

Public Academy for Performing Arts

Governing Council Meeting Agenda

Tuesday, September 27, 2016, 4:00 – 5:30 p.m.

Public Academy for Performing Arts Campus

11800 Princess Jeanne Ave NE, Albuquerque, NM 87112, Room 12

Type of meeting: Monthly

Chair: Marc Guggino

Invited to Attend:

1. Adam Ciepiela, GC Member	8. Sherry Allen, Staff Representative
2. Merry Dudley, GC Member	9. Jennifer Lopez, Staff Representative
3. Marc Guggino, GC President	10. Virginia Wilmerding, Staff Representative
4. Mark Huntzinger, GC Secretary	11. Daphne Smith, HS Student Council Representative
5. Michael Keith, GC Member	12. Delia Bradley, MS Student Council Representative
6. Joshua Vallano, GC Vice-President	13. Doreen Winn, Executive Director
7. Open Position	14. Rhonda Cordova, Business Manager

Scheduled Guest(s):

Scheduled Absence: Joshua Vallano

----- Agenda -----

1. Call to Order, Roll Call (Quorum 4/7 voting members)Chair..... 4:00 p.m.
2. Welcome and IntroductionsChair..... 4:03 p.m.
3. Approval of Agenda **ACTION ITEM**.....All 4:06 p.m.
4. Approval of Previous Meeting Minutes **ACTION ITEM**.....All 4:09 p.m.
5. Open Forum for Public Comment (Form Required).....Chair..... 4:12 p.m.
6. Budget & Finance Committee Report, Audit Update **BARS ACTION ITEM**...Adam Ciepiela and Rhonda Cordova.....4:17 p.m.
7. Out of State Travel Approval.....Doreen Winn.....4:30 p.m.
8. PARCC/NMSBA Update.....Melanie Chavez.....4:35 p.m.
9. GC Member Nomination ReportJennifer Lopez.....4:50 p.m.
10. Policy Report... **ACTION ITEM**Marc Huntzinger.....5:00 p.m.
11. Executive Director's ReportDoreen Winn5:10p.m.
 - a. Governing Council Staff Representatives
 - b. Written Report
 - c. Building Update
12. President's Report.....Marc Guggino 5:20 p.m.
 - a. Committee Assignments
13. Other Announcements/DiscussionAll 5:25 p.m.
14. Adjourn.....Chair..... 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
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

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

Date: 8/30/2016	Location: PAPA Room 12
Time: 4:00-5:30 PM	Facilitator: Joshua Vallano
Invitees in Attendance: Joshua Vellano, Mark Huntzinger, Adam Ciepiela, Michael Keith, , Jennifer Lopez, Virginia Wilmerding, Daphine Smith, Delia Bradley, Doreen Winn, Rhonda Cordova	
Not in Attendance: Marc Guggino	
Guests in Attendance: Merry Dudley, Jackie Danfelser	
Discussion	Resource
Call to Order 4:03 pm/Roll Call	Joshua Vallano
Welcome and Introductions	Joshua Vallano
Approval of Agenda Motion to approve by Adam Ciepiela, second by Mark Huntzinger, approved 4-0	Joshua Vallano
Approval of Minutes Motion to approve by Adam Ciepiela, second by Michael Keith, approved 4-0	Joshua Vallano
Open Forum for Public Comment - none	
Budget and Finance Report <ul style="list-style-type: none"> ▪ Finance Committee Report - Adam Ciepela ▪ Budget Report distributed and discussed <ul style="list-style-type: none"> ○ New budget items – Title III Bi-Lingual Grant and SB9 Tax Allocation ○ BARs – 001-047-1617-0001-I, -0002-I, -0003-I, -0004-I, -0005-I, -0006-IB, -0007-IB, -0008-IB, -0009-I, and -0010-I were presented and discussed. Bars were for actual cash carryover adjustments. Motion to approve by Mark Huntzinger, second by Michael Keith, approved 4-0. 	Adam Ciepela, Rhonda Cordova
APS Lease <ul style="list-style-type: none"> ▪ Draft lease between APS and PAPA for the Acoma Camus presented and discussed. <ul style="list-style-type: none"> ○ The lease is essentially the same as the Adams Street lease, grounds maintenance language was added. ○ Paragraph 5 on the uses of the SB9 distribution was discussed. Lease language indicated to be used for maintain and repair the facility, staff thinks SB9 language limits to equipment. ○ Motion to approve the lease pending the SB9 distribution language made by Joshua Terrazas second by Adam Ciepiela, approved 4-0. 	Doreen Winn
Executive Director's Report	Doreen Winn

