



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 or members of the school's Governing Body. The school may report multiple member resignations/removals and designations on the same form.

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. Vacancies must be filled within 45 days; one 30-day extension may be requested.

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@ped.nm.gov 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 July 1, 2023.

Current Governing Body Members and Positions: Storm Gonzalez (President), Anthony

Jaramillo, Gabriel Valenzuela, Donna Predika **Governing Body Member(s) Resigning or**

Removed: Christen Hagemann (resigned)

New Governing Body Member(s) and Position(s): Joyce Hodges, Member

Contact information for New Governing Body Member(s) (phone, email): 505-452-6547, crimsonblaze1957@gmail.com

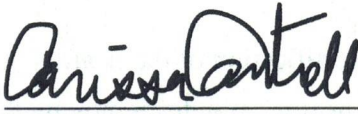
Is the school requesting an extension to fill a vacancy: ☐ yes ☒ no N/A


If so, provide date of vacancy: N/A

Number of personnel changes (Head Administrator/Business Manager/Procurement Officer, Governing Board Member), including this change, submitted to PEC in the last 12 months: 1 - Business Manager

Effective Date: January 21, 2025

The school's notification is hereby submitted by:

Signature of School Representative:  **Date:** 03/06/2025

Signature of Governing Board Chair: 
Storm Gonzalez (Mar 7, 2025 08:07 MST) **Date:** 03 07
07/03/2025

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:** _____






B2-Governing-Body-Member-Change-Notification-9.6.23

Final Audit Report

2025-03-07

Created:	2025-03-06
By:	Carissa Cantrell (ccantrell@hawest.net)
Status:	Signed
Transaction ID:	CBJCHBCAABAAgJ1KaHBJC0DQq5_V4q2aauCSZ1-rFvIG

"B2-Governing-Body-Member-Change-Notification-9.6.23" History

-  Document created by Carissa Cantrell (ccantrell@hawest.net)
2025-03-06 - 11:29:18 PM GMT
-  Document emailed to Storm Gonzalez (stormgonzalez@gmail.com) for signature
2025-03-06 - 11:29:22 PM GMT
-  Email viewed by Storm Gonzalez (stormgonzalez@gmail.com)
2025-03-07 - 3:06:32 PM GMT
-  Document e-signed by Storm Gonzalez (stormgonzalez@gmail.com)
Signature Date: 2025-03-07 - 3:07:45 PM GMT - Time Source: server
-  Agreement completed.
2025-03-07 - 3:07:45 PM GMT

ASSURANCES

My name is Joyce Hodges 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.

Joyce Hodges

Printed Name

Joyce Hodges
Joyce Hodges (Mar 8, 2025 14:21 MST)

Signature

Mar 8, 2025

Date






B.2.b-Asssurances

Final Audit Report

2025-03-08

Created:	2025-03-06
By:	Carissa Cantrell (ccantrell@hawest.net)
Status:	Signed
Transaction ID:	CBJCHBCAABAAflqNkasgglijh-QC6kFX3Ay1cYIM1VZ5x

"B.2.b-Asssurances" History

-  Document created by Carissa Cantrell (ccantrell@hawest.net)
2025-03-06 - 11:14:25 PM GMT
-  Document emailed to Joyce Hodges (crimsonblaze1957@gmail.com) for signature
2025-03-06 - 11:16:21 PM GMT
-  Email viewed by Joyce Hodges (crimsonblaze1957@gmail.com)
2025-03-07 - 1:09:50 AM GMT
-  Document e-signed by Joyce Hodges (crimsonblaze1957@gmail.com)
Signature Date: 2025-03-08 - 9:21:41 PM GMT - Time Source: server
-  Agreement completed.
2025-03-08 - 9:21:41 PM GMT

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 6 DAY OF March, 2025.

1. Joyce Hodges
Joyce Hodges (Mar 8, 2025 14:35 MST)

[signature]
JH

[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, Joyce Hodges, after being duly sworn, state:

1. My name is Joyce Hodges 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 [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.

Joyce Hodges
[Signature]

3/10/25
Date

Joyce Hodges
[Print]

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 10 day of March, 2025.

[Notary Seal:]

[Signature]
NOTARY PUBLIC

My commission expires: 8/12, 2026.

