

Public Education Commission Governing Body Member Change Amendment Form

The Charter Contract was entered into by and between the New Mexico Public Education Commission and [Horizon Academy West], hereafter "The School", effective [5] of [June], [2018].
The School was approved for a [5 YEAR TERM] Charter Contract. 1 of July,

NUMBER OF MEMBERS REQUIRED UNDER YOUR SCHOOL'S BYLAWS: 5

NUMBER OF CURRENTLY SEATED GOVERNING BOARD MEMBERS: 5

☒ **RESIGNATION**

EFFECTIVE DATE OF RESIGNATION, AS PROVIDED ON THE WRITTEN NOTICE FROM THE RESIGNING BOARD MEMBER: 02-01-2022

NAME OF INDIVIDUAL RESIGNING: Nathan Hardin

☐ **REMOVAL**

DATE OF REMOVAL:

NAME OF INDIVIDUAL BEING REMOVED:

REASON FOR REMOVAL:

DESIGNATION OF NEW BOARD MEMBER TO ☒ AN EXISTING POSITION OR ☐ A NEW POSITION

EFFECTIVE DATE OF APPOINTMENT, AS PROVIDED IN WRITTEN NOTICE FROM THE BOARD: 02/15/2022

NAME OF INDIVIDUAL BEING DESIGNATED: Anthony Jaramillo

HOME ADDRESS: 2619 Silver Star Dr. SW, ABQ, NM 87121

PHONE NUMBER: 505-554-6071

EMAIL ADDRESS: bcfdcard@gmail.com

NAME OF BOARD MEMBER BEING REPLACED: Nathan Hardin

☐ **REQUEST FOR EXTENSION:**

☐ **VOTE NOT TO REPLACE MEMBER:**

Submit this form and all supporting documents to charter.schools@state.nm.us

The School's Governing Body Member Change Amendment is hereby submitted by [Carissa Cantrell]
on [03/01/2022], and affirms the school meets the following eligibility criteria:

- ☒ Amendment must be submitted to the PEC within 30 days of change in membership; and
- ☒ The school's governing board is in compliance with all reporting requirements.

Charter School Representative Signature

Date

The School's Governing Body Member, or Charter Representative Change Amendment was:

☐ Approved

☐ Denied

Chair, Public Education Commission

Date

**HORIZON ACADEMY WEST
GOVERNING COUNCIL MEETING
MINUTES**

February 15, 2022 Zoom 4:30 p.m.

Officers: President, Storm Gonzalez Christen Hagemann (Levan), Vice President Carrie Rodriguez, Secretary Members: Karen Trujillo, Member Nathan Hardin, Member ☒ Non-voting	Guests: Carissa Cantrell, Director ☒ Diana Cordova, Business Manager ☒ Andrea Gallegos, Dean of Students ☒ Linda Stoffan, Teacher Representative ☒
---	---

