

HORIZON ACADEMY WEST
GOVERNING COUNCIL MEETING MINUTES
May 21, 2024 Conference Room In-Person 4:30 p.m.

This meeting will be held in person in the conference room at school.

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| Officers: Storm Gonzalez, President Christen Hagemann, Vice President Members: Anthony Jaramillo, Member Donna Predika, Member Gabriel Valenzuela, Member <input type="checkbox"/> Non-voting | Guests: Carissa Cantrell, Director <input checked="" type="checkbox"/> Alice Duran, Business Manager <input checked="" type="checkbox"/> Andrea Gallegos, Dean of Students <input checked="" type="checkbox"/> Linda Stoffan, Teacher Representative <input checked="" type="checkbox"/> |
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1. CALL TO ORDER- Christen Hagemann 4:30
 - a. ROLL CALL-Christen Hagemann present: Christen Hagemann; members present via phone: Anthony Jaramillo and Storm Gonzalez members absent: Donna Predika, Gabriel Valenzuela
 - b. APPROVAL OF AGENDA*- Christen Hagemann: Storm Gonzalez motioned to approve the Agenda as it stands; Anthony Jaramillo made 2nd motion. All in favor, unanimous approval.
 - c. Review/Approval of Minutes: April 23, 2024*- Christen Hagemann: Storm Gonzalez motioned to approve the April 23, 2024 Minutes as they stand and Anthony Jaramillo made 2nd motion. All in favor, unanimous approval.
2. Public Comments (procedures printed at bottom of agenda)[Ⓢ] - no one present
3. Finance- Alice Duran (Gabriel Valenzuela arrived at 4:33)
 - a. Bank Reconciliation*- Storm Gonzalez motioned to approve the Bank Reconciliation as presented; Gabriel Valenzuela made 2nd motion. All in favor, unanimous approval.
 - b. Voucher Listing*- Storm Gonzalez motioned to approve the Voucher Listing as presented; Gabriel Valenzuela made 2nd motion. All in favor, unanimous approval.
 - c. BARs*- No BARs presented; Storm Gonzalez motioned to approve a blanket BAR due to fiscal year end; Anthony Jaramillo made 2nd motion. All in favor, unanimous approval.
 - d. Paid Time Off Policy (Revision)*- HAW employees can get paid for up to two unused PTO days at \$200.00 each and/or roll over up to two days to the following year, never to exceed starting the next year with 12 days. Gabriel Valenzuela motioned to approve the Paid Time Off Policy (Revision) as presented; Anthony Jaramillo made 2nd motion. All in favor, unanimous approval
4. New Business Matters
 - a. NM Vistas 22-23 Data Revision: Carissa Cantrell- showed council HAW data and designation https://www.nmvistas.org/Horizon_Academy_West/Horizon_Academy_West
 - b. Legal Services 24-25: Carissa Cantrell- HAW retains Sue Fox as legal counsel.
 - c. Director’s Report: Carissa Cantrell

- Enrollment/Lottery
 - 24-25 Lottery for K-5 is open for NEW students
 - 317 total Lottery Applications processed
 - Wait List of 100+ various grade levels
 - 24-25 Registration for Current Families
 - 509 current and new families officially registered/4 current families in process/1 new family in process
 - Total of 514 students enrolled and registered
- Staffing Update
 - All positions filled to date/teacher and staff contracts offered have been signed
- Maintenance/Facilities/Security:
 - Building Update
 - Classroom movement/Grade level pods
- Educational Plan Approved (tied to budget and data)
- Title Applications have not been released to date
- Assessment Data:
 - Data Revision Memo from NM PED (NM Vistas)
 - IStation end of year data
- School-Wide Goal: *Horizon Academy West Charter School (HAW) is committed to providing a rigorous, creative, and well-rounded education for all students through the integration of technology where all students will be challenged and encouraged to think critically and creatively to improve levels of achievement of state standards and benchmarks.*
- Professional Goal (Carissa): *Domain: Operations Management competency 4: The administrator manages the school campus, budget, and daily operations to equitably meet the diverse learning needs of the school community. indicators 4.1 Manages the school campus to ensure that the environment is safe and clean for students and staff. 4.2 Manages the school budget to ensure that resources are maximized for student success. 4.3 Manages the day to day operations to maximize the efficiency of the school. 4.4 Complies with federal and state initiatives to maximize use of services and programs for which students are eligible.*
 - *HB 505 Kitchen Infrastructure Grant SMALL AWARD (DFA/PED) APPROVED Phase 1*
 - *Stronger Connections Grant AWARD (Safety/Security) APPROVED and ACTIVE*
 - *Public Project Revolving Loan Fund*
 - *Educational Plan APPROVED*
 - *Federal Program Charter School Grant (PCSNM)*
 - *Safe Schools Plan due 12/31/2023 APPROVED 04/19/2024*
 - *Active Assailant Preparedness Training COMPLETED*
 - *FEMA Incident Command Training COMPLETED*
 - *Youth Suicide Training COMPLETED*
 - *Bullying Training COMPLETED*

d. New Council Meeting Rule July 1: Carissa Cantrell/Andrea Gallegos-

- Review of May Council Training: Slides shown and discussion related to training provided by Kelly Callahan and Lauren Hunter (PCSNM). We will run our meetings in a formal matter and stay on task according to agenda. The use of “point of order” will be used as needed. We will review and revise our public comment process so that is it clear to the public, stating the role/responsibility of council members during public comment. Carissa and Board President will follow the HAW CCI policy for matters, as appropriate.
- Meeting Owl 3 Camera System: HAW has looked into purchasing Meeting Owl 3 Camera System. Christen asked if kids could be involved with a youtube channel. Due to age of our students it may not be ideal/appropriate. We will talk to our IT service (SystemsMD) to ensure technology support is in place starting July 1.

5. Council Trainings: Andrea Gallegos-

- All council members have completed required training for current fiscal year.

- Charter School Conference June 12-14 at Clyde Hotel in Albuquerque. Board members who have completed all training for current year will earn training credit for next fiscal year at the conference. Governing board courses that align with new statute. Registration is free. Andrea will email link to council members. <https://webnew.ped.state.nm.us/bureaus/options-parents-families/charter-schools/conference/>

6. 2024-2025 Director Contract*- Tabled for June meeting. Council will have a closed session to review and discuss director contract. Storm asked board members to email her and Carissa any questions/concerns prior to closed session.

7. CONCLUDING BUSINESS

a. Announcements

- Next Regular Board Meeting, June 18, 2024 at 4:30 pm; Conversation had about date of next meeting. Storm Gonzalez motioned to change the next meeting to June 12, 2024 at 4:30 as discussed; Gabriel Valenzuela made 2nd motion. All in favor, unanimous approval

b. Adjournment- Christen Hagemann 5:32

- Storm Gonzalez motioned to adjourn the meeting; Gabriel Valenzuela made 2nd motion. All in favor, unanimous approval.

*ACTION ITEM

⌚TIMED ITEM

The Horizon Academy West Governing Council attempts to follow the order of items as listed; however, the order of specific items may vary from the printed Agenda. Any Public comments will be held at the time specified on the Agenda. If you would like to participate or address the Council in the hearing or meeting, please contact the Director at Horizon Academy West at least one week prior to the meeting. All public comments are at the discretion of the President and are limited to three minutes.

If you are an individual with a disability who needs a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend, please call the office. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the Office at Horizon Academy West if a summary or other type of accessible format is needed.