

Public Academy for Performing Arts Governing Council Meeting Agenda

Tuesday, December 13, 2016, 4:00 – 5:15 p.m.

**Public Academy for Performing Arts Campus
11800 Princess Jeanne Ave NE, Albuquerque, NM 87112, Room 18**

Type of meeting: Monthly **Chair:** Marc Guggino

- | | |
|---------------------------|---|
| Invited to Attend: | <ol style="list-style-type: none"> 1. Adam Ciepiela, GC Member 2. Merry Dudley, GC Member 3. Marc Guggino, GC President 4. Mark Huntzinger, GC Secretary 5. Michael Keith, GC Member 6. Elizabeth Roybal, GC Member 7. Joshua Vallano, GC Vice-President |
| | <ol style="list-style-type: none"> 8. Sherry Allen, Staff Representative 9. Jennifer Lopez, Staff Representative 10. Virginia Wilmerding, Staff Representative 11. Daphne Smith, HS Student Council Representative 12. Delia Bradley, MS Student Council Representative 13. Doreen Winn, Executive Director 14. Rhonda Cordova, Business Manager |

Scheduled Guest(s):
Scheduled Absence:

----- Agenda -----

1. Call to Order, Roll Call (Quorum 4/7 voting members)Chair..... 4:00 p.m.
2. Welcome and IntroductionsChair..... 4:13 p.m.
3. Approval of Agenda **ACTION ITEM**.....All 4:16 p.m.
4. Approval of Previous Meeting Minutes **ACTION ITEM**.....All 4:19 p.m.
5. Open Forum for Public Comment (Form Required).....Chair..... 4:22 p.m.
6. Budget & Finance Committee Report, **ACTION ITEM**...Adam Ciepiela and Rhonda Cordova 4:27 p.m.
7. Website Preview.....Joshua Vallano.....4:32 p.m.
8. Executive Director’s ReportDoreen Winn 4:45p.m.
 - a. Written Report
 - b. Update on Lunch Service Meeting with Canteen
 - c. Copy of the Approved Policy A.7.1, C.2, and C.14 with appropriate language
9. President’s Report.....Marc Guggino 4:55p.m.
10. Other Announcements/DiscussionAll.....5:05 p.m.
 - a. New Mexico School Board Association Update...Elizabeth Roybal and Michael Keith
11. Adjourn.....Chair..... 5:15 p.m.

----- Statement on Open Forum for Public Comment -----

The Governing Council welcomes public comments during the "Public Comment" portion of the governing council meeting agenda. Individuals wishing to make public comments shall complete a Public Comment form and submit it to the Council President prior to the "Public Comment" section of the meeting. Individual oral presentations will be limited to 5 minutes, unless extended by the Council President.

----- Statement of Non Discrimination -----

Public Academy for Performing Arts does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. Persons requiring special accommodations should contact the administrative office at 830-3128 Ext. 0 at least 24 hours prior to the meeting.

----- Additional Information -----

Regular monthly meetings 4:00 – 5:30 p.m., last Tuesday of every month on the PAPA Campus (unless indicated otherwise).

- Finance Committee – Adam Ciepiela, Marc Guggino, Merry Dudley, Rhonda Cordova, Doreen Winn
- Audit Committee – Adam Ciepiela, Marc Guggino, Rhonda Cordova, Mariah Gonzales, Linda Medina, Russ Romans, Doreen Winn
- Policy Committee – Mark Huntzinger, Joshua Vallano, Doreen Winn, Jennifer Lopez, Virginia Wilmerding
- Performing Arts Committee – Naomi Montoya, Joshua Vallano, Michael Keith, Elizabeth Roybal, Daphne Smith
- Long-Range Planning – Michael Keith, Joshua Vallano, Doreen Winn, Naomi Montoya
- Website – Joshua Vallano, Michael Keith, Doreen Winn

