

**HORIZON ACADEMY WEST
GOVERNING COUNCIL MEETING**

MINUTES

October 20, 2015

4:30 PM

Conference Room

Officers:	
President, Carrie Rodriguez	
Members:	
Michael Winfield, Member	
Kathy Freeman, Member	
Stefanie Whaley, Secretary	
Carlos Tenorio, Member	
	Guests:
	Cynthia Carter, Director [Ⓜ]
	Diana Cordova, Business Manager [Ⓜ]
	Linda Stoffan, Teacher Representative [Ⓜ]
	Renee Galbaldon, Parent
[Ⓜ] Non-voting	Damian Bohannon, Parent
	Jennifer Lacy, Teacher
	Jennifer Olivas, Teacher
	Tery Mirabal, Teacher
	Iris Cordova, Teacher
	Jonas Cossey, Dean of Academic Affairs

1. **CALL TO ORDER** –4:36 PM – Carrie Rodriguez
2. **ROLL CALL** – Kathy Freeman and Carlos Tenorio, absent. Michael Winfield, by phone and in person
3. **PUBLIC FORUM**[Ⓞ] – 4:37 PM – Damian Bohannon and Renee Galbaldon
Parents Damian Bohannon and Renee Galbaldon attended to share their experiences as a new family at the school. The family transferred their two children from a private Catholic school this year. They are overjoyed by their children’s progress and the dedication of the staff. Their children love the school and have not had one complaint yet this year. They thoroughly enjoy the CREW program. Academically, the children have shown remarkable progress since they began. The entire family is thrilled to be at Horizon Academy West.
4. **Teacher Presentations** – First Grade
The Kindergarten teachers presented an excellent overview of what makes 1st Grade special at Horizon Academy West. The teachers really work well as a team. Highlights presented included the dedication to literacy and making learning engaging for the children. The first graders team up with the fourth graders as reading buddies. The children love sharing with their peer mentors. In addition to being excited about reading, great friendships are being formed. There is also an emphasis on developing presentation skills and public speaking. Fun field trips are planned this year including seeing the Curious George play at Pope Joy Hall and Neighborhood Work. A wonderful video was presented showing the children participating in the classroom. The teachers have requested additional professional development in Literacy, leveled books, more copy paper and a higher copy limit.

5. **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 Stefanie Whaley seconding motion – unanimously carried.
 - c. **BARS***

503-000-1516-0009-M
503-000-1516-0010-T
503-000-1516-0011-T
503-000-1516-0012-M
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503-000-1516-0016-M

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

6. **APPROVAL OF AGENDA*** - Carrie Rodriguez
Michael Winfield motioned to accept the agenda with Stefanie Whaley seconding motion – unanimously carried.

7. **APPROVAL OF MINUTES*** - Carrie Rodriguez
Michael Winfield motioned to accept the minutes of the September 2015 meeting and the Emergency meeting minutes from October 8th with Stefanie Whaley seconding motion – unanimously carried.

8. **Board of Finance Update** – Diana Cordova
Needs to be updated when there is a change in the Governing Council or new Business Manager. We need to update it for the Business Manager change. Requires notary.

9. **IDEA UPDATE IN APPLICATION*** – Cynthia Carter, Diana Cordova
Updates made to IDEA application as starred to accurately reflect budget. Stefanie Whaley motioned to accept the IDEA update to application with Michael Winfield seconding motion – unanimously carried.

10. **CREW Update** – Diana Cordova, Jonas Cossey
CREW's enrollment is currently 45 students which half of the usual and projected enrollment. The program is currently over budget for the first time. This is a problem because it is now a separate line item. This may be due to the \$5.00 increase in tuition, change in staff or change in curriculum. Brainstorming session on how to bring more children to the program. Ad has been taken out in New Mexico Kids. Suggestions include going back to the former structure, offering flexible schedules, discounts for multiple children, info about CREW in school newsletters, getting testimonials from parents and students to use in advertising. Governing Council requested schoolwide survey of parents to find out what they are currently using for after school care and if they were in CREW, why they left.

11. **Director's Report** – Cynthia Carter
Enrollment is still down, particularly in the First, Second and Fourth Grades. This year we projected some growth in enrollment. We will keep working to recruit families. Staff is working well together and there is a very positive administration.

12. CONCLUDING BUSINESS

a. Announcements

Next Governing Council Working Session will be held Tuesday, September 29 at 4:30 PM

Next regular Governing Council Meeting will be held Tuesday, November 17th at 4:30 PM

13. ADJOURNMENT – 6:02 PM

14. CLOSED SESSION

- a. **CALL TO ORDER** – 6:03 PM – Carrie Rodriguez
- b. **ROLL CALL** – Carlos Tenorio, Kathy Freeman, absent
- c. **Director HOUSSE Evaluation PDP/Process** – Cynthia Carter
- d. **ROLL CALL** – Carlos Tenorio, Kathy Freeman, absent
- e. **SESSION CLOSED** – 6:40 PM

*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.