

Public Academy for Performing Arts Governing Council Meeting Agenda

Tuesday, July 26, 2016, 4:00 – 5:30 p.m.

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

Type of meeting: Monthly	Chair: Mark Padilla														
Invited to Attend:	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">1. Kelly Brewer, GC Vice-President</td> <td style="width: 50%;">8. Joshua Terrazas, GC Member</td> </tr> <tr> <td>2. Adam Ciepiela, GC Member</td> <td>9. Jennifer Lopez, Staff Representative</td> </tr> <tr> <td>3. Kristin Clay, GC Secretary</td> <td>10. Virginia Wilmerding, Staff Representative</td> </tr> <tr> <td>4. Marc Guggino, GC Member</td> <td>11. Daphne Smith, HS Student Council Representative</td> </tr> <tr> <td>5. Mark Huntzinger, GC Member</td> <td>12. Delia Bradley, MS Student Council Representative</td> </tr> <tr> <td>6. Michael Keith, GC Member</td> <td>13. Doreen Winn, Executive Director</td> </tr> <tr> <td>7. Mark Padilla, GC President</td> <td>14. Rhonda Cordova, Business Manager</td> </tr> </table>	1. Kelly Brewer, GC Vice-President	8. Joshua Terrazas, GC Member	2. Adam Ciepiela, GC Member	9. Jennifer Lopez, Staff Representative	3. Kristin Clay, GC Secretary	10. Virginia Wilmerding, Staff Representative	4. Marc Guggino, GC Member	11. Daphne Smith, HS Student Council Representative	5. Mark Huntzinger, GC Member	12. Delia Bradley, MS Student Council Representative	6. Michael Keith, GC Member	13. Doreen Winn, Executive Director	7. Mark Padilla, GC President	14. Rhonda Cordova, Business Manager
1. Kelly Brewer, GC Vice-President	8. Joshua Terrazas, GC Member														
2. Adam Ciepiela, GC Member	9. Jennifer Lopez, Staff Representative														
3. Kristin Clay, GC Secretary	10. Virginia Wilmerding, Staff Representative														
4. Marc Guggino, GC Member	11. Daphne Smith, HS Student Council Representative														
5. Mark Huntzinger, GC Member	12. Delia Bradley, MS Student Council Representative														
6. Michael Keith, GC Member	13. Doreen Winn, Executive Director														
7. Mark Padilla, GC President	14. Rhonda Cordova, Business Manager														
Guest(s): None scheduled Scheduled Absence: None scheduled															

----- Agenda -----

1. Call to Order, Roll Call (Quorum 4/7 voting members) President..... 4:00 p.m.
2. Welcome and Introductions President..... 4:02 p.m.
3. Approval of Agenda **ACTION ITEM**..... All 4:05 p.m.
4. Approval of Previous Meeting Minutes **ACTION ITEM**..... All 4:10 p.m.
5. Open Forum for Public Comment (Form Required)..... President..... 4:15 p.m.
6. Budget & Finance Committee Report, BARS **ACTION ITEM**..... Adam Ciepiela and Rhonda Cordova 4:20 p.m.
7. New Officer Elections **ACTION ITEM** Mark Padilla..... 4:30 p.m.
8. Policy Committee Report..... Mark Huntzinger 4:45 p.m.
 - a. A.7.2 Selection/Election and H.2.13 of Student Conduct Regulations **ACTION ITEM**
 - b. Policy Review in Respect to the New Facility Update
 - c. Transgender Policy Subcommittee Update
9. Executive Director’s Report Doreen Winn 4:55 p.m.
 - a. Building/Move Update
10. President’s Report..... Mark Padilla..... 5:05 p.m.
 - a. Nominating Committee Report/Recommendations... Jennifer Lopez
 - b. Governing Council Committee Assignments
 - c. Council Self-Evaluation Results
11. Other Announcements/Discussion All 5:20 p.m.
12. Adjourn..... President..... 5:30 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, Mark Padilla
Rhonda Cordova, Doreen Winn

Policy Committee

Mark Huntzinger, Doreen Winn,
Jennifer Lopez

Audit Committee

Adam Ciepiela, Mark Guggino
Rhonda Cordova, Mariah Gonzales, Linda Medina, Russ Romans, Doreen Winn,

