

**HORIZON ACADEMY WEST  
GOVERNING COUNCIL MEETING  
MINUTES**

**June 21, 2016      4:30 PM      Conference Room**

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**Officers:**

President, Carrie Rodriguez

**Members:**

Stefanie Whaley, Secretary  
Carlos Tenorio, Member  
Michael Yardman, Member  
Cecilia Webb, Member

**Guests:**

Cynthia Carter, Director<sup>Ⓜ</sup>  
Olivia Flores, Curriculum and Instruction<sup>Ⓜ</sup>  
Diana Cordova, Business Manager<sup>Ⓜ</sup>  
Linda Stoffan, Teacher Representative<sup>Ⓜ</sup>

<sup>Ⓜ</sup>Non-voting

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1. **CALL TO ORDER** - 4:38 PM - Carrie Rodriguez
2. **ROLL CALL** – Carrie Rodriguez  
Michael Yardman - absent
3. **APPROVAL OF AGENDA\*** - Carrie Rodriguez  
Stefanie Whaley motioned to accept agenda with Cecilia Webb seconding motion – unanimously carried.
4. **APPROVAL OF MINUTES\*** - Carrie Rodriguez  
Cecilia Webb motioned to accept May 17, 2016 minutes with Carlos Tenorio seconding motion – unanimously carried.  
Cecilia Webb motioned to accept May 18, 2016 minutes with Carlos Tenorio seconding motion – unanimously carried.
5. **PUBLIC FORUM<sup>Ⓜ</sup>** - 4:43 PM – no presenters
6. **FINANCE\*** - Diana Cordova
  - a. **Bank Reconciliation Reports\***  
Carlos Tenorio motioned to accept the Bank Reconciliation Reports with Stefanie Whaley seconding motion – unanimously carried.
  - b. **Voucher Listing\***  
Stefanie Whaley motioned to accept the Voucher Listing Reports with Carlos Tenorio seconding motion – unanimously carried.

**c. BARS\***

503-000-1516-0053-M 11000 Operational maintenance for 1000 function  
503-000-1516-0054-M 11000 Operational maintenance for 2XXX's functions  
503-000-1516-0055-M 24154 Teacher/Principal Training maintenance for 1000 function  
503-000-1516-0056-M 27149 PreK maintenance for 1000 function  
61000 CREW maintenance BAR

Stefanie Whaley motioned to accept the BARS with Cecilia Webb seconding motion – unanimously carried.

7. **RESOLUTION TO RENEW LEASE\*** - Diana Cordova  
Continuing lease agreement since Lease Purchase Agreement has yet to be signed.  
Carlos Tenorio motioned to accept the Resolution to Renew Lease with Cecilia Webb seconding motion – unanimously carried.
8. **NEW BOARD MEMBERS\*** - Cynthia Carter  
No new members, actively recruiting.
9. **BOARD MEMBER POSITIONS\*** - Carrie Rodriguez  
Waiting until new members recruited.
10. **RESOLUTION FOR OPEN MEETING ACT\*** - Cynthia Carter  
Annual acceptance. No changes.  
Stefanie Whaley motioned to accept the Resolution for Open Meeting Act with Carlos Tenorio seconding motion – unanimously carried.
11. **LEAVE POLICY\*** - Diana Cordova  
Changes made to be consistent with changes to payroll schedule and to bring equity across the organization.  
Stefanie Whaley motioned to accept the Leave Policy with Carlos Tenorio seconding motion – unanimously carried.
12. **GOVERNING COUNCIL TRAINING ONLINE** - Cynthia Carter  
Members who have yet to attend training need to complete the online training by June 30<sup>th</sup>.
13. **UPDATE ON BUILDING ACQUISITION** - Cynthia Carter  
Acquisition of the structure not approved by Bonds. We can re-ask at a later date. This year we are OK for space but next year there will be an issue. The Facilities Master Plan is almost complete and shows our building at 96% utilization. Talks will continue with the land owner about purchasing the lot outright.
14. **UPDATE ON LEASE PURCHASE AGREEMENT** - Diana Cordova/Cynthia Carter  
Agreement remains with Robert Sanchez and has not progressed further. Messages to his supervisor and to Secretary Skandera have gone unanswered to date. Administration met today with Representative Maestas who will speak to the Secretary on our behalf. Our legal representative will continue to pursue other avenues to move this forward as well.
15. **DIRECTOR REPORT** - Cynthia Carter  
Enrollment currently at 454 – goal is 461. All other items discussed above. No separate report.
16. **CONCLUDING BUSINESS**
  - a. **Announcements**
    - i. Next Regular Board Meeting, July 19, 2016 at 4:30 PM

**b. Adjournment – 5:25 PM**

Cecilia Webb motioned to adjourn with Carrie Rodriguez 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.

DRAFT