

Public Academy for Performing Arts Governing Council Meeting Agenda

Tuesday, February 27, 2018, 4:15 – 5:15p.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 IntroductionsChair..... 4:17 p.m.
3. Approval of Agenda ACTION ITEMAll..... 4:20 p.m.
4. Approval of Previous Meeting Minutes ACTION ITEM.....All 4:25 p.m.
5. Open Forum for Public Comment (Form Required).....Chair..... 4:30 p.m.
6. Budget & Finance Committee Report ACTION ITEMMichael Matsko and Rhonda Cordova.....4:35 p.m.
 - a. BARS ACTION ITEM
 - b. Approval of Service Agreement for Matthews Fox, P.C. ACTION ITEM
7. Policy Committee
 - a. Purchasing Limits ACTION ITEM
 - b. Finance Policies ACTION ITEM
8. Executive Director's Report.....Doreen Winn4:45 p.m.
 - a. Written Report
 - b. Lottery Report
 - c. Graduation Rate Report – 92%
 - d. 2018-2019 School Calendar ACTION ITEM
9. Organizational Business.....Joshua Vallano.....4:50 p.m.
 - a. Vacant Council Position ACTION ITEM
 - b. Member Training Update - Certificates
 - c. Committee Updates – Website Issue
 - d. Director Evaluation
10. President's Report.....Joshua Vallano.....5:00 p.m.
11. Other Announcements/DiscussionAll.....5:10 p.m.
12. Adjourn.....Chair.....5:15 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 –7:30a.m. monthly, day of 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

Sign in Sheet for GC Meeting

Date: 2-27-18

Name

Title

1	Dora Ali	Executive Director
2	Rhonda Gordon	Business Mgr.
3	MARK HURZWICK	GC Member
4	LIZ POYBAL	GC MEMBER
5	Jennifer Lopez	GC Member
6	Michael Keith	GC Member
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Public Academy for Performing Arts
Governing Council Meeting Minutes December 12, 2017
As approved January 30, 2018

Date: 12-12-2017	Location: PAPA Room 2
Time: 4:15-5:09 PM	Facilitator: Joshua Vallano
Invitees in Attendance: Joshua Vallano (voting member), Elizabeth Roybal (voting member), Mark Huntzinger (voting member), Michael Keith (voting member), Michael Matsko (voting member), Virginia Wilmerding, Sherry Allen, Carol Torrez, Doreen Winn, Isis Lopez,	
Not in Attendance: Juan Andres Rodriguez, Rhonda Cordova, Jennifer Lopez (voting member - excused)	
Guests in Attendance: Jade Lopez	
Discussion	Resource
1. Call to Order 4:15 pm/Roll Call, 4 voting members present	Joshua Vallano
2. Welcome and Introductions	Joshua Vallano
3. Approval of Agenda Motion to approve the agenda with the removal of item 6 Budget and Financial Committee Report, BARS, was made by Mark Huntzinger, seconded by Elizabeth Roybal, approved 5-0.	Joshua Vallano
4. Approval of Prior Meeting Minutes Motion to approve the minutes of the November 28, 2017 was made by Elizabeth Roybal, seconded by Mark Huntzinger, approved 6-0.	Joshua Vallano
5. Open Forum for Public Comment – none	
6. Budget and Finance Report – removed from the agenda	
7. Executive Director's Report <ul style="list-style-type: none"> Written report was provided. Work concentrating on the final exams, end of course exams, dual credit exams. One on one student interventions. Arts instructors completed the 2nd Quarter assessments, part of the 90 day plan to develop the arts mission specific goals. The assessment of the essential skills progress in the arts. Dance instructors on the state committee to develop the end of course exams for dance. 	Doreen Winn
8. Organizational Business <ul style="list-style-type: none"> Vacant Council Positions – Position 2 for a community member remains open. <ul style="list-style-type: none"> GC members asked to solicit for interest for the position. GC members were asked to provide Josh Vallano with their thoughts 	Joshua Vallano

Public Academy for Performing Arts
Governing Council Meeting Minutes December 12, 2017
As approved January 30, 2018

