

Minutes - Regular Monthly Board Meeting: December

Date: Wednesday - December 10, 2025

Time: 4:00 pm - 5:30 pm

Location(s): 606 Central Ave SW Albuquerque, NM 87102, OR

<https://us02web.zoom.us/j/2280747296> passcode 761638

1. CALL TO ORDER (in accordance with the Open Meetings Act)

Board Chair Jules Salinas called the meeting to order at 4:04pm

2. ROLL CALL 5 minutes

- X Julianna (Jules) Salinas, Board Chair, Executive & Audit Committee, Parent
- X Kelly Callahan, Vice Chair, Executive & Audit Committee
- X Sharde McClure, Board Secretary
- X Angelica Maestas, Entrepreneurial Committee
- X Theresa Torres, Entrepreneurial Committee
- Janel Salazar, Board Member, Parent

- X Quorum

3. Action: APPROVAL OF AGENDA

- a. **MOTION:** To approve December Board Meeting Agenda

***Motion:** Kelly moved to approve the December board meeting agenda.*

***Second:** Sharde*

***Vote:** All in favor; motion carried.*

4. Public Input (capped at 3 minutes per public member or 15 minutes total)

No public input was offered

5. Finance Committee Report Out (5 minutes)

- a. [Finance Committee Meeting](#): For January Board 2025 (Chris)
- b. [Financial Statement Reports - as of October 31, 2025](#)
- c. Facilities Fundraising
- d. Payroll & Accounts Payable:
 - i. Payment Vouchers
 - ii. Monthly Financial Statement Reports
 - iii. Bank reconciliation
 - iv. Journal entries
 - v. Budget Adjustment Requests

Chris presented the monthly financial statements as of October 31, 2025.

Highlights included:

- *No BARs this period.*
- *Review of major transactions, including Curriculum Associates (\$42,088) and recurring expenses such as lease and ACES contracts.*
- *Budget remains in good standing with 22% of operational funds available.*
- *Some federal and state grants require cleanup or corrections; to be addressed before next meeting.*
- *Capital outlay balances remain healthy.*
- *Revenues and expenditures remain consistent with prior years.*
- *Cash position stronger than last year.*
- *Bank reconciliation complete; several stale-dated intern checks remain under follow-up.*

6. **Charter Renewal** and State of the School Updates (Edward)

Edward provided updates including:

- **Charter Renewal:** *Siembra was renewed by APS on a 7–0 vote. Students’ public comments were highlighted as a major factor. Siembra will transition to “Siembra Charter High School.”*
- **Celebrations of Learning:** *Multiple projects across grade levels showcased academic progress and student voice.*
- **Graduation Rate & Priority Schools Bureau:**
 - *Current four-year cohort graduation rate: 52.7%.*
 - *Internal graduation rate remains ~95%.*
 - *School remains designated as “School in Need of Improvement.”*
 - *New credit-tracking system and progress-monitoring practices being implemented to improve outcomes.*
 - *Goal is to reach 63% graduation rate and maintain improvements for three consecutive years.*

Questions from the board were addressed regarding timeline and differences between internal vs. cohort graduation rates.

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

- a. [November 2025 Board Meeting Minutes](#) 11/5/2025
- b. [Financial Statement Reports - as of October 31, 2025](#)
- c. BAR Innovation Zone grant (waiting for Chris)
- d. Dumas Law PO Increase \$59,999



SIEMBRA LEADERSHIP
HIGH SCHOOL

- e. [Policy: Siembra Leadership High School: Bilingual Cord Policy](#) (*This policy outlines Siembra's Bilingual Cord Program, which honors graduating seniors who demonstrate bilingual proficiency and cultural pride through coursework or assessments.*)
- f. [Policy Clinical Testing \(CLIA Compliance\) \(Updated Draft w Legal Review on 12.05.2025\)](#) (*This policy ensures that all medical testing performed in the nurse's office follows federal CLIA requirements, including proper training, documentation, test procedures, and maintenance of the school's CLIA Certificate of Waiver.*)
- g. [Policy AED, Basic First Aid, CPR \(Updated Draft w Legal Review on 12.05.2025\)](#) (*This policy ensures staff are trained and prepared to respond to medical emergencies by outlining requirements for CPR, AED use, and basic first aid, as well as emergency procedures and AED maintenance.*)
- h. [POLICY Nursing Delegation \(Updated Draft w Legal Review on 12.05.2025\)](#) (*This policy outlines when and how the school nurse may delegate specific health-related tasks to trained, non-nurse school staff to support student health and safety. It ensures tasks are delegated appropriately, safely, and in compliance with New Mexico nursing regulations.*)

Action: APPROVAL OF CONSENT AGENDA

MOTION: To approve the consent agenda item a - h

Items included November meeting minutes, financial reports, policy updates, and various school policy approvals.

Exception: Item C (BAR Innovation Zone Grant) removed due to no BAR submitted.

Motion: Theresa moved to approve consent agenda items A–H, excluding C.

Second: Angelica.

Vote: All in favor; motion carried.

8. Action: Closed Session (Board Members Only)

Pursuant to the New Mexico Open Meetings Act, NMSA 1978, Section 10-15-1(H)(2), the Governing Board will enter into a closed session limited to board members only to discuss matters authorized for closed session, specifically limited to personnel matters regarding the Head Administrator.

Motion: Move to enter into closed session as authorized by NMSA 1978, Section 10-15-1(H)(2) – Limited Personnel Matters.

Motion: Kelly moved to enter closed session pursuant to NMSA 1978, Section 10-15-1(H)(2), for limited personnel matters regarding the Head Administrator.

Second: Sharde.

Roll-Call Vote: Jules, Kelly, Sharde, Angelica, Theresa - All members present voted **aye**.



Board entered closed session.

Reconvene in Open Session

Following the closed session, the Board will reconvene in open session and affirm that only those matters specified in the motion to enter into closed session were discussed.

Open session resumed at 6:22 PM.

Board Chair Jules affirmed that only the matters stated in the motion were discussed in closed session.

Note: Angelica Maestas left at 6:20 PM.

9. Items for Future Agendas (Board Chair)

- a. Facilities (monthly)
- b. Policy Work (monthly)

10. Upcoming Board Meetings (Board Chair)

- a. January Board Meeting: Wednesday, 1/14/2026 @ 4 PM
- b. December Entrepreneurial Committee Meeting: 12/16/2025 @ 4pm
- c. January Finance Committee Meeting: Wednesday, 1/7/2026 @ Noon
- d. December Executive Committee Meeting: Monday, 1/5/2026

11. ADJOURNMENT

Board Chair Jules adjourned the meeting at 6:24 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.
