



New Mexico Public Education Commission (PEC)

Personnel Change Notification Instructions

Purpose: To notify the Public Education Commission (PEC) of a change in the school's Head Administrator, Business Manager or Procurement Officer.

Submission Deadline: Changes to the school personnel do not require prior approval of the PEC; however, notice must be received within 30 calendar days of the change. Only one personnel change may be submitted per form. If more than one personnel change is being submitted, the school must submit separate forms.

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 personnel change. Business Manager and Procurement Officer changes will be added to the board of finance documentation on file with CSD.

The school must provide:

Fully completed form

For Head Administrator:

- Approved board minutes or certification of the vote taken by the board to hire the new administrator and status as interim or permanent position offered
- Copy of NMPED School Administrator License for new administrator
- Resignation letter of outgoing administrator or board minutes showing the vote to terminate or not to renew the outgoing administrator's contract

For Business Manager:

- Board minutes approving the business manager change
- Affidavit of financial record custodian (a completed and notarized affidavit of financial record custodian)
- Certificate of insurance (a certificate of insurance indicating the business manager is adequately bonded to take responsibility as the financial record custodian)
- School business official license (copy of current, valid school business official license)

For Procurement Officer:

- Board minutes approving the procurement officer change
- Chief procurement officer certificate

Contact charter.schools@ped.nm.gov if you have questions about completing or submitting documents.

Personnel 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 11/19/24.

The school is notifying the PEC of a change in personnel (check one):

- Head Administrator Business Manager Procurement Officer

For a Head Administrator change, indicate whether the appointment is for (check one):

- Permanent Head Administrator Interim Head Administrator

Current Head Administrator/Business Manager/Procurement Officer: Click or tap here to enter text. Alice Duran

New Head Administrator/Business Manager/Procurement Officer: Click or tap here to enter text. Patricia Garrett

Contact information for new Head Administrator/Business Manager/Procurement Officer (phone, email): Click or tap here to enter text. pgarrett@hawest.net

Number of personnel changes (Head Administrator/Business Manager/Procurement Officer, Governing Board Member), including this change, submitted to PEC in the last 12 months: Click or tap here to enter text.

Effective Date: Click or tap to enter a date. 11/19/24

The school's notification is hereby submitted by:

Signature of School Representative: Carissa Antell Date: 11/19/24

Signature of Governing Board Chair: Storm Gonzalez Date: Nov 19th 2024

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 GOVERNING COUNCIL
MEETING MINUTES



November 19, 2024 4:30 p.m.

This meeting will be held in person in the conference room and virtually using the following link. To join virtually, click here <https://meet.google.com/sdq-ckdp-zwb> Otherwise, to join by phone, dial +1 209-779-0140 and enter this PIN: 985 346 320#

Officers: Storm Gonzalez, President Christen Hagemann, Vice President	Members: Anthony Jaramillo, Member Donna Predika, Member Gabriel Valenzuela, Member	Guests: Carissa Cantrell, Director <input checked="" type="checkbox"/> Alice Duran, Business Manager <input checked="" type="checkbox"/> Andrea Gallegos, Assistant Principal <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Non-voting
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1. CALL TO ORDER- Storm Gonzalez 4:32
 - a. ROLL CALL- Storm Gonzalez members present: Donna Predika; Storm Gonzalez; Gabriel Valenzuela; members absent: Christen Hagemann and Anthony Jaramillo
 - b. APPROVAL OF AGENDA*- Storm Gonzalez: Donna Predika motioned to approve the Agenda as it stands; Gabriel Valenzuela made 2nd motion. All in favor, unanimous approval.
 - c. Review/Approval of Minutes: October 15, 2024*- Storm Gonzalez: Gabriel Valenzuela motioned to approve the October 15, 2024 Minutes as they stand; Donna Predika made 2nd motion. All in favor, unanimous approval.
2. Public Comments (procedures printed at bottom of agenda)[Ⓢ] No one present
3. Finance- Alice Duran
 - a. Patricia Garrett – New Business Manager- Experience has auditor for charter schools, business manager consultant, accounting for business.
 - Introduction and Approval*- Gabriel Valenzuela motioned to approve instating Patricia Garrett as new Business Manager as presented; Donna Predika made 2nd motion. All in favor, unanimous approval.
 - b. Bank Reconciliation*- Donna Predika motioned to approve the Bank Reconciliation as presented Gabriel Valenzuela made 2nd motion. All in favor, unanimous approval.
 - c. Voucher Listing*- Donna Predika motioned to approve the Voucher Listing as presented; Gabriel Valenzuela made 2nd motion. All in favor, unanimous approval. Anthony joined meeting virtually at 4:36
 - d. BARs*- Donna Predika motioned to approve one BAR as presented; Gabriel Valenzuela made 2nd motion. All in favor, unanimous approval.
 - 503-000-2425-0015-T (Transfer BAR)
4. New Business Matters
 - a. Assessment Data/School Designation/Vistas Portal- Carissa Cantrell- 2023-2024 Spotlight School- top 75% of schools in the state. NM Vistas portal is available on line for community. No

longer trend data, it is a snapshot for the year. Different measures are being used and k-2 literacy data will also be included on NM Vistas.