<p>on the skills needed by the board.</p> <ul style="list-style-type: none"> • Member Training Update <ul style="list-style-type: none"> ○ All six voting members attended the PED provided 8 hour training at the Charter School Coalition meeting. ○ Discussion was held on items to address either in committee or by the GC. ○ Suggested was Finance Committee review of the financial policies. ○ Finance Committee suggestions on GC member second signer on checks over a certain amount. ○ Policy Committee to review financial policies, procurement policy. ○ Audit Committee to do internal control checks. ○ Additional discussion on information from the conference on the school grading process, Open Meeting Act notice for performances, transgender update, DACA update. • Committee Updates <ul style="list-style-type: none"> ○ Josh Vallano asked each committee to plan on meeting in the new year. • PAPA E-Mail Option <ul style="list-style-type: none"> ○ Discussion was held on the use of a PAPA e-mail account for GC members. ○ A motion to create e-mail accounts for the GC members and an account that automatically captures all e-mails to/from these accounts was made by was made by Joshua Vallano, seconded by Elizabeth Roybal, approved 5-0. 			
9. President's Report - none			Joshua Vallano
10. Other Announcements/Discussion – none			Joshua Vallano
11. Adjourn 5:09 pm			
Next schedule meeting January 30, 2018 4:15			
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	

V1

Public Academy for Performing Arts

Draft Governing Council Meeting Minutes January 30, 2018

Date: 1-30-2018	Location: PAPA Room 2
Time: 4:19-5:39 PM	Facilitator: Joshua Vallano
Invitees in Attendance: Joshua Vallano (voting member), Elizabeth Roybal (voting member), Mark Huntzinger (voting member), Michael Keith (voting member), Michael Matsko (voting member), Jennifer Lopez (voting member), Virginia Wilmerding, Doreen Winn, Isis Lopez, Rhonda Cordova	
Not in Attendance: Sherry Allen, Carol Torrez, Juan Andres Rodriguez	
Guests in Attendance: Jade Lopez	
Discussion	Resource
1. Call to Order 4:19 pm/Roll Call, 6 voting members present	Joshua Vallano
2. Welcome and Introductions	Joshua Vallano
3. Approval of Agenda <ul style="list-style-type: none"> Motion to approve the December 12, 2017 agenda was made by Elizabeth Roybal, seconded by Michael Matsko, approved 6-0. 	Joshua Vallano
4. Approval of Prior Meeting Minutes <ul style="list-style-type: none"> Motion to approve the minutes of the November 28, 2017 was made by Joshua Vallano, seconded by Elizabeth Roybal, approved 6-0. 	Joshua Vallano
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 November and December 2017 were reviewed. The Budget Report as of January 30, 2018 was presented and discussed. <ul style="list-style-type: none"> The low balance in the operational was discussed and outstanding purchase orders will be reviewed and unnecessary expenditures stopped. The motion to approve the Finance Committee report was made by Joshua Vallano, seconded by Elizabeth Roybal, approved 6-0. BARS <ul style="list-style-type: none"> 0020-I increase of \$3,000 for the Youth Chat Grant 0021-I increase of \$30,462 for the Activities Fund 0022-I increase of \$3,469 additional GO Bond Library The motion to approve the BARS was made by Joshua Vallano, seconded by Elizabeth Roybal, approved 6-0. GC Signatures on Checks – draft revision to policy section D.5 Accounts Payable was presented and discussed. A GC member will sign all checks of \$7,500.00 or more, for a person with check signature authority, or checks of 	Michael Matsko, Rhonda Cordova

