

**HORIZON ACADEMY WEST
GOVERNING COUNCIL MEETING**

MINUTES

April 19, 2016 4:30 PM Conference Room

Officers:

President, Carrie Rodriguez

Members:

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

Guests:

Cynthia Carter, Director[☒]
Olivia Flores, Curriculum and Instruction[☒]
Diana Cordova, Business Manager[☒]
Linda Stoffan, Teacher Representative[☒]
Jeremiah Armijo of Loftis Group, LLC[☒]

[☒]Non-voting

1. **CALL TO ORDER** - 4:37 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 approve the March 15, 2016 minutes with Carlos Tenorio seconding motion – unanimously carried.
Carlos Tenorio motioned to approve the March 24, 2016 minutes with Cecilia Webb seconding motion – unanimously carried.
5. **PUBLIC FORUM[☉]** - 4:40 PM – no presenters
6. **FIFTH GRADE PRESENTATION**
Rescheduled
7. **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*

503-000-1516-0034-M 11000 Operational Maintenance for 2XXX functions
503-000-1516-0035-M 21000 Food Service Maintenance for 3100 function
503-000-1516-0036-I 14000 Instructional Materials for Final allocation
503-000-1516-0037-M 14000 Instructional Materials Maintenance for 1000 function
503-000-1516-0038-I 24154 Teacher/Pr. Training Increase for Final Allocation and Carryover
503-000-1516-0039-M NM Reads to Lead Maintenance for 1000 function
503-000-1516-0040-I SB-9 State Match for 2015-2016 Allocation

Stefanie Whaley motioned to accept the BARS with Carlos Tenorio seconding motion – unanimously carried.

8. **PART-TIME EMPLOYEE RESOLUTION #102*** – Cynthia Carter
Stefanie Whaley motioned to approve the Part-Time Employee Resolution #102 with Cecilia Webb seconding motion – unanimously carried.
9. **FINE ART GRANT APPROVAL*** - Cynthia Carter
Grant to Public Education Department to incorporate student choice into the art curriculum, provide field trips to museums and for an end of the year art expo. \$97,000 includes funds for salary and benefits, professional development, instructional supplies, field trip expensed and promethium board. Carlos Tenorio motioned to approve the Fine Art Grant with Stefanie Whaley seconding motion – unanimously carried.
10. **PAYROLL PERIODS*** - Diana Cordova
Cecilia Webb motioned to change the pay periods for all employees to semi-monthly effective July 1, 2016 with Carlos Tenorio seconding motion – unanimously carried.
11. **FY14 AND FY15 FINANCIAL PRESENTATION BY THE AUDITOR** – Diana Cordova
Review and discussion of Auditor's Reports by Jeremiah Armijo of Loftis Group, LLC.
12. **DISCUSSION ON POSSIBLE PROPERTY ACQUISITION** – Diana Cordova, Cynthia Carter
Possibility of purchasing/leasing adjacent property. Extra classroom is needed for next year. Possible to add two classrooms and multiuse space.
13. **REQUEST SPECIAL BOARD MEETING FOR BUDGET PRESENTATION/APPROVAL INCLUDING SALARY SCHEDULE AND CALENDAR** – Diana Cordova
Special meeting scheduled for Wednesday, May 18, 2016 at 4:30 PM.
14. **DIRECTOR'S REPORT** – Cynthia Carter
PARCC testing went well, with only one glitch. Tech support was available immediately to work out a solution. Brain Day scheduled for May 19th. CREW is on budget. Calls for Kindergarten are coming in from the postcard blitz. Site Visit report has not arrived yet.
15. **CONCLUDING BUSINESS**
 - a. **Announcements**
 - i. Governing Council Training scheduled for April 30, 2016 from 8:30 AM to 1:30 PM at Montessori Elementary School on Montano.
 - ii. Next Regular Board Meeting, May 17, 2016 at 4:30 PM
 - iii. Special Meeting, May 18, 2016 at 4:30 PM

b. Adjournment – 5:43 PM

Cecilia Webb 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.

DRAFT