Room to Grow Committee

Joshua Terrazas, Doreen Winn, Sam Sokolove, Chris Wagener

Sign in Sheet for GC Meeting

Date: 7.26.2016

	Name	Title
1	MARC HUNZINGER	GC Member
2	Kristin Clay	GC Secretary
3	Rhonda Cantara	Business Mgr.
4	Joshua Vallano	GC Member
5	Michael Keith	GC member
6	Doreen Winn	Executive Director
7	Marc Grogan	GC
8	Genay Wilmerding	faculty rep
9	Jennifer Lopez	Director of Spec. Education
10	Melanie Chavez	
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

Public Academy for Performing Arts Governing Council DRAFT Meeting Minutes

Date: 06/23/2016	Location: PAPA Portable 2
Time: 4:00-5:30 PM	Facilitator: Mark Padilla
Invitees in Attendance: Mark Huntzinger, Kristin Clay, Mark Padilla, Jennifer Lopez, Michael Keith, Rhonda Cordova, Doreen Winn, Joshua Terrazas, Kelly Brewer (via phone), Adam Ciepiela, Marc Guggino	
Not in Attendance: Virginia Wilmerding, Daphne Smith, Delia Bradley	
Guests in Attendance: none	
Discussion	Resource
Call to Order 4:01 pm/Roll Call	Mark Padilla
Welcome and Introductions	Mark Padilla
Approval of Agenda Motion to approve by Mark Huntzinger, second by Mark Padilla, approved	Mark Padilla
Approval of Minutes Motion to approve by Mark Padilla, second by Adam Ciepiela, approved	Mark Padilla
Open Forum for Public Comment - none	
Budget and Finance Report <ul style="list-style-type: none"> ▪ BARS - none ▪ Budget Report distributed ▪ Finance Committee Report by Mark Padilla Everything is in order	Rhonda Cordova
New Year Governing Council Meeting Dates and Times <ul style="list-style-type: none"> ▪ Last Tuesday of every month from 4-5:30pm/Location TBD (will be determined before public ad posting by administration) ▪ December 27, 2016 meeting will occur on December 13, 2016 ▪ Motion to approve by Mark Huntzinger, second by Mark Padilla, approved 	Mark Padilla
Policy committee Report <ul style="list-style-type: none"> ▪ Update regarding A.7.2 Selection/Election and H.2.13 Student Conduct Regulations Public comment posted June 17, 2016 Comments will be forwarded to GC as soon as Public Comment is closed ▪ Conversation about Transgender Policy APS provided a procedural directive, provided to GC Sub Committee (Mark Huntzinger – chair) – includes Policy Committee, Joshua Terrazas (parent representative), Virginia Wilmerding (staff representative) Will begin meetings after beginning of the 2016-2017 school year ▪ All policies will need to be reviewed to make sure they are in line with the new facility. This will be added to the next agenda 	Mark Huntzinger

Public Academy for Performing Arts Governing Council DRAFT Meeting Minutes

Executive Director's Report		Doreen Winn	
<ul style="list-style-type: none"> ▪ Building/Move Update Paint, carpet, cleaning and certifications ongoing New (additional) custodian hired Movers scheduled July 18th Status of the portables – move plan is not done yet 			
President's Report –		Mark Padilla	
<ul style="list-style-type: none"> ▪ Update regarding Nominating Committee Report/Recommendations No current leads/Committee will continue to search Kristin Clay has resigned her position effective August GC Meeting Nominating Committee will search for a parent replacement ▪ Elections will occur at the July GC Meeting ▪ Governing Council Self-Evaluation Results – not all returned, will review at July GC Meeting 			
Executive Director Job Description		Mark Padilla	
<ul style="list-style-type: none"> ▪ Proposed changes – <ul style="list-style-type: none"> ○ All major policy mandated items and re-certification of charter will fall to the Executive Director ○ Clarify discipline of students vs staff <p>Motion to approve with changes by Mark Padilla, second by Adam Ciepiela, passed</p>			
Other Announcements/Discussion –			
<ul style="list-style-type: none"> ▪ Joint meeting with PAPA Foundation and PTSO Foundation wants to combine Open House with VIP Fundraising Event on August 30 A wish list of new items is being compiled ▪ Website Committee Meeting Needed Sub Committee – Joshua Terrazas (chair), Adam Ciepiela, Michael Keith, Doreen Winn, Su Hudson Will meet next week 			
Adjourn 5:23pm			
Status	Action Item	Resource	Due Date
In Progress	Assessment of lead based paint situation in new facility because of the year it was built	Doreen Winn	July GC Meeting
In Progress	Suggest Nominees for GC	Existing GC Members	July GC Meeting
In Progress	Establish procedure to have a GC member as a second line signer on all PAPA checks	Finance Committee	
In Progress	Schedule Board Retreat	Mark Padilla	