Public Academy for Performing Arts Governing Council DRAFT Meeting Minutes

Date: 11/29/2016	Location: PAPA Room 18
Time: 4:00-5:30 PM	Facilitator: Marc Guggino
Invitees in Attendance: Marc Guggino, Mark Huntzinger, Michael Keith, Merry Dudley, Adam Ciepiela, Elizabeth Roybal, Jennifer Lopez, Virginia Wilmerding, Sherry Allen, Doreen Winn, Rhonda Cordova	
Not in Attendance: Joshua Vallano, Daphne Smith, Delia Bradley	
Guests in Attendance: Melanie Chavez, Olivia Roybal	
Discussion	Resource
Call to Order 4:01 pm/Roll Call, 6 voting members present	Marc Guggino
Welcome and Introductions	Marc Guggino
Approval of Agenda Motion to approve the agenda was made by Merry Dudley, second by Michael Keith approved 6-0	Marc Guggino
Approval of Minutes Motion to approve the minutes was made by Adam Ciepiela, second by Elizabeth Roybal, approved 6-0.	Marc Guggino
Open Forum for Public Comment – none	
Budget and Finance Report <ul style="list-style-type: none"> • Finance Committee Report. Marc Guggino, Merry Dudley, Doreen Winn, and Rhonda Cordova met and reviewed the journal entries, bank register, and bank reconciliation. • The Food Services account has been losing money (~\$1,000 last month). Administration to meet with the food service provider Canteen to review their billing processes and look at the causes of the losses. • The Budget Report distributed and discussed <ul style="list-style-type: none"> ○ Food Services – reimbursements for September and October has not been received, payment to Canteen for October is pending the billing discussion. • BARS: Additional \$2,500 BAR 001-047-1647-0017I for the CNM dual credit account, and Initial budget of \$279,775 BAR 001-047-1617-1061B for the Lease Reimbursement account. Motion to approve the BARS was made by Mark Huntzinger, seconded by Adam Ciepiela, approved 6-0. 	Rhonda Cordova
Website Update <ul style="list-style-type: none"> • No update 	

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Governing Council DRAFT Meeting Minutes**

Policy Report <ul style="list-style-type: none"> • The three proposed policy changes were reviewed; Sections A.7, C.2, and C.14. • Comments received from the public were in the packet. • Questions were raised that the policy change language in the packet was not the latest language, • A motion to approve the policy changes if the language is acceptable to the committee was made by Adam Ciepiela, seconded Merry Dudley, approved 6-0. 		Mark Huntzinger	
Executive Director's Report <ul style="list-style-type: none"> • Written report provided. • Update from the Spaghetti Dinner and Dance Camera West. <ul style="list-style-type: none"> ○ Spaghetti Dinner had 200 paying guests, and had \$5,150 in proceeds, expenses to date are \$1,247. ○ Film students raised funds for the Dance camera West trip by set-up and clean-up. Another fund raiser Panda Games will be moved to January 6th as school space is needed for Orchestra performance. • Discussion held on up-coming performances and available performance spaces. Cancellation by a venue results in splitting the Chorus and Orchestra performances. • Open Meeting's Act Resolution SY 2016-2017 was presented and discussed. A motion to approve the resolution was made by Merry Dudley, seconded Elizabeth Roybal, approved 6-0. • The proposed five school questions for the Quality of Education Survey Questions were presented and discussed. A motion to approve the resolution was made by Adam Ciepiela, seconded Michael Keith, approved 6-0. 		Doreen Winn	
President's Report <ul style="list-style-type: none"> • None 		Marc Guggino	
Other Announcements/Discussion – None			
Adjourn 5:03 pm			
Status			Action Item
		Resource	Due Date
In Progress	Establish procedure to have a GC member as a second line signer on all PAPA checks	Finance Committee	
Complete	Assessment of lead based paint situation in new facility because of the year it was built	Doreen Winn	July GC Meeting

**Public Academy for Performing Arts
Governing Council DRAFT Meeting Minutes**

Complete	Suggest Nominees for GC	Existing GC Members	July GC Meeting
Cancelled	Schedule Board Retreat	Mark Padilla	
Cancelled	Develop School Organizational Structure including volunteer organizations	Mark Padilla	
Complete	Governing Council Self Eval to Mark Padilla	All GC Members	EOB June 30th
Complete	Meet with GC Member Nominee, Michael Keith	Mark Padilla and Kelly Brewer	May GC Meeting
Complete	Email to PAPA Staff to ask for nominations for GC Member	Doreen Winn	May GC Meeting
Complete	Discuss sick leave donations with policy committee and report back to GC	Mark Huntzinger	January GC Meeting
Complete	Review policy proposed changes (including Sick Leave Bank Policy). Send any suggestions/comments to Mark Huntzinger prior to the policy work session or bring them to the meeting to discuss	All GC Members	February 16th
Complete	Discuss sick leave donations with policy committee and report back to GC	Mark Huntzinger	January GC Meeting
Complete	Logo re-work and final dr	Doreen Winn & Josh Terrazas	
Complete	Send contacts or suggestions for Room to Grow headliner to Kelly	GC	August 5
Complete	Appoint new member to Audit Committee	Doreen Winn & Mark Padilla	ASAP
Complete	Email training opportunity to GC (October 30&31)	Doreen Winn	August 1
Complete	Discuss grocery store rebate cards and proceeds received	Doreen Winn	August GC meeting
Complete	Information about website hosting service and costs to Joshua Terrazas	Doreen Winn	July GC meeting
Complete	Doreen Winn's PDP shared with GC members	Mark Padilla	
Complete	Schedule Room to Grow Meeting for July	Kelly Brewer	July GC meeting
Complete	Post "PAPA's Summer Work for Staff" on website	Kelly Brewer	July GC meeting
Complete	Draft revision of school travel policy (including request	Doreen	July GC

