SIEMBRA CHARTER
HIGH SCHOOL

Minutes
Regular Monthly Board Meeting: November
Date: Wednesday - November 4, 2026
Time: 4:00 pm - 5:30 pm
Location(s): 606 Central Ave SW Albuquerque, NM 87102, NM
https://us02web.zoom.us/j/3629654304?pwd=NFZ0TU5iMXFXTG1yM3lKeGd0WmtzZz09
Passcode: w1ZEKP

1. **CALL TO ORDER** (in accordance with the Open Meetings Act)
   Board Chair Jules Salinas called the meeting to order at 4:03 p.m.

2. **ROLL CALL** *5 minutes*
   X Julianna (Jules) Salinas, Board Chair, Executive & Audit Committee, Parent
   X Janel Salazar, Vice Chair, Parent
   X Kelly Callahan, Member & Development Lead, Executive & Audit Committee
   X Daniel Tarango, Treasurer
   No Mary Avila
   X Charles Olguin (Not present at roll call; joined before closed session)

   X Quorum (four members present at roll call)

3. **Action: APPROVAL OF AGENDA**
   a. **MOTION:** To approve the November 4, 2026 Governing Board Meeting Agenda

   Motion by: Kelly Callahan Second by: Daniel Tarango
   Vote: Motion passed unanimously.

4. **Public Input** (capped at 3 minutes per public member or 15 minutes total)
   a. Maddie Drane-Alumni Board Candidate
      Maddie (Madison Sophia), a Siembra alumna and prospective alumni Governing Council member, introduced herself and discussed her college studies and community service through Helping Hands. Board members discussed the responsibilities and required training of Governing Council members. Her potential appointment will be placed on the December agenda for consideration. Public input was taken after the Finance Committee report.

SIEMBRA CHARTER
HIGH SCHOOL

5. **Finance Committee Report Out** (5 minutes)
    a. Finance Committee Meeting: For November Board 2026 *(Chris)*
    b. Financial Statement Reports - as of September 30, 2026
    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 Moore presented the September 30, 2026 financial reports. No Budget Adjustment Requests were presented. He reported approximately $7 million in projected operating expenditures and encumbrances against an $11 million budget, expenses of approximately $665,000 compared with $873,000 at the same point last year, and cash liquidity of 3.33 months. The bank reconciliation balanced at $2,599,975.61 with no general ledger difference. The annual audit was progressing toward an anticipated exit meeting, and research into interest-bearing account options remained underway. The Board also discussed available capital funds and upcoming financial training opportunities.

6. **Consent Agenda & Board Discussion Items** (15 minutes)
    a. October 2026 Board Meeting Minutes - 10/2/26
    b. Financial Statement Reports - as of September 30, 2026
    c. Comprehensive Employee Leave Policy - FINAL DRAFT - USE THIS.docx
    (Establishes guidelines for employee paid and unpaid leave, including PTO accrual, carryover, parental and medical leave, military leave, and other protected absences. Outlines eligibility, approval procedures, and employee responsibilities while supporting compliance with applicable state and federal laws.)
    d. Retire: POLICY: Gun Free School

Action: APPROVAL OF CONSENT AGENDA
MOTION: To approve the consent agenda item a - d

Motion by: Janel Salazar Second by: Daniel Tarango
Vote: Motion passed unanimously.

7. **Items for Future Agendas** (Board Chair)
    a. Facilities (monthly)
    b. Policy Work (monthly)
    c. State of the School Report
    d. Executive Director Goals Review (December/January)

e. Board Retreat Follow-Up (January)

8. **CLOSED SESSION: Student Matters *(Board members and Executive Director Only)***
Action: Motion to enter Closed Session pursuant to NMSA 1978, Section 10-15-1(H)(4), to discuss personally identifiable information concerning an individual student.

MOTION: To enter Closed Session pursuant to Section 10-15-1(H)(4) of the New Mexico Open Meetings Act to discuss personally identifiable information concerning an individual student.

Motion by: Kelly Callahan Second by: Daniel Tarango
Vote: Motion passed unanimously by roll-call vote: Salinas, Salazar, Callahan, Tarango and Olguin voted aye.
The Board entered closed session and subsequently returned to open session.

9. **CLOSED SESSION: Limited Personnel Matters *(Board members and Executive Director Only)***
Action: Motion to enter Closed Session pursuant to NMSA 1978, Section 10-15-1(H)(2), to discuss limited personnel matters.

MOTION: To enter Closed Session pursuant to Section 10-15-1(H)(2) of the New Mexico Open Meetings Act to discuss limited personnel matters.

Motion by: Daniel Tarango Second by: Charles Olguin
Vote: Motion passed unanimously by roll-call vote: Salinas, Salazar, Callahan, Tarango and Olguin voted aye.

RETURN TO OPEN SESSION
Upon return to open session, the Board affirmed that only the matters legally permitted and stated in the motions to close were discussed in the closed sessions.

10**. Upcoming Board Meetings** (Board Chair)
a. December Board Meeting: Wednesday, 12/2/2026 @ 4pm
b. December Graduation 12/18/2026 @ South Broadway Cultural Center
c. Entrepreneurial Committee Meeting: 11/17/2026 @ 9:30am
d. November Finance Committee Meeting for Dec Board: Wednesday, 11/18/2026 @ Noon (adjusted for holidays)
e. November Executive Committee Meeting for Dec 2nd Board: Monday, 11/16/26 @ 5pm (adjusted for winter break)

SIEMBRA CHARTER
HIGH SCHOOL

11. **ADJOURNMENT**

The meeting adjourned at 5:43 p.m.

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 Charter 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 Charter High School Administration at 505-570-3213 if a summary or other type of accessible format is needed.