive & Audit Committee
 - Yes Brian Kennedy, Board Treasurer, Finance Committee, Parent (on mute, via chat)
 - Yes Angelica Maestas, Entrepreneurial Committee
 - Yes Theresa Torres, Entrepreneurial Committee
 - Yes Melissa Sawyer
 - NO Adam Tafoya
 - Yes 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
- Nancy Bos
- Edward Ramirez, Director of Community Engagement
- Derrick Adkins, Director of Curriculum, Instruction and Assessment
- Felicia Couto, Administrative Assistant

3. Action: APPROVAL OF AGENDA



MOTION: To approve January Board Meeting Agenda (Roll call vote) Motion made by : Board Chair Daniel Guitierrez and seconded by Board member Kelly Callahan.

4. Public Input: (*capped at 3 minutes per public member or 15 minutes total*)
 - There was no public input requested.
5. Finance Committee Report Out: *5 minutes (Rebekah Runyan, Daniel Gutierrez, Chris Moore & Brian Kennedy)*
 - a. Finance Committee Meeting: January 2025 (Brian & Daniel)
 - *Jaqi Baldwin (ED) discussed the Finance Committee for November , she mentioned there are currently a lot of bars. Jaqi Baldwin (ED) stated they will be preparing for third quarter reports and submitting cash reports to the finance committee in a timely manner.*
 - *Liquidity Ratio: The Goal is to increase it to 3-4 in preparation for pursuing additional facilities under the facilities Master Plan.*
 - *Jaqi (ED) discussed finding a replacement for the Finance Committee with an accounting background.*
 - b. Financial Statement Reports - as of November 30, 2024 (Rebekah & Chris)
 - *Assistance Award: Reimbursement submitted after application approval to align the state and school budgets. Chris (Finance Manager) discussed an increase from the Community Schools Engagement Fund for the amount of 30,000 for spending.*
 - *Maintenance BARs: Ensures budgets reflect accurate spending and avoiding any negative balances.*
 - *Bank Reconciliation: The Bank reconciliation matches the bank statement, meeting requirements. Verified November's reconciliation aligns with bank records.*
 - *Monitoring liquidity ratios and outstanding budgets*
 - c. Payroll & Accounts Payable
 - i. Payment Vouchers,
 - ii. Monthly Financial Statement Reports
 - iii. Bank reconciliation
 - iv. Journal entries



v. Budget Adjustment Requests

6. Board Strategy: Board Training, Board Development & Discussion

Daniel Gutierrez, Kelly Callahan & Melissa Sawyer (30 minutes)

- Siembra GB Training Report
 - [GB Training Competencies-Indicators 24-25](#)
 - [Siembra GB Coach-Mentor Training Report-Documention Tool 24-25](#)
 - *Kelly Callahan (Board Secretary) shared her screen showing the report. Kelly discussed a competency-based evaluation approach being used this year. Kelly also discussed the Evaluation Process. Competency 1 focuses on evaluating and improving student achievement using data to set and measure school goals. Kelly explained the indicators , and examples met by the board include review performance framework and data shared with the authorizer. Kelly also mentioned that Policies are consistently reviewed and updated.*
 - *Legal Concepts: Focused on compliance with the Open Meetings Act.*
 - *Competencies and Indicators: A list of competencies and indicators is included in the documentation package and the board will review throughout the year.*
 - *New Board Member Onboarding Discussion*
 - *Board member Daniel Gutierrez discussed onboarding new board members. He also discussed the executive committee (Jackie and Kelly) began outlining a potential onboarding packet. He stated the packet aims to include resources to help new members quickly understand the board's work.*
 - *The board will continue discussing the contents of the onboarding packet and the role of existing members in supporting new members.*
- Potential Packet Materials:



- [Bylaws](#)
- [Board Member Job Description](#)
- Performance Framework (historical)
- Charter Renewal/Charter Application
 - [2016 - 2021](#)
 - 2021 - 2026
- Strategic Plan & [Progress](#)
- New Board Board Member Training
- What is the board role in onboarding new members?
 - *Initial participation in a board meeting serves as an opportunity for candidates to determine if they are a good fit.*
 - *The goal is to build a diverse pool of candidates with varied skills.*
- Leadership Retreat at LoneRock Retreat Center in Bailey, Colorado:
 - August 1 - 3
 - *Jaqi (ED) discussed the Retreat at LoneRock , Siembra School was selected to participate in a leadership retreat. Accommodates 12-20 attendees. The retreat offers an opportunity to recharge, focus on leadership development and can serve as the annual board retreat.*

7. Consent Agenda & Board Discussion Items (15 minutes) (Motion to approve Consent Agenda by Board member Jules Salinas and seconded by Board member Brian Kennedy.

- a. [Minutes December Board Meeting](#) 12.18.24
- b. [Finance Committee Meeting: January 2025](#)
- c. [POLICY: Community Based Learning Experiences at Siembra](#)
- d. [BAR 2425-0015-IB - 31200](#) \$312,783
- e. [BAR 2425-0016-I - 27528](#) \$30,000
- f. [BAR 2425-0017-T - 27552](#)
- g. [BAR 2425-0018-T - 25247](#)
- h. [BAR 2425-0019-T - 24198](#)
- i. [BAR 2425-0020-T - 24190](#)
- j. [BAR 2425-0021-M - 24190](#)
- k. [BAR 2425-0022-M - 24190](#)
- l. [BAR 2425-0023-T - 27512](#)

Action: APPROVAL OF CONSENT AGENDA



MOTION: To approve the consent agenda item a - 1

8. Items for Future Agendas: *(Board Chair)*

Mid-year Progress on ED Performance (January)

Facilities (monthly)

Policy Work (monthly)

9. Upcoming Board Meetings *(Board Chair)*

- February Board Meeting: Wednesday, 02/05/2025 @4
- January Entrepreneurial Committee Meeting: Tuesday, 01/28/2025 @4pm (Dec canceled)
- January Finance Committee Meeting: Wednesday, 01/29/25 @noon
- February Executive Committee Meeting: Monday, 01/27/2025

10. 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.

