

**HORIZON ACADEMY WEST  
GOVERNING COUNCIL MEETING**

**MINUTES**

**November 17, 2015 4:30 PM**

**Conference Room**

<b>Officers:</b>	
President, Carrie Rodriguez	
<b>Members:</b>	
Michael Winfield, Member	
Stefanie Whaley, Secretary	
Carlos Tenorio, Member	
	<b>Guests:</b>
	Cynthia Carter, Director <sup>Ⓜ</sup>
	Diana Cordova, Business Manager <sup>Ⓜ</sup>
	Linda Stoffan, Teacher Representative <sup>Ⓜ</sup>
	Karen Whatley, Art Teacher
<sup>Ⓜ</sup> Non-voting	Pamela Crespin, Librarian
	Thomas Delgado, Computer Lab Assistant
	Randy Gutierrez, Physical Education Coach
	Jody Woody, Special Education Teacher
	Olivia Flores, Curriculum and Instruction Coordinator

1. **CALL TO ORDER** - 4:35 PM - Carrie Rodriguez
2. **ROLL CALL** – Michael Winfield, absent
3. **APPROVAL OF AGENDA\*** - Carrie Rodriguez  
Carlos Tenorio motioned to accept agenda with Stefanie Whaley seconding motion – unanimously carried.
4. **APPROVAL OF MINUTES\*** - Carrie Rodriguez  
Carlos Tenorio motioned to approve the October 2015 minutes with Stefanie Whaley seconding motion – unanimously carried.  
Carlos Tenorio motioned to approve the minutes of the November 2015 emergency meeting with Stefanie Whaley seconding motion – unanimously carried.
5. **PUBLIC FORUM<sup>Ⓜ</sup>**- 4:40 PM – no presenters
6. **Teacher Presentations**  
Excellent presentations were delivered by the Art, Library, Physical Education, Computer and Special Education departments. They are very pleased with the progress of the children this year. We still need to get a list of the needs for their departments.
7. **Board of Finance** - Diana Cordova  
Statement of Governing Body to Consult with PED and Affidavit of Governing Body Member signed and notarized.

8. **FINANCE\*** - Diana Cordova
- a. Bank Reconciliation Reports\***  
Stefanie Whaley motioned to accept the Bank Reconciliation Reports with Carlos Tenorio seconding motion – unanimously carried.
  - b. Voucher Listing\***  
Carlos Tenorio motioned to accept the Voucher Listing Reports with Stefanie Whaley seconding motion – unanimously carried.
  - c. BARS\***  
503-000-1516-0017-M  
503-000-1516-0018-T  
Stefanie Whaley motioned to accept the BARS with Michael Winfield seconding motion – unanimously carried.
9. **Update on “New Board Member Committee”** – Cynthia Carter  
Kathy Freeman resigned October 20<sup>th</sup>. A notification of the change in membership will be sent on Thursday to the PEC and PED. We have 45 days after a resignation to approve a replacement member. We will be requesting an extension. Carlos Tenorio, Carrie Rodriguez, and Cynthia Carter are on the New Board Member Committee. We are currently seeking someone with a CPA or legal background.
10. **Director Report** - Cynthia Carter  
The school raised \$900 for the family of Officer Daniel Webster. \$100 was donated by one family. Officer Webster’s widow came to the school to accept the donation and thank the school for their support. We have not heard about the lease agreement. The Foundation paid for wireless access points for the school that have been installed. Wireless is now available throughout the building. The first grade has received an increase in their copy paper account. They are also participating in professional development activities as they requested. Last year the PTO raised money for a canopy for the playground. It will be installed this week.
11. **CONCLUDING BUSINESS**
- a. Announcements**
    - i. Next Regular Board Meeting, December 8,2015 at 4:30 pm
  - b. Adjournment** – 5:51 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.