



New Mexico Public Education Commission (PEC)

Governing Body Member Change Notification Instructions

Purpose: To notify the Public Education Commission (PEC) of a change in a member of the school's Governing Body.

Submission Deadline: Changes to the Governing Body membership do not require prior approval of the PEC; however, notice must be received within 30 calendar days of the change.

Notifications completed 14 days prior to the next PEC meeting will be placed on the next agenda. Notifications of this type are typically placed on the consent agenda; however, any notification may be removed from the consent agenda and moved to the regular agenda for full discussion and possible action by the PEC.

Meeting minutes of the governing board of the school and the PEC will serve as an amendment to, or compliance with, the charter contract regarding this membership change. The documentation will be added to the board of finance documentation on file with CSD.

The school must provide:

- Fully completed form
- Approved board minutes or certification of the board's vote accepting the new member
- Resignation Letter or board meeting minutes removing the previous member
- Statement of Governing Body Member to Consult with PED
- Affidavit of Governing Body Member
- Assurances of Governing Body Member

Contact charter.schools@state.nm.us with questions about completing or submitting documents.

Governing Body Member Change Notification Form

Submit this form and all supporting documents to charter.schools@ped.nm.gov

The Charter Contract was entered into by and between the New Mexico Public Education Commission (PEC) and Horizon Academy West , hereafter "the school," effective on 7/1/2023.

Current Governing Body Members and Positions: Storm Gonzalez, President/Chair; Christen Hagemann, Vice President; Donna Predika, Member; Anthony Jaramillo, Member

New Governing Body Member(s) and Position(s): Gabriel Valenzuela, Member

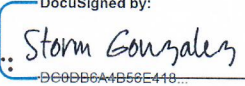
Contact information for New Governing Body Member(s) (phone, email): Gabriel Valenzuela, gabevalenz@yahoo.com, 951-329-2424

Number of personnel changes (Head Administrator/Business Manager/Procurement Officer, Governing Board Member), including this change, submitted to PEC in the last 12 months: 2

Effective Date: 7/18/2023

The school's notification is hereby submitted by:

Signature of School Representative: Carissa Cantrell  **Date:** July 25, 2023

Signature of Governing Board Chair:  **Date:** 7/25/2023

For PEC/CSD use only

PEC Meeting Date:

Agenda: Consent (typical) Regular (unusual circumstance)

The school's notification was: Accepted Rejected (provide reason)

Electronic signature of CSD Director: _____ **Date:** _____

**HORIZON ACADEMY WEST
NOTICE AND AGENDA
GOVERNING COUNCIL MEETING**

July 18, 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 Anne Claspell, Member ☒ Non-voting</p>	<p>Guests: Carissa Cantrell, Director ☒ Alice Duran, Business Manager ☒ Andrea Gallegos, Dean of Students ☒ Linda Stoffan, Teacher Representative ☒</p>
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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: June 20, 2023* | Storm Gonzalez |
| 2. Public Comments (procedures printed at bottom of agenda) | |
| 3. Finance | Alice Duran |
| a. Bank Reconciliation* | |
| b. Voucher Listing* | |
| c. BARs* | |
| d. Audit Updates | |
| 4. New Business Matters | |
| a. Resignation of Council Member* | Storm Gonzalez |
| b. New Membership/Approval of New Member* | Storm Gonzalez |
| c. November Council Meeting Date/Review/Possible Change* | Storm Gonzalez |
| d. Director's Report | Carissa Cantrell |
| e. Council Trainings | Andrea Gallegos |
| 5. CONCLUDING BUSINESS | |
| a. Announcements | |
| • Next Regular Board Meeting, <u>August 15, 2023 at 4:30 pm</u> | |
| b. Adjournment | |

*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.

HORIZON ACADEMY WEST
GOVERNING COUNCIL MEETING MINUTES
July 18, 2023 Conference Room In-Person 4:30 p.m.

This meeting will be held in person in the conference room at Horizon Academy West

Officers: Storm Gonzalez, President Christen Hagemann, Vice President Members: Anthony Jaramillo, Member Donna Predika, Member Anne Claspell, Member <input type="checkbox"/> Non-voting	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"/>
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1. CALL TO ORDER- Storm Gonzalez 4:28
 - a. ROLL CALL-Storm Gonzalez- members present: Donna Predika, Christen Hagemann, Storm Gonzales; members absent: Anthony Jaramillo and Anne Claspell
 - b. APPROVAL OF AGENDA*- Storm Gonzalez- Christen Hagemann motioned to approve the Agenda as it stands; Donna Predika made 2nd motion. All in favor, unanimous approval.
 - c. Review/Approval of Minutes: June 20, 2023*- Storm Gonzalez- Donna Predika motioned to approve the June 20, 2023 Minutes as they stand; Christine Hagemann made 2nd motion. All in favor, unanimous approval.
2. Public Comments (procedures printed at bottom of agenda) ¹ - No one present today
3. Finance- Alice Duran
 - a. Bank Reconciliation*- Donna Predika motioned to approve the Bank Reconciliation as presented; Christen Hagemann 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*- no bars were presented this month
 - d. Audit Updates- Carissa Cantrell. Annual audit has started for fiscal year 2024. Dates have been scheduled with our auditor at CLA and our business office is working with The Jaramillo Accounting Group.
4. New Business Matters
 - a. Resignation of Council Member*- Storm Gonzalez- Donna Predika motioned to approve the Resignation of Council Member as presented; Christen Hagemann made 2nd motion. All in favor, unanimous approval.
 - b. New Membership/Approval of New Member*-Storm Gonzalez-Gabriel Valenzuela, Pastor at Community Bible Baptist Church. We value and appreciate partnering with community members. He would be a great addition to our Council. Donna Predika motioned to approve the Approval of New Member as presented; Christen Hagemann made 2nd motion. All in favor, unanimous approval.
 - c. November Council Meeting Date/Review/Possible Change*- Storm Gonzales- Christen Hagemann motioned to approve changing the November Council Meeting from November 21, 2023 to November 14, 2023 as presented; Donna Predika made 2nd motion. All in favor, unanimous approval.

