

Public Academy for Performing Arts

Governing Council Meeting Agenda

Tuesday, November 28, 2017, 4:15 – 5:45p.m.

Public Academy for Performing Arts Campus

11800 Princess Jeanne Ave NE, Albuquerque, NM 87112, Room 2

Type of meeting: Monthly

Chair: Joshua Vallano

Invited to Attend:

- | | |
|--|---|
| 1. Mark Huntzinger, GC Secretary | 8. Sherry Allen, Staff Representative |
| 2. Michael Keith, GC Member | 9. Virginia Wilmerding, Staff Representative |
| 3. Jennifer Lopez, GC Member | 10. Carol Torrez, Staff Representative |
| 4. Michael Matsko, GC Member | 11. Doreen Winn, Executive Director |
| 5. Elizabeth Roybal, GC Vice President | 12. Rhonda Cordova, Business Manager |
| 6. Joshua Vallano, GC President | 13. Juan Andres Rodriguez, HS Student Council President |
| 7. Open Position | 14. Isis Lopez, MS Student Council President |

Scheduled Guest(s):

Scheduled Absence:

----- Meeting Agenda -----

- | | | |
|---|-----------------------------------|-----------|
| 1. Call to Order, Roll Call (Quorum 4/6 voting members) | Chair | 4:15 p.m. |
| 2. Welcome and Introductions | Chair | 4:17 p.m. |
| 3. Member Training Update | All | 4:20 p.m. |
| 4. Approval of Agenda ACTION ITEM | All | 4:23 p.m. |
| 5. Approval of Previous Meeting Minutes ACTION ITEM | All | 4:26 p.m. |
| 6. Open Forum for Public Comment (Form Required) | Chair | 4:30 p.m. |
| 7. Budget & Finance Committee Report, BARS | Michael Matsko and Rhonda Cordova | 4:40 p.m. |
| a. Financial Records Review ACTION ITEM | | |
| b. BARS ACTION ITEM | | |
| 8. Executive Director's Report | Doreen Winn | 4:50 p.m. |
| a. Written Report | | |
| 9. Organizational Business | Joshua Vallano | 5:00 p.m. |
| a. Vacant Council Position ACTION ITEM | | |
| 10. President's Report | Joshua Vallano | 5:10 p.m. |
| 11. Closed Session to Discuss Student Information | Joshua Vallano | 5:20 p.m. |
| 12. Other Announcements/Discussion | All | 5:35 p.m. |
| a. Performing Arts Committee Meeting - Room 2 - Follows Today's Council Meeting | | |
| b. Committee Updates | | |
| 13. Adjourn | Chair | 5:45 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 -----

Audit Committee – Michael Matsko (Chair), Elizabeth Roybal, Rhonda Cordova, Ruby Arispe, Russ Romans, Doreen Winn

Finance Committee – Michael Matsko (Chair), Mark Huntzinger, Rhonda Cordova, Doreen Winn – Meets at 7:30a.m.monthly, the same day of the Council Meeting.

Long-Range Planning – Michael Keith (Chair), Joshua Vallano, Michael Youngman, Doreen Winn, Naomi Montoya

Performing Arts Committee – Elizabeth Roybal (Chair), Joshua Vallano, Michael Keith, Doreen Winn, Naomi Montoya

Policy Review Committee – Mark Huntzinger (Chair), Joshua Vallano, Merry Dudley, Doreen Winn, Jennifer Lopez, Virginia Wilmerding

Website Committee – Joshua Vallano (Chair), Michael Keith, Stella Lavis, Jackie Mickey, Doreen Winn

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DRAFT Governing Council Meeting Minutes October 31, 2017

