

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
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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 Click or tap here to enter text., hereafter "the school," effective on Click or tap to enter a date..

The school is notifying the PEC of a change in personnel (check one): ☐ Head Administrator ☐ Business Manager ☐ Procurem	ent Officer
For a Head Administrator change, indicate whether the appointment	
☐ Permanent Head Administrator ☐ Interim Head Administrator	is for (effect one).
Current Head Administrator/Business Manager/Procurement Officer enter text. Alice Duran	: Click or tap here to
New Head Administrator/Business Manager/Procurement Officer: Cl. text. Patricia Garrett	
Contact information for new Head Administrator/Business Manager/ (phone, email): Click or tap here to enter text. pgarrett @ho	Procurement Officer ewest. net
Number of personnel changes (Head Administrator/Business Manage Officer, Governing Board Member), including this change, submitted months: Click or tap here to enter text.	r/Procurement to PEC in the last 12
Effective Date: Click or tap to enter a date. 11 19 24	
The school's notification is hereby submitted by:	
Signature of School Representative: Carrisa antell	Date: 11/19/24
Signature of School Representative: Causes antell Signature of Governing Board Chair: Harm Gonzaliz	Date: Nov. 19202
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:	Members:	Guests:
Storm Gonzalez, President	Anthony Jaramillo, Member	Carissa Cantrell, Director 🗷
Christen Hagemann, Vice President	Donna Predika, Member	Alice Duran, Business Manager 🗷
	Gabriel Valenzuela, Member	Andrea Gallegos, Assistant Principal 🗷
		[™] Non-voting

- 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)

- c. Sunday newsletter for HAW staff
- d. Thursday newsletter for HAW community
- e. Monthly PLC Meetings (grade levels)
- f. Facebook updates
- g. Back to School Night meeting
- h. Director's Report (monthly)
- i. PED monthly calls
- j. PCSNM weekly calls
- k. Networking meeting with new Charter Leader
- *I.* Parent-Teacher Conferences
- m. Vendor relationships
- n. 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
 - a. Announcements

• Next Regular Board Meeting, <u>December 17, 2024 at 4:30 pm</u>

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.



CERTIFICATE OF PROPERTY INSURANCE

DATE (MM/DD/YYYY) 11/25/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

If this certificate is being prepared for a party who has an insurable interest in the property, do not use this form. Use ACORD 27 or ACORD 28. CONTACT NAME: PRODUCER Risk Services PHONE (A/C, No, Ext): FAX (A/C, No): (800)578-8802 (818) 449 9449 Poms & Associates Insurance Brokers E-MAIL ADDRESS: PRODUCER CA License #0814733 rservices@pomsassoc.com 4500 Park Granada #206 00016280 CUSTOMER ID #: Calabasas, CA 91302 INSURER(S) AFFORDING COVERAGE NAIC # N/A INSURED INSURER A: New Mexico Public Schools Insurance Authority INSURER B: Hanover Insurance Company New Mexico Public Schools Insurance Authority INSURER C: Member: Horizon Academy West 410 Old Taos Highway INSURER D: Santa Fe, NM 87501 INSURER E INSURER F :

LOCATION OF PREMISES / DESCRIPTION OF PROPERTY (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR		TYPE OF IN	SURANCE	POLICY NUMBER		POLICY EXPIRATION DATE (MM/DD/YYYY)		COVERED PROPERTY	LIMITS
		PROPERTY						BUILDING	\$
	CAL	JSES OF LOSS	DEDUCTIBLES					PERSONAL PROPERTY	\$
		BASIC	BUILDING					BUSINESS INCOME	\$
		BROAD	CONTENTS	-				EXTRA EXPENSE	\$
		SPECIAL						RENTAL VALUE	\$
		EARTHQUAKE						BLANKET BUILDING	\$
		WIND						BLANKET PERS PROP	\$
		FLOOD						BLANKET BLDG & PP	\$
									\$
								CONTENTS	\$
		INLAND MARINE	E	TYPE OF POLICY					\$
	CAUSES OF LOSS								\$
		NAMED PERILS		POLICY NUMBER					\$
									\$
	Х	CRIME		BD3-H274489	07/01/2024	07/01/2025	х	Employee Theft	\$ 2,000,000
	TYF	PE OF POLICY					Х	Forgery or Altercation	\$ 2,000,000
							х	Faithful Performance	\$ 1,000,000
		BOILER & MACH							\$
		, ====							\$
								Deductible Comp \$750 Deductible Coll \$750	\$
								Deductible Coll \$750	\$

SPECIAL CONDITIONS / OTHER COVERAGES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Re: "Faithful Performance of Duties" coverage.

OFFICIONE LIOURED

	CERTIFICATE HOLDER	CANCELLATION
, AUTHORIZED REPRESENTATIVE	Evidence Only	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	,	AUTHORIZED REPRESENTATIVE

CANCELLATION

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

Secretary of Education

Vanna Standera

AFFIDAVIT OF FINANCIAL RECORD CUSTODIAN

·
STATE OF NEW MEXICO
COUNTY OF Bemalillo
I, Patricia Garrett, [affiant] after being duly sworn, state:
1. I live in the City of Abaquerque , County of Bernaullo 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) NMASED SCHOOL BUSINESS OFFICIALLY b) Bachelors begree in accordance that indicates that I am adequately bonded to take this responsibility. 5. I have earned the following certificates, licensures and/or degrees:
Certificate, Educational Institution Date Current licensure or degree Yes/No Bachelly's Ugill University of New Mexico December 2000 Yes School Business NM PED 07/17 - Ulo/2 to Yes
FURTHER AFFIANCE SAYETH NAUGHT. Saturian Garett Patricia Garrett [Print Name of Affiant]
<u>VERIFICATION</u>
The forgoing Affidavit of Financial Records Custodian was subscribed and sworn to before me, this upb day of occurber, 2024. [Notary Seal:] SAUL MORALES MAJALCA Notary Public State of New Mexico Comm. # 2002868 My Comm. Exp. Apr 10, 2028

My commission expires: Apr. 10 , 20 28 .