

**HORIZON ACADEMY WEST
GOVERNING COUNCIL MEETING MINUTES
October 17, 2023 Conference Room In-Person 4:30 p.m.**

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

<p>Officers: Storm Gonzalez, President Christen Hagemann, Vice President</p> <p>Members: Anthony Jaramillo, Member Donna Predika, Member Gabriel Valenzuela, Member <input checked="" type="checkbox"/> Non-voting</p>	<p>Guests: Carissa Cantrell, Director <input checked="" type="checkbox"/> Alice Duran, Business Manager <input checked="" type="checkbox"/> Andrea Gallegos, Dean of Students <input checked="" type="checkbox"/> Linda Stoffan, Teacher Representative <input checked="" type="checkbox"/></p>
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1. CALL TO ORDER Storm Gonzalez 4:35pm

- a. ROLL CALL Storm Gonzalez: members present: Storm Gonzales; members present via phone: Anthony Jaramillo and Christen Hagemann; members absent: Gabriel Valenzuela
- b. APPROVAL OF AGENDA* Storm Gonzalez- Anthony Jaramillo motioned to approve the Agenda as it stands; Donna Predika made 2nd motion. All in favor, unanimous approval.
- c. Review/Approval of Minutes: September 19, 2023* Storm Gonzalez- Donna Predika motioned to approve the September 19, 2023 Minutes as they stand; Anthony Jaramillo made 2nd motion. All in favor, unanimous approval.

2. Public Comments (procedures printed at bottom of agenda) ☹ – No one present

3. Finance- Alice Duran- Horizon Academy West is currently at phase 2 of the FY 2023 audit. The exit conference has been scheduled for November 2, 2023. Membership has increased 37.5 students or 9% compared to the prior year. This is an increase of 5 additional students above growth units, which will generate additional Operational revenue in FY 2024. Alice reviewed finance packet including, Financial Summary, Estimated Balances by Year-end, Expenditure Summary, and Revenue Summary.

- a. Bank Reconciliation* - Anthony Jaramillo motioned to approve the Bank Reconciliation as presented; Donna Predika made 2nd motion. All in favor, unanimous approval.
- b. Voucher Listing*- Christen Hagemann motioned to approve the Voucher Listing as presented Donna Predika made 2nd motion. All in favor, unanimous approval.
- c. BARs*- Donna Predika motioned to approve the three BARS as presented; Christen Hagemann made 2nd motion. All in favor, unanimous approval.

4. Ongoing Business Matters

a. Paid Time Off Policy Update- Carissa Cantrell- Discussing leave and policy during grade level meetings. A staff survey will be provided later in the school year. Feedback will determine if changes are needed. At this time, it is a positive and open dialogue with staff members.

5. New Business Matters

a. HB 505 Kitchen Infrastructure Grant (DFA/PED)- Carissa Cantrell- We will apply for this grant and see how we can extend our kitchen and the possibility of including a kitchen work space for teaching and learning. More information will be received on November 16th.

b. Stronger Connections Grant (Safety/Security) AWARD- Carissa Cantrell- More information on November 1st. Includes an App for staff to use so information is provided to first responders in case of an emergency. Remaining money will be used for infrastructure.

c. Public Project Revolving Loan Fund- Carissa Cantrell- Up to 5 million dollars over 5 years for bigger projects with low interest. Carissa is going to put Horizon Academy West on the list in case it is needed in the future. Foundation and Council approval will be needed.

d. Federal Program Charter School Grant (PCSNM)- Carissa Cantrell- Money for infrastructure, building additions, new buildings, modular buildings, and property. Carissa is applying for grant.

e. Director's Report- Carissa Cantrell

- * Enrollment - PK-5: 522 and K-5: 465 with 136 children on our waitlist.

- * Maintenance/Facilities/Security: water supply valves (sinks) will be replaced for preventative maintenance.

- * Staffing/Employees:

- o Mrs. Angelica Aragon, front office receptionist

- o Walkthrough #1 and feedback cycle with staff. Canvas is used to record walkthrough feedback.

- o Grade Level Meetings- Meetings specific to grade levels

- * Middle School Night: November 8, 5:00-7:00 pm- 10 schools have confirmed. We hope to share middle school information in the Charter School community.

- * HAW named Top 5 Charter Schools in ABQ The Magazine (new category)

- o New issue out in December

- *Assessment Data:

- o Istation scores by grade level

- o IMSSA BOY Grade 3-5- Growth Data by proficiency and score for State data and HAW data- HAW scores are higher in reading than math, so we are looking into how we can use what is working in reading and apply it to math to see if math scores increase.

- * 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.

- o Data collection rubric- Beginning of year data is being collected by classroom teachers.

- * 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.

- o 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.

- o HB 505 Kitchen Infrastructure Grant (DFA/PED)

- o Stronger Connections Grant AWARD (Safety/Security)

- o Public Project Revolving Loan Fund

- o Federal Program Charter School Grant (PCSNM)

- o Safe Schools Plan due 12/31/2023

- f. Council Trainings- Andrea Gallegos: Andrea shared information about Governing Council training credits offered at the PCSNM Conference in November. Continuing board members can attend sessions to complete 8 credits/hours (HAW continuing members need 7 credits/hours) and new board members can work with Kelly Callahan for the 7 credit/hours introductory course and attend sessions for the additional 3 credits/hours. As of 10/17/2023, Storm has completed 3 hours. Donna is planning to register for training in November and Anthony is planning to register for trainings starting in January.

6. CONCLUDING BUSINESS

a. Announcements

- Next Regular Board Meeting, November 14, 2023 at 4:30 pm

b. Adjournment

- Donna Predika motioned to adjourn the meeting; Anthony Jaramillo 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.