Date: 10-31-2017	Location: PAPA Room 2
Time: 4:15-4:58 PM	Facilitator: Elizabeth Roybal
Invitees in Attendance: Elizabeth Roybal, Mark Huntzinger, Michael Keith, Michael Matsko, Virginia Wilmerding, Carol Torres, Doreen Winn , Rhonda Cordova	
Not in Attendance: Joshua Vallano, Sherry Allen, Isis Lopez, Juan Andres Rodriguez	
Guests in Attendance: Jackie Danfelser	
Discussion	Resource
1. Call to Order 4:15 pm/Roll Call, 4 voting members present	Elizabeth Roybal
2. Welcome and Introductions	Elizabeth Roybal
3. Approval of Agenda Motion to approve the agenda with the removal of item 10 was made by Michael Matsko, seconded by Mark Huntzinger, approved 4-0	Elizabeth Roybal
4. Approval of Minutes Motion to approve the minutes of the September 26, 2017 meeting was made by Michael Keith, seconded by Michael Matsko, approved 4-0.	Elizabeth Roybal
5. Open Forum for Public Comment – none	
6. Budget and Finance Report <ul style="list-style-type: none"> Finance Committee Meeting was held, present were Michael Matsko, Mark Huntzinger, Doreen Winn, and Rhonda Cordova. The bank register report, bank reconciliation report, journal entries, the detailed report for September 2017 and the Quarterly Report were reviewed. The Budget Report as of October 27, 2017 was presented and discussed. The motion to approve the Budget report was made by Michael Matsko, seconded by Mark Huntzinger, approved 4-0 BARS: <ul style="list-style-type: none"> Five BARS were presented and discussed. 0015-I increased the Teacher/Principal Training by \$7,228 a carryover balance. 0016-I increased the Teacher/Principal Training by \$3,699 a carryover balance. 0017-I sets the initial budget for Dual Credit at \$5,360. Ms. Cordova to check if this should be –IB. 0018-I is the award of \$1,500 from CNM Foundation. 0019-I is the award of \$280,143 for lease reimbursement, these funds are transferred to APS per the facility lease. 	Michael Matsko and Rhonda Cordova

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<ul style="list-style-type: none"> • Motion to approve approve BARS 0015-I through 0019-I by Mark Huntzinger, seconded by Michael Matsko, approved 4-0 • The motion to approve the Finance Packet was made by Mark Huntzinger, seconded by Elizabeth Roybal, approved 4-0 			
<p>7. Executive Director's Report</p> <ul style="list-style-type: none"> • Written report was provided. • Information was provided on the NM DASH submittal. The 90-day plan includes academic performance and mission specific (performing arts) goals. • Ivonne Orozco was recognized as the PED NM Teacher of the Year. A luncheon will be held on November 21, 2017 and GC members are invited. 			Doreen Winn
<p>8. Organizational Business</p> <ul style="list-style-type: none"> • Two Vacant Council Positions – Positions 1 and 2 are open with the resignation of Merry Dudley. Position 1 is in its first year of a 3 year term. Position 2 is in its second year of a 3 year term. <ul style="list-style-type: none"> ○ The motion to approve the nomination of Jennifer Lopez to Position 1 and to have Joshua Vallano meet with Mr. Neuenschwander was made by Elizabeth Roybal, seconded by Michael Matsko, approved 4-0. • Membership Training report: <ul style="list-style-type: none"> ○ Mark Huntzinger attended the Open Meetings Act and Inspection of Public Records Act training. ○ PED has approved the training to be conducted as part of the Charter School Coalition meeting on December 8-9, 2017. • NM Office of State Auditor Disposition of Assets Request. The letter to the State Auditor and the list of assets disposed of from the move to Acoma was presented; the list signed was by three GC members. 			Elizabeth Roybal
<p>9. President's Report</p> <ul style="list-style-type: none"> • None 			Elizabeth Roybal
<p>10. Removed</p>			Elizabeth Roybal
<p>11. Other Announcements/Discussion</p> <ul style="list-style-type: none"> • A quorum of GC members was present at PAPA on October 20, 2017 during the PAPA Fall Festival. No business was discussed. 			Elizabeth Roybal
<p>12. Adjourn 4:58 pm</p>			
<p>Next schedule meeting November 28, 2017 4:15</p>			
Status			Action Item
		Resource	Due Date
In	Establish procedure to have a GC member as a second	Finance	

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Progress	line signer on all PAPA checks	Committee	
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v1

FY2018
Transaction Type: Actuals

Posted Status	Attachments	Transaction Number	Origin	Transaction Date	Transaction Comment	Transaction Recorded Date	Transaction Recording User
True		0 00040786	J/E	10/11/2017	Client Analysis Fee October 2017	11/27/2017	riovato
True		0 00040787	J/E	10/12/2017	Bankcard Fees	11/27/2017	riovato

Finance Meeting on November 28, 2018

[Signature]

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Packet Includes:

- * Journal Entries Listed Above
- * Bank Register Report for October 2017
- * Bank Reconciliation for October 2017
- * Detailed Revenue & Expenditure Report as of 11-27-17

Budget Report as of November 27, 2017

OPERATIONAL

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>	<u>% to Budget</u>
\$2,888,349.16	(\$1,017,314.56)	(\$1,840,375.31)	\$30,659.29	1%
			(\$6,017.69) <i>Reallocate IDEA B</i>	
			<hr/> \$24,641.60	

