

HORIZON ACADEMY WEST
GOVERNING COUNCIL MEETING MINUTES
September 19, 2023 Conference Room In-Person 4:30 p.m.

This meeting was held in person in the conference room at Horizon Academy West.

<p>Officers: Storm Gonzalez, President Christen Hagemann, Vice President</p> <p>Members: Anthony Jaramillo, Member Donna Predika, Member Gabriel Valenzuela, Member <input type="checkbox"/> Non-voting</p>	<p>Guests: Carissa Cantrell, Director <input type="checkbox"/> Alice Duran, Business Manager <input type="checkbox"/> Andrea Gallegos, Dean of Students <input type="checkbox"/> Linda Stoffan, Teacher Representative <input type="checkbox"/></p>
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1. CALL TO ORDER Storm Gonzalez-4:35
 - a. ROLL CALL Storm Gonzalez :members present:Christen Hagemann; Gabriel Valenzuela, Storm Gonzales; members present via phone: Anthony Jaramillo, members absent: Donna Predika
 - b. APPROVAL OF AGENDA* Storm Gonzalez- Gabriel Valenzuela motioned to approve the Agenda as it stands; Christine Hagemann made the 2nd motion. All in favor, unanimous approval.
 - c. Review/Approval of Minutes: August 15, 2023* Storm Gonzalez- Christine Hagermann motioned to approve the August 15, 2023 Minutes as they stand; Anthony Jaramillo made the 2nd motion. All in favor, unanimous approval.

2. Public Comments (procedures printed at bottom of agenda)- 🕒 no one present

3. Finance Alice Duran -Donna joined meeting at 4:45
 - a. Bank Reconciliation*- Gabriel Valenzuela motioned to approve the Bank Reconciliation as presented; Anthony Jaramillo made the 2nd motion. All in favor, unanimous approval.
 - b. Voucher Listing*- Christen Hagermann motioned to approve the Voucher Listing as presented; Gabriel Valenzuela made the 2nd motion. All in favor, unanimous approval.
 - c. BARS*- Anthony Jaramillo motioned to approve the three BARS as presented; Gabriel Valenzuela made the 2nd motion. All in favor, unanimous approval.
 - d. CREW Budget*- Donna Predika motioned to approve the CREW Budget as presented; Anthony Jaramillo made the 2nd motion. All in favor, unanimous approval.

4. Ongoing Business Matters Carissa Cantrell
 - a. Update School Zone Lights/Signage- The city was contacted to see if cross guards are available to help. They are not currently

assisting charter schools. The traffic division is now involved and is suggesting signage first and will look into school zone lights. A meeting has been scheduled. Gabriel is going to reach out to a contact in the city to see if there is any other information or options.

5. New Business Matters

- a. Paid Time Off Policy – requested change* Alice Duran/Carissa Cantrell-Carissa reviewed current policy and a discussion was held and ideas were shared about how other businesses structure paid time off. Storm recommended that the staff discuss this topic as a group so the board can get information from them before specific language is added to the policy. A survey will be provided to staff and shared with the council.
- Christen Hagermann motioned to table the requested change to the Paid Time Off Policy as presented; Donna Predika made 2nd motion. All in favor, unanimous approval.

b. Director's Report Carissa Cantrell

- Enrollment
 - PK-5: 522
 - K-5: 465
- Maintenance/Facilities/Security:
 - Professional Goal
 - School Safety Plan Due December 31, 2023
- Staffing:
 - Social Worker, Ms. LaThesia Williams
 - Gifted Teacher, Mrs. Mac
- Assessment Data:
 - August and September (Reading and Math)
 - Comparison Data State/HAW (Reading and Math)
- School-Wide Goal: *Horizon Academy West Charter School (HAW) is committed to providing a rigorous, creative, and well-rounded education for all students through the integration of technology where all students will be challenged and encouraged to think critically and creatively to improve levels of achievement of state standards and benchmarks.*
- Professional Goal (Carissa): *Domain: Operations Management competency 4: The administrator manages the school campus, budget, and daily operations to equitably meet the diverse learning needs of the school community. indicators 4.1 Manages the school campus to ensure that the environment is safe and clean for students and staff. 4.2 Manages the school budget to ensure that resources are maximized for student success. 4.3 Manages the day to day operations to maximize the efficiency of the school. 4.4 Complies with federal and state initiatives to maximize use of services and programs for which students are eligible.*
 - 5 Year Facility Plan
 - Safety of campus
 - August/September: safety drills, arrival/dismissal procedures, reviewed risk assessment with Maintenance and addressed

preventative and routine maintenance.

- Traffic Lights

- August/September: Called and spoke with Lead Crossing Guard and gathered information about traffic lights. New contact with traffic division for the City of Albuquerque. Charters/Magnets are no longer allowed to request crossing guards. Setting up a meeting with traffic division for early October. Traffic Lights vs. School Zone signage.

c. Council Trainings Andrea Gallegos- Members shared if they have registered for or completed any training. Please remember to email Andrea as training hours are completed. Gabriel has contacted Melissa Brown and is beginning the new board member training. Donna is planning on registering for an upcoming training.

6. CONCLUDING BUSINESS

a. Announcements - Next Regular Board Meeting, October 17, 2023 at 4:30 pm

b. Adjournment

- Donna Predika motioned to adjourn the meeting; Gabriel Valenzuela made the 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.