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

In Progress	Develop School Organizational Structure including volunteer organizations	Mark Padilla	
In Progress	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 form) and present at next GC meeting	Doreen Winn	July GC 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	Doreen	July GC

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

	GC meeting	Winn	meeting
Complete	List of committees and their members will be distributed to members via email	Mark Padilla	July6th

Budget Report as of June 30, 2016

OPERATIONAL

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>	<u>% to Budget</u>
\$3,168,862.23	(\$2,835,756.29)	\$0.00	\$333,105.94	11%
			(\$70,114.85) Obligated Pos	
			<u>\$262,991.09</u>	<u>8%</u>

INSTRUCTIONAL MATERIALS

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$45,566.77	(\$17,794.46)	\$0.00	\$27,772.31

Food Services

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

\$20,522.17 Actual Cash Balance

Activities

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$205,884.42	(\$116,020.45)	\$0.00	\$89,863.97

Title I

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$52,088.00	(\$52,088.00)	\$0.00	\$0.00

IDEA B

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$85,590.00	(\$85,590.00)	\$0.00	\$0.00

Teacher/Principal Training

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$33,268.00	(\$19,412.83)	\$0.00	\$13,855.17

Medicaid

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$4,949.89	(\$361.98)	\$0.00	\$4,587.91

CNM

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$7,701.95	(\$3,227.10)	\$0.00	\$4,474.85

Fresh Fruits & Vegetables Grant

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$389.00	\$0.00	\$0.00	\$389.00

Youth Chat Grant

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$5,000.00	(\$4,000.00)	\$0.00	\$1,000.00

Lease Reimbursement

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$269,836.00	(\$269,835.96)	\$0.00	\$0.04

HB33

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$227,130.09	(\$227,130.09)	\$0.00	\$0.00

SB9

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$245,178.06	(\$60,700.63)	(\$141,619.09)	\$42,858.34

Policy Committee met July 7, 2016.

Discussion:

1. Policy changes to section A and H.
 - a. Two public review comments received
 - i. One in agreement with policy changes.
 - ii. Second was a question on the grade policy.
 - b. Recommend GC adopt the revised policies.

2. Review policies with respect to the new facility
 - a. No policy changes required.
 - b. Discussed Safe School Plan and specifics regarding fire plans, assembly areas, etc. which need to be reviewed/established for the new facility.

