

**Public Academy for Performing Arts  
Draft Governing Council Meeting Minutes April 30, 2019**

<b>Date:</b> 04/30/2019	<b>Location:</b> PAPA Room 2
Governing Council Meeting	
<b>Time:</b> 4:16 to 8:05	<b>Facilitator:</b> Elizabeth Roybal
<b>Invitees in Attendance:</b> Elizabeth Roybal (voting member), Mark Huntzinger (voting member), Michael Keith (voting member), Jennifer Lopez (voting member), Phil Krehbiel (voting member), Michael Matsko (voting member) left at 5:45 , Mance Anderson (voting member) left at 5:55 , Virginia Wilmerding, Carol Torrez, Doreen Winn, Rhonda Cordova,	
<b>Not in Attendance:</b> MS student reps, Sherry Allen (faculty rep) Santana Gonzales, (HS Honor Society)	
<b>Guests in Attendance:</b> Olivia Roybal (student), Tamara Lopez (Director of Special Services)	
<b>Discussion</b>	<b>Resource</b>
1. <b>Call to Order</b> at 4:16 pm/ Roll Call, 7 voting members present	Elizabeth Roybal
2. <b>Welcome and Introductions</b> of all present.	Elizabeth Roybal
3. <b>Approval of Agenda</b> <ul style="list-style-type: none"> <li>Motion to approve the agenda was made by Mance Anderson, seconded by Michael Keith , approved 7-0</li> </ul>	Elizabeth Roybal
4. <b>Approval of Prior Meeting Minutes</b> <ul style="list-style-type: none"> <li>Motion to approve the agenda as amended was made by Phil Krehbiel, seconded by Michael Matsko and approved 7-0.</li> </ul>	Elizabeth Roybal
5. <b>Public Comment</b> - none	
6. <b>Budget and Finance Report</b> <ul style="list-style-type: none"> <li>The Finance Committee meeting was held at 7:30am today with Rhonda Cordova, Phil Krehbiel, Michael Matsko, Melanie Chavez, and Doreen Winn present. The check register, bank reconciliation, check register, and the detailed revenue and expenditure report through March 2019 were reviewed. Our current carryover is \$19,274.63. APS requires that we have 0.5% of our entire budget as a carryover. They sent us a Notice of Concern stating that we did not have this required carryover in June 2018-. Mark Huntzinger asked Mrs. Winn to send APS a letter stating that one reason we did not have this last year was because PED took a large portion of our carryover. Mark Huntzinger made a motion to approve the Budget Report with Liz Roybal making the second. The motion carried 7-0.</li> <li><b>a) BARS/Permanent Transfer:</b> No BARS were required.</li> <li><b>b) Bank Search Update:</b> US Bank provides the best options for us including Positive Pay, Pledge Collateral, and Automatic Upload for payroll. Phil Krehbiel made a motion to move our accounts to US Bank with Michael Matsko making the second. The motion carried 7-0.</li> <li><b>c) 2019/20 Budget Review:</b> The budget amount is based upon 450 student enrollment. Including a carryover of \$10,000.00, PAPA will have a budget of \$3,407,319.72 for the 2019/20 school year. We have 6 teachers retiring and 1 special education teacher is needed based on the students coming in from this year's lottery. We have budgeted for all their replacements to be Level 3</li> </ul>	Michael Matsko  Rhonda Cordova  Rhonda Cordova  Rhonda Cordova Doreen Winn  Doreen Winn

