Sign in Sheet for GC Meeting

Date: 9/26/17

	name	TITIE
1	MARK HUNTZINGER	ac Menbr
2	Joshua Vallano	G-c Member
3	EUZARETH POYF	BL GC MEHISER
4	MichaelKeite	GC Member
5	Doreen Winn	Executive Director
6	The and Cha	uz Assist Div
7	Therry all	ed teacher member
8	Milmed	e PhD Gaculty rep.
9	2/00	Faculty rep.
10	This Sopez "	MS Student Council Pres
11	0	
12		
13		
14 15		
15 16		
10 17		
18		
19		
20		
	Rhonda Cordova	in attendance, but didn't
	sign in . De	

Public Academy for Performing Arts Governing Council Meeting Agenda

Tuesday, September 26, 2017, 4:15 - 5:35 p.m.

Public Academy for Performing Arts Campus

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

	Type of meeting: Invited to Attend:	1. Merry Dudley, GC Member 2. Mark Huntzinger, GC Secretary 3. Michael Keith, GC Member 4. Michael Matsko, GC Member 5. Elizabeth Roybal, GC Vice President 6. Joshua Vallano, GC President 7. Open Position	 9. Virgi 10. Carol 11. Dores 12. Rhon 13. Juan 	ry Allen, Staff Representative nia Wilmerding, Staff Representative I Torrez, Staff Representative en Winn, Executive Director ida Cordova, Business Manager Andres Rodriguez, HS Student Council President copez, MS Student Council President
		Scheduled Guest(s): Scheduled Absence: Mark Huntzinger		
		Meeting Ager	nda	
1.	Call to Order, Roll Call (C	Quorum 4/7 voting members)	Ch	nair
2.	Welcome and Introduction	ns	Ch	nair
3.				l4:20 p.m.
ŧ.		_		l
5.	=			nair4:30 p.m.
5.	a. Financial Recorb. Audit Update	ds Review		so and Rhonda Cordova4:40 p.m.
7.	a. A.7.1 Members	m Suspension and Expulsion and Appe		ntzinger4:50 p.m.
8.	Executive Director's Report	ort		Winn5:00 p.m.
9.		nmittee for Vacant Position	Joshua '	Vallano5:10 p.m.
١٥.	President's Report		Joshua V	/allano5:20 p.m.
1.	Other Announcements/Dis	scussion	Al	l5:30 p.m.
2	Adjourn	••••••••••••	Ch	air 5:35 n m

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

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

Public Academy for Performing Arts DRAFT Governing Council Meeting Minutes August 29, 2017

Date: 8-29-2017	Location	PAPA Room 2		
Time: 4:15-5:21 PI		r: Joshua Vallano		
Invitees in Attend		nger, Elizabeth Roybal, Michael Matsko, Michael	Keith, Michael	
		en, Doreen Winn , Rhonda Cordova, Cassity Cant		
	: Virginia Wilmerd			
Guests in Attenda	nce: Melanie Chave	ez, Tamara Lopez, Byron Taylor, Jackie Danfelser	, Olivia Roybal	
Discussion			Resource	
1. Call to Ord	er 4:15 pm/Roll Ca	II, 7 voting members present	Joshua Vallano	
2. Welcome a	nd Introductions		Joshua Vallano	
3. Approval o Motion to approve Matsko, approved	the agenda was m	nade by Elizabeth Roybal, second by Michael	Joshua Vallano	
4. Affidavit of GC Members The annual affidavit were distributed to all GC members, completed copies were collected by Ms. Danfelser				
5. Approval of Minutes				
	the minutes of the Joshua Vallano, app	e July 25, 2017 meeting was made by Elizabeth proved 7-0.	Vallano	
6. Open Forur	n for Public Commo	ent – none		
 Audit Comrcomplete. Ameeting. Finance Cowling, and Incheck register reclassified Discussion there are two Motion to a one accounts second by Incheck Policy Inchest. 	A brief on the information of th	e committee report and to move all funds to activities account was made by Elizabeth Roybal,	Michael Matsko, Rhonda Cordova	