1. CALL TO ORDER at 4:30pm by Storm Gonzalez
 - a. ROLL CALL – Present Karen Trujillo, Christen Hagemann, Storm Gonzalez. Carrie Rodriguez - Late
 - b. APPROVAL OF AGENDA*- Karen Trujillo motioned to approve today's Agenda as it stands; Christen Hagemann 2nd motion. Roll Call Vote: Karen Trujillo - yes, Christen Hagemann - yes, Storm Gonzalez – yes. Unanimous approval.
 - c. Review/Approval of Minutes: January 18, 2022 GC Meeting*- Christen Hagemann motioned to approve the January 18, 2022 Minutes as presented; Karen Trujillo 2nd motion. Roll Call Vote: Karen Trujillo - yes, Christen Hagemann - yes, Storm Gonzalez – yes. Unanimous approval.
2. Finance – Presented by Diana Cordova, Business Manager
 - a. Bank Reconciliation*- Christen Hagemann motioned to approve the Bank Reconciliation as presented; Carrie Rodriguez 2nd motion. Roll Call Vote: Karen Trujillo - yes, Christen Hagemann - yes, Carrie Rodriguez – yes, Storm Gonzalez – yes. Unanimous approval.
 - b. Voucher Listing*- Carrie Rodriguez motioned to approve the Voucher Listing as presented; Karen Trujillo 2nd motion. Roll Call Vote: Karen Trujillo - yes, Christen Hagemann - yes, and Storm Gonzalez – yes. Unanimous approval.
 - c. BARs*- Christen Hagemann motioned to approve the BARs as presented; Carrie Rodriguez 2nd motion. Roll Call Vote: Karen Trujillo - yes, Christen Hagemann - yes, and Storm Gonzalez – yes. Unanimous approval.
 - 503-000-2122-0018-M 27149 PreK- To reclassify budget in the 1000 functions where needed.
 - 503-000-2122-0019-I 31703 SB-9 State Match- To increase budget for FY2021-2022 Award
3. New Business Matters
 - a. Resignation of Council Member Nathan Hardin*- Presented by Storm Gonzalez. Carrie Rodriguez motioned to approve the resignation of council member Nathan Hardin; Karen Trujillo 2nd motion. Roll Call Vote: Karen Trujillo - yes, Christen Hagemann - yes, and Storm Gonzalez – yes. Unanimous approval.
 - b. Vote New Council Member Anthony Jaramillo* - Presented by Storm Gonzalez. Christen Hagemann motioned to approve new council member Anthony Jaramillo; Karen Trujillo 2nd motion. Roll Call Vote: Karen Trujillo - yes, Christen Hagemann - yes, and Storm Gonzalez – yes. Unanimous approval.
 - c. Director Evaluation Process – Presented by Carrie Rodriguez. Discussion to GC about Housse forms, process, and timelines.
 - d. Employee Grievance Process (Concern, Compliance, or Inquiry)* - Presented by Carrie Rodriguez. The GC tabled this action item for next month's Agenda in order for review of council members.
 - e. HB 43 Policy Language*- Presented by Carissa Cantrell. Discussion regarding HB43: Black Education Act. In accordance with House Bill (HB) 43 statutory language, each year all Horizon Academy West school personnel are required to successfully complete an online or in-person antiracism, racial awareness and sensitivity training or professional development approved by the department. This training will address race, racism and racialized aggression, and demonstrates how to create and foster an equitable and culturally responsive learning environment for students. Christen Hagemann motioned to approve the HB43 Policy Language as presented; Karen Trujillo 2nd motion. Roll Call Vote: Karen Trujillo - yes, Christen Hagemann - yes, and Storm Gonzalez – yes. Unanimous approval.
 - f. Director's Report - Presented by Carissa Cantrell. Updated GC of the following: Maintenance/Facilities, CFO transition, Lottery Application updates, Letters of Intent for next school year (students/staff), Budget 2022-2023; School Calendar 2022-2023 committee meeting 2/22/22, and current Covid-19 protocols/school updates.

Minutes approved on 03/15/2022

4. Other Business Matters

- a. Contact Email Address for Council/Website – Presented by Carrie Rodriguez. Discussion regarding adding email addresses of GC members to the school website. GC members notified Diana Cordova of preferred email address.

5. CONCLUDING BUSINESS

- a. Announcements
 - Next Regular Board Meeting, March 15, 2022 at 4:30 pm
- b. Adjournment by Storm Gonzalez at 5:30pm. Carrie Rodriguez motioned to adjourn meeting; Karen Trujillo 2nd motion. Roll Call Vote: Karen Trujillo - yes, Christen Hagemann - yes, and Storm Gonzalez – yes. Unanimous approval.

*ACTION 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. Public forum will be held at the time specified in the Agenda.

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the Director at Horizon Academy West at least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the Office Manager at Horizon Academy West if a summary or other type of accessible format is needed.

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)

COUNTY OF)

I, Anthony Jaramillo, after being duly sworn, state:

1. My name is Anthony Jaramillo and I reside in Albuquerque, New Mexico.

2. I am a member of the governing body of the [Horizon Academy West] in Albuquerque, New Mexico.

3. I attest that I am currently not a current governing body member of any other charter school authorized in the state of New Mexico.

4. I have never been a governing body member of a charter school that was suspended or failed to receive or maintain their board of finance designation.

5. I understand that as a member of the [Horizon Academy West]'s governing body, I am entrusted with oversight of expenditure of public funds in accordance with all applicable laws, regulations and rules, including but without limitation any laws or rules pertaining to conflicts of interest, public school finance, and procurement.

[Signature]

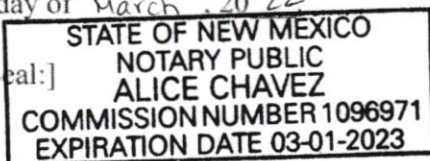
3/9/2022
Date

Anthony Jaramillo
[Print]

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 9th day of March, 2022.

[Notary Seal:]



[Signature]
NOTARY PUBLIC

My commission expires: 3/01, 2023.