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	form) and present at next GC meeting	Winn	meeting
Complete	Revised Student Handbook presented for approval next GC Meeting	Doreen Winn	July GC meeting
Complete	Revised Staff Handbook presented for approval at next GC meeting	Doreen Winn	July GC meeting
Complete	List of committees and their members will be distributed to members via email		

Budget Report as of December 12, 2016

OPERATIONAL

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>	<u>% to Budget</u>
\$3,131,618.80	(\$1,212,276.45)	(\$1,744,475.21)	\$174,867.14	6%
			(\$13,545.67) Reallocate from IDEA B	
			<u>\$161,321.47</u>	<u>5%</u>

INSTRUCTIONAL MATERIALS

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$48,819.86	(\$17,293.11)	(\$3,969.98)	\$27,556.77

Food Services

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$125,522.17	(\$26,294.09)	\$87,686.72	\$186,914.80
			\$ 20,297.23 Actual Cash

Activities

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$136,739.38	(\$39,739.74)	(\$28,079.69)	\$68,919.95

Title I

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$62,916.00	(\$24,169.45)	(\$39,117.75)	(\$371.20)

IDEA B

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$76,403.00	(\$33,725.00)	(\$56,223.67)	(\$13,545.67)
			\$13,545.67 Reallocate to SEG

Title III

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$65.00	\$0.00	\$0.00	\$65.00

Teacher/Principal Training

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$34,400.00	(\$7,716.96)	(\$14,797.59)	\$11,885.45

Medicaid

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$4,587.91	(\$154.61)	\$0.00	\$4,433.30

CNM

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$4,474.85	(\$3,060.42)	(\$2,000.00)	(\$585.57)
			\$2,500.00 Pending BAR
			<u>\$1,914.43</u>

GO Bond Library

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$3,992.00	\$0.00	\$0.00	\$3,992.00

Fresh Fruits & Vegetables Grant

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$0.00	\$0.00	\$0.00	\$0.00

Youth Chat Grant

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$1,000.00	\$0.00	\$0.00	\$1,000.00

Lease Reimbursement

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$279,775.00	(\$116,572.90)	(\$163,202.06)	\$0.04

HB33

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$295,603.73	(\$66,142.26)	(\$228,715.75)	\$745.72

SB9 State Match

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$0.00	(\$9,261.00)	\$0.00	(\$9,261.00)

SB9 Tax Allocation

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$201,058.00	(\$191,858.33)	(\$17,633.99)	(\$8,434.32)
			<u>\$93,202.67</u> Pending BAR
			\$84,768.35

Must submit backup for all BARs,
except transfers of funds for SEG or
direct grants

STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
300 Don Gaspar Santa Fe, NM 87501-2786
Budget Adjustment Request

Doc. ID: 001-047-1617-0019-I
Fund Type: Flowthrough

Adjustment Type: Increase

Fiscal Year: 2016-2017

Entity Name: Public Academy for Performing Arts

Adjustment Changes Intent/Scope of Program Yes or No?: No

Contact: Rhonda Cordova, Business Manager

Total Approved Budget (Flowthrough):

Phone: 505-604-5056

Email: rhondacordova1000@outlook.com

FLOWTHROUGH ONLY	Budget Period: 07/01/2016	To: 08/30/2017
A. Approved Carryover:		
B. Total Current Year Allocation:		
D. Total Funding Available:		

Revenue 31701.0000.11111 \$93,203

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
31701 Capital Improvem ents SB-9 Local	4000 Capital Outlay	57332 Supply Assets (\$5,000 or less)	0000 No Program	0000 No Job Class	\$162,242	\$93,203	\$255,445	
Sub Total						\$93,203		
Indirect Cost								
DOC. TOTAL						\$93,203		

Justification:

Carryover Balance from prior year

Compliance with Sections 10-15-1 and 22-8-12, NMSA, 1978 Compilation:

A. The requested budget/changes were authorized at a scheduled Board of Education or Governance Council meeting open to the public on:

B. Justification for the transfer: Explanation such as "underbudgeted", "insufficient budget", or "needed to close out Project" ARE NOT ACCEPTABLE. Attach additional sheets if necessary.

