

**HORIZON ACADEMY WEST
GOVERNING COUNCIL MEETING**

MINUTES

January 19, 2016

4:30 PM

Conference Room

Officers:

President, Carrie Rodriguez

Members:

Michael Winfield, Member

Stefanie Whaley, Secretary

Carlos Tenorio, Member

Desiree Meadows, Member

Michael Yardman, Member

Guests:

Cynthia Carter, Director[☒]

Diana Cordova, Business Manager[☒]

Linda Stoffan, Teacher Representative[☒]

Olivia Flores, Curriculum and Instruction Coordinator[☒]

Lisa Bennett, 2nd Grade Teacher[☒]

Melissa Hanks, 2nd Grade Teacher[☒]

Christine Sandoval, 2nd Grade Teacher[☒]

[☒]Non-voting

1. **CALL TO ORDER** - 4:29 PM - Carrie Rodriguez
2. **ROLL CALL** – Carrie Rodriguez
Absent: Michael Winfield, Desiree Meadows
3. **APPROVAL OF AGENDA*** - Carrie Rodriguez
Stefanie Whaley motioned to accept agenda with Carlos Tenorio seconding motion – unanimously carried.
4. **APPROVAL OF MINUTES*** - Carrie Rodriguez
Carlos Tenorio motioned to approve the November 2015 minutes with Stefanie Whaley seconding motion – unanimously carried.
5. **PUBLIC FORUM**[☐]- 4:34 PM – no presenters
6. **2nd Grade Presentation**
The second grade teachers gave a wonderful presentation of their curriculum and activities. The teachers initiated a stimulating conversation about the need for a common core curriculum as well as the need for structured time to have vertical conversations with other teachers about the curriculum in order to provide a consistent experience for the children. They continue to experience difficulties with Internet connectivity. In addition to the common core curriculum, they need updated computers and printers and classroom materials.
7. **FINANCE*** - Diana Cordova
 - a. **Bank Reconciliation Reports***
Stefanie Whaley motioned to accept the Bank Reconciliation Reports with Michael Yardman seconding motion – unanimously carried.

b. Voucher Listing*

Michael Yardman motioned to accept the Voucher Listing Reports with Stefanie Whaley seconding motion – unanimously carried.

c. BARS*

503-000-1516-0019-M
503-000-1516-0020-M
503-000-1516-0021-M
503-000-1516-0022-M
503-000-1516-0023-T
503-000-1516-0024-M
503-000-1516-0025-M
503-000-1516-0026-M
503-000-1516-0027-M

Stefanie Whaley motioned to accept the BARS with Michael Yardman seconding motion – unanimously carried.

8. **Board of Finance** - Carrie Rodriquez

Board members signed Board of Finance documents. PEC gave us 30 days to bring on the new members.

9. **Acceptance of Michael Winfield's Resignation*** - Carrie Rodriquez

Michael Yardman motioned to accept Michael Winfield's resignation with Stefanie Whaley seconding motion – unanimously carried.

10. **Resolution on 2015-2016 school performance targets*** - Carrie Rodriquez/Cynthia Carter

Our lawyer recommends voting on an affidavit to keep the 2014-2015 Performance Framework since it accurately represents the intended performance levels for the school. The Coalition of Charter Schools Template will be submitted with the document.

Stefanie Whaley motioned to accept the Resolution on 2015-2016 school performance targets with Michael Yardman seconding motion – unanimously carried.

11. **Discussion on letter to Director of CSD at PED*/Resolution** - Carrie Rodriquez/Cynthia Carter

Michael Yardman motioned to accept the letter to the Director of CSD at PED with Stefanie Whaley seconding motion – unanimously carried.

12. **Update and recommendation on new board members*** - Carlos Tenorio

Stefanie Whaley motioned to approve Cecelia Webb as a new Governing Council member with Michael Yardman seconding motion – unanimously accepted.

13. **Director Report** - Cynthia Carter

We had some findings that need to be addressed on the audit report from NMPSIA. Issues to be resolved include: adding additional fillers to the playground, placing a manufacturers sticker on the playground equipment, adding a wall to separate the electrical room from the storage, locking the electric panels, posting fire exit plans, removing storage near exits, removing materials from doors and not covering windows on the doors.

14. **CONCLUDING BUSINESS**

a. Announcements

- i. Next Regular Board Meeting, February 16,2016 at 4:30 PM

b. Adjournment – 5:59 PM

Carrie Rodriguez motioned to adjourn with Michael Yardman 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.