Public Academy for Performing Arts DRAFT Governing Council Meeting Minutes August 29, 2017

		 0009-D decreased the operational account by \$3,966 as a result of the above the journal entry adjustments. 	
		· · · · · · · · · · · · · · · · · · ·	
		 0010-T transferred \$13,000 from fund 2100 – support services to fund 3100 – food services. 	
		o 0011-l increases by \$500 the youth chat carryover balance.	
		o 0012-T transfers \$20,000 from fund 4000 capital outlay to fund 2900	
		other support services for building maintenance.	
ļ .		O The motion to approve BARS 00 9-D, 0010-T, 0011-I and 0012-T was	
		made by Joshua Vallano, second by Elizabeth Roybal, approved 7-0.	
	8.	Policy Committee	Mark
	•	Proposed changes to sections A.7.1, A.8.D, H.3.6, and H.7 were presented and discussed.	Huntzinger
	•	The motion to remove the proposed change to A.8.D and to send the other	
		proposed changes for public comment was made by mark Huntzinger,	
		seconded by Joshua Vallano, approved 7-0.	
	9.	Executive Director's Report	Doreen Winn
	•	Written report was provided.	
	•	Lunch service	
		 There is one employee, three student work study, and parent 	
		volunteers work the food service.	
		 Initial learning curve on lunch ordering has been addressed. 	
	•	Billings with Canteen for food service last year	
		The questions on food purchases have been resolved.	
		The questions on labor billing are being addressed with an offer to pay	
		based on PAPA's timesheet information.	
		APS Maintenance of the building. APS had indicated that future maintenance	
		through APS would be billed where previously the lease reimbursement funds	
		were used for building maintenance. APS indicated SB-9 funds could be used	
		for this work. Indications are APS is reconsidering this position based on the	
		past practice.	
		•	
	•	The School Grade and test results for 2017 were presented and discussed.	
		Ms. Chavez presented the results of the analysis, see handout.	
	10	PARCC/NIMSRA/EOC Tosting report Organizational Business	6.4l. *
	10.	PARCC/NMSBA/EOC Testing report Organizational Business	Melanie
	•	The School Grade and test results for 2017 were presented and discussed.	Chavez
		Ms. Chavez presented the results of the analysis, see handout.	
	11	Organizational Business	
	.I.	-	
	•	The GC training requirements and the September PED training schedule were discussed.	
		uiscusseu.	

Public Academy for Performing Arts DRAFT Governing Council Meeting Minutes August 29, 2017

14. Adjou	urn 5:21 pm	
	5.22 p	
14. Adjou	urn 5:21 pm	
None		Vallano
13. Othe	r Announcements/Discussion	Joshua
• None		Vallano
12. Presi	dent's Report	Joshua

Budget Report as of September 21, 2017

OPERATIONAL

Budget	Actuals	Encumbrances	Balance	% to Budget
\$2,892,315.00	(\$534,364.30)	(\$2,233,051.23)	\$124,899.47	4%
			(\$6,228.69)	
			(\$3,965.84) Decrease BAR	
		_	\$114.704.94	

INSTRUCTIONAL MATERIALS

Budget	Actuals	Encumbrances	Balance
\$22,363.95	(\$4,599.49)	(\$10,581.78)	\$7,182.68

Food Services

Budget	Actuals	Encumbrances	Balance	
\$113,908.00	(\$20,409.46)	(\$84,891.50)	\$8,607.04	

(\$8,938.55) Actual Cash Balance

Activities

Budget	Actuals	Encumbrances	Balance	
\$89,819.18	(\$8,490.21)	(\$22,521.47)	\$58,807.50	
			\$45,098.00	BAR
		_	\$103,905.50	-