Public Academy for Performing Arts Governing Council DRAFT Meeting Minutes

<ul style="list-style-type: none"> ▪ Building/Move Update ▪ PARCC, ACT and School Grade <ul style="list-style-type: none"> ○ Handouts included the 2016 school grade, ACT results, and PARCC score analysis. In general, PARCC scores higher than APS or Statewide, “grade to next grade” scores are up showing improvement as students’ progress. ACT scores improving year to year. ○ Staff evaluating lowest quartile and school growth scores for identify areas for improvement. 				
President’s Report – <ul style="list-style-type: none"> ▪ GC Self-Evaluation results were presented and discussed. <ul style="list-style-type: none"> ○ Training available 10-29 to 29 available from the NM Coalition of Charter Schools and monthly from the State PED. ▪ Nominating Committee Report – Jennifer Lopez <ul style="list-style-type: none"> ○ Merry Dudley has been nominated to fill the Community Member position. Motion to approve her appointment made by Adam Ciepiela, second by Mark Huntzinger, approved 4-0. ○ Solicitation of additional interested individuals to fill the open GC position to be made by Staff. 			Joshua Vallano	
Other Announcements/Discussion – <ul style="list-style-type: none"> ▪ Website still in development. ▪ Discussion on how instruction materials are budgeted. 				
Adjourn 5:21 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	
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	May GC	

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

		and Kelly Brewer	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 GC meeting	Doreen Winn	July GC meeting
Complete	List of committees and their members will be distributed to members via email	Mark Padilla	July 6th

Budget Report as of September 26, 2017

OPERATIONAL

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>	<u>% to Budget</u>
\$3,001,285.00	(\$613,743.21)	(\$2,239,723.15)	\$147,818.64	5%
			(\$13,709.10) Reallocate from IDEA B	
			\$130,333.80 Pending BAR	
			<u>\$264,443.34</u>	9%

INSTRUCTIONAL MATERIALS

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$48,819.86	(\$12,034.13)	(\$6,417.90)	\$30,367.83

Food Services

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$105,000.00	(\$3,162.54)	(\$117,347.96)	(\$15,510.50)
			<u>\$20,522.17</u> Pending BAR
			<u>\$5,011.67</u>

\$ 19,767.67 *Actual Cash*

Activities

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$89,996.38	(\$8,559.68)	(\$16,285.55)	\$65,151.15
			<u>\$46,743.00</u> Pending BAR
			\$111,894.15

Title I

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$62,916.00	(\$11,134.08)	(\$52,187.23)	(\$405.31)

IDEA B

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$76,403.00	(\$14,959.68)	(\$75,152.42)	(\$13,709.10)
			\$13,709.10 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>
\$20,545.00	\$0.00	\$0.00	\$20,545.00
			\$13,855.00 Pending BAR
			<u>\$34,400.00</u>

Medicaid

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$4,587.91	\$0.00	\$0.00	\$4,587.91

CNM

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$4,474.85	\$0.00	\$0.00	\$4,474.85

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>
\$0.00	\$0.00	\$0.00	\$0.00

HB33

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$231,593.00	(\$63,265.01)	(\$231,593.00)	(\$63,265.01)
			\$64,010.73 Pending BAR
			<u>\$745.72</u>

SB9 State Match

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

SB9 Tax Allocation

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$201,058.00	(\$179,743.40)	(\$21,077.05)	\$237.55
			<u>\$93,202.67</u> Pending BAR
			\$93,440.22

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: 001-047-1617-0011-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: 505-804-5056

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 24154.0000.41924 \$13,855

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
24154 Teacher/ Principal Training & Recruiting	1000 Instruction	53330 Professional Development	1010 Regular Education (K- 12) Programs	0000 No Job Class	\$18,000	\$9,000	\$27,000	
24154 Teacher/ Principal Training & Recruiting	2400 Support Services-School Administration	53330 Professional Development	0000 No Program	0000 No Job Class	\$2,545	\$4,855	\$7,400	
Sub Total						\$13,855		
Indirect Cost								
DOC. TOTAL						\$13,855		

Justification:

Carryover award

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		
Name	Role	Date
Rhonda Cordova	Business Manager	9/26/2016 12:57:04 PM