Public Academy for Performing Arts

Draft Governing Council Meeting Minutes January 30, 2018

<p>\$100.00 or more payable to employees (except payroll checks) will be signed by at least one member of the Governing Council. Generally, the Governing Council President and Vice President will be the Governing Council signatories. Generally, the Governing Council signatories will not be on the Finance or Audit Committees. The Executive Director will establish the other check signatories.</p> <ul style="list-style-type: none"> • The motion to approve the draft policy for public comment was made by Michael Matsko, seconded by Elizabeth Roybal, approved 6-0. • Audit Review – the audit results were presented and discussed. A financial procedures handbook will be developed by administration. 	
<p>7. Policy Committee</p> <ul style="list-style-type: none"> • Draft changes to section D.6 Travel and Other Reimbursements to clarify that GC approval for out-of-state travel is only needed for travel funded through the school accounts. <ul style="list-style-type: none"> • The motion to approve the draft policy for public comment was made by Elizabeth Roybal, seconded by Joshua Vallano, approved 6-0. • The Policy Committee is working on procurement related policies/procedures. 	<p>Mark Huntzinger</p>
<p>8. Executive Director's Report</p> <ul style="list-style-type: none"> • Written report was provided. • School Year 2018-2019 lottery – 111 applications received. 68 for the 6th grade, 15 for the 9th grade. • Out-of-State Travel Requests <ul style="list-style-type: none"> • Ms. Winn is the NM President of the National Association of Secondary School Principals (NASSP) and requested travel to Washington, DC for a conference. The majority of the costs will be covered by the NM chapter of the NASSP. • Two students are invited to the 2018 Association of Maternal and Child Health Programs Conference in Washington, DC. The costs will be covered by YouthChat (not the school's Youth Chat grant). • Ms. Orozco traveled to Washington, DC to attend the state of the Union Address as the NM Teacher of the Year. The costs were covered by others. • The motion to approve Ms. Winn's travel, the two students travel, and a blanket out-of-state travel for Ms. Orozco as the NM Teacher of the Year was made by mark Huntzinger, seconded by Elizabeth Roybal, approved 6-0. • 2018-2019 School Calendars - staff survey on the calendar options were presented. A recommendation on the school calendar will be presented next month. 	<p>Doreen Winn</p>
<p>9. Organizational Business</p>	<p>Joshua</p>

Public Academy for Performing Arts

Draft Governing Council Meeting Minutes January 30, 2018

<ul style="list-style-type: none"> • Open Meeting's Act Resolution Result ion SY 2017-2018-001 was presented and discussed. A motion to approve the resolution was made by Joshua Vallano, seconded by Jennifer Lopez, approved 6-0. • Vacant Council Positions – Position 2 for a community member remains open. <ul style="list-style-type: none"> ○ Elizabeth Roybal has a potential candidate. • Member Training Update - All six voting members attended the PED provided 8 hour training at the Charter School Coalition meeting. • Committee Updates <ul style="list-style-type: none"> ○ Elizabeth Roybal said the Performing Arts Committee will meet following the February meeting ○ Joshua Vallano will schedule a meeting of the Website Committee. ○ Merry Dudley removed from the Policy Committee ○ Michael Youngman removed from the Long-Range Planning Committee, replaced with Jennifer Lopez. • Director Evaluation <ul style="list-style-type: none"> ○ A draft schedule for completing the evaluation in May was discussed. ○ A closed session for discussing the evaluation to be held as a part of the March and April meetings. 			Vallano
10. President's Report - none			Joshua Vallano
11. Other Announcements/Discussion <ul style="list-style-type: none"> ○ All GC members have access to the PAPA e-mail except Michael Matsko. 			Joshua Vallano
12. Adjourn 5:39 pm			
Next schedule meeting February 27, 2018 4:15			
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	

V1

PAPA
Bank Reconciliation - State Funds
31-Jan-18
135194804

Ending Balance Per Bank Statement

585,989.17

Add:

0.00

Less:

10/27/2017	10840	Simpson, Kahili	\$	25.00
12/11/2017	10743	NMMEA Los Alamos	\$	108.00
12/11/2017	10746	Simpson, Kahili	\$	7.00
12/15/2017	10765	PAPA PTSO	\$	251.11
1/11/2018	10797	Valley High School Drama Depar	\$	150.00
1/19/2018	10811	Military Uniform Supply	\$	363.00
1/19/2018	10814	NMMEA Los Alamos	\$	646.00
1/19/2018	10818	SWCOLT	\$	400.00
1/23/2018	10825	Hudson, Su	\$	613.89
1/25/2018	10829	CNM/FHEG CNM Bookstore	\$	830.00
1/26/2018	10831	Home Depot	\$	151.07
1/26/2018	10832	Nasco	\$	34.35
1/26/2018	10833	UNM Continuing Education	\$	629.00
1/30/2018	10834	Albert Sanchez Bus Company, I	\$	230.05
1/30/2018	10836	Dion's Pizza	\$	53.00
1/30/2018	10837	Medina-Lucero, Tessa	\$	44.00
1/30/2018	10838	Neopost USA	\$	78.69
1/30/2018	10839	NMACDA	\$	360.00
1/30/2018	10840	Ramirez, Carlos	\$	27.87
1/30/2018	10841	CNM/FHEG CNM Bookstore	\$	255.00
1/30/2018	10842	Central Region Educational Co	\$	4,114.83
1/30/2018	10843	National Association for Music	\$	126.00
1/31/2018		INGReflastar	\$	3,587.00
1/31/2018		MG Trust Company	\$	960.00
1/31/2018		NMPSIA	\$	30,562.82
1/31/2018		ERB	\$	39,421.71
1/31/2018		New Mexico Taxation & Revenue	\$	3,560.12
1/31/2018	10881	Allstate American Heritage Lif	\$	1,171.56
1/31/2018	10882	Pre-Paid Legal Services, Inc.	\$	177.46
1/31/2018	10883	Security Benefit	\$	250.00
1/31/2018	12312101	NM Retiree Healthcare Authorit	\$	4,910.03