Title I

Budget	Actuals	Encumbrances	Balance
\$63,136.00	(\$10,011.05)	(\$50,074.95)	\$3,050.00

IDEA B

Budget	Actuals	Encumbrances	Balance
\$66,137.00	(\$7,501.55)	(\$68,041.14)	(\$9,405.69)
			\$3,177.00 BAR Increase
		_	(\$6,228.69) Reallocate to SEG

Title III

Budget	Actuals	Encumbrances	Balance
\$65.00	\$0.00	\$0.00	\$65.00

Teacher/Principal Training

Budget \$33,190.00 Medicaid	<u>Actuals</u> \$4.66	Encumbrances (\$255.00)	Balance \$32,939.66	
Budget \$7,347.52	<u>Actuals</u> (\$365.48)	Encumbrances (\$21.99)	Balance \$6,960.05	
CNM				
Budget \$2,969.43	Actuals \$0.00	Encumbrances (\$4,000.00)	Balance (\$1,030.57)	
GO Bond Library				
Budget \$0.00	<u>Actuals</u> \$0.00	Encumbrances \$0.00	Balance \$0.00	
Youth Chat Grant				
Budget \$2,250.00	<u>Actuals</u> \$0.00	Encumbrances \$0.00	Balance \$2,250.00 \$500.00 \$2,750.00	Pending BAR
Lease Reimbursemen			7 - , , , , , , , , , ,	
Lease Reimbursemen	τ			
<u>Budget</u> \$0.00	<u>Actuals</u> \$0.00	Encumbrances \$0.00	Balance \$0.00	
НВ33	V	40.00	φο.σο	
Budget \$313,722.56	<u>Actuals</u> (\$69,091.74)	Encumbrances (\$239,315.68)	Balance \$5,315.14	>
SB9 State Match				
Budget \$16,106.00	<u>Actuals</u> \$0.00	Encumbrances \$0.00	<u>Balance</u> \$16,106.00	
SB9 Tax Allocation				
Budget \$121,538.00	<u>Actuals</u> (\$2,060.54)	Encumbrances (\$13,639.56)	Balance \$105,837.90	

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

Adjustment Type: Increase

Fund Type: Flowthrough

Doc. ID: 001-047-1718-0013-I

Fiscal Year: 2017-2018

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: 07/01/2017

To: 06/30/2018

A. Approved Carryover: **B. Total Current Year Allocation:**

D. Total Funding Available:

24106.0000.41924 Revenue

\$3,177

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
24106 Entitleme nt IDEA-B		51100 Salaries Expense	2000 Special Programs	1412 Teachers- Special Education	\$29,000	\$3,177	\$32,177	
					Sub Total	\$3,177		
					Indirect Cost			
					DOC. TOTAL	\$3,177		

Justification:

Carryover Increase award letter

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>

Role

<u>Date</u>

Rhonda Cordova

Business Manager

9/25/2017 7:44:29 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: 001-047-1718-0014-I Fund Type: General Fund / Capital

Outlay / Debt Service

Adjustment Type: Increase

Fiscal Year: 2017-2018

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 2017 12:00AM

To:

Jun 30 2018 12:00AM

A. Approved Carryover:

B. Total Current Year Allocation:

D. Total Funding Available:

Revenue 23000.0000.41705

\$45,098

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
23000 Non- Instructio nal Support	1000 Instruction	56118 General Supplies and Materials	1010 Regular Education (K- 12) Programs	0000 No Job Class	\$89,819	\$45,098	\$134,917	
''-	<u> </u>				Sub Total	\$45,098		_
					Indirect Cost			
					DOC. TOTAL	\$45,098		

Justification:

Actual Revenues Received as of 09-21-17

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 9/21/2017 8:51:33 PM

DRAFT POLICY CHANGES 7/31/2017

A.7.1 Members: (updated 11/29/2016)

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)

A.7.1 New Members:

(updated xxxxxxx)

New Mexico Administrative Code (NMAC) Section 6.80.5 *et.seq.* adds restrictions on new members. New members cannot vote on any items of business until they complete the training outlined in the NMAC or are issued a waiver by the Public Education Department (PED).