ALL TRANSFER BARS MUST NET OUT TO ZERO ON THE DOC. TOTAL LINE.

Approvals by Digital Signature

<u>Name</u>	<u>Role</u>	<u>Date</u>
Rhonda Cordova	Business Manager	12/13/2016 1:23:15 PM

STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
 300 Don Gaspar Santa Fe, NM 87501-2786
Budget Adjustment Request

Fiscal Year: 2016-2017

Entity Name: Public Academy for Performing Arts

Adjustment Changes Intent/Scope of Program Yes or No?: No

Contact: Rhonda Cordova, Business Manager

Total Approved Budget (Flowthrough):

Phone: 505-604-5056

Email: rhondacordova1000@outlook.com

FLOWTHROUGH ONLY	
Budget Period: 07/01/2016	To: 06/30/2017
A. Approved Carryover:	
B. Total Current Year Allocation:	
D. Total Funding Available:	

Revenue 14000.0000.43211 (\$3,326)

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
14000	1000 Instruction	56111 Instructional Materials Cash - 50% Textbooks	1010 Regular Education (K-12) Programs	0000 No Job Class	\$48,820	(\$3,326)	\$45,494	
					Sub Total	(\$3,326)		
					Indirect Cost			
					DOC. TOTAL	(\$3,326)		

Justification:

Decrease in IM allocation - memo attached

Compliance with Sections 10-15-1 and 22-8-12, NMSA, 1978 Compilation:

A. The requested budget/changes were authorized at a scheduled Board of Education or Governance Council meeting open to the public on:

B. Justification for the transfer: Explanation such as "underbudgeted", "insufficient budget", or "needed to close out Project" ARE NOT ACCEPTABLE. Attach additional sheets if necessary.

ALL TRANSFER BARS MUST NET OUT TO ZERO ON THE DOC. TOTAL LINE.

Approvals by Digital Signature		
<u>Name</u>	<u>Role</u>	<u>Date</u>
Rhonda Cordova	Business Manager	12/13/2016 1:07:09 PM

Academic Achievement / Students:

- The student count at the 80th day is 381 (see included demographics sheet).
- Classes are busy preparing for Final Exams.
- Seniors have been working on NMSBA, PARCC and EOC preparation and retakes during the months of October and November. Any student who hasn't passed the required assessment has a second chance. The PARCC (Reading, Math and English) and NMSBA (Science) results will not be published until late January or February. Therefore, we are providing students with the EOC's in Mathematics, Reading, English and Science areas as a cushion in case the PARCC or NMSBA score is not passing. Students are also testing in Social Studies where the EOC is a requirement. We are disappointed in the results thus far with almost 30% still needing to successfully pass a retake.
- Administration has been meeting with parents of habitually late or absent students, creating plans/contracts to ensure compliance with the Compulsory Education Law.
- Greg Bell, author, visited Mr. Koller's English classes to discuss his experiences as a Shakespearean actor/playwright/poet and helped Mr Koller's students interpret/read the language used in Shakespearean plays.

Performing Arts / Activities

- PAPA had great performances over the last few weeks!
 - Band had a concert and enjoyed posole and hot chocolate provided by parents. ☺
 - The "Guys & Dolls Jr." Musical Theater Performance was held at the Hiland Theatre.
 - Winter Art Fest was held in the PAPA café.
 - Orchestra performed at PAPA's Choir/Orchestra room.
 - Choir performed at Del Norte First Baptist Church
 - Winter Guitar and Piano Concerts were held at Valley High School Performing Arts Center.
- Mr. Sisneros and PAPA Flamenco performed with the Adriana Maresma Flamenco Company.
- Les Chanteuses and Camarata performed at Jemez Springs.
- The musical theatre cast of "Guys & Dolls" performed an encore at the Janet Kahn Elementary School of Integrated Arts.
- Seniors attended a workshop with the arts staff to show their works in progress for the Senior Showcase.
- The "Why My School Has Made Me a Better Person and Performer" Essay Contest was held at PAPA. The winners were Isis Lopez, Jillian Miller & Avery O'Grady.
- The Middle School Student Council is selling Candy Grams.
- A post-production meeting took place for the Spaghetti Dinner. We had some great feedback to apply to next year's event.
- Louis Roccato, a professional dancer with a BA in dance, visited Mr Rodriguez's classes to discuss his professional career with Disney. He also led the students in some challenging movement type exercises.
- Staff members, Virginia Wilmerding, PHD, Robbie Rodriguez, and Crystal Zamora, along with several PAPA students, performed in various shows around the city including several versions of the "Nutcracker", "Godless", and Albuquerque Youth Symphony (performing for different APS elementary schools).

