

Public Academy for Performing Arts

Governing Council Meeting Agenda

Tuesday, January 31, 2016, 4:00 – 5:20 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:

- | | |
|--------------------------------------|--|
| 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. Elizabeth Roybal, GC Member | 13. Doreen Winn, Executive Director |
| 7. Joshua Vallano, GC Vice-President | 14. Rhonda Cordova, Business Manager |

Scheduled Guest(s):

Scheduled Absence(s):

----- Agenda -----

- | | | |
|---|---------------------|-----------|
| 1. Call to Order, Roll Call (Quorum 4/7 voting members) | Chair..... | 4:00 p.m. |
| 2. Welcome and Introductions | Chair..... | 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 Report | Doreen Winn..... | 4:45p.m. |
| a. Written Report | | |
| b. Updates – Legislature, Budget, School Board Election, Canteen, Facility | | |
| 9. President's Report..... | Marc Guggino | 5:00p.m. |
| a. Required Training Hours | | |
| b. Governing Council Opening | | |
| 10. Other Announcements/Discussion | All..... | 5:10 p.m. |
| 11. Adjourn..... | Chair..... | 5:20 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

Sign in Sheet for GC Meeting

Date: 1-31-17

Name	Title
1 <u>Dora A. Uli</u>	<u>E.D.</u>
2 <u>Aronda Gordon</u>	<u>Business Mgr.</u>
3 <u>Sherry Allen</u>	<u>teacher</u>
4 <u>Jennifer Lopez</u>	<u>Director of Special Services</u>
5 <u>LIZ ROYBLO</u>	<u>GOVERNING COUNCIL</u>
6 <u>MARC HOUTZINACK</u>	<u>G.C.</u>
7 <u>Michael Keith</u>	<u>G.C.</u>
8 <u>Wilmerding</u>	<u>faculty rep</u>
9 <u>Mr. Guggisberg</u>	<u>GC</u>
10 <u>Merry Dudley</u>	<u>GC</u>
11 <u>Daphne Smith</u>	<u>HSSC President</u>
12 <u>Clara Lopez</u>	<u>MSSC Vice President</u>
13 <u>Sasha Vafiana</u>	<u>GC</u>
14 <u>Theresa Chung Allen</u>	<u>Assist</u>
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Public Academy for Performing Arts Governing Council DRAFT Meeting Minutes

Date: 12/13/2016	Location: PAPA Room 18
Time: 4:00-5:30 PM	Facilitator: Joshua Vallano
Invitees in Attendance: Joshua Vallano, Mark Huntzinger, Michael Keith, Elizabeth Roybal, Jennifer Lopez, Virginia Wilmerding, Doreen Winn, Rhonda Cordova, Daphne Smith,	
Not in Attendance: Marc Guggino, Merry Dudley, Adam Ciepiela, Sherry Allen, Delia Bradley	
Guests in Attendance: Olivia Roybal, Naomi Elizabeth Montoya	
Discussion	Resource
Call to Order 4:05 pm/Roll Call, 4 voting members present	Joshua Vallano
Welcome and Introductions	Joshua Vallano
Approval of Agenda Motion to approve the agenda was made by Mark Huntzinger, second by Michael Keith approved 4-0	Joshua Vallano
Approval of Minutes Motion to approve the minutes was made by Mark Huntzinger, second by Elizabeth Roybal, approved 4-0.	Joshua Vallano
Open Forum for Public Comment – none	
Budget and Finance Report <ul style="list-style-type: none"> Finance Committee Report. Marc Guggino, Doreen Winn, and Rhonda Cordova met and reviewed the journal entries, bank register, and bank reconciliation. No issues reported. Per student (unit value) reduction of ~\$60/student is probable from the Special Legislative session. Overall budget impact is ~\$40,000. Discussion being held at the state level that the carry-over balance as of July 1, 2016 would also be subject to a percent reduction to address the state budget shortfall. The Budget Report distributed and discussed <ul style="list-style-type: none"> BARS: BAR 001-047-1647-0018-D for instructional materials was reduced by \$3,326 as part of the Special Legislative session budget cuts; BAR 001-047-1617-109-I SB-9 allotment budget increase of \$93,203. 	Rhonda Cordova
Website Update <ul style="list-style-type: none"> The framework web site was presented and discussed. Next step is to upload content and go live. <ul style="list-style-type: none"> Discussion included performance DVD/CD's or live streaming, who will 	Joshua Vallano