New members who have not completed the training or who have not obtained a waiver may participate in all aspects of the board except for voting.

A.8 REMOVAL OF COUNCIL MEMBERS FOR BREACH OF RESPONSIBILITIES

A. Governing Council members are expected to regularly attend Council meetings. If a Council member anticipates that he or she will not be able to attend a meeting, the Council member shall notify the President of the Council and/or the Executive Director of his or her impending absence in advance of the meeting. If a Council member, as a result of an emergency or illness, is unable to notify the President of the Council and/or the Executive Director in advance that he or she will be unable to attend a meeting, the Council member shall notify the Council President and the Executive Director within 24 hours following the meeting of the reason for his or her absence.

B. If a member of the Governing Council misses four consecutive monthly meetings or four out of eight consecutive monthly meetings, the office of such member may be declared vacant by a vote of three-fourths of the remaining voting members of the Council.

- C. If a member of the Governing Council knowingly violates any policy or procedure adopted by the Governing Council, the office of such member may be declared vacant by a vote of three-fourths of the remaining voting members of the Council
- D. Any vacancy of an office on the Governing Council created pursuant to this section shall be filled in accordance with section A.7.6. Any member of the Governing Council who has his or her office declared vacant or vacated pursuant to this section A.8 shall not be eligible for appointment or election to the Governing Council until the term for which he or she was originally elected or appointed has expired.
- E. No office of a member of the Governing Council shall be declared vacant under this section for any absence or other event that occurred prior to the date of adoption of this section.

H.3.6. Long-Term Suspension and Expulsion Procedure and Appeal.

(updated xxx)

"Long-term suspension" means the removal of a student from school for a specified period of time exceeding ten (10) consecutive school days. Both temporary and long-term suspension may be used where appropriate. Where the need for suspension is immediate, temporary suspension may be invoked while complying with the mechanics for activating long-term suspension. Regardless of what other disciplinary action may also be considered appropriate, where the administrative authority assigns long-term suspension or expulsion, the administrative authority shall within two (2) days after such recommendation:

- 1. Mail the parent of the student written notice, by certified mail, at least five (5) school days before the commencement of that contemplated disciplinary action, that such action is pending;
- 2. The notice of disciplinary action must include a copy of this rule, and must advise the student, through his parent, of the following;
- a) Subject to the procedure set forth herein, if satisfactory evidence to refute the alleged reasons for the contemplated disciplinary action, or a request for hearing, is not submitted to the Executive Director within ten (10) school days from the date of the school's notice of contemplated disciplinary action, the disciplinary action will be effected;
- b) The right to a hearing, the time and place of the hearing, not to exceed fifteen (15) school days from the date of mailing of the parent request for a hearing, and the right of the student to be represented by legal counsel
- 3. Students may waive the hearing.
- 4. Subject to the procedure set forth herein, if satisfactory evidence to refute the recommendation of disciplinary action is not submitted to the Executive Director within ten (10) days from the date of mailing and if no hearing is requested, the disciplinary action will be effected.
- 5. If a written request for hearing is timely received, the student shall be afforded a hearing following due process.
- 6. The Hearing Officer, retained by the Governing Council, shall impose the requested sanction or other appropriate measure if he/she finds by a preponderance of the evidence that the allegations are correct.