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<p>teachers. Michael Matsko made a motion to approve the 2019/20SY Budget, Salary Schedule and Calendar with Phil Krehbiel making the second. The motion carried 7-0.</p> <p><b>7. Executive Director's Report</b></p> <p>a) <b>Facility Update:</b> Mrs. Winn met with the APS Capital Master plan Review Committee. The Committee voted on the following recommendations following the election: 1) Reinstate the expiring SB-9 mill levy at no tax increase 2) Issue GO Bonds at no tax increase for facility construction and update 3) Reprioritize a portion of the existing tax pay approved funding not sufficient to complete projects and redirect to projects that can be completed immediately. The Committee completed an extensive process to prioritize projects based on greatest need. Twelve projects were placed in priority. Progress on PAPA's facility will be stopped at the design of Phase I. It will be picked up in 2021.</p>	<p>Doreen Winn</p>
<ul style="list-style-type: none"> <li>• <b>Written Report:</b></li> <li>• An administrative review by NMPED of our Breakfast and Lunch program resulted in high marks. In our 2<sup>nd</sup> year of administering this program, we only had 2 minor findings. 1) We did not notify families in writing of the student's certification eligibility. 2) We miscalculated an eligibility on one form.</li> <li>• Our APS Charter Renewal packet is complete and turned in. They asked us to complete it now versus in the Fall.</li> <li>• We have 43 graduates this year. Twenty-five of them are lifers.</li> <li>• The Alibi newspaper conducted their yearly Best of Burque poll and PAPA was found to be the Best Charter School!</li> </ul>	<p>Doreen Winn</p>
<p><b>8. Organizational Business</b></p> <p>a) <b>Legislative Updates:</b> New laws resulting from the latest legislative session mandate that we write some new policies around the topics of medical marijuana in school, bullying, and incorporating active shooter drills into our regimen of drills. Our policy committee will meet on May 1 to begin this process.</p> <p>b) <b>Committee Updates:</b></p> <ul style="list-style-type: none"> <li>• <b>GC Nominating Committee:</b> The committee met and discussed several applicants. They recommend Alexis Corbin to fill Position 5 as a community member. Elizabeth Roybal directed Tamara Lopez to reconvene to gather more parent applicants. Filling the parent position is tabled until May. Elizabeth Roybal made a motion to approve Ms. Corbin as a GC Member and to table filling the parent position until May with Mance Anderson making the second. The motion carried 7-0.</li> <li>• <b>Policy Committee:</b> The discussion of the new policy and procedures for calculating licensed employee training and experience will be tabled until the Committee Chairman can discuss the new rules mandated by the legislature with our Business Manager. Mark</li> </ul>	<p>Mark Huntzinger</p> <p>Tamara Lopez</p> <p>Mark Huntzinger</p>

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<p>Huntzinger made a motion to table the discussion with Michael Keith making the second. The motion carried 7-0. However, a discussion was had to try and determine what constitutes an “accredited institution” when we are deciding if a staff member’s hours from said institution count towards a pay increase.</p> <p>c) <b>Training Hours Update:</b> Departing members, Michael Matsko and Michael Keith, still need to obtain their training. Our newest members, Mance Anderson and Phil Krehbiel, will participate in the PAPA GC Onboarding Course being taught by Jennifer Lopez on May 7 and 14.</p> <p>d) <b>Signatures:</b> No signatures were required.</p>	<p>Elizabeth Roybal</p> <p>Elizabeth Roybal</p>
<p>9. <b>President’s Report:</b>  The Senior Showcase is May 2nd and 3<sup>rd</sup>. GC members should attend so that when we discuss our arts programs, we can begin to speak from experience. Also, graduation is on May 10. We need to be at the location by 5:30.</p>	<p>Elizabeth Roybal</p>
<p>10. <b>Other Announcements/Discussion:</b>  A quorum was present at the Community Budget Meeting held immediately prior to this meeting.</p>	<p>Mark Huntzinger</p>
<p>11. <b>Executive Session for Limited Personnel Issues</b>  The motion to go into Executive Session in accordance with NMSA 10-15-H(2) was made by Jennifer Lopez at 5:55 and seconded by Mark Huntzinger. A roll call vote was taken with all members voting to go into Executive Session. A motion to reopen the meeting in accordance with NMSA 10-15-H(2) was made by Jennifer Lopez at 7:59 and seconded by Mark Huntzinger, with all members <u>present</u> approving via a roll call vote.</p> <p>12. <b>Actions resulting from the Executive Session</b>  Mark Huntzinger made a motion to call a Special Meeting at which we will interview Director candidates, decide on Doreen Winn’s contract extension and discuss goals and benchmarks for the new Director. Elizabeth Roybal seconded the motion which carried 5-0.</p> <p>13. <b>Adjourn at 5:56.</b> Our next scheduled meeting is a Special Meeting on May 6, 2019 at 4:15. Our regularly scheduled meeting will be held on May 28, 2019 at 4:15.</p>	<p>Elizabeth Roybal</p>
<b>Status</b>	<b>Action Item</b>
	<b>Resource</b>
	<b>Due Date</b>

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