INSTRUCTIONAL MATERIALS

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$22,363.95	(\$14,617.42)	(\$854.31)	\$6,892.22

Food Services

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$113,908.00	(\$37,217.59)	(\$70,928.95)	\$5,761.46

(\$4,618.59) *Actual Cash Balance*

Activities

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$134,917.18	(\$38,069.13)	(\$28,363.93)	\$68,484.12

Title I

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$63,136.00	(\$20,089.57)	(\$40,465.36)	\$2,581.07

IDEA B

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$66,137.00	(\$21,192.28)	(\$54,139.40)	(\$9,194.68)
			\$3,177.00 <i>BAR Increase</i>
			<hr/> (\$6,017.68) <i>Reallocate to SEG</i>

Title III

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

Teacher/Principal Training

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$33,190.00	(\$1,286.34)	(\$21,192.53)	\$10,711.13

Medicaid

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$7,347.52	(\$406.60)	\$0.00	\$6,940.92

CNM

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$2,969.43	(\$2,000.00)	(\$2,000.00)	(\$1,030.57)
			\$1,500.00 <i>Pending BAR</i>
			\$469.43

GO Bond Library

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$5,360.00	\$0.00	\$0.00	\$5,360.00

Youth Chat Grant

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$2,750.00	\$0.00	(\$840.52)	\$1,909.48

Lease Reimbursement

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$280,143.00	(\$116,726.25)	(\$163,416.75)	\$0.00

HB33

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$313,722.56	(\$70,318.52)	(\$238,088.90)	\$5,315.14

SB9 State Match

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$16,106.00	\$0.00	\$0.00	\$16,106.00

SB9 Tax Allocation

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$121,538.00	(\$12,673.29)	(\$22,711.23)	\$86,153.48

Academic Achievement / Students:

- Mid-quarter progress reports went home.
- Seniors attended a FAFSA workshop in preparation for scholarship and financial aid for college.
- PAPA participated in lots of college visits last month: Adams State, UNM Fall Preview Day, NM Tech Exploration Day, NMSU, WNMU, ENMU
- NMSBA Science re-takes were administered to Seniors.
- The advanced Spanish class went on a field trip to UNM El Centro de la Raza.
- Midweek Mindfulness continues.
- Mrs. Torrez hosted a workshop during MS lunch entitled, What to do if You are Failing a Class.

Performing Arts / Activities

- The Sisneros Family and PAPA's Flamenco program, La Compania performed in a festival in Mountainair.
- PAPA's Flamenco students traveled to Mountainair Public Schools to perform, teach and do an introduction to the history of Flamenco.
- Chinese Cultural Performers visited PAPA. PAPA students were treated to a performance by Chinese Cultural Performers who were in Albuquerque for the #AbqChineseLanternFest.
- Musical Theater performed Oklahoma!
- PAPA graduate Nimbe Ruiz was a guest artist in Hip Hop.
- Orchestra and Choir held performances.
- Theater participated in George Nason Drama Showcase Festival.
- Senior mentoring for Senior Showcase took place during in-service.
- NMHU held a Peabody Conservatory Master Class and auditions.
- Dr. Wilmerding presented a lecture at the National Dance Educator Organization Conference in San Antonio.
- Film students learned about Special FX Props from Ryan Cowles IATSE480 Props where they worked on electronic arms.
- Film students received Fencing training by Mr. Koller in preparation for a film they are producing.
- PAPA Art Department displayed work reflecting the DADA artistic movement (1916-1922).
- It was a great day for PAPA participants in the NM Educator's Association District VII Guitar Honor Ensembles Concert! PAPA's Nick Aragon, Luke Dierks, Connor Gonzales and Johnathan Ortiz joined 70 of the top young guitarists to perform in this prestigious event. They represented PAPA well, and Connor and Nick were selected to be soloists!
- Film and Photography students won the Future Voices of New Mexico Film and Photography monthly contest for Alien Abduction a film by Anaya Gonzalez and Ciara Barnett for her photograph.

Professional Development / Staff

- Laurie Blackwell was chosen to be PAPA's representative to the New Mexico Teach Liaison Network, and informational advisory group to the Public Education Department.
- The Arts teachers worked together to plan and begin creating quarterly assessments to monitor skill development in each of the performing arts. They administered the first round of tests and meet to assess data and adjust assessments. The goal is to have baseline data for the future.
- Su Hudson is working to create a streamlined set of standards for the Film Department. She is utilizing standards from national networks as well as the NM Standards and Benchmarks in Visual Arts and Performing Arts.
- The Mathematics Department traveled to another school to observe a success program designed to be very individualized and focused on student development.
- The first round of observations is beginning to wind down. These will be completed by the end of the semester.
- PAPA staff was trained in being an LGBTQ+ safe environment.
- The NMPED EOC Revision Team for Spanish met at PAPA to develop/revise statewide assessments.

