



Regular Monthly Board Meeting: September

Date: Wednesday - September 4, 2024

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 4:06 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
- Monika Monje, Dual Credit Coordinator
- Chris Moore, K12 Accounting, Finance Manager
- Derrick Adkins, Director of Curriculum, Instruction and Assessment
- Monica Baldwin, Student Support Director
- Anne Shabarek, Executive Assistant
- Eliseo Aguirre, Director of Operations
- Edward Ramirez, Director of Community Engagement
- Zachary Rose, Project Teacher, Success Coach
- Kristina Gonzales, Project Teacher, Success Coach

3. Action: APPROVAL OF AGENDA

MOTION: To approve September Board Meeting Agenda motioned by Theresa Torres, seconded by Daniel Gutierrez. Passed unanimously.





4. Public Input: (*capped at 3 minutes per public member or 15 minutes total*) No public input

5. Executive Committee Report Out: Board Training, Board Development & Discussion
Jules Salinas, Kelly Callahan, Daniel Gutierrez, & Jaqi Baldwin, (30 minutes)

- a. [SLHSF 2024 Retreat Report](#) (Nancy)
- b. [Strategic Plan 2024 - 2029](#) Collaborative Work: Approach 4
 - i. [Progress Monitoring](#) (notes document)
 - ii. [Strategic Plan Framework](#)

Nancy is not present to provide the Retreat report. Working on approach 4 in the strategic plan created by board members at retreat in October 2023. Currently 44 staff are employed at Siembra. In retreat to hire a brand ambassador or political advocate and values aligned chief of staff, and developing a framework for succession planning. Institutional knowledge should be owned by the school, not one person. Approach toward sustainability. Board broke out into groups to discuss approach 4 for five minutes with a note taking template provided. Moderators provided a brief share out of their notes and discussion.

APPROACH 4: Strengthen Internal Capacity Toward Sustainability

Define and hire for social entrepreneurship Group One	Hire brand ambassador/political advocate Group Two	Hire values-aligned chief of staff Group Three	Framework for imparting institutional knowledge and succession planning Group Four
Monica Baldwin Juliann Salinas Angelica Maestas Chris Moore	Derrick Adkins Kelly Callahan Theresa Torres	Eliseo Aguirre Brian Kennedy Daniel Gutierrez	Edward Ramirez Adam Tofoya Melissa Sawyer Monika Monje

6. Director(s) Report Out *30 minutes*
- a. Summer Professional Development
 - b. Student Onboarding Week
 - c. [DATA BRIEF: Graduation Rates, Child Welfare, Poverty in Albuquerque and New Mexico](#)
 - d. [MEMO: Overview of Student Support Programming and Strategic Plan Alignment](#)

Executive director provided an overview and a calendar of summer professional development for staff. Reviewed student onboarding week. Reviewed data of student demographics at Siembra





Leadership HS. A high level report out of social emotional support for our students through the Student Support pillar, provided an overview of changes made at the school to support our students.

7. Social Justice Anchor Project Report Out (*Derrick*)

Mr. Rose and Ms Gonzales provided an overview of our social justice project for 11th and 12th grade students. Provided a run down of student work, curriculum and dual credit component with UNM Chicano Studies program. Community partners and modules were highlighted. Culminating event to be held at 519 Studio with a podcast and presentation.

8. Entrepreneurial Committee Report Out: (*10 mins Theresa Torres, Angelica Maestas, Derrick Adkins & Edward Ramirez*)

[August 27, 2024 Committee Agenda](#)

The Community Engagement director provided a review of the committee meeting. Set the foundation and go through a succession plan for the committee. Fulfilling purpose and voice heard in capstone, entrepreneurship. Updates were provided around dual credit, internships, and business capstone.

9. Finance Committee Report Out: *10 minutes (Rebekah Runyan, Daniel Gutierrez, Chris Moore & Brian Kennedy)*

a. [August 28, 2024 Finance Committee Agenda](#) (*Brian & Daniel*)

b. [July Financial Packet & Overview of Monthly Financial Process](#) (*Rebekah & Chris*)

- i. Payroll & Accounts Payable
- ii. Payment Vouchers,
- iii. Monthly Financial Statement Reports
- iv. Bank reconciliation
- v. Journal entries
- vi. Budget Adjustment Requests

Business manager provided an overview of the BARs, monthly cash balance, and a built budget for 380 students and 450 students.

10. Consent Agenda & Board Discussion Items *5 minutes*

- a. [Minutes from Regular Monthly Board Meeting](#): 8/14/24
- b. [July 2024 Financials](#)
- c. [BAR 34100 - State Capital Outlay - 2425-0002-I](#)



- d. [BAR 27107 GOB Library - 2425-0001-D](#)
- e. [BAR 24190 CSI MRI - 2425-0004-I](#)
- f. [BAR 21100 State Food - 2425-0003-I \(1\)](#)
- g. [BAR 11000 Operational - 2425-0005-I.pdf](#)
- h. [49 - INVENTORY 6 2024](#)
- i. [PCSNM 24-25 Siembra MOU for Full and Consultancy Coaching-Mentoring GB Training](#)
- j. [SLH - Jaqi Teaching Contract - FY25](#)
- k. [POLICY: ADMINISTRATION OF MEDICAL CANNABIS TO STUDENTS](#)
- l. [POLICY: ATHLETIC EQUITY](#)

Action: APPROVAL OF CONSENT AGENDA

MOTION: To approve the consent agenda item a - l motion made by Julianna Salinas and seconded by Theresa Torres. Passed unanimously.

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

Facilities (monthly)
Policy Work (monthly)
Annual Retreat Follow-up & Prep for October
Anchor Project

12. [Upcoming Board Meetings](#) *(Board Chair)*

October Board Meeting: Wednesday, 10/2/24 @4pm
Entrepreneurial Committee Meeting: 9/24/24 @4pm
September Finance Committee Meeting: Wednesday 9/25/24 @noon
September Executive Committee Meeting: Monday 9/16/24

13. ADJOURNMENT. Board meeting adjourned by board chair at 5:25 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.





SIEMBRA LEADERSHIP
HIGH SCHOOL