(94,118.56)

491,870.61

Ending Balance per G/L

491,870.61

Add:

Subtract:

0.00

Ending Balance for G/L

491,870.61

Difference - In Balance if \$0.00

0.00

Prepared by: Rhonda Cordova

Signature

Reviewed and Approved by:

Signature

FY2018

Transaction Type: Actuals

Posted Status	Attachments	Transaction Num	Origin	Transaction Date	Transaction Comment	Transaction Recor	Transaction Recording User
True		0 00041367	J/E	01/30/2018	Reallocate all Dual Credit Invoices for Amazon and CNM from fund 11000 to 27103 (See RFR 27103-0001 for receipt backup); Temp Transaction Number T0041536	01/31/2018	fovalo
True		0 00041468	J/E	02/09/2018	Reallocate General Activities to designated activity accounts; Temp Transaction Number T0041642	02/09/2018	fovalo
True		0 00041578	J/E	01/11/2018	Client Analysis fee January 2018	02/25/2018	fovalo
True		0 00041579	J/E	01/11/2018	Bankcard Fees January 2018	02/25/2018	fovalo
True		0 00041592	J/E	01/02/2018	Reverse Transaction = 00041250 ;Void prior year checks #10373 and 10374 (check #10374 Cleared); Temp Transaction Number T0041766	02/25/2018	fovalo

Finance Meeting on February 27, 2018

[Handwritten signatures and initials over horizontal lines]

Packet Includes:

- *Journal Entries Listed Above
- *Bank Register Report for January 2018
- *Bank Reconciliation for January 2018
- *Detailed Revenue & Expenditure Report as of February 25, 2018

Budget Report as of February 25, 2018

OPERATIONAL

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>	<u>% to Budget</u>
\$2,888,349.16	(\$1,712,649.63)	(\$1,165,018.06)	\$10,681.47	1%
			(\$5,487.95) <i>Reallocate IDEA B</i>	
			<u>\$26,297.00</u> <i>Final SEG</i>	
			\$31,490.52	

INSTRUCTIONAL MATERIALS

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$22,363.95	(\$14,976.08)	(\$991.15)	\$6,396.72
			<u>\$1,269.00</u> <i>Final IM Allocation</i>
			\$7,665.72

Food Services

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$113,908.00	(\$53,493.53)	(\$56,528.29)	\$3,886.18
			 \$8,394.92 <i>Actual Cash Balance</i>

Activities

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$165,379.18	(\$66,565.19)	(\$50,554.80)	\$48,259.19

Title I

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$63,136.00	(\$35,407.18)	(\$25,981.24)	\$1,747.58

IDEA B

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$69,314.00	(\$41,320.87)	(\$33,481.08)	(\$5,487.95)
			<u>\$5,487.95</u> <i>Reallocate to SEG</i>
			\$0.00

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>
\$44,117.00	(\$16,985.62)	(\$12,858.98)	\$14,272.40

Medicaid

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$7,347.52	(\$406.60)	(\$194.64)	\$6,746.28

CNM

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$4,469.43	(\$2,000.00)	(\$2,000.00)	\$469.43
			\$500.00 <i>Pending BAR</i>
			<hr/> \$969.43

TQM in Public Schools (Library)

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$5,360.00	(\$3,676.56)	(\$1,323.44)	\$360.00

GO Bond Library

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$3,496.00	\$0.00	\$0.00	\$3,496.00