Public Academy for Performing Arts Governing Council DRAFT Meeting Minutes

maintain the web site, mobile application.			
Executive Director's Report <ul style="list-style-type: none"> • Written report provided. • The results of the administration's meeting with Canteen (food service provider) was provided and discussed. Further discussions will occur. • 180th day STARS report was provided: 381 students • Reported that the APS Board of Education approved continuing with the capital improvement plans. Comments made on the level of participation and enthusiasm by the Building Committee and school staff in the project development. 			Doreen Winn
President's Report <ul style="list-style-type: none"> • None 			Joshua Vallano
Other Announcements/Discussion <ul style="list-style-type: none"> • Elizabeth Roybal and Michael Keith provided information on the New Mexico School Board Association meeting they attended. 			
Adjourn 5:18 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	

Budget Report as of January 30, 2017

OPERATIONAL

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>	<u>% to Budget</u>
\$3,131,618.80	(\$1,569,917.29)	(\$1,392,407.22)	\$169,294.29	5%
			\$20,000.00	Reallocate Maintenance cost to fund 21000
			(\$42,024.00)	Pending BAR
			(\$13,546.32)	Reallocate from IDEA B
			<u>\$133,723.97</u>	4%

INSTRUCTIONAL MATERIALS

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$45,493.86	(\$25,023.05)	(\$424.29)	\$20,046.52

Food Services

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$125,522.17	(\$38,934.33)	(\$85,500.58)	\$1,087.26
			\$ 24,357.67 Actual Cash

Activities

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$136,739.38	(\$56,022.33)	(\$36,893.23)	\$43,823.82

Title I

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$62,916.00	(\$31,994.50)	(\$31,271.62)	(\$350.12)

IDEA B

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$76,403.00	(\$44,997.70)	(\$44,951.62)	(\$13,546.32)
			\$13,546.32 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	(\$12,140.40)	(\$13,725.80)	\$8,533.80

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>
\$6,974.85	(\$3,060.42)	(\$2,000.00)	\$1,914.43

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	(\$163,202.06)	(\$116,572.90)	\$0.04

HB33

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$295,603.73	(\$200,037.05)	(\$94,820.96)	\$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>
\$294,260.67	(\$194,446.90)	(\$17,212.54)	\$82,601.23

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: 001-047-1617-0020-D

Fund Type: General Fund / Capital
Outlay / Debt Service

Adjustment Type: Decrease

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: Jul 1 2016 12:00AM

To: Jun 30 2017 12:00AM

A. Approved Carryover:

B. Total Current Year Allocation:

D. Total Funding Available:

Revenue 11000.0000.43101 (\$42,024)

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000 Operational	1000 Instruction	51100 Salaries Expense	1010 Regular Education (K- 12) Programs	1411 Teachers- Grades 1-12	\$1,204,460	(\$42,024)	\$1,162,436	
Sub Total						(\$42,024)		
Indirect Cost								
DOC. TOTAL						(\$42,024)		

Justification:

Final SEG Calculation

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	1/4/2017 6:55:03 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: 001-047-1617-0021-I
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: 505-604-5056

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 \$31,825

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	\$136,739	\$31,825	\$168,564	
					Sub Total	\$31,825		
					Indirect Cost			
					DOC. TOTAL	\$31,825		

Justification:

Revenues Collected as of 01-30-17

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

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

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

1/30/2017 9:24:41 PM

Academic Achievement / Students:

- Administration has been hosting planning meetings with struggling students and their parents in an attempt to improve attendance and grades during the 2nd semester.
- Students participated in EOC's for semester classes.
- A record number of students (169) earned Honor Roll status and were awarded with an ice cream social celebrating excellence.
- The lottery window opened January 9th. The Lottery Open House will occur February 16th. It closes on February 24th. We have 112 applicants so far.
- Administration met with Juniors in preparation for transition meetings.
- Student Intent to Return to PAPA forms are due February 10th.
- Juniors participated in ASVAB testing.
- HS students participated in a presentation on Biomechanical Principles.