- The PAPA staff held a turkey drive for PAPA students.

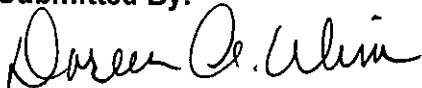
Community

- YouthCHAT Peer to Peer Retreat with NMDOH and other youth groups was attended by PAPA's Youth CHAT team. They also attended a training with students from NACA and Health Leadership HS. The focus was suicide prevention, youth health, and leadership.
- HS Student Council held a Movie Night.
- Students participated in I Am Me screening and a Safe Zone/Bully Prevention poster Contest. The winner of the contest was LaNaeh Rogers! He was originally from Cameroon.
- Congratulation Arturo Carrera, PAPA Freshmen!! He went through the Naturalization Ceremony became an official Citizen of the United States of America!
- We had a great turnout of parents at PAPA's Thanksgiving Lunch.

Facility

- No progress.

Submitted By:



Doreen A. Winn

2017-18 PAPA GOVERNING COUNCIL

COUNCIL MEMBERS

President - Joshua Vallano, Marketing/Creative Director, Urban Walrus 505-203-1544 jvallano@urbwal.com

Vice President - Elizabeth Roybal, Armstrong Properties Realtor, 505-249-4296 lizroybal@comcast.net

Secretary - Mark Huntzinger, Bohannon Houston Engineer, 505-453-7075 Huntzinger.mark@gmail.com

Member - Michael Keith, Music Mart Manager, 505-514-3318 mkeith1@outlook.com

Member - Jennifer Lopez, Retired Educator, 505-269-7753 jessl@q.com

Member - Michael Matsko, Accountant, Fidel, Perner & Michnovicz LLC, 505-440-9422 mrmatsko28@gmail.com

FACULTY ADVISORY (NON VOTING MEMBERS – MAY CHANGE EACH YEAR)

Virginia Wilmerding

Sherry Allen

Carol Torrez

STUDENT ADVISORS (NON VOTING MS/HS STUDENT COUNCIL PRESIDENTS)

Juan Andres Rodriguez, HS Student Council President

Isis Lopez, MS Student Council President

COUNCIL MEMBERSHIP

#	POSITION	LENGTH OF TERM	2016/17 YEAR IN CYCLE	2017/18 YEAR IN CYCLE	2018/19 YEAR IN CYCLE	2019/20 YEAR IN CYCLE
1	Jennifer Lopez Community	3-year	3	Term Out New 1	2	3
2	Open Community	3-year	1	2	3	Term Out New 1
3	Michael Matsko Community	3-year	2	3	Term Out New 1	2
4	Mark Huntzinger Parent	3-year	2	3	Term Out New 1	2
5	Michael Keith Parent	3-year	1	2	3	Term Out New 1
6	Joshua Vallano Parent	3-year	3	Term Out New 1	2	3
7	Elizabeth Roybal Parent	3-year	2 Completing Term	3	Term Out New 1	2

GOVERNING COUNCIL COMMITTEES 2017-18

Audit Committee – Michael Matsko (Chair), Elizabeth Roybal, Rhonda Cordova, Ruby Arispe, Russ Romans, Doreen Winn

Finance Committee – Michael Matsko (Chair), Mark Huntzinger, Rhonda Cordova, Doreen Winn

Long-Range Planning – Michael Keith (Chair), Joshua Vallano, Doreen Winn, Naomi Montoya

Performing Arts Committee – Elizabeth Roybal (Chair), Joshua Vallano, Michael Keith, Doreen Winn, Naomi Montoya

Policy Review Committee – Mark Huntzinger (Chair), Doreen Winn, Jennifer Lopez, Virginia Wilmerding

Website Committee – Joshua Vallano (Chair), Michael Keith, Stella Lavis, Jackie Mickey, Doreen Winn

GOVERNING COUNCIL MEETING DATES 2017-18

Meetings take place at PAPA at 4:15pm. in Room 2

Meeting Dates: 8/29, 9/26, 10/31, 11/28, 12/12, 1/30, 2/20, 3/20, 4/24, 5/29, 6/26, 7/31

SCHOOL CONTACTS

Front Office – 505-830-3128

Doreen Winn Cell – 505-414-2585

Melanie Chavez Cell – 505-550-1911