Youth Chat Grant

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$5,750.00	(\$1,051.60)	(\$2,274.66)	\$2,423.74
			\$1,500.00 <i>Pending BAR</i>
			<hr/> \$3,923.74

Lease Reimbursement

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$280,143.00	(\$186,762.00)	(\$93,381.00)	\$0.00

HB33

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$313,722.56	(\$210,661.89)	(\$97,745.53)	\$5,315.14

SB9 State Match

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

SB9 Tax Allocation

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$121,538.00	(\$37,858.00)	(\$52,681.38)	\$30,998.62

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: 001-047-1718-0023-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 11000.0000.43101 \$26,297

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000 Operational	2100 Support Services-Students	51100 Salaries Expense	0000 No Program	1211 Coordinator/Subject Matter Specialist		\$26,297	\$26,297	1.00
Sub Total						\$26,297		1.00
Indirect Cost								
DOC. TOTAL						\$26,297		

Justification:

Final SEG for FY2018

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	2/25/2018 10:22:15 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: 001-047-1718-0024-I
Fund Type: Flowthrough

Adjustment Type: Increase

Fiscal Year: 2017-2018
Adjustment Changes Intent/Scope of Program Yes or No?: No
Total Approved Budget (Flowthrough):

Entity Name: Public Academy for Performing Arts
Contact: Rhonda Cordova, Business Manager
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:

Revenue 14000.0000.43211

\$1,269

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
14000 Total Instructional Materials Sub-Fund	1000 Instruction	56111 Instructional Materials Cash - 50% Textbooks	1010 Regular Education (K- 12) Programs	0000 No Job Class	\$22,364	\$1,269	\$23,633	
Sub Total						\$1,269		
Indirect Cost								
DOC. TOTAL						\$1,269		

Justification:

Final Allocation for FY2018

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

Rhonda Cordova

Role

Business Manager

Date

2/25/2018 10:25:59 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: 001-047-1718-0025-1

Fund Type: Direct Grant

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 26207.0000.41921

\$500

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
26207 CNM Foundation	1000 Instruction	55915 Other Contract Services	1010 Regular Education (K- 12) Programs	0000 No Job Class	\$4,469	\$500	\$4,969	
Sub Total						\$500		
Indirect Cost								
DOC. TOTAL						\$500		

Justification:

Actual Revenues Received

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

Rhonda Cordova

Role

Business Manager

Date

2/25/2018 10:41:19 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: 001-047-1718-0026-I
Fund Type: Direct Grant
Adjustment Type: Increase

Fiscal Year: 2017-2018

Entity Name: Public Academy for Performing Arts
Contact: Rhonda Cordova, Business Manager
Phone: 505-604-5056
Email: rhondacordova1000@outlook.com

Adjustment Changes Intent/Scope of Program Yes or No?: No

Total Approved Budget (Flowthrough):

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 29130.0000.41923 \$1,500

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
29130 School Based Health Center	1000 Instruction	55915 Other Contract Services	1010 Regular Education (K- 12) Programs	0000 No Job Class	\$5,750	\$1,500	\$7,250	
Sub Total						\$1,500		
Indirect Cost								
DOC. TOTAL						\$1,500		

Justification:

Actual Revenues Received

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

2/26/2018 9:59:18 AM

**PROFESSIONAL SERVICES AGREEMENT
(LEGAL SERVICES)**

This Professional Services Agreement is entered into between Public Academy for Performing Arts, New Mexico public charter school, and Matthews Fox, P.C., a New Mexico professional corporation, this ____ day of _____, 2018. The parties agree as follows:

1. The Public Academy for Performing Arts ("School") hereby retains Matthews Fox, P.C. (hereinafter "Counsel"), when approved by the School's designee, as legal counsel for the purpose of representing the School in legal matters relating to the charter school's relationship with its authorizer or such other matters. Counsel is retained on an as-requested, as-assigned basis for particular matters referred to it by the School's representative, and not as general counsel to the School. Matters to be worked on by Counsel shall be referred by the designated member of the School's governing body or other designee. Counsel will not be expected to work on any matter not so referred to them, although in an emergency, if issues of importance arise before authorization can be obtained from the School designee, Counsel is authorized to act so as to protect the interests of the School to the extent necessary and reasonable in the circumstances.