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: 001-047-1617-0012-1B
Fund Type: Flowthrough

Adjustment Type: Initial Budget

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 27195.0000.43202 \$6,075

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
27195 Teachers Hard to Staff Stipend	1000 Instruction	51300 Additional Compensation	1010 Regular Education (K- 12) Programs	1411 Teachers- Grades 1-12		\$5,000	\$5,000	
27195 Teachers Hard to Staff Stipend	1000 Instruction	52111 Educational Retirement	0000 No Program	0000 No Job Class		\$695	\$695	
27195 Teachers Hard to Staff Stipend	1000 Instruction	52112 ERA - Retiree Health	0000 No Program	0000 No Job Class		\$100	\$100	
27195 Teachers Hard to Staff Stipend	1000 Instruction	52210 FICA Payments	0000 No Program	0000 No Job Class		\$280	\$280	
Sub Total						\$6,075		
Indirect Cost								
DOC. TOTAL						\$6,075		

Justification:

Award Letter received for Laura Blackwell

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	9/15/2016 2:16:11 PM

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: 001-047-1617-0013-IB
Fund Type: Flowthrough

Adjustment Type: Initial Budget

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: 505-804-5056

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 27188.0000.43202 \$137,000

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
27188 Teacher and School Leader Incentive Pay	1000 Instruction	51300 Additional Compensation	1010 Regular Education (K-12) Programs	1411 Teachers-Grades 1-12		\$79,500	\$79,500	
27188 Teacher and School Leader Incentive Pay	1000 Instruction	51300 Additional Compensation	2000 Special Programs	1412 Teachers-Special Education		\$3,500	\$3,500	
27188 Teacher and School Leader Incentive Pay	1000 Instruction	52111 Educational Retirement	0000 No Program	0000 No Job Class		\$4,587	\$4,587	
27188 Teacher and School Leader Incentive Pay	1000 Instruction	52112 ERA - Retiree Health	0000 No Program	0000 No Job Class		\$660	\$660	
27188 Teacher and School Leader Incentive Pay	1000 Instruction	52210 FICA Payments	0000 No Program	0000 No Job Class		\$1,980	\$1,980	
27188 Teacher and School Leader Incentive Pay	1000 Instruction	52220 Medicare Payments	0000 No Program	0000 No Job Class		\$723	\$723	
27188 Teacher and School Leader Incentive Pay	1000 Instruction	52311 Health and Medical Premiums	0000 No Program	0000 No Job Class		\$4,140	\$4,140	
27188 Teacher and School Leader Incentive Pay	1000 Instruction	52500 Unemployment Compensation	0000 No Program	0000 No Job Class		\$660	\$660	

27188 Teacher and School Leader Incentive Pay	2100 Support Services-Students	51300 Additional Compensation	0000 No Program	1315 Psychologists/C ounselors		\$4,314	\$4,314
27188 Teacher and School Leader Incentive Pay	2100 Support Services-Students	51300 Additional Compensation	2000 Special Programs	1211 Coordinator/Su bject Matter Specialist		\$2,250	\$2,250
27188 Teacher and School Leader Incentive Pay	2100 Support Services-Students	51300 Additional Compensation	2000 Special Programs	1214 Guidance Counselors/Soc ial Workers		\$2,250	\$2,250
27188 Teacher and School Leader Incentive Pay	2100 Support Services-Students	52111 Educational Retirement	0000 No Program	0000 No Job Class		\$938	\$938
27188 Teacher and School Leader Incentive Pay	2100 Support Services-Students	52112 ERA - Retiree Health	0000 No Program	0000 No Job Class		\$135	\$135
27188 Teacher and School Leader Incentive Pay	2100 Support Services-Students	52210 FICA Payments	0000 No Program	0000 No Job Class		\$405	\$405
27188 Teacher and School Leader Incentive Pay	2100 Support Services-Students	52220 Medicare Payments	0000 No Program	0000 No Job Class		\$148	\$148
27188 Teacher and School Leader Incentive Pay	2100 Support Services-Students	52311 Health and Medical Premlums	0000 No Program	0000 No Job Class		\$2,000	\$2,000
27188 Teacher and School Leader Incentive Pay	2100 Support Services-Students	52500 Unemployment Compensation	0000 No Program	0000 No Job Class		\$135	\$135
27188 Teacher and School Leader Incentive Pay	2400 Support Services-School Administration	51300 Additional Compensation	0000 No Program	1112 Principals		\$24,500	\$24,500
27188 Teacher and School Leader Incentive Pay	2400 Support Services-School Administration	52111 Educational Retirement	0000 No Program	0000 No Job Class		\$626	\$626
27188 Teacher and School Leader Incentive Pay	2400 Support Services-School Administration	52112 ERA - Retiree Health	0000 No Program	0000 No Job Class		\$90	\$90

