

Regular Monthly Board Meeting Minutes: August

Date: Wednesday - August 13, 2025 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)

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 Daniel Gutierrez, Board Treasurer and Finance Committee
- X Angelica Maestas, Entrepreneurial Committee
- X Theresa Torres, Entrepreneurial Committee
- X Melissa Sawyer, Board Member

- X Quorum

3. **Action: APPROVAL OF AGENDA**

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

Motion by Jules to approve the August agenda. Seconded by Sharde. Approved unanimously.

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

- a. Introduction of Janel Salazar, parent of student Richardo Salazar, who will be observing the board as a prospective board member.

Board welcomed Janelle

5. **Finance Committee Report Out** (5 minutes)

- a. [Finance Committee Meeting](#): For August Board 2025 (Daniel)
- b. [Financial Statement Reports - as of June 30, 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



Reports reviewed, questions answered, training session for Sharde to review finance reports will be arranged.

e. Audit Update

On schedule, CLA audit underway.

f. Quarterly Cash Reports:

- i. [Siembra FY25 Q4 Cash Report 001-750](#)
- ii. [Siembra FY25 Q4 Bank Statement 1st Page 001-750](#)
- iii. [Siembra FY25 Q3 Cash Report 001-750](#)
- iv. [Balance Sheet - 2025 06](#)
- v. [02-MOE Support - 2025 Q4](#)
- vi. [01-Maintenance of Effort Template 2024-25](#)

6. **Charter Renewal Discussion and Review Only (not approval)**

a. Overview of Siembra Charter High School's charter renewal application preparation.

i. Key Highlights:

1. Name Change: Dropping "Leadership" from school name to "Siembra Charter High School" Enrollment
2. Enrollment Expansion: Requesting increase to 2,000 students by 2031
3. Grade Level Expansion: Planning for educational pathways beyond high school
4. Strong Performance Data: 94% graduation rates, 91-92% academic success, serving 1,800+ students over eight years

b. Next Steps:

- i. August: Leadership team finalization
- ii. September: Board approval requested
- iii. October: Submission to Albuquerque Public Schools

Overview provided by Natalie and Edward. Board expressed support and emphasized visibility during APS process.

7. **Back To School Update:** (*executive director - 5 minutes*)

- We're excited to celebrate our 10th year of operation as we welcome back our 536 students for another successful school year, with 57% enrolled in our in-person program, 15% in virtual learning, 23% in our night school program, and 5% participating in our online-only option. Our dedicated team of 68 staff members completed an intensive 13-day professional development program, including 11 days of in-person training and 2 days of virtual sessions, ensuring they're fully prepared to support our diverse student body. To ease the transition back to school, we're welcoming students with 5 days of asynchronous work followed by a full week of comprehensive onboarding, setting the foundation for a strong and engaging academic year ahead.



Staff and students adjusting well; strong energy entering new year.

8. Consent Agenda & Board Discussion Items (15 minutes)

- a. [Minutes - 2025 July Board Meeting Agenda](#) 07/9/2025
- b. [June 2025 Financials](#)
- c. [Open Meetings Act \(OMA\) Resolution 25/26 SY](#)
- d. [POLICY: SIEMBRA SPECIAL EDUCATION policy and procedures \(UPDATED 7 25\)](#)
(Updated from last year to reflect changes in state law and PED requirements. This document outlines current processes for identifying, evaluating, and serving students with disabilities and gifted students.)
- e. [POLICY: Siembra Cell Phone Policy](#) *(Establishes clear guidelines for student use of cell phones on campus to minimize distractions while allowing educational use. Includes rules for use in classrooms, project areas, common areas, and emergency exceptions.)*
- f. [POLICY: Staff Social Media](#) *(Staff may not friend, follow, or message current students on personal social media. Only approved platforms may be used for communication. Inappropriate content or behavior online may result in disciplinary action.)*
- g. [POLICY: Workplace Violence Prevention](#) *(Defines and prohibits all forms of workplace violence, including threats, intimidation, and harassment. Sets clear expectations for behavior; outlines reporting and investigation procedures, and includes provisions for disciplinary action and annual policy review.)*
- h. [POLICY: Phone Communication \(Staff\) Policy](#) *(Outlines professional standards for staff communication with students and families. Requires use of school-issued Google Work Numbers, maintains confidentiality, and defines expectations for availability, response time, and emergency protocols.)*
- i. [POLICY: Bulk Purchasing Capitalization - GASB 101](#) *(Establishes how Siembra capitalizes bulk purchases over \$20,000 for long-term use, ensuring proper accounting and inventory tracking.)*
- j. [Senior Trip Proposal](#) *(New Orleans - 80 seniors and 10 staff will travel to New Orleans from March 23–27, 2026 for a college and cultural tour. Total cost: \$131,061.6)*
- k. [Disposal Request](#) *(Furniture Disposal Request: Approval requested to dispose of outdated and unused inventoried items, including dry erase boards, bookshelves, and cabinets.)*
- l. [Siembra Consulting Agreement Robinson Final Updated RFP Approval](#) *(signed copy is pending board approval)*
- m. [Inixta Technologies LLC. TAP SLHS 2025-2026](#) - Contract
- n. [NEW 25_26 STAFF Calendar](#) (191, 215, 229, 237)
- o. [NEW 25-26 Student Calendar](#) *(Spring Break dates were adjusted to better align with APS and honor the needs of students, families, and staff. No instructional days were removed—days were simply shifted. Both the staff and student calendars have been updated accordingly.)*



Action: APPROVAL OF CONSENT AGENDA

MOTION: To approve the consent agenda item a - o

Motion to approve the consent agenda was made by Angelica and seconded by Theresa. The motion passed unanimously.

9. **Action:** Motion to enter Closed Session pursuant to NMSA 1978, Section 10-15-1(H)(2) of the Open Meetings Act to discuss:

- The Executive Director's Annual Evaluation

MOTION: To enter Closed Session pursuant to Sections 10-15-1(H)(2) of the Open Meetings Act to discuss the Executive Director's evaluation.

Return to Open Session

Affirmation: Only matters legally permitted and stated in the motion to close were discussed during Closed Session.

Motion to enter closed session for Executive Director's evaluation. Motion by Jules, seconded by Teresa. Roll call: unanimous approval. Entered closed session; recording paused.

10. **Items for Future Agendas** (Board Chair)

- Facilities (monthly)
- Policy Work (monthly)

11. **Upcoming Board Meetings** (Board Chair)

- September Board Meeting: Wednesday, 09/10/2025 @ 4 PM
- August Entrepreneurial Committee Meeting: 8/18/2025 @ 4pm
- September Finance Committee Meeting: Wednesday, 09/3/2025 @ Noon
- September Executive Committee Meeting: Monday, 09/1/2025

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.



SIEMBRA LEADERSHIP
HIGH SCHOOL

