



Regular Monthly Board Meeting: July

Date: Wednesday July 10, 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 4:04 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
- Monika Monje, Transition Coordinator
- Chris Moore, K12 Accounting, Finance Manager
- Derrick Adkins, Director of Curriculum, Instruction and Assessment
- Monica Baldwin, Student Support Director
- Anne Shabarek, Executive Assistant
- Rebekah Runyan, K12 Accounting
- Eliseo Aguirre, Director of Operations
- Roslynn Gallegos, Development Director
- Natasha Cuylear, Legal Counsel
- Nancy Bos, Foundation Board member

3. APPROVAL OF AGENDA

MOTION: To approve the July Board Meeting Agenda motioned by Julianna Salinas, seconded by Brian Kennedy. 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. [National Charter School Conference Report Out](#) (NCSC) (*Jules, Theresa, Brian, Monica, Derrick & Edward*)
- b. Board Training Update: [23 - 24 Tracker](#) (*KellyCallahan*)
- c. Foundation Update: [Memo to School Foundation June 2024](#) (*Jaqi*)
- d. [Strategic Plan 2024 - 2029](#) Collaborative Work: Approach 2
 - i. [Progress Monitoring](#) (notes document)
 - ii. [Strategic Plan Framework](#)

Jules provided some feedback on NCSC in Boston and focus on attendance. Brian will share notes with the Executive Director. Edward shared his highlights from his learning at NCSC. Brian, Monica, and Derrick and Monika also provided their learning experiences from the conference as well. Kelly provided an update on training FY24 is over and old training requirements. Board received 11 training hours, which is more than other boards. Hands on work helps improve practice as a board. New requirements begin in July. Coaching will be provided to board members, roll out in August and begin in September. Improving work, not just hours, makes the board stronger.

Executive director read a memo that was provided by the foundation board for more communication between boards. Change in board chairs from Hugh P. Inclusion of staff to better understand and support. No need for additional oversight.

Revisited the strategic plan and breakout group notes. The board split into breakout rooms to discuss approach 2. Moderators provided highlights from each group.

APPROACH 2: Position Siembra to Cultivate Gifts & Resources

Expand Community Relationships Group One	Utilize Social Capital (i.e., Linked) Group Two	Advocacy (identify representatives) Group Three
Edward Ramirez Nancy Bos Juliann Salinas Brian Kennedy Adam Tofoya	Roslynn Gallegos Rebekah Runyan Eliseo Aguirre Monika Monje Kelly Callahan	Angelica Maestas Chris Moore Derrick Adkins Monica Baldwin Daniel Gutierrez

6. Director(s) Report Out *30 minutes*



- a. 2023 - 2024 Recap
 - i. Community Engagement - Edward Ramirez (5 minutes)
 - ii. Student Support - Monica Baldwin (5 minutes)
 - iii. Learning by Doing - Derrick Adkins (5 minutes)
 - iv. Operations - Eliseo Aguirre (5 minutes)
- b. SSRA CSI Site Visit - Jaqi (5 minutes)
 - i. [SSRA Site Visit Preparation](#)
 - ii. [SSRA Draft Report](#)
- c. APS Site Visit (5 minutes)
 - i. [Site Visit Report](#)
 - ii. [Site Visit Preparation](#)
 - iii. [Response to Notice of Unsatisfactory Performance](#)

The Community Engagement Director provided a brief overview report of internships and dual enrollment. Student support director provided a data overview of intake assessments and family meetings. Learning by Doing Director provided an overview of project success rates. Goal is over 80% completion and credits earned. Operations director provided an overview of special education data and future goals. Director also reviewed capstone spending that supports student businesses. Goal is to spend the money!

Executive director reviewed CSI site visit. We are rated as a CSI grad, which means not meeting graduation rate requirements, based on how it's calculated. Reviewed the APS site visit, audit findings were yellow (repeats are hurting most). SPED maintenance report was a concern (red). Audit findings are really hurting the school. We are doing really well in academics. Response letter to APS for accountability in repeat audit findings.

- 7. Finance Committee Report Out: *10 minutes (Rebekah Runyan, Daniel Gutierrez, Chris Moore & Brian Kennedy)*
 - a. [June 19, 2024 Finance Committee Agenda](#) (Brian & Daniel)
 - b. [May 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
 - c. [Facilities Expansion: Lease for 100 Gold](#) (Jaqi, Rebekah & Natasha)
 - d. Board Bylaws: procurement amendment no.34 (Rebekah & Jaqi)
 - i. [August 2022 version](#)



ii. [July 2023 version](#)

Finance report related to BARs and end of year finalizing expenditures. Graphs show that funds were spent down. Grants are on a reimbursed process, and will never be exact. Furniture and PD funds were the biggest checks. Trends stayed the same in May. Not too many outstanding checks. Clarity on board by laws #34 was shared. Original version was confusing, and clarified where the board needs to approve spending (over \$60k). Facilities expansion was reviewed to accommodate student growth. 150 more students this year, seven more staff (growth) this upcoming year. Additional revenue, \$88k from legislature and an additional \$1M that was shared with the board. Approval for lease for non direct practice staff space in consent agenda. Reminder from Kelly that board requirements are to approve policies.

8. Consent Agenda & Board Discussion Items *5 minutes*
- a. [Minutes from Regular Monthly Board Meeting: 6/5/24](#)
 - b. [May 2024 Financials](#)
 - c. [Siembra Board Bylaws](#) (amended)
 - d. [12 month Lease](#) for 100 Gold Ave SW, Suit 108 at \$2,600/month
[Addendum](#)
 - e. [POLICY: Student Immunizations](#)
 - f. [POLICY: Students Self-Administering Certain Medications](#)

MOTION: To approve the consent agenda item a - f motion made by Kelly Callahan and seconded by Brian Kennedy. Passed unanimously.

9. Items for Future Agendas: *(Board Chair)*
Facilities (monthly)
Policy Work (monthly)
Annual Retreat Follow-up
10. [Upcoming Board Meetings](#) *(Board Chair)*
August Board Meeting: August 14th @4 pm
Entrepreneurial Committee Meeting: Resumes in August 2024
July Finance Committee Meeting: Wednesday 7/31/24 @noon
July Executive Committee Meeting: Monday 8/5/24
11. ADJOURNMENT. Board meeting adjourned by board chair at 5:32 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