2. For their services, Counsel will bill partners at the rate of \$225.00 per hour and associates at \$175.00 per hour for standard legal services and will bill partners at \$285.00 per hour and associates at \$200.00 per hour for services related to private bond transactions, plus applicable gross receipts taxes. To the extent reasonable and necessary, counsel may utilize the services of contract attorneys at \$190.00 per hour and/or paralegals at \$110.00 per hour, plus applicable gross receipts taxes. Monthly statements shall be sent in care of the School's Accounting Office at the address stated in paragraph 19 or as otherwise directed by the governing body. In addition to attorney fees, Counsel's statements may include reasonable and necessary expenses of representation, including but not necessarily limited to extraordinary clerical services and supplies, conference call charges, travel at coach or government rates, on-line research expenses, copying, postage, and express mail service costs. Ordinary overhead of Counsel will not be charged. If Counsel is required to travel to the school's location or any other out-of-Santa Fe location (for Matthews) or Santa Fe or Albuquerque (for Fox), the firm will charge one-half the applicable hourly rate for travel time, plus mileage at the State of New Mexico's approved rate or air travel at actual coach rates.

3. Counsel will submit a detailed statement accounting for all services performed and expenses incurred. If the School does not dispute the statement within thirty days, client shall make payment in full. If the School finds that the services are not acceptable, within thirty days from receipt of Counsel's invoice, School shall provide Counsel a letter of exception explaining its objection to the services, and outlining steps Counsel may take to provide remedial action. Thereafter, if the satisfactory correction is made by Counsel to the invoice, then School shall pay Counsel the total amount of the invoice within thirty days after the date of acceptance. If payment is made by mail, the payment shall be deemed tendered on the date it is postmarked. Counsel may charge interest and/or penalties for failure to make payment within the time specified herein.

4. Upon request, Counsel will give a verbal estimate of the fees and costs which may result from the firm's efforts. It is understood that estimating legal costs is notoriously difficult and, therefore, Counsel may upon request of the School periodically advise of any changes in the initial estimate that may be necessary.

5. The School agrees to make every effort to avoid entering binding contractual or other legal obligations without prior review of Counsel, and is advised to notify Counsel immediately upon any possible claims against the school or any of its personnel for which the School intends to retain Counsel's services.

6. Counsel shall be empowered to file law suits or administrative claims only upon resolution or prior written approval of the School's governing body.

7. The term of this agreement shall begin February 23, 2018 and be for the fiscal year ending June 30, 2018 or as otherwise agreed to by Counsel and the School. Either party may terminate the agreement by notifying the other in writing. Counsel shall be entitled to collect unpaid fees and expenses to the date of termination, plus reasonable fees and expenses for winding up and transition costs.

8. This letter agreement is contingent upon sufficient appropriations and authorization being made by the State of New Mexico Legislature for the performance of this agreement. If sufficient appropriations and authorization are not made by the Legislature, this agreement shall terminate upon written notice by the School to Counsel.

9. Counsel's status shall be at all times as an independent contractor performing professional services for the School, and shall not be considered an employee of the School. Counsel agrees that the services provided pursuant to this agreement are personal and, consequently, this agreement is not assignable. Counsel also agrees that the firm may not subcontract any services requested pursuant to this agreement without prior written consent of the School.

10. Counsel agrees to maintain, for at least three years, detailed time records that indicate the date time and nature of services rendered. These records shall be subject to inspection by the School upon reasonable notice. Counsel will request a written release from the School in the event that such records and documents are to be provided to the School district's auditor or the New Mexico's State Auditor.

11. Any confidential information provided to or developed by the Counsel in the performance of this Agreement shall be kept confidential and shall not be made available to any individual or organization by the Counsel without the prior written approval of the School.

12. This Agreement shall not be altered, changed or amended except by instrument in writing executed by the parties hereto.

13. The Procurement Code, NMSA 1978, Sections 13-1-28 through 13-1-199, imposes civil and criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for illegal bribes, gratuities and kickbacks.

14. Counsel agrees to abide by all applicable federal and state laws and rules and regulations, and executive orders of the Governor of the State of New Mexico, pertaining to equal employment opportunity. In accordance with all such laws of the State of New Mexico, the Counsel assures that no person in the United States shall, on the grounds of race, religion, color, national origin, ancestry, sex, age, physical or mental handicap, or serious medical condition, spousal affiliation, sexual orientation or gender identity, be excluded from employment with or participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity performed under this Agreement. If Counsel is found not to be in compliance with these requirements during the life of this Agreement, Counsel agrees to take appropriate steps to correct these deficiencies.