27188 Teacher and School Leader Incentive Pay	2400 Support Services-School Administration	52210 FICA Payments	0000 No Program	0000 No Job Class		\$270	\$270	
27188 Teacher and School Leader Incentive Pay	2400 Support Services-School Administration	52220 Medicare Payments	0000 No Program	0000 No Job Class		\$99	\$99	
27188 Teacher and School Leader Incentive Pay	2400 Support Services-School Administration	52311 Health and Medical Premiums	0000 No Program	0000 No Job Class		\$3,000	\$3,000	
27188 Teacher and School Leader Incentive Pay	2400 Support Services-School Administration	52500 Unemployment Compensation	0000 No Program	0000 No Job Class		\$90	\$90	
					Sub Total	\$137,000		
					Indirect Cost			
					DOC. TOTAL	\$137,000		

Justification:

Award letter for FY2017

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	9/27/2016 9:35:24 AM

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: 001-047-1617-0014-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: 505-804-5056

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 27103.0000.41924 \$519

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
27103 2008 Dual Credit Instructional Materials/ HB2	1000 Instruction	56112 Other Textbooks	1010 Regular Education (K- 12) Programs	0000 No Job Class		\$519	\$519	
Sub Total						\$519		
Indirect Cost								
DOC. TOTAL						\$519		

Justification:

Award letter for FY2017

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

Name	Role	Date
Rhonda Cordova	Business Manager	9/26/2016 1:03:22 PM

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: 001-047-1617-0015-1
Fund Type: General Fund / Capital Outlay / Debt Service

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: 505-804-5056

Email: rhondacordova1000@outlook.com

FLOWTHROUGH ONLY	
Budget Period: Jul 1 2016 12:00AM	To: Jun 30 2017 12:00AM
A. Approved Carryover:	
B. Total Current Year Allocation:	
D. Total Funding Available:	

Revenue 23000.0000.41705 \$46,743

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
23000 Non-Instructional Support	1000 Instruction	56118 General Supplies and Materials	1010 Regular Education (K-12) Programs	0000 No Job Class	\$50,000	\$46,743	\$96,743	
Sub Total						\$46,743		
Indirect Cost								
DOC. TOTAL						\$46,743		

Justification:

Actual revenues received as of 09-26-16

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	9/26/2016 12:55:26 PM

TRAVEL REQUEST FORM

Name:

Su Hodson

Title:

Chicago International Film Festival Industry Days
Film: Media Teacher

Name of Conference/Workshop:

10-20-16 to 10-23-16

Date of Conference/Workshop:

Location:

ESTIMATED TRAVEL COSTS

Out of State Travel - Requires Board Approval

Airline Ticket	387.910 ~	\$ 329.95
Hotel (Receipts required - actual expenses up to \$215 per night)		\$ <u>Five</u>
Rental Car		\$ <u>—</u>
Meals: Out of State (Receipts required - actual expenses for meals up to \$45 a day) (No gratuities or alcoholic beverages)	120.00	\$ 200.00
Partial Day Per Diem Reimbursement: (May be claimed after travel)		\$ _____
Other Allowable Expenses: (Parking, shuttle, bus, etc.)		\$ <u>25.00</u>
Total Registration Fees:		\$ <u>150.00</u>
TOTAL ESTIMATED COST OF TRAVEL:		\$ 479.95 <u>637.910</u>

Approved By:

Print Name:

Signature:

In-State Travel

Hotel: In-State (Receipts required - actual expenses up to \$215 per night)		\$ _____
Rental Car or Mileage		\$ _____
Meals: In-State (Receipts required - actual expenses for meals up to \$30 a day) (No gratuities or alcoholic beverages)		\$ _____
Partial Day Per Diem Reimbursement: (May be claimed after travel)		\$ _____
Other Allowable Expenses: (Parking, shuttle, bus, etc.)		\$ _____
Total Registration Fees:		\$ _____
TOTAL ESTIMATED COST OF TRAVEL:		\$ _____

Employee Signature:

Su Hodson

**PAPA Assessment Summary
Governing Council Meeting Presentation
2015-16**

Celebrate!