Performing Arts / Activities

- Five PAPA Choir and Guitar students attended NM Educators Association High School All State Music Festival.
- Fourteen PAPA Choir students were selected to participate in New Mexico American Choral Directors Association All State in Las Cruces. Kimara Reynolds was honored as a soloist.
- The MS Theater Department performed "Aunt Leaf".
- High School Theater participated in Poetry Out Loud. There was awesome entertainment by PAPA Advanced Guitar during the tabulation of points. Congratulations to Juan Andres Rodriguez who earned 1st place and will represent the school at the state Poetry Out Loud contest on Sunday, March 12th at 1:00pm at the NM Museum of Art in Santa Fe.
- Students played a variety of games during Panda Games, a fundraiser for Film.
- Band student, Nick Aragon was selected to attend Jazz All-State in Las Cruces.
- MS students were rewarded with a dance for earning good grades.
- The MS Musical held auditions for the spring musical.
- Dance Ensemble held Workshop & Shop, a fundraiser where attendees were able to take dance classes from professionals including some PAPA alumni.
- The Winter Formal was held in a beautiful setting at the Albuquerque Museum of Art.
- NM State Poet, Valerie Martinez held a Poetry Out Loud workshop for HS Acting/Thespians.

Professional Development / Staff

- Congratulations to Mrs. Leann Tonjes, NM Finalist for State Teacher of the Year!
- Mr. Sisneros and Mr. Koller attended an AP Symposium.
- All staff received Promethean Training.
- Mr. Trujillo, Mr. Morales and Mr. Torrez attended NM Music Educators Association meeting and HS All State Music Festival.
- We are still searching for a full-time Special Education Teacher, highly qualified in Mathematics and/or Science.
- Teachers participated in a survey to measure the climate of PAPA. We then analyzed the results as a staff, created a SWOT and made some short-term goals. In the next step, we will plan future meetings for long-term planning.
- Teachers participated in required training online to fulfill yearly review in several different safety and confidentiality areas.
- Teachers completed their mid-year reflections for evaluation.

- Testing coordinators participated in several trainings in preparation of NMSBA, EOC, PARCC, and Accuroster.
- Ms. Montoya and Dr. Wilmerding are participating in creating the State's End-of-Course exam for dance. There is not currently a test.
- Administration attended meetings of the APS School Board Candidate Forum, Charter Leader, APS Charter School Capital and Facility Survey Presentation, Dual Credit, Performance Contract Design Team, and LESC.

Community

- Staff enjoyed a wonderful appreciation lunch hosted by the PTSO.
- PAPA is now participating in school-wide recycling.
- PAPA Advance Theater and Film were awarded a grant from UNM, funded by the Conrad H. Hilton Foundation. They will create short films promoting youth substance abuse prevention.
- SAC/SHAC met.
- The policy committee met to discuss changes in dual credit.
- The PTSO, Foundation and PAPA held a post production meeting for the Spaghetti Dinner.
- PAPA Facebook had 973 "Likes"😊

Facility

- There is no update on the electrical and HVAC testing.
- A company is currently performing soil tests for foundation plans as the design process continues for the new addition.

Budget Cuts

- Instructional Materials = -\$3,326
- Unit Value Decrease = -\$42,024
- Potential Cuts to 2016-17 Carry-over = -\$57,000(on the Governor's desk) and possibly an additional \$44,867 pending Bills in the Legislature

Submitted By:



Doreen A. Winn

PUBLIC ACADEMY FOR PERFORMING ARTS LONG-RANGE PLANNING PART 1 - SUMMARY OF PAPA CLIMATE 1-3-17

STRENGTHS	WEAKNESSES
Teachers, administration, and support staff commitment; student diversity and acceptance; community support; passion; creativity; dedication	Student skills; communication; facility; unclear expectations; lack of organization; lack of time; funding; technology/resources
OPPORTUNITIES	THREATS
Real-world connections; building community; define expectations and collaborate; innovate and expand programs; charter school advocacy; support each other	PED and Feds/legislature; student apathy; lack of passion for the arts due to the lottery; lack of advanced programming at high school level in academics and arts; outside influences (drugs, SES), misuse of technology; transportation