3. Transgender Policy sub-committee was sent read-ahead materials. First meeting not yet scheduled.

Submitted by Mark Huntzinger, Committee Chair

TASK	TARGETED COMPLETION DATE	LEAD STAFF	ASSIGNED TO	NOTES	COMPLETION DATE	QUESTIONS	COMPLETE?
Budget Planning	4/30/2016	Winn	Rhonda Cordova, GC	Facility Considerations: Utilities, Maintenance, Custodial Staffing, Furniture and Equipment -	4/18/2016	What are the current utility costs of Acoma?	YES
Room Assignments	ASAP	Winn		Work out classroom assignments for staff. Committee: Governing Council: Mark Huntzinger - Huntzinger.mark@gmail.com Administrator: Doreen Winn - dwinn@paparts.org Arts Coordinator: Naomi Elizabeth Montoya nmontoya@paparts.org Parent: Sandy Dierks - dierksse@aol.com Student: John Babington - jbabington13@gmail.com Core Academic Teacher: Laurie Blackwell - lblackwell@paparts.org Performing Arts Teacher: Ed Torrez - etorrez@paparts.org Special Education: Jennifer Lopez - jlopez@paparts.org Student: Syranda Wiley de Navarro - swileydenavarro@gmail.com	3/9/2016		YES
Create PAPA Design Committee	3/15/2016	Winn	Studio Southwest; Devin Cannady, APS Construction Manager		Done		YES
Design Contract Awarded	4/12/2016	APS		Met 4/18, 4/20, 4/28, With Movers (Kurt Wilson) and APS staff (Elvira Lopez) in charge of planning. Also communicating regularly through e-mail, phone, and at PAPA periodically. Create Facility Improvement Needs plan. Moving plan was changed to 7/18/16 to accommodate the need for painting and carpet.	In Progress - Completion target is now 7/29/16		YES
APS Moving Committee Meetings	6/14/2016- Move date changed to 6/13/16 and then 7/18/16.	Stewart Ingham	Winn				
Hire Part-time Custodian	7/11/2016	Winn	Winn/Chavez	Interviewing - No decision made	In Progress		YES
Construction Design Committee Meetings	6/1/2016	Richard Miller APS	Committee	Met 5/3, 5/11 6/6 School PAC Tour Pending Preliminary programs needs discussion has been completed. Next meeting will be on July 12th. July 12th meeting postponed by the architect. No meeting set, yet. Lawsuit over the bond election will not effect design, but may effect construction.	In Progress		
Discard of old books and unusable furniture	6/15/2016	Winn	Lavis, Lozano	Dispose of items in poor condition; donate usable/outdated/irrelevant books to various organizations. Removed chalkboards from the walls at Acoma. There was no place to send them, so Cannady said to move them to old PAPA using the moving company and leave them in a classroom.	Done Back in Progress with Furniture	What to do with furniture left at old PAPA as new was purchased? Stewart is looking into that.	

Packing/Preparation for Move	5/19/2016	Winn	PAPA Staff	Boxes and labeling directions through APS (Stewart Ingham), personal items taken home.	5/27/2016		YES
Plan to Moving musical instruments	Mid-End July	Torrez	Torrez; Morales	Rent a moving van to move all instruments PAPA parent was able to secure a truck from work. Ed Torrez has moved most of the orchestra instruments. Band is still pending. Isaac Trujillo and Jennifer Lopez moved all band instruments. Movers will move guitars and pianos as Josh Morales did not respond to a plan request.	7/18/2016	Pianos? APS will Move.	YES
Move	Tentative 6/13 Mid-End July 7/18-?/2016	APS	Stewart Ingham	Organize the movers and complete the move. Movers scheduled. Movers showed up on the 13th as they were not informed of the change. They were still able to move 4 truckloads of items that would not be housed in the painty/carpet rooms as well as the pianos and various outdoor tables. Move resumed 7/18 and has not been smooth. There were issues with being late, unmotivated workers, only 1 truck...Communication with company resulted in movers finally on track with 2 trucks by 7/21...	7/29/2016-7/25/16	GOW's furniture not worthy of moving?	YES
Move the storage unit	End of May/June 7/11/16	Danfelser	Danfelser	Move the storage unit PAPA owns to Acoma - Waiting on APS to decided where to move it. The company will move it. Move has been scheduled.	7/18/2016		YES
Preparation of Acoma (after current school moves out)	End of June Mid July	Winn	Stewart Ingham	What needs to be done? PAPA is responsible for cleaning and any reno work.	4/28/2016-7/20/16	Who will clean. Who will paint.?	YES
Work at Acoma	7/18/2016	Winn	committee	Work on cleaning, roach extermination, organizing crew for wall prep (nails, brackets, boards removed)... PAPA had school walls painted, new carpet in classrooms and reception area, roaches irradiated, mechanical systems fixed, facility cleaned, cleaning service hired for the kitchen area, picnic tables painted, tile floors stripped and waxed, etc...	In Progress	Install benches outside, chained to the wall to prevent theft?	
Unpacking Party	8/1/2016	Winn	PTSO	Parent and student volunteers to help PAPA staff unpack and set up classrooms	Pending		
Order Prometheans	5/4/2016 7/18/16	Winn	Danfelser	Place the order for all classrooms	Installation- scheduled- pending-moving date 6/20/16		YES
Set up Prometheans	8/4/2016-7/18/16-7/25/16	Winn	Danfelser	Work with company to set up/Move the existing 3 Company moved the 3 boards from old PAPA to new. New will arrive and scheduled to set up.	Installation- scheduled- pending-moving date 7/18/16 7/26/15		YES

