

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 [1] of [July], [2018].
The School was approved for a [5] Charter Contract.

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

NUMBER OF CURRENTLY SEATED GOVERNING BOARD MEMBERS: 4

☐ **RESIGNATION**

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

NAME OF INDIVIDUAL RESIGNING:

☐ **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: 09/20/2022

NAME OF INDIVIDUAL BEING DESIGNATED: Donna Predika

HOME ADDRESS: 8643 Animas PL NW

PHONE NUMBER: 505-379-1139

EMAIL ADDRESS: dlpurcella@aol.com

NAME OF BOARD MEMBER BEING REPLACED: N/A

☐ **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 [Storm Gonzalez]
on [09/21/2022], 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.

DocuSigned by:

Storm Gonzalez

DC0DB6A4B56E418...

Charter School Representative Signature

9/21/2022

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

September 20, 2022 held via Google meets and in-person

4:30pm

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 Carrie Rodriguez, Secretary Members: Vacant, Member Anthony Jaramillo, Member☒ ☒Non-voting	Guests: Carissa Cantrell, Director ☒ Alice Chavez, Business Manager ☒ Andrea Gallegos, Dean of Students ☒ Linda Stoffan, Teacher Representative ☒ Donna Predika, community member Anne Claspell, community member
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1. CALL TO ORDER Storm Gonzalez at 4:33
 - a. ROLL CALL Storm Gonzalez- members present: Storm Gonzales, Carrie Rodriguez, Christen Hagemann, absent: Anthony Jaramillo
 - b. APPROVAL OF AGENDA* Storm Gonzalez- Christen Hagemann made a motion to approve the Agenda as it stands; Carrie Rodriguez 2nd motion. Roll Call Vote: Christen Hagemann- yes, Carrie Rodriguez-yes, Storm Gonzalez- yes. Unanimous approval.
 - c. Review/Approval of Minutes: August 16, 2022* Storm Gonzalez- Christen Hagemann motioned to approve the August 16, 2022 Minutes as they stand; Carrie Rodriguez 2nd motion. Roll Call Vote: Christen Hagemann- yes, Carrie Rodriguez-yes, Storm Gonzalez-yes. Unanimous approval.
2. Public Comments (procedures printed at bottom of agenda)[®] - no one present today
3. Finance Alice Chavez
 - a. Bank Reconciliation*- Christen Hagemann motioned to approve the Bank Reconciliation as presented; Carrie Rodriguez 2nd motion. Roll Call Vote: Christen Hagemann- yes, Carrie Rodriguez-yes, Storm Gonzalez-yes. Unanimous approval.
 - b. Voucher Listing* - Carrie Rodriguez motioned to approve the Voucher Listing as presented; Christen Hagemann 2nd motion. Roll call vote: Christen Hagemann- yes, Carrie Rodriguez-yes, Storm Gonzalez-yes. Unanimous approval
 - c. BARs*- Christen Hagemann motioned to approve the 4 Bars as presented; Carrie Rodriguez 2nd motion. Roll Call Vote: Storm Gonzalez-yes, Christen Hagemann-yes, and Carrie Rodriguez-yes. Unanimous approval.
 - 503-000-2223-0001-I Operational
 - 503-000-2223-0002-I Food Service
 - 503-000-2223-0003-I Student Activities
 - 503-000-2223-0006-I SB-9 State Match

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)

COUNTY OF

) Bernalillo

I, Donna Predika, after being duly sworn, state:

1. My name is Donna Predika 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.

Donna Predika

[Signature]

9-26-2022
Date

Donna Predika

[Print]

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 26 day of September, 2022.

[Notary Seal:]

Alice Chavez
NOTARY PUBLIC

My commission expires: March 01, 2023.

STATE OF NEW MEXICO
NOTARY PUBLIC
ALICE CHAVEZ
COMMISSION NUMBER 1096971
EXPIRATION DATE 03-01-2023

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of the Horizon Academy West Charter School, 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 Horizon Academy West'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 HORIZON ACADEMY WEST GIVE THE FOREGOING STATEMENT THIS 26 DAY OF SEPTEMBER 2022.

