

## HORIZON ACADEMY WEST

### GOVERNING COUNCIL MEETING MINUTES

September 20, 2022 held via Google meets and in-person

4:30pm

To join the video meeting, click this link: <https://meet.google.com/grn-tuhq-zwc>

Otherwise, to join by phone, dial +1 515-442-5989 and enter this PIN: 314 705 075#

<b>Officers:</b>  Storm Gonzalez, President  Christen Hagemann (Levan), Vice President  Carrie Rodriguez, Secretary  <b>Members:</b>  Vacant, Member  Anthony Jaramillo, Member☒  ☒Non-voting	<b>Guests:</b>  Carissa Cantrell, Director ☒ Alice Chavez, Business Manager ☒ Andrea Gallegos, Dean of Students ☒ Linda Stoffan, Teacher Representative ☒ Donna Predika, community member Anne Claspell, community member
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1. CALL TO ORDER Storm Gonzalez at 4:33
  - a. ROLL CALL Storm Gonzalez- members present: Storm Gonzales, Carrie Rodriguez, Christen Hagemann, absent: Anthony Jaramillo
  - b. APPROVAL OF AGENDA\* Storm Gonzalez- Christen Hagemann made a motion to approve the Agenda as it stands; Carrie Rodriguez 2nd motion. Roll Call Vote: Christen Hagemann- yes, Carrie Rodriguez-yes, Storm Gonzalez- yes. Unanimous approval.
  - c. Review/Approval of Minutes: August 16, 2022\* Storm Gonzalez- Christen Hagemann motioned to approve the August 16, 2022 Minutes as they stand; Carrie Rodriguez 2nd motion. Roll Call Vote: Christen Hagemann- yes, Carrie Rodriguez-yes, Storm Gonzalez-yes. Unanimous approval.
2. Public Comments (procedures printed at bottom of agenda)<sup>®</sup> - no one present today
3. Finance Alice Chavez
  - a. Bank Reconciliation\*- Christen Hagemann motioned to approve the Bank Reconciliation as presented; Carrie Rodriguez 2nd motion. Roll Call Vote: Christen Hagemann- yes, Carrie Rodriguez-yes, Storm Gonzalez-yes. Unanimous approval.
  - b. Voucher Listing\* - Carrie Rodriguez motioned to approve the Voucher Listing as presented; Christen Hagemann 2<sup>nd</sup> motion. Roll call vote: Christen Hagemann- yes, Carrie Rodriguez-yes, Storm Gonzalez-yes. Unanimous approval
  - c. BARs\*- Christen Hagemann motioned to approve the 4 Bars as presented; Carrie Rodriguez 2<sup>nd</sup> motion. Roll Call Vote: Storm Gonzalez-yes, Christen Hagemann-yes, and Carrie Rodriguez-yes. Unanimous approval.
    - 503-000-2223-0001-I Operational
    - 503-000-2223-0002-I Food Service
    - 503-000-2223-0003-I Student Activities
    - 503-000-2223-0006-I SB-9 State Match

- d. Inventory Certification\*- Carissa Cantrell presented. Carrie Rodriguez motioned to approve the inventory certification as presented; Christen Hagemann 2<sup>nd</sup> motion. Roll call vote: Christen Hagemann -yes, Carrie Rodriguez- yes, Storm Gonzalez- yes. Unanimous approval.
- e. CREW Budget- Reviewed how the funds were allocated and spent. Budget is used for salary, professional development, fixed assets, supplies and materials.

#### 4. New Business Matters

- a. PBIS update (Bear Bucks/School Store) Andrea Gallegos- update on the addition of an incentive program called BEAR BUCKS. This is a program that encourages prosocial behavior and is not related to academic performance. Staff gives bear bucks to students and students choose what to buy from the school store on a monthly basis. Andrea and Joyce Hodges, school counselor, are working on this initiative. They are waiting on items to be delivered and plan on opening store in the next month.
- b. Director's Report Carissa Cantrell
  - New student data: 193 new students total. Word of mouth has allowed this growth.
  - Maintenance and facilities: Current vendor of HVAC is not meeting our needs. Our in-house maintenance employee is now completing quarterly maintenance. We are looking at vendors for our copy machines and printers. New Landscape company. New alarm company to update system has started.
  - Employee updates:
    - Vacancies: We still need Occupational Therapist and Social Worker. CES is filling these positions.
    - New employee- Ada Gallegos is our new registrar and front desk receptionist
    - Diana Cordova will move to a contractor role and support the business office
  - Assessment data: Individual student and parent data has been shipped. Results will be shared in the newsletter this week for families. We are above the state average but we will continue to improve. Our DTC meets with staff to discuss data, interventions are provided to address gaps based on student need.
  - Congratulations to Mrs. Sarah McMaster who received the VOYA grant for reading in her classroom.
  - First round of teacher walkthroughs. No longer 'grading' teachers but it allows for a conversation and feedback. Focus was classroom management, safe learning environment, expectation, routines, and procedures. Elements are increased each time. Walkthroughs are almost complete. All staff professional development plans are due next week.
  - PTO movie night is next week. 400 people have purchased tickets.
  - Carissa's PDP- Draft currently includes community outreach, collaboration to grow enrollment, expand facilities, and increase name recognition through media outlets. She will share template with council
  - Charter renewal: September 29th. Same format that was done in Spring. Interviews with groups of teachers, students, parents, board members. CSD team can recommend renewal by November. PEC will make decision in December.
- c. Old Technology/Furniture Recycling and Discard\* Carissa Cantrell
  - Computers, desks, chairs, filing cabinets- Christen Hagemann motioned to approve the old technology and furniture recycling and discard certification as presented; Carrie Rodriguez 2<sup>nd</sup> motion. Roll call vote: Christen Hagemann -yes, Carrie Rodriguez- yes, Storm Gonzalez- yes. Unanimous approval.
- d. New Council Membership\* Storm Gonzalez- Carrie Rodriguez motioned to approve the voting in of new council members; Christen Hagemann 2<sup>nd</sup> motion. Roll call vote: Christen Hagemann -yes, Carrie Rodriguez- yes, Storm Gonzalez- yes. Unanimous approval.
  - Anne Claspell- Currently a Special Education Teacher in a public school. Enjoys teaching students that learn differently. Masters in Special Education and School Administration. She also has experience

teaching in Catholic Schools. She is married and has children. Ann is excited to be a member of our Governing Council.

- Donna Predika- Currently works for the Dept of Energy- Transportation of nuclear and hazardous material. She works to meet requirements and regulations from the government. Experience as Medical Tech and with medical distribution. She has a BA in Business Management. Children attend HAW. She is interested in working behind the scenes to support the school.

## 5. CONCLUDING BUSINESS

### a. Announcements

- Charter Renewal Site Visit, September 29, 2022 (all day)
- Next Regular Board Meeting, October 18, 2022 at 4:30 pm

- b. Adjournment- Carrie Rodriguez motioned to adjourn board meeting; Christen Hagemann 2<sup>nd</sup> motion. Roll call vote: Christen Hagemann -yes, Carrie Rodriguez- yes, Storm Gonzalez- yes. Unanimous approval.

## \*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. Any Public comments will be held at the time specified on the Agenda. If you would like to participate or address the Council in the hearing or meeting, please contact the Director at Horizon Academy West at least one week prior to the meeting. All public comments are at the discretion of the President and are limited to three minutes.*

*If you are an individual with a disability who needs a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend, please call the office. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the Office at Horizon Academy West if a summary or other type of accessible format is needed.*