15. The laws of the State of New Mexico shall govern this Agreement, without giving effect to its choice of law provisions. Venue shall be proper only in a New Mexico court of competent jurisdiction in accordance with NMSA 1978, Section 38-3-1 (G). By execution of

this Agreement, Counsel acknowledges and agrees to the jurisdiction of the courts of the State of New Mexico over any and all lawsuits arising under or out of any term of this Agreement.

16. Counsel agrees to comply with state laws and rules applicable to workers compensation benefits for its employees. If Counsel fails to comply with the Workers Compensation Act and applicable rules when required to do so, this Agreement may be terminated by the School.

17. If any term or condition of this Agreement shall be held invalid or unenforceable, the remainder of this Agreement shall not be affected and shall be valid and enforceable.

18. A party's failure to require strict performance of any provision of this Agreement shall not waive or diminish that party's right thereafter to demand strict compliance with that or any other provision. No waiver by a party of any of its rights under this Agreement shall be effective unless express and in writing, and no effective waiver by a party of any of its rights shall be effective to waive any other rights.

19. Any notice required to be given to either party by this Agreement shall be in writing and shall be delivered in person, by courier service or by U.S. mail, either first class or certified, return receipt requested, postage prepaid, as follows:

PUBLIC ACADEMY FOR PERFORMING ARTS	MATTHEWS FOX, P.C.
c/o Head Administrator	
11800 Princess Jeanne Ave NE Albuquerque, NM 87112	1925 Aspen Dr., Suite 301A Santa Fe, NM 87505
Tel: 505.830.3128	Tel: 505.473.3020
Email: dwinn@paparts.org	Email: pmatthews@matthewsfox.com or sfox@matthewsfox.com
Fax: 505.830.9930	Fax: 505.474.3727

20. If Client is other than a natural person, the individual(s) signing this Agreement on behalf of Client represents and warrants that he or she has the power and authority to bind Client, and that no further action, resolution, or approval from Client is necessary to enter into a binding contract.

21. The total compensation under this Agreement shall not exceed \$60,000 excluding gross receipts taxes.

The parties have executed this Agreement as of the date of signature by the School below.

AGREED
MATTHEWS FOX, P.C.


Patricia Matthews

Date: 2.23.2019

PUBLIC ACADEMY FOR PERFORMING ARTS

Governing Council President

Date: _____

Head Administrator

Date: _____

SECTION D FINANCIAL MANAGEMENT POLICIES

(Adopted by Governing Council 8/9/01, amended 06-27-02, 09-05-02, 05-08-03, 12/11/13)

(Amended by the Governing Council 3/29/2016)

D.5 Accounts Payable (1/30/2018 draft changes)

All vendor invoices are received in the business office. The vendor invoice is matched to the purchase order and to the receiving advice. The Business Manager shall approve such matching items for payment and forward them to the Business Assistant for preparation of checks. The Business Manager shall manually initial and date the invoice (or other payment instrument in the event invoices are not issued for recurring expenses, such as rent payments) to indicate such approval for payment, and designate on the invoice the correct State Department of Education account and category classifications for payment.

The Business Assistant is required to verify that the invoice is correct by checking extensions, footing, discounts, and Freight terms and to ensure that appropriate approvals are clearly indicated on all documents. After all items are reviewed and deemed appropriate, the Business Assistant will ensure that the invoices are batched for the next check run. Checks will be printed twice a month, except in extraordinary cases authorized by the Business Manager.

All checks and the related invoices are forwarded to the Business Manager for purposes of obtaining two required signatures. The Executive Director and another designated person and Assistant Director will verify the amount on the check with the approved requisition, PO, and invoice. If all correctly match, they will process the check for signature, sign the check. Checks of \$7,500.00 or more, for a person with check signature authority, or checks of \$100.00 or more payable to employees (except payroll checks) will be signed by at least one member of the Governing Council. Generally, the Governing Council President and Vice President will be the Governing Council signatories. Generally, the Governing Council signatories will not be on the Finance or Audit Committees. The Executive Director will establish the other check signatories. The finance committee will review all expenditures monthly at the Finance Committee Meeting. The Business Manager will mail or deliver the signed checks to the vendor, and the related PO, invoice or other payment advice and check stub and/or a copy of the check will be filed in the onsite business office.

