

**HORIZON ACADEMY WEST
GOVERNING COUNCIL MEETING**

MINUTES

December 15, 2015 4:30 PM

Conference Room

Officers:	
President, Carrie Rodriguez	
Members:	
Michael Winfield, Member	
Stefanie Whaley, Secretary	
Carlos Tenorio, Member	
	Guests:
	Cynthia Carter, Director [Ⓜ]
	Diana Cordova, Business Manager [Ⓜ]
	Linda Stoffan, Teacher Representative [Ⓜ]
	Olivia Flores, Curriculum and Instruction Coordinator [Ⓜ]
[Ⓜ] Non-voting	

1. **CALL TO ORDER** - 4:35 PM - Carrie Rodriguez
2. **ROLL CALL** – Carrie Rodriguez - All present
3. **APPROVAL OF AGENDA*** - Carrie Rodriguez
Stefanie Whaley motioned to accept agenda with Michael Winfield seconding motion – unanimously carried.
4. **APPROVAL OF MINUTES*** - Carrie Rodriguez
Michael Winfield motioned to approve the November 2015 minutes with Carlos Tenorio seconding motion – unanimously carried.
5. **PUBLIC FORUM[Ⓜ]**- 4:40 PM – no presenters
6. **FINANCE*** - Diana Cordova
 - a. **Bank Reconciliation Reports***
Stefanie Whaley motioned to accept the Bank Reconciliation Reports with Michael Winfield seconding motion – unanimously carried.
 - b. **Voucher Listing***
Michael Winfield motioned to accept the Voucher Listing Reports with Carlos Tenorio seconding motion – unanimously carried.
 - c. **BARS***
Account Summary Report for CREW adjustment due to decreased enrollment.
Carlos Tenorio motioned to accept the Account Summary Report with Michael Winfield seconding motion – unanimously carried.
 - d. **FMP Award Acceptance***
The school was awarded funds to develop the five year Facilities Master Plan.
Michael Winfield motioned to accept the FMP Award with Carlos Tenorio seconding motion – unanimously carried.

7. **Performance Framework*** - Cynthia Carter
 Discussion and review of the New Mexico Public Education Commission Charter School Performance Framework. Significant change around the improvement plan that the school must submit if the grade falls to a C or below. The PEC has not released the improvement plan and it is currently out for review. The Governing Council would like to review the proposed plan prior to making a decision about accepting the Performance Framework document.
 Carlos Tenorio motioned to table the vote on the Performance Framework until the January meeting with Michael Winfield seconding motion – unanimously carried.

8. **Update on Lease Purchase Agreement** – Diana Cordova / Cynthia Carter
 Attorney General's ruling agrees with our lawyer on the lease purchase agreement. We are waiting for an official letter.

9. **Update and Recommendation on New Governing Council Members*** – Cynthia Carter
 Two parents have submitted applications for the Governing Council. One has legal background. We are still looking for someone with a CPA/Accounting background. We may increase membership to 7 members in order to accommodate more community members.
 Michael Winfield motioned to approve Desiree Meadows as a new Governing Council member with Carlos Tenorio seconding motion – unanimously accepted.
 Carlos Tenorio motioned to approve Michael Yardman as a new Governing Council member with Michael Winfield seconding motion – unanimously accepted.

10. **Director Report** - Cynthia Carter
 CREW surveys are coming in and Jonas Cossey is working on changes. Carry over money should be the same. We had 438 students enrolled on the 80th day of school. A second grade teacher is moving out of state. A new hire has been accepted and we are waiting for a start date. 4th Grade will be having a musical this week. PARCC results went home to students last week. Grades for the school are low. The school usually has a bell curve of scores and the PARCC tests are way out of our norm with many more students showing less than proficient.

11. **Appointment of Foundation Directors*** - Cynthia Carter / Diana Cordova
 Foundation Board should have been replaced per bylaws. The Governing Council is responsible for voting in Foundation Board members. We did vote Bruce in when he moved to the Foundation. Current members are Amy- President, Cynthia – VP, Diana –Treasurer, Bruce. Everyone but Bruce needs to be replaced. The Foundation has no regular meetings, they do have an annual meeting. The Treasurer is responsible for quarterly reporting and should be a CPA. We need to recruit members. The main function of the Foundation is to maintain the property for the school. Requested information about each position and details of the foundation to give to prospects.

12. **CONCLUDING BUSINESS**
 - a. **Announcements**
 - i. Special meeting to get new Governing Council members registered, January 12, 2016 at 4:30PM
 - ii. Next Regular Board Meeting, January 19,2016 at 4:30 PM
 - b. **Adjournment** – 5:46 PM
 Carlos Tenorio motioned to adjourn with Stefanie Whaley seconding motion – unanimously carried.

*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. Public forum will be held at the time specified in the Agenda.