- ◊ PAPA's "B" on report card—top 1/3 mid and high schools in ABQ and NM
- ◊ Only PAPA and 2 other ABQ HSs earned an "A" in graduation rate (top 9%)

PARCC ELA

- ◆ PAPA ELA % 4s and 5s (meets and exceeds expectations) beat NM for all grades, 6—11
- ◆ PAPA—nearly all cohorts showed growth
- ◆ PAPA ELA 6 scored higher than all but two PARCC states (9 states with data)
- ◆ ELA 11 scored higher than all PARCC states

PARCC MATH

- ◆ PAPA—nearly all cohorts showed growth
- ◆ Grades 8 and Alg 2 more than doubled % in NM who met & exceeded expectations (scores of 4, 5)
- ◆ PAPA Math 7 scored higher than all but two PARCC state, tied with one

SBA Science, Grades 7, 11

Grade 7 outscored APS and NM % proficient & advanced by 15% (PAPA—60%, NM & APS 45%)
53% of grade 11 proficient/advanced compared to 42% APS and 39% NM

Concerns

- ◊ Improved growth but not to PAPA's "projected trajectory"
- ◊ Growth for bottom 1/4 of students—>0 meaning higher than expected score, but does not close achievement gap and catch up quickly enough
- ◊ Growth of all students and overall % proficient

PARCC ELA

- ◆ 38% of ELA students (6-11) met/exceeded standards
- ◆ Lower 1/4ile ELA grew 2.45 pts
- ◆ Analyzing, synthesizing multiple texts difficult, especially with informational text (history and science) at all grades
- ◆ Understanding points of view, conflicting evidence and multi-cultural perspectives difficult

PARCC MATH

- ◆ 20% of math students met/exceeded standards
- ◆ Lower 1/4ile grew 1.48 pts
- ◆ Low rigor
- ◆ Too frequent "simple" step tasks in daily work and on assessments
- ◆ Not bridging gap from NM standards to Common Core

Plans for Improvement

Department meetings (6-12, vertical) math, ELA, science and social studies

- ⇒ Analyze assessment data
- ⇒ Identify curricular strengths and weaknesses
- ⇒ Strategically plan for PARCC, SBA and EoCs
- ⇒ Develop plans to implement necessary changes
- ⇒ Identify bottom quartile and bubble students
- ⇒ Identify skill deficits for all students, especially bottom 1/4 and bubble and strategies to remediate deficits

Math

- ◇ Standards-based MS curriculum, lessons to address stds (instead of covering textbook)
- ◇ Remediation 8th period—below grade level and grade level skills and progress toward standard
- ◇ Mastery = 80%
- ◇ Improve rigor and complexity of questions and daily activities
- ◇ Use PARCC practice tests (3) as formative assessments to further identify curricular weaknesses and individual student needs
- ◇ Binders with series of activities/lessons from multiple sources that address standards with focus on hands-on, active learning

ELA

- ◇ Use PARCC practice tests (3) as formative assessments to identify curricular weaknesses and individual student needs
- ◇ Improve rigor and complexity of questions and daily activities
- ◇ Use PARCC practice tests, released items to increase student understanding of test taking strategies and skills
- ◇ Use question stems that mimic PARCC items, depth of thinking
- ◇ Focus on higher order skills (analyze, developing arguments/evaluate, evidence, compare/contrast, finding and using textual evidence, research simulation)
- ◇ Emphasize writing in all ELA classes, encourage writing in history and science

Policy Committee Proposed Changes

9/9/2016

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.

Background investigations shall be repeated every five years.

Academic Achievement / Students:

- Middle School students who qualified at the end of last year by earning no less than a C in all their classes were treated to a dance facilitated by Mrs. Torrez.
- The NHS recruited Juniors and Seniors to be mentors to middle school students.
- Progress reports were sent home to parents.
- 66 dual credit students began their classes. PAPA staff have been contracted by CNM to teach Film, French, and our newest course, Flamenco. There are 5 staff members supporting students with over 20 different courses this semester.
- Seniors are on the move, researching scholarships and getting their applications in order! An official Senior meeting was held to make sure students have everything they need and know who to go to for help to ensure that their last year at PAPA is successful, and transition into college is smooth.
- All standardized test scores are in, and plans are being created to utilize the data to improve instruction and meet the needs of individual students.
- John Babington and Maricella Aceves have been named Official Student Ambassadors for CNM. They were also awarded \$500 scholarships. Congratulations!
- Congratulations Patrick England! Patrick was selected for the National Academy of Future Scientists and Technologists Award of Excellence for outstanding academic achievement, leadership potential and determination to serve humanity in the field of science and technology.
- 8th period tutorial was added to the school day for High School Geometry and Algebra II.
- 26 IEP's were held over the past month to ensure our special needs and gifted students' academic program is up-to-date.