d. Director's Report- Carissa Cantrell

- Enrollment: K-5: 474 PK-5: 534
- Maintenance/Facilities: HVAC Unit for classroom
- Building Safety: Extension of wall in front office. Panic Buttons w/silent alarm. Active Shooter and Safety Training for all Staff (Vector Solutions)
- Staffing: Open Positions: Gifted Teacher
- Assessment Data: HAW has been recognized as a SPOTLIGHT school by PED.
 - a. NM MSSA and ASR Spring data- Item analysis will be done to look at specific skills/concepts.
 - b. Istation (monthly)
 - c. School-specific Goal (report monthly)

e. Council Trainings -Andrea Gallegos- Update from Missy Brown. HAW earned the board training exemption in Fiscal Understanding this year. It is good for 1 hour not 2 hours as in the past. Continuing board members will need to complete 7 hours of training.

- 2 hours of Fiscal Understanding
- 2 hours of Academic Understanding
- 1 hour of Organizational Performance & Open Government
- 1 hour of Responsibilities and Ethics
- 1 hour of Equity, Cultural and Linguistic Responsiveness

New Members still need to complete 10 hours of board training including the 7-hour Introductory Course.

5. CONCLUDING BUSINESS

a. Announcements

- Next Regular Board Meeting, August 15, 2023 at 4:30 pm

b. Adjournment

- Christen 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.

Carissa Cantrell

From: Carissa Cantrell
Sent: Tuesday, July 11, 2023 3:39 PM
To: Anne Claspell; gonzalezstorm@yahoo.com
Subject: RE: Board resignation

Thank you, Anne. Best of luck in your new role.

Carissa Cantrell

From: Anne Claspell <anne.claspell@aps.edu>
Sent: Tuesday, July 11, 2023 3:05 PM
To: Carissa Cantrell <ccantrell@hawest.net>; gonzalezstorm@yahoo.com
Subject: Board resignation

Hi Carissa and Storm,

I wanted to let you both know that I am going to have to resign from the HAW Board. I have recently accepted the Head Special Ed Teacher position at Jackson Middle School and due to this new position I feel I would not be able to give the HAW community the full attention that you all deserve. I really appreciate the experience of serving on the board and love the beautiful community that HAW is.

I wish you all the very best.

Sincerely,
Anne Claspell

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Anne M. Claspell
Head Special Education Teacher
Jackson Middle School

Carissa Cantrell
HAW Executive Director
3021 Todos Santos St
Albuquerque, NM 87120

Dear Carissa and Storm and Council,

July 11, 2023

I am writing to formally resign from my position on the Horizon Academy West Board. I have changed positions at my school and will now be part of the administration team at Jackson Middle School. I feel that I would not be able to carry out the duties and responsibilities of a member of the HAW Board sufficiently if I were to stay on. Please accept my resignation effective July 11, 2023.

Thank you for allowing me the opportunity to serve on the board of this amazing school. I wish you all the best in the future.

Sincerely,
Anne M. Claspell

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of the Horizon Academy West [insert name of 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 [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 25 DAY OF July, ~~2011~~ 2023

- 1. DocuSigned by:
Gabriel Valenzuela
E76FC448F4B942D...

Gabriel Valenzuela [signature]

[print]
- 2. _____
[signature]

[print]
- 3. _____
[signature]

[print]
- 4. _____
[signature]

[print]
- 5. _____
[signature]

[print]

Attach additional pages if membership exceeds five.

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)
)
COUNTY OF)

I, Gabriel valenzuela, after being duly sworn, state:

1. My name is Gabriel valenzuela and I reside in Albuquerque, New Mexico.
2. I am a member of the governing body of the [insert name of school] in Horizon Academy West 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 [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.

Gabriel Valenzuela
F78FG448F48942D...
[Signature]

7/25/2023
Date

Gabriel Valenzuela
[Print]

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 25th day of July, 2023.

STATE OF NEW MEXICO
NOTARY PUBLIC
YVETTE D. CAMPOS
COMMISSION NUMBER: 1102480
EXPIRATION DATE: 11/15/2025

Yvette D. Campos
NOTARY PUBLIC

My commission expires: 11/15, 2025.

ASSURANCES

My name is Gabriel Valenzuela and I reside in Albuquerque. I am a member of the governing body for Horizon Academy West a charter school which is located at 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:

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.

Gabriel valenzuela

Printed Name

DocuSigned by:

Gabriel Valenzuela

Signature

7/25/2023

Date