1. Donna Predika
[signature]
Donna Predika
[print]
2. _____
[signature]

[print]
3. _____
[signature]

[print]
4. _____
[signature]

[print]
5. _____
[signature]

[print]

Attach additional pages if membership exceeds five.

ASSURANCES

My name is Donna Predika 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 St, Albuquerque, NM 87120, 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.

Donna Predika
Printed Name

Don Predika
Signature

9-26-2022
Date

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 [1] of [July], [2018].
The School was approved for a [5] Charter Contract.

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

NUMBER OF CURRENTLY SEATED GOVERNING BOARD MEMBERS: 4

☐ **RESIGNATION**

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

NAME OF INDIVIDUAL RESIGNING:

☐ **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: 09/20/2022

NAME OF INDIVIDUAL BEING DESIGNATED: Anne Claspell

HOME ADDRESS: 3725 Madrid Dr. NE, Albuquerque, NM 87111

PHONE NUMBER: 505-280-2274

EMAIL ADDRESS: amc012277@yahoo.com

NAME OF BOARD MEMBER BEING REPLACED: Karen Trujillo

☐ **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 [Storm Gonzalez]
on [09/21/2022], 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.

DocuSigned by:

Storm Gonzalez

DC0DB6A4B56E418...

Charter School Representative Signature

9/21/2022

Date

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

☐ Approved

☐ Denied

Chair, Public Education Commission

Date

**HORIZON ACADEMY WEST
NOTICE AND AGENDA
GOVERNING COUNCIL MEETING**
September 20, 2022 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 Carrie Rodriguez, Secretary Members: Vacant, Member Anthony Jaramillo, 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
 - a. ROLL CALL Storm Gonzalez
 - b. APPROVAL OF AGENDA* Storm Gonzalez
 - c. Review/Approval of Minutes: August 16, 2022* Storm Gonzalez
2. Public Comments (procedures printed at bottom of agenda) ^①
3. Finance Alice Chavez
 - a. Bank Reconciliation*
 - b. Voucher Listing*
 - c. BARs*
 - d. Inventory Certification*
 - e. CREW Budget
4. New Business Matters
 - a. PBIS update (Bear Bucks/School Store) Andrea Gallegos
 - b. Director's Report Carissa Cantrell
 - c. Old Technology/Furniture Recycling and Discard* Carissa Cantrell
 - d. New Council Membership* Storm Gonzalez
5. CONCLUDING BUSINESS
 - a. Announcements
 - Charter Renewal Site Visit, September 29, 2022 (all day)
 - Next Regular Board Meeting, October 18, 2022 at 4:30 pm
 - b. Adjournment

*ACTION ITEM

^①TIMED 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.

- d. Inventory Certification*- Carissa Cantrell presented. Carrie Rodriguez motioned to approve the inventory certification as presented; Christen Hagemann 2nd motion. Roll call vote: Christen Hagemann -yes, Carrie Rodriguez- yes, Storm Gonzalez- yes. Unanimous approval.
- e. CREW Budget- Reviewed how the funds were allocated and spent. Budget is used for salary, professional development, fixed assets, supplies and materials.