Performing Arts / Activities

- Auditions were held and rehearsal began for the high school musical, Guys and Dolls.
- Auditions were held for the school mascot.
- MS Student Council sponsored Constitution Day with a door decorating and costume contest. Dr. Wilmerding's class won the door decorating, and winners of the costume contest were 1st place: Eli Behrens, 7th grade; 2nd place: Maysie Kilgore, 8th grade; 3rd place: Jade Lopez, 6th grade.
- Members of Les Chanteuses serenaded the school by singing the Star Spangled Banner in celebration of the birthday of the National Anthem and recognition of 9/11.
- PAPA 6th grade students took a field trip to the National Hispanic Cultural Center as part of their Wheel Class. They were introduced to theater from the backstage and technical point of view.
- Our students are very busy outside of PAPA this past month playing soccer, football, and volleyball for other high schools, participating in drill teams, dance performances, theater and even working the background on the set of Godless.

Professional Development / Staff

- English and mathematics teachers collaborated with Ms. Chavez to analyze the latest PARCC scores, drilling down to the student/standard level and looking for vertical trends. The information gained will be used to plan more meaningful instruction and provide support for students.
- Staff are working on Professional Development Plans and reviewing Summative Evaluations. 77% of the teaching staff scored an effective or above rating. The overall average rating was

above that of APS and the state. Our students also outscored most PARCC schools across the nation in ELA and were comparable in mathematics (see GC presentation by Melanie Chavez). Our student achievement scores provided excellent data to use for improvement, primarily in the area of mathematics.

- 19 Certified staff members received an award through the NMPED Performance Pay Pilot Program for exceeding the number of points considered adequate on student achievement measures in their Summative Evaluation, for significant grade-level student growth, and/or earning highly effective or exemplary on their evaluation.
- Mrs. Weems is working with CNM Dual Credit, UNM TRIO group, UNM Student Center and College Connect NM to assist students will dual credit, college applications, scholarships and FAFSA.
- The GC Policy Committee met and recommended changes.

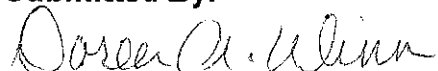
Community

- We appreciated having so many parents and community members attend Open House last month. Several special guests were present including APS Superintendent, Raquel Reedy; APS Board Member, Don Duran; Former Acoma Principal, Theresa Fullerton; APS Director of Charter Schools, Joseph Escobedo; NMCCS Directors, Kelly Calahan and Greta Roskom; PAPA Founder, Bob Pearls, and former GC Members, Kelly Brewer, Kristin Clay, Mark Padilla, and Tracy Nieto and many more! Founders and Governing Council Members were honored with a plaque in recognition of our permanent facility. Thank you PTSO, Student Ambassadors, and all who helped with the event.
- The annual Title I meeting was held during Open House.
- Plans are being made with the PTSO and Foundation for the Spaghetti Dinner right before the Thanksgiving Holiday.
- Special thanks to Ms. Caldwell, Ms. McIntyre, and Ms. Saavedra-Mendez from Walgreens on Coors for giving our students, teachers, and staff members flu shots.
- Lost and found items were donated to Cerebral Palsy Association.

Facility

- PAPA Building Committee met with Studio Southwest Architects and APS Capital Master Plan for further assessment of the PAPA construction design.
- The lawsuit filed against the APS bond election to invalidate the bond is now at the NM Supreme Court. The bond in question is funding PAPA's construction.
- The dance portables are just about ready for use! The floor has been installed along with paint, ceiling tiles, and landscaping. The soundproofing in the Band room is complete. It was decided not to spend the money on the acoustical tiles in the Choir/Orchestra room as it will be turned into a black box theater. We are looking at other acoustic alternatives.

Submitted By:



Doreen A. Winn