b. Director's Report- Carissa Cantrell

Enrollment/Lottery/Registration:

November 2024 Enrollment: 495 students 498 as of Monday 11.25.24

1 student in registration queue

Wait List: 98 students various grade levels

Maintenance/Facilities/Security:

Winterizing buildings

Carport structure for Annex

Academic and Other Data:

Vistas Data Portal (23-24 Data)

Grade Level PLCs

Walkthrough - Math

Upcoming Events:

PTO BINGO for grades K-5, November 26

Thanksgiving Break, November 27 and 28

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.*

70% of all students will score a minimum of a 3 on Istation as well as a 3 on technology rubric

- 2023-2024: Benchmark year 1: 67% (See Mission Goal Tracker Sheet)

Professional Goal: Performance Competency – Communications with all Shareholders (staff, students, council members, families, community members)

- Sunday newsletter for HAW staff
- Thursday newsletter for HAW community
- Monthly PLC Meetings (grade levels)
- Facebook updates
- Back to School Night meeting
- Director's Report (monthly)
- PED monthly calls
- PCSNM weekly calls
- Networking meeting with new Charter Leader
- Parent-Teacher Conferences
- Vendor relationships
- Classroom Walkthroughs - Feedback

5. Council Trainings- Andrea Gallegos: The 2024-2025 training schedule has been sent to council members. Also included in the email was the Continuing Governing Board Member Training Requirement Table FY 25. This table captures the name of specific courses that continuing board members need to complete by June 30, 2025. Review of training hours completed by members. Donna has completed 1 hour.

6. CONCLUDING BUSINESS

- Announcements

- Next Regular Board Meeting, December 17, 2024 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. Public comment time will be allotted during each council meeting at the beginning of the meeting regarding items on the agenda before any items are discussed on which action may be taken so comments may be heard by the governing body. No more than 10 minutes will be allotted for this section of the agenda. No action may be taken regarding any topic during this public comment section and the council members are not allowed to respond, but rather must wait until the topic at hand is included as an action item on a future agenda. A time limit of three (3) minutes per comment will be imposed on public comments to allow all members of the public the opportunity to speak. These comments will not be restricted based on viewpoint. All requests for public comment must be made 72 hours before the regular meeting date. The GC reserves the right to limit or curtail repetitive comments or other expressions that are obscene, profane, disruptive of the orderly conduct of the GC's meeting, harassing or defamatory or not in keeping with the decorum of a school board meeting which includes students or other minors. Complaints regarding personnel matters or involving students may be redirected to appropriate administrative procedures for review and handling.

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.

STATE OF NEW MEXICO



*In Recognition of
The Fulfillment of the Requirements for
School Personnel Licensure
this*

LEVEL TWO PROFESSIONAL SCHOOL BUSINESS OFFICIAL LICENSE

is issued to

PATRICIA M. GARRETT

Effective from July 1, 2017 to June 30, 2026

Licensure Number: 362147

Hanna Skandersa
Secretary of Education

AFFIDAVIT OF FINANCIAL RECORD CUSTODIAN

STATE OF NEW MEXICO)
)
COUNTY OF Bernalillo)

I, Patricia Garrett, [affiant] after being duly sworn, state:

- 1. I live in the City of Albuquerque, County of Bernalillo, New Mexico.
- 2. In accordance with 6.80.4.16 NMAC, I agree to accept the responsibility of keeping the financial records of the charter school and recognized that I am in charge of maintaining public funds with fidelity and in accordance to public finance laws, rules and regulations.
- 3. I have completed the following training in the maintenance of financial records:
 - a) NMASBO School Business Officials Trainings
 - b) Bachelors Degree in Accounting
 - c)
- 4. Attached is a certificate of insurance that indicates that I am adequately bonded to take this responsibility.
- 5. I have earned the following certificates, licensures and/or degrees:

Certificate, licensure or degree	Educational Institution	Date	Current Yes/No
<u>Bachelors Degree</u>	<u>University of New Mexico</u>	<u>December 2006</u>	<u>Yes</u>
<u>School Business Official</u>	<u>NM PED</u>	<u>07/17 - 06/26</u>	<u>Yes</u>

FURTHER AFFIANCE SAYETH NAUGHT.

Patricia Garrett
[Signature of Affiant]

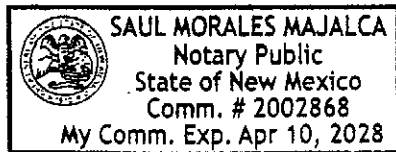
12/4/24
Date

Patricia Garrett
[Print Name of Affiant]

VERIFICATION

The forgoing Affidavit of Financial Records Custodian was subscribed and sworn to before me, this 4th day of December, 2024.

[Notary Seal:]



[Signature]
NOTARY PUBLIC

My commission expires: Apr 10, 2028.