- 7. A tape recording or minutes of the proceedings shall be retained by the Executive Director, but a verbatim transcript or transcript setting forth the substance of the evidence presented is not required.
- 8. Within five (5) school days after the hearing, the Executive Director shall prepare and mail to the student, through his parent, a written decision by the Hearing Officer and the reasons therefore.
- 9. If the Hearing Officer decides in favor of the student, the matter shall be closed. If the Hearing Officer decides against the student, the assigned consequence stands.
- 10. Notices in paragraphs 1 and 2 above will be sent directly to the students age 18 and over who have invoked their revocation of parental rights

J.8. GRADES AND REPORTING

1. GRADING SYSTEM (updated xxxx)

For students graduating in 2018 and beyond, the following GPA scale will be used:

LETTER GRADE	PERCENT RANGE	GRADE POINTS		
Α	100 – 90	4.00		
В	89 – 80	3.00		
С	79 – 70	2.00		
D	69 – 60	1.00		
F	< 59	0.00		

PAPA Policies-2017-07-31 working.docx

Academic Achievement / Students:

- We had a great turnout for Open House activities. We appreciate the conversations, input, and information shared.
- Students in grades seven and eight were awarded for success on end-of-year report cards. They were treated to a dance.
- MS Student Council officers were elected. Congratulations to President, Isis Lopez; Vice President, Jade Lopez; Secretary, Colin Peterson; and Treasurer, Audrey Turner.
- MS Student Council sponsored Constitution Day with a costume contest and a door decorating contest.
- Two classes were added in eighth period Mathematics Targeted Assistance to support HS as well as MS students.
- Carol Torrez is providing homework help during lunch.
- Laurie Blackwell is providing testing prep during lunch for those Seniors who have to retake parts of the PARCC.
- ASPIRE (practice ACT) results were discussed with Sophomores.
- PAPA students participated in the Youth Risk and Resiliency Survey for the Department of Health.
- National Honor Society sponsored a Kindness Forest.
- HS Student Council sponsored a hurricane disaster relief school supply drive.
- Leslye Padilla conducted 25 Mindfulness sessions for students.

Performing Arts / Activities

- Sixth grade Wheel classes took a tour of the National Hispanic Cultural Center and learned about theater and performances.
- PAPA Film and Media participated at NM State Fair College and Career Day.
- Auditions were held for HS musical, "Oklahoma!"
- · MS Choir and Beginning Orchestra went to Hummingbird Music Camp.
- PAPA Art created a 500 panda mural for Open House using Panda pictures made by the student body.
- PAPA Band had a workshop in percussion.
- HS Acting/Thespians received training from Visitor Ezra Colon in Professional Acting & Monologue Work.
- Meggan Gomez, Director of Theatre at Working Classroom, visited Mr. Heard's theatre
 classes and Ms. Beck's visual arts classes to share workshops and information about
 Working Classroom's theatre and visual arts programs. Working Classroom is an award-winning non-profit arts
 and education program promoting the creative, academic, and leadership potential of talented young artists in
 from historically ignored communities.
- Su Hudson is hosting Cyber Girls, a grant funded program to promote females in technology.

Professional Development / Staff

- Administration was trained in NM DASH, Summative Evaluations, Frontline Evaluation Training, and NM Teach Inquiry system.
- During the in-service days, core teachers worked on data analysis. Arts teachers reviewed the requirement for a
 mission-specific goal based on skill acquisition and created a plan to implement a skills assessment program. All
 staff met at DATA Charter School to collaborate.

Community

The SAC/SACK meeting was held.

oreen a. Whin

- The LGBTQ team meeting was held at PAPA>
- PAPA received a grant from NMDOH for Youth CHAT!
- YouthCHAT! Ambassadors are Seniors Juan Andres Rodriguez and Dominique Marquez.
- The PTSO and PAPA will host a joint fundraiser on October 20th. More information will follow.

Facility

A-Com Technologies are preparing a quote for up-to-date security cameras for PAPA.

Submitted By:

Doreen A. Winn

A.7.6 Vacancies.

All vacancies on the Council caused by the resignation, deemed resignation, removal by vote of the Council, recall, death, refusal to serve, or incapacity of a member, or by the failure to fill all available positions, or other reasons, will be filled by majority vote ofthe remaining Council members, unless the Council elects to convene a Nominating Committee to fill the vacancy in accordance with the procedure above.