

HORIZON ACADEMY WEST
GOVERNING COUNCIL MEETING MINUTES
August 15, 2023 Conference Room In-Person 4:30 p.m.

This meeting will be held in person in the conference room at school.

Officers: Storm Gonzalez, President Christen Hagemann, Vice President Members: Anthony Jaramillo, Member Donna Predika, Member Gabriel Valenzuela, Member ☒ Non-voting	Guests: Carissa Cantrell, Director ☒ Alice Duran, Business Manager ☒ Andrea Gallegos, Dean of Students ☒ Linda Stoffan, Teacher Representative ☒
---	---

1. CALL TO ORDER- Storm Gonzalez 4:30
 - a. ROLL CALL- Storm Gonzalez: members present: Donna Predika, Christen Hagemann; Storm Gonzales; members present via phone: Anthony Jaramillo, members absent: Gabriel Valenzuela
 - b. APPROVAL OF AGENDA*- Storm Gonzalez- Anthony Jaramillo motioned to approve the Agenda as it stands; Christine Hagemann made 2nd motion. All in favor, unanimous approval.
 - c. Review/Approval of Minutes: July 18, 2023*- Storm Gonzalez- Donna Predika motioned to approve the July 18, 2023 Minutes as they stand; Christine Hagemann made 2nd motion. All in favor, unanimous approval.
2. Public Comments (procedures printed at bottom of agenda)🕒- No one present--- Gabriel Valenzuela arrived at meeting at 4:31.
3. Finance- Carissa Cantrell, Alice Duran is not present
 - a. Bank Reconciliation*- Christine Hagemann motioned to approve the Bank Reconciliation as presented; Anthony Jaramillo made 2nd motion. All in favor, unanimous approval.
 - b. Voucher Listing*- Donna Predika motioned to approve the Voucher Listing as presented; Christine Hagemann made 2nd motion. All in favor, unanimous approval.
 - c. BARs*- Donna Predika motioned to approve the four BARS as presented; Anthony Jaramillo made 2nd motion. All in favor, unanimous approval.
 - d. Audit Updates- Alice is uploading documents that are needed during this time of the audit process. Some difficulty with the portal. The process is moving along. Discovery meetings will be occurring. Evidence is provided as needed and we haven't had any material findings in the past.
4. New Business Matters
 - a. Lease Assistance Grant*- Carissa Cantrell- The application has been submitted and approved. We will see how much lease assistance is available. It covers 80% of our lease. If we don't receive enough money to cover we will look at other funding sources. Anthony Jaramillo motioned to approve the Lease Assistance Grant as presented; Donna Predika made 2nd motion. All in favor, unanimous approval.
 - b. Director's Report -Carissa Cantrell
 - Enrollment Pre-k-5 524; K-5 464

- School zone lights- would they help with traffic flow during arrival and dismissal? We have contacted the city to look into the different options or a street light or school zone lights.
 - Maintenance and facilities-Steve Montano is full time. He is HVAC certified and does preventative care and emergencies.
 - Parent communication: Weekly newsletter, K-12 alerts (robo calls, emails, and text messages), website, and Facebook
 - Safety and security- Safety drills with staff and students to practice in case of an emergency. Drop off and pick up procedures are monitored and evaluated. Changes are made as needed to ensure safety of staff, students, and families. Drop up and pick up procedures: community members may be able to help volunteer to direct traffic.
 - Staffing: open positions- Social Worker (LSG associates) and Gifted Teacher.
 - Substitute teachers- ACES and ItsQuest- All staff absences have been assigned and covered by a substitute through December.
 - Assessment Data: WIDA Screener for kindergarten students- indicated by Language Use Survey, 1st grade Dyslexia screener within the first 40 days, and 3rd grade gifted screening by the end of the year. Istation monthly for math and reading. Baseline data will be shared in September
 - Professional Development goals for staff- Staff uses Canvas/Elevate.
 - School-wide goal will be reported monthly in the Director's Report.
- c. Council Trainings-Andrea Gallegos reviewed the 2023-2024 Charter School Division Governing Board Training Schedule with Council Members. New members need to complete 10 hours and continuing members are required to complete 7 hours. All members received a copy and will receive monthly reminders of trainings offered by the Charter School Division.

5. CONCLUDING BUSINESS

a. Announcements

- Next Regular Board Meeting, September 19, 2023 at 4:30 pm

b. Adjournment

- Christine Hagemann motioned to adjourn the meeting; Donna Predika made 2nd motion. All in favor, 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.