

HORIZON ACADEMY WEST
GOVERNING COUNCIL MEETING MINUTES
March 28, 2023 Google Meets and In-Person 4:30 p.m.

This meeting will be held in person and on Google Meets. Please use the following link.
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#

Officers: Storm Gonzalez, President Christen Hagemann (Levan), Vice President Members: Anthony Jaramillo, Member Donna Predika, Member Anne Claspell, Member ☒ Non-voting	Guests: Carissa Cantrell, Director ☒ Alice Chavez, Business Manager ☒ Andrea Gallegos, Dean of Students ☒ Linda Stoffan, Teacher Representative ☒
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1. CALL TO ORDER- Storm Gonzalez 4:31
 - a. ROLL CALL- Storm Gonzalez- members present: Storm Gonzales, Christen Hagemann, Donna Predika, and Anthony Jaramillo (virtual) and Anne Claspell (virtual)
 - b. APPROVAL OF AGENDA*- Storm Gonzalez- Donna Predika motioned to approve the Agenda as it stands; Christen Hagemann made 2nd motion. Roll Call Vote: Christen Hagemann- yes, Anthony Jaramillo-yes, Donna Predika -yes, Anne Claspell- yes, Storm Gonzalez- yes. Unanimous approval.
 - c. Review/Approval of Minutes: February 21, 2023* - Storm Gonzalez- Donna Predika motioned to approve the February 21, 2023 Minutes as they stand; Anthony Jaramillo made 2nd motion. Roll Call Vote: Christen Hagemann-yes, Anthony Jaramillo-yes, Donna Predika- yes, Anne Claspell- yes, Storm Gonzalez-yes. Unanimous approval.
2. Public Comments (procedures printed at bottom of agenda)🕒- No one present today
3. Audit Report Presentation (Clifton Larson Allen LLP)- Victor Kraft
 - a. Fiscal year 2022 audit: The process for the annual audit starts in July and work begins in Aug-Oct. It is submitted to the auditor in November. Audit committee of the school (oversight) meets monthly, the audit exit conference is held in October or November to review financials and findings, if there are any to discuss. Clifton Larson Allen (CLA) is the overall author that finalizes the audit in February. The audit can then be discussed in a public session. Public audits can be searched online. It includes Foundation information, general fund information of major funds and non-major funds. Victor discussed assets, liabilities, obligations, balance sheet. He reviewed the statement of revenues and expenditures for the school and the Foundation including positive and negative amounts. Explained the fund balance. The school nor the Foundation have findings for this past fiscal year. CLA is engaged in issuing an opinion or claim

of an unmodified opinion. That is the best and most positive opinion to receive. The audit for fiscal year 2023 will begin in a few months.

4. Finance- Alice Chavez

- a. Bank Reconciliation*- Anne Claspell motioned to approve the Bank Reconciliation as presented; Christen Hagemann made 2nd motion. Roll Call Vote: Christen Hagemann- yes, Anthony Jaramillo-yes, Donna Predika- yes, Anne Claspell-yes, Storm Gonzalez-yes. Unanimous approval.
- b. Voucher Listing*- Donna Predika motioned to approve the Voucher Listing as presented Christen Hagemann made 2nd motion. Roll call vote: Christen Hagemann- yes, Anthony Jaramillo-yes, Donna Predika- yes, Anne Claspell-yes, and Storm Gonzalez-yes. Unanimous approval
- c. BARs*- Anne Claspell motioned to approve the seven BARs as presented; Anthony Jaramillo made 2nd motion. Roll call vote: Christen Hagemann- yes, Anthony Jaramillo-yes, Donna Predika- yes, Anne Claspell-yes, and Storm Gonzalez-yes. Unanimous approval

5. New Business Matters

- a. Calendar SY 23-24 DRAFT- Carissa Cantrell- increase of instructional hours to 1140 instructional hours. We are contemplating fitting all hours in between Aug-Memorial Day, incorporating professional development days, thinking a little outside the box to get hours in. A draft will be sent to staff with proposals, we will discuss as a staff to brainstorm, and we will bring calendar for approval to Council meeting in April.
- b. Charter Contract/School Specific Goal*- Carissa Cantrell- We need to look at our mission statement and program to write a goal for the school. We would like to focus on the use of technology related towards literacy skills. We will share draft with staff and Governing Council to flush out language for goal. Our DTC will support teachers with the data collection for this goal.
 - Motion to table Charter Contract/School Specific Goal- DP made motion; CH made 2nd motion. Roll call vote: Christen Hagemann- yes, Anthony Jaramillo-yes, Donna Predika-yes, Anne Claspell-yes, and Storm Gonzalez-yes. Unanimous approval
- c. Director's Report- Carissa Cantrell
 - Enrollment/Lottery- Prek-5 483 students. More than 99% of our students will return next year. Lottery waitlist 186 (73 for kindergarten).
 - Staffing updates- CES has found us a Social Worker
 - Maintenance/Facilities- Goal to replace flooring in classroom and offices by June 30, 2023
 - Assessment Data-State testing begins April 12th for grades 3-5.
 - Carissa's Goals- continues to network with Charter Director calls every Tuesday. Meeting with Matt Pahl, Director of Public Charter School of NM, to discuss funding opportunities.

- d. Attendance Campaign- Andrea Gallegos- It's OSO GREAT- Attendance Awareness campaign to shed light on the importance of prioritizing attendance. A fun way to recognize the great things that happen when children are at school. As an elementary school, we need to focus on engaging parents and recognizing them for prioritizing getting their children to school on time and every day. We plan on recognizing staff on a random day in April. We shout out to students and verbalize the importance of attendance during announcements and use BEAR BUCKS for attendance and improved attendance. The state encourages positive and relationship-based communication related to attendance. Focus is on keeping students and parents engaged. State resources are still available as needed.
- e. Council Trainings- Andrea Gallegos- Three out of our five board members have completed the training hours for the 2022-2023 school year. Storm, Anthony, and Donna have completed the necessary training hours. Six hours are needed for returning members since we have an exemption for 2 hours of the fiscal trainings and 10 hours are needed for new members. Christen and Anne have not completed any training hours. Trainings need to be completed by the end of June to be in compliance. Andrea will email Anne and Christen individually to determine trainings to attend so they are completed by June 30th.

6. CONCLUDING BUSINESS

a. Announcements

- Next Regular Board Meeting, April 18, 2023 at 4:30 pm

- ### b. Adjournment-
- Donna Predika motioned to adjourn board meeting; Christen Hagemann made 2nd motion. Roll call vote: Christen Hagemann -yes, Anthony Jaramillo- yes, Donna Predika- yes, Anne Claspell- yes, and 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.*