Signature:

Email: crimsonblaze1957@gmail.com

STATE OF NEW MEXICO
NOTARY PUBLIC
CRISTINA ELIZALDE
COMMISSION # 1138565
COMMISSION EXPIRES 08/12/2026

**HORIZON ACADEMY WEST GOVERNING COUNCIL
MEETING MINUTES**



January 21, 2025

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"/> Patricia Garrett, Business Manager <input checked="" type="checkbox"/> Gayety Payne, Assistant Principal <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Non-voting
--	---	---

1. CALL TO ORDER- Storm Gonzalez 4:30

- a. ROLL CALL- Storm Gonzalez members present: Storm Gonzalez; Gabriel Valenzuela (virtual); Anthony Jaramillo (virtual), members absent: Christen Hagemann and Donna Predika.
- b. APPROVAL OF AGENDA*- Storm Gonzalez: Gabriel Valenzuela motioned to approve the Agenda as it stands; Anthony Jaramillo made 2nd motion. All in favor, unanimous approval.
- c. Review/Approval of Minutes: December 17, 2024*- Storm Gonzalez: Gabriel Valenzuela motioned to approve the December 17, 2024 Minutes as they stand; Anthony Jaramillo made 2nd motion. All in favor, unanimous approval.

2. Public Comments (procedures printed at bottom of agenda)^① No one present

3. Finance- Patricia Garrett

- a. Bank Reconciliation*- Anthony Jaramillo motioned to approve the Bank Reconciliation as presented; Gabriel Valenzuela made 2nd motion. All in favor, unanimous approval.
- b. Voucher Listing*- Gabriel Valenzuela motioned to approve the Voucher Listing as presented; Anthony Jaramillo made 2nd motion. All in favor, unanimous approval.
- c. BARs*- Gabriel Valenzuela motioned to approve one BAR as presented; Anthony Jaramillo made 2nd motion. All in favor, unanimous approval.
 - 503-000-2425-0022-I (Increase BAR)

4. Membership – Storm Gonzalez

- a. Resignation of GC Member Christen Hagemann* - Gabriel Valenzuela motioned to approve the resignation; Anthony Jaramillo made 2nd motion. All in Favor, unanimous approval.
- b. Approval of GC Member Joyce Hodges* - Anthony Jaramillo motioned to approve new member; Gabriel Valenzuela made 2nd motion. All in Favor, unanimous approval.

5. New Business Matters

- a. Introduction of Assistant Principal - Mrs. Gayety Payne shared information about her experience and expertise in education and was welcomed by the Council.

b. CSD Annual Site Visits 2023-2024 and 2024-2025 – Carissa Cantrell – Preliminary report 23-24 shared. PEC met to approve the 23-24 report on January 17, 2025 and we are awaiting a final copy. Anthony Jaramillo asked about the 2% student retention rate noted in the report. Carissa Cantrell did confirm it was a typo and CSD fixed on our final report. Site Visit 2024-2025 was Thursday, January 16. Carissa Cantrell shared that the team members from CSD have been pretty consistent for the last few years which helps with consistency and continuity and nice to build relationships as well. Preliminary report will be available in 30 days.

c. Director's Report- Carissa Cantrell

- Enrollment/Lottery/Registration:
 - 25-26 Lottery OPEN
 - 104 student applications submitted
 - 1st Lottery pull in March
 - 25-26 Intent to Return for all Current students January/February
- Academic and Other Data:
 - iMMSA Middle of Year grades 3-5
 - comparison with Beginning of Year/item analysis
 - NM Vistas now has a Print option for families and community
 - ACCESS testing EL students (February)
- Compliance:
 - Site Visit data requests
 - Title grant reporting
 - Membership projections
- Upcoming Events:
 - February 17, Presidents Day – No School
 - Literacy Night – April TBD
- 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

6. Council Trainings- Carissa Cantrell: 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. Joyce Hodges has completed all of her required trainings as a new member. Storm Gonzalez reminded all members to keep working on the hours and not wait until the last minute. Carissa Cantrell will send January trainings to all members as a reminder.

7. CONCLUDING BUSINESS

a. Announcements

- Next Regular Board Meeting, February 18, 2025 at 4:30 pm

b. Adjournment

- Anthony Jaramillo motioned to adjourn the meeting; Gabriel Valenzuela 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.