ASSURANCES

My name is Anthony Jaramillo and I reside in Albuquerque NM. I am a member of the governing body for Horizon Academy West a charter school which is located at 3021 Todos Santos NW Albuquerque, NM 87122. I assure that in my capacity as a member of the governing body, the CHARTER SCHOOL complies with all applicable federal and state laws governing the organizational, programmatic, and financial requirements applicable to charter schools, including:

1. The CHARTER SCHOOL'S admission processes are in compliance with Sections 22-2-4(A)-(D) and 22-8B-4.1 NMSA 1978.
2. The CHARTER SCHOOL'S admission process do not discriminate against anyone regarding race, color, age, religion, national origin, ancestry, sex, sexual orientation, gender identity, spousal affiliation, physical or mental disability, or serious medical condition.
3. The CHARTER SCHOOL is a nonsectarian and non-religious public school.
4. Except as otherwise provided in Section 22-12-5(C) NMSA 1978 the Public School Code, the CHARTER SCHOOL does not charge tuition or have admission requirements.
5. The CHARTER SCHOOL complies with all state and federal health and safety requirements applicable to public schools, complies with Sections 22-8B-4.2(A), (C), and (D) NMSA 1978, and must produce an E-Occupancy certificate for all school facilities.
6. The governing body does not and will not contract with a for-profit entity for the management of the CHARTER SCHOOL.
7. The CHARTER SCHOOL complies with all applicable state and federal laws and rules related to identifying and providing special education services.
8. The CHARTER SCHOOL complies with provisions regarding public property identified in the Public School Code, the New Mexico Procurement Code, and the New Mexico Prohibited Sales Act, the Internal Revenue Code, and other applicable federal and state regulations.
9. The CHARTER SCHOOL ensures that criminal background checks are conducted on all employees and applicable reporting is completed in accordance with Section 22-10A-5 NMSA 1978.
10. The CHARTER SCHOOL ensures that it complies with state regulations regarding the use of volunteers set out in Section 6. 50.18 NMAC.
11. The CHARTER SCHOOL complies with the Age Discrimination Act of 1975, Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Individuals with Disabilities Education Act.
12. The CHARTER SCHOOL provides equitable access to and participation in its federally assisted program for students, teachers, and other program beneficiaries with special needs.
13. Meetings of the CHARTER SCHOOL Governing Body comply with the New Mexico Open Meetings Act, Sections 10-15-1 et seq., NMSA 1978 and the Inspection of Public Records Act, Section 14-2-1 et seq., NMSA 1978.

14. The CHARTER SCHOOL complies with all requirements of The Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g; 34 CFR Part 99.
15. The CHARTER SCHOOL has and will adopt all policies and procedures required by the Public School Code, the New Mexico Administrative Code, and the Public Education Commission.
16. The Governing Body or head administrator of the CHARTER SCHOOL recognizes and works with employee labor representatives, if any.
17. The CHARTER SCHOOL has and will develop personnel policies that comply with all applicable federal and state labor laws, regulations and rules implementing them.
18. The CHARTER SCHOOL had and will develop a curriculum that is aligned to the New Mexico State Standards found in Title 6 Chapter 29 of the New Mexico Administrative Code, as amended.

Anthony Jaramillo
Printed Name


Signature

3/9/2022
Date

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of the Horizon Academy West, located in Albuquerque, New Mexico.

In accordance with 6.80.4.16 NMAC, we agree to consult with the New Mexico Public Education Department on any matter not covered by the manual of accounting and budgeting before taking any action related to funds held as a board of finance.

We make this statement as part of [insert name of school]'s application to the Public Education Commission for status as a board of finance under 6.80.4.16 NMAC.

We understand that we must retain or hire a Licensed School Business Manager as soon as financial feasible and, thereafter, notify the New Mexico Public Education Commission within 30 days of hiring and/or changing in a Licensed School Business Manager for the school, and a new, signed "Affidavit of Financial Custodian" must be submitted.

We understand that we must submit an Affidavit of Governing Body Member to the Public Education Commission within 60 days of a change in membership of our governing body.

THE FOLLOWING MEMBERS OF THE [INSERT NAME OF SCHOOL] GIVE THE FOREGOING STATEMENT THIS 9 DAY OF March, 2022.

1.

DocuSigned by:
Storm Gonzalez
DC0DB0A4B5CE416

[signature] Storm Gonzalez
2.

[print]

DocuSigned by:
Carrie Rodriguez
3B02F7BD47BA499

[signature] Carrie Rodriguez
3.

[print]

[signature]

Anthony Jaramillo
4.

[print]

[signature]

Karen Trujillo
5.

[print]

[signature]

Christen Hagenmann

Attach additional pages if membership exceeds five.