4. New Business Matters

- a. PBIS update (Bear Bucks/School Store) Andrea Gallegos- update on the addition of an incentive program called BEAR BUCKS. This is a program that encourages prosocial behavior and is not related to academic performance. Staff gives bear bucks to students and students choose what to buy from the school store on a monthly basis. Andrea and Joyce Hodges, school counselor, are working on this initiative. They are waiting on items to be delivered and plan on opening store in the next month.
- b. Director's Report Carissa Cantrell
 - New student data: 193 new students total. Word of mouth has allowed this growth.
 - Maintenance and facilities: Current vendor of HVAC is not meeting our needs. Our in-house maintenance employee is now completing quarterly maintenance. We are looking at vendors for our copy machines and printers. New Landscape company. New alarm company to update system has started.
 - Employee updates:
 - Vacancies: We still need Occupational Therapist and Social Worker. CES is filling these positions.
 - New employee- Ada Gallegos is our new registrar and front desk receptionist
 - Diana Cordova will move to a contractor role and support the business office
 - Assessment data: Individual student and parent data has been shipped. Results will be shared in the newsletter this week for families. We are above the state average but we will continue to improve. Our DTC meets with staff to discuss data, interventions are provided to address gaps based on student need.
 - Congratulations to Mrs. Sarah McMaster who received the VOYA grant for reading in her classroom.
 - First round of teacher walkthroughs. No longer 'grading' teachers but it allows for a conversation and feedback. Focus was classroom management, safe learning environment, expectation, routines, and procedures. Elements are increased each time. Walkthroughs are almost complete. All staff professional development plans are due next week.
 - PTO movie night is next week. 400 people have purchased tickets.
 - Carissa's PDP- Draft currently includes community outreach, collaboration to grow enrollment, expand facilities, and increase name recognition through media outlets. She will share template with council
 - Charter renewal: September 29th. Same format that was done in Spring. Interviews with groups of teachers, students, parents, board members. CSD team can recommend renewal by November. PEC will make decision in December.
- c. Old Technology/Furniture Recycling and Discard* Carissa Cantrell
 - Computers, desks, chairs, filing cabinets- Christen Hagemann motioned to approve the old technology and furniture recycling and discard certification as presented; Carrie Rodriguez 2nd motion. Roll call vote: Christen Hagemann -yes, Carrie Rodriguez- yes, Storm Gonzalez- yes. Unanimous approval.
- d. New Council Membership* Storm Gonzalez- Carrie Rodriguez motioned to approve the voting in of new council members; Christen Hagemann 2nd motion. Roll call vote: Christen Hagemann -yes, Carrie Rodriguez- yes, Storm Gonzalez- yes. Unanimous approval.
 - Anne Claspell- Currently a Special Education Teacher in a public school. Enjoys teaching students that learn differently. Masters in Special Education and School Administration. She also has experience

teaching in Catholic Schools. She is married and has children. Ann is excited to be a member of our Governing Council.

- Donna Predika- Currently works for the Dept of Energy- Transportation of nuclear and hazardous material. She works to meet requirements and regulations from the government. Experience as Medical Tech and with medical distribution. She has a BA in Business Management. Children attend HAW. She is interested in working behind the scenes to support the school.

5. CONCLUDING BUSINESS

a. Announcements

- Charter Renewal Site Visit, September 29, 2022 (all day)
- Next Regular Board Meeting, October 18, 2022 at 4:30 pm

- b. Adjournment- Carrie Rodriguez motioned to adjourn board meeting; Christen Hagemann 2nd motion. Roll call vote: Christen Hagemann -yes, Carrie Rodriguez- yes, Storm Gonzalez- yes. Unanimous approval.

*ACTION ITEM

⌚TIMED ITEM

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ASSURANCES

My name is Anne M. Claspell 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. 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:

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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.

Anne M. Claspell
Printed Name

Anne M. Claspell
Signature

9/24/2022
Date

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)

COUNTY OF)

I, Anne M. Claspell, after being duly sworn, state:

1. My name is Anne M. Claspell and I reside in Albuquerque, New Mexico.

2. I am a member of the governing body of the [insert name of school] in Albuquerque Horizon Academy West, 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 [insert name of school]'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.

Anne M. Claspell
[Signature]

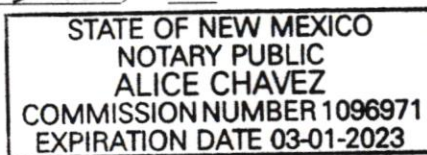
12/20/22
Date

Anne M. Claspell
[Print]

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 20th day of December, 2022.

[Notary Seal:]



Alice Chavez
NOTARY PUBLIC

My commission expires: March 01, 2023.

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of the [Horizon Academy West Charter School], 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 ___ DAY OF _____, 2022.

1. Anne M. Claspell
[signature]
Anne M. Claspell
[print]
2. _____
[signature]

[print]
3. _____
[signature]

[print]
4. _____
[signature]

[print]
5. _____
[signature]

[print]

Attach additional pages if membership exceeds five.