Training on the use of Prometheans	8/9/2016	Chavez	Promethean Co.	Have the company train - Training schedule confirmed.	Planned during fall In-service. 8/10/16	What will be included in the renovation for initial set-up in the main building? New- delivered to Acoma?	YES
New Furniture Orders for Move	8/1/2016	Winn	Danfelsler	Assess old furniture, plan needs for new, order new Most orders have arrived and been assembled.	In Progress		
Marque	8/1/2016	Winn	Lavis	Types, size, cost...APS is having the name on the old sign changed. Sign is in the process of being changed. The company has it. PAPA's name will be posted on the front of the building as well. Marquee will be added to fundraiser priorities for the foundation and PTS if amiable. Quotes have been received for various sizes appropriate to a residential area.	Stalled - Existing sign is being changed	Funding?	
White Boards	8/1/2016	Winn	Lozano	Move with furniture. Acoma staff took all white boards. A moving company moved all the white boards from old PAPA, and APS Special Projects installed them at new PAPA.	In Progress	Do we need to take them?	YES
Celebration/Open House Planning	8/30/2016	Winn	Staff, PTSO, GC, Foundation	Planning Meeting 6/10/16 - Planned a Foundation celebration for August 30th to focus on fundraising. Met 7/19/16 for a regular foundation meeting. Decided to have an open house/dedication of the new building with Alumni invited as well as dignitaries. In lieu of a focus on fundraising, we will celebrate the building acquisition.	6/10/2016, 7/29/16		YES
Phones Changed Over	7/15/2016	Winn	APS - Steven Trujillo	Correlate with office preparation. System changed over. Equipment (phones) installation in progress.	Pending	Brian Thompson?	
Copier Moved	7/11/2016	Danfelsler	Southwest Copy Systems	Southwest Copy Systems Copiers and gestetner were moved.	7/11/2016		YES
Server Moved	7/1/2016	Winn	LDD Consulting	Get guest access to APS in the meantime. Accessed guest 6/16/16	7/14/2016		YES
Waste Management Service Changed	7/20/2016	Danfelsler	Waste Management	Get recycle bin at new site.	Pending		
Mail Service Changed	7/15/2016	Danfelsler	US Post Office	Started receiving mail at the new site.	7/18/2016		YES
Paint Offices	7/16/2016	Winn	Winn, Chavez, Lavis, Lopez, Lozano	Paint in order to expedite office move after July 1, 2016.	6/17/2016		YES
Paint Classrooms, Hallway and Café	7/15/2016	Winn	Bob's Painting	Took bids from APS, A-Wall, Bob's, Inspired, PAPA take all unnecessary items off the walls.	7/14/2016		YES

Phone/Fax Drops	7/29/2016	Winn	Stewart Ingham/Sound and Signal	Stewart called Sound and Signal July 25. They said they didn't have a PO from APS. Talked to them again on July 26. The drops will be installed by the end of the week with the priority to the fax line if necessary.	In Progress		
Replace Carpet where Needed	7/15/2016	Winn	Business Environments	Took bids from APS, A-Wall, H & H, Ray's Flooring, and Business Environments.	7/21/2016		YES
Moving Dance Portables	Before School Starts	Stewart Ingham	Sal War	Spoke with Stewart on about 7/11. He said the portables probably wouldn't be there until about a month into school. Assigned to Sal War from APS - confident it can be done -Stella called around 7/13. Spoke with Devin Cannady on 7/19 (construction manger) and recommended they get a large double or 2 portables from the APS surplus rather than try to remove the portables from old PAPA. He is working on it. Will probably see a couple of portables on the property over the next 2 weeks. Not set up...	In Progress		
Set up Classrooms and Offices	Before School Starts	Winn	Staff	Have all spaces set up in operational mode.	In Progress		
Prep Grounds	Before School Starts	Lazano	TBD	Plant garden out front, weeding, etc.	In Progress		
Order Signage	Before School Starts	Winn	Winn	Order signs directing entrance into building and labeling significant areas.	In progress		