Professional Development / Staff

- We are still searching for a full-time Special Education Teacher, highly qualified in Mathematics and/or Science.
- The first round of teacher evaluations is complete.
- PAPA welcomes Norman Tulley to the staff. He has been hired as a custodian.
- Jackie Mickey attended Accuroster training with NMPED.

Community

- Albuquerque Theater Guild presented an opening night goody basket to the cast of Guys and Dolls☺
- PAPA is participating in KOAT Koats for Kids drive.

Facility

- The APS Capital Outlay, Property, and Technology School Board Committee met to get approval to move forward with the construction drawings for PAPA's project. It now has to go to the full APS School Board for approval.
- APS will do some electrical work and analysis of the facility over the winter break after several issues have occurred with power outages and not enough power in several areas of the school.

Submitted By:



Doreen A. Winn



STARS REPORTING

DECEMBER 1/80TH DAY

TOTAL STUDENTS = 381

(Female = 273 & Male = 108)

06 th Grade	=	67	(Female=50 & Male=17)
07 th Grade	=	67	(Female=55 & Male=12)
08 th Grade	=	64	(Female=48 & Male=16)
09 th Grade	=	51	(Female=29 & Male=22)
10 th Grade	=	48	(Female=37 & Male=11)
11 th Grade	=	41	(Female=26 & Male=15)
12 th Grade	=	43	(Female=28 & Male=15)

ETHNICITY

American Indian/Alaskan Native	=	10	Caucasian	=	148
Asian	=	06	Hispanic	=	192
Black or Africian American	=	20	Pacific Islander	=	5

SPECIAL EDUCATION = 97

Autistic (AU)	=	02	Other Health Impaired (OHI)	=	9
Emotionally disturbed (ED)	=	01	Specific Learning Disabled	=	31
Gifted(G)	=	54	Speech/Language Impaired (SL)	=	0

Policy Committee Proposed Changes
10/26/2016 for public comment

Proposed changes highlighted in red.

A.7 COUNCIL MEMBERSHIP

Council shall be constituted in accordance with the following:

A.7.1 Members:

The Governing Council is intended to be a collaborative body and members are not intended to represent particular constituencies, but should recognize and pursue the best interests of the school as a whole. It is, however, recognized that diverse groups exist and it is advisable to draw membership from all areas. The Governing Council shall consist of not less than five (5) and not more than seven (7) voting members consisting of Parent Members and Community Members.

Non-voting members of the Governing Council include: up to three faculty/staff members, and two student members.

Voting Member Restrictions:

1. Spouses/domestic partners are prohibited from serving on the Governing Council at the same time.
2. PAPA employees and contractors; or spouses/domestic partners of PAPA employees or contractors shall not constitute a majority of the voting members.
3. No member of the governing body shall serve on the governing body of another charter school. (NMSA 22-8B-4.B)
4. No member of a local school board shall be a member of the governing body of a locally chartered charter school located within the local school board's school district during the term of office for which the member was elected or appointed. (NMSA 22-8B-4.B)

C.2 HIRING PROCESS

PAPA shall endeavor to hire the best possible employees and contract personnel to carry out PAPA's mission, consistent with budget constraints, applicable legal requirements, and time constraints. The hiring process shall be conducted in a fair, objective and consistent manner.

No member of a local school board shall be employed in any capacity by a locally chartered charter school located within the local school board's school district during the term of office for which the member was elected or appointed. (NMSA 22-8B-4.B)

C.14 BACKGROUND INVESTIGATIONS

Prior to employment, all persons shall be subject to a criminal background investigation at the applicant's cost.

Background investigations shall be repeated not to exceed every five years. The school will pay for these repeat background checks.