SHORT-TERM IMPROVEMENT GOALS

1. Increase communication from administration to staff in order to ensure clear expectations, directions, and organization of events.
 - a. Frequent communication with ample notification of events and deadlines. Staff will check calendars regularly – Outlook, website, in the lounge. Staff will ask questions of the administration when they are not clear on information or expectations.
 - b. Review Governing Council meeting minutes or attend meetings.
 - c. Schedule arts calendar to ensure that all concerts are not during the same week or interfere with final exam preparation.
 - d. Monthly staff meetings.
 - e. Specialized committees as needed.
2. Implement a school-wide wide effort to increase student motivation and accountability.
 - a. Define what motivation and accountability looks like in each discipline. What action needs to take place?
 - b. Collaborate on ways to combat at-risk factors causing students to experience a lack of success.
 - c. Make core classes goal oriented.
 - d. Consider more advanced level courses (audition and skill-based).
 - e. Revise EPSS and Performance Contract Goals.
3. Provide more time for teacher and student support efforts.
 - a. Yearly calendar input meetings.
 - b. Consider time built into the school day schedule for staffing.
 - c. Master schedule suggestions provided to administration.
 - d. Devote more staff meeting time to work through student support concerns.
 - e. Collaborate to increase mentoring opportunities.
4. Decrease the amount of burnout, frustration
 - a. Accept factors that cannot be controlled. Instead, find successful ways to work within/around that which we have no control. Problem-solve.
 - i. ie. State, NMPED and Federal regulations – assessment, lottery, attendance...
 - ii. Work within the assessment rules utilizing resources made available to us.
 - b. Decrease negative assumptions and judgments by having clear communication between administration and staff concerning factors affecting decisions.
 - c. Make the decision to be team-centric as opposed to self-centric.
 - d. Use the FISH Philosophy: choose your attitude, play at work, make someone's day, be present
5. Build Community
 - a. Celebrate successes/focus on the positive - utilize social media and announcements...
 - b. Promote school spirit through assemblies and special events...
 - c. Seek out surrounding community involvement and support – invite surrounding community to events and School Advisory Council. ie. community parade
 - d. Take advantage of strategic promotional opportunities. ie. Recruitment fairs
 - e. Seek ways to recruit more performing arts-focused students for the lottery. ie. Strategic advertising
 - f. Show student support by attending events or volunteering outside your area of expertise.

Quick Tally

Total 234

Family Engagement Survey – Fall 2016-17

The Title I Department in Albuquerque Public Schools is working to strengthen partnerships between schools and families in order to help children perform better in school. The purpose of this survey is to learn about your involvement in the school and how this school has met your family's needs. The results of the survey will be summarized and used to make improvements.

School:

Public Academy For Performing Arts

047

Environment

(1) This school is welcoming to families.

(2) My student can focus on learning at school because s/he feels (if you have more than one student at this school, please select one for your responses):

(2a) physically safe (Example: does not feel s/he will be hurt by other students)

(2b) emotionally safe (Example: does not feel verbally threatened)

(2c) respected in class (Example: feels safe enough to speak up in class)

Academics

(3) The school helps me understand what my child is expected to learn.

(4) The school respects me as a valuable partner in my student's education.

(5) The school staff considers my opinion when making decisions about my student.

(6) The school supports me in helping my student with schoolwork at home.

(7) The school regularly communicates with me about my student's academic progress.

Volunteering and Participation in Family Activities

(8) Have you ever volunteered at this school? If "No," please skip to question 9. 13

Yes

No

69

152

(8a) For which of the following reasons did you become a volunteer at this school? Please mark ALL that apply.

A staff member encouraged me to volunteer. 21

I read about volunteering in the "School Family Engagement Policy." 8

Other families told me about volunteer opportunities at the school. 7

I wanted to be a part of the school community and help our students. 58

(8b) What has been MOST IMPORTANT to your success with volunteering? PLEASE SELECT ONE.

Training and help from school staff 8

Using my talents to help the students 28

Encouragement from school staff and/or students 18

Connecting with other families 21

Which of the following is a barrier to your participation in family activities at this school? Please mark ALL that apply.

Need childcare 8

Do not have transportation 6

Do not receive notification 26

My work and/or school schedule 124

Do not feel comfortable at the school 5

Unsure if a translator will be available 3

Notification came, but it was late 20

Have never been asked 43

12



SHEET TITLE

SCHEMATIC
SITE PLAN

AS-101