All unused checks must be retained by the Business Assistant. After processing by the Business Assistant, the Business Manager shall retain all cancelled checks, voided checks, and original bank statements at PAPA's onsite business office.

The Business Manager shall reconcile all bank accounts on a monthly basis. The Business Manager is responsible for preparing the bank reconciliation and will present it to the finance committee for review and approval.

D.6 Travel and Other Reimbursements (1/30/2018 draft changes)

Employees and Governing Council Members of the school may be entitled to reimbursement of registration fees, mileage, per diem and other costs associated with authorized trips for official school business. Governing Council member travel where reimbursement is requested must be approved in advance by the Governing Council.

All employee school funded in-state travel must be approved in advance by the Executive Director for reimbursement to be authorized. All employee school funded out of state travel must be approved in advance by the Governing Council. The approved Leave-Travel Request Form (~~TRF~~~~LRF~~) will serve as formal authorization for the trip. A copy of the approved ~~LRF~~~~TRF~~ should be attached to the employee timesheet.

All reimbursements are processed in accordance with the Per Diem and Mileage Act, as outlined in the DFA regulations. The Business Manager shall keep on file a copy of the current schedule of such allowable reimbursement rates and procedures. All receipts for out of pocket expenditures for transportation, lodging, registration, and miscellaneous expenditures are required for reimbursement. Any meals and/or lodging costs included in the registration fee are deducted from the per diem reimbursement.

Where any person requests reimbursement for monies expended on PAPA's behalf, the procedure set out in D.5 above will apply. The actual vendor invoice must be produced and matched to a properly authorized purchase order in order to obtain reimbursement.

Academic Achievement / Students:

- National Honor Society Induction will take place on March 20th. There will be 15 new members inducted: Daniela Basista, Alexandra Chavez, Maria Chimarusti, Luke Dierks, Desiree Edgin, Miranda Garcia, Zhane Gomez-Bravo, Benjamin Kilgore, Kiana Lithyovong, Araceli Lopez, Santiago Lopez, Jacqueline Padilla, Marisa-Mia Quezada, Angelique Romero, and Mose Wheeler. Congratulations!
- National Junior Honor Society inducted 16 members this month. Congratulations Penelope Baca, Kendra Dominguez-Solano, Anaya Gonzalez, Jessica Howard, Julieta Juri-Delgado, Mariluz Lebküchner, Mariel Leon Lazcano, Isis Lopez, Jade Lopez, Jillian Miller, Paloma Moore, Olivia Roybal, Maizie Stout, Xochitl Trejo, Izabella Trujillo, and Maddie Vigil.
- PAPA used part of a teacher in-service to offer assistance to students that were behind on their work or needed tutoring after so many missed school for illnesses.
- During tech rehearsal, PAPA staff provided student support for struggling students, held registration workshops, and focused on study skills and career exploration.
- PAPA's Graduation Rate for 2017 was 92.3%.
- Several classrooms have been equipped with updated computers.

Performing Arts / Activities

- PAPA's Poetry Out Loud Competition was held. Delia Bradley with her poem, "Semi-Splendid" by Tracy K. Smith, was awarded first place. Delia will be attending the state level competition in Santa Fe this spring. Nolan Miller and Cailyn Parsons came in second and third place, respectively, and will act as alternates for the state competition this spring. Congratulations!
- Contemporary Ensemble performed at the Winter Fine Arts Educator Association Conference. They opened the first session. Ms. Montoya and Dr. Wilmerding also presented on dance curriculum, creating choreography, & assessing the arts.
- PAPA Art and Film Programs collaborated on their Senior Showcase featuring film, photography, and visual arts projects.
- YouthCHAT members Niqui Marquez and Jenaya Agiurre attended the Association of Maternal and Child Health Programs Conference in Washington DC. They represented New Mexico where they presented at this educational, motivational experience.
- The HS Student Council Winter Formal was held at the Albuquerque Balloon Museum.
- Spring Dance Show Tech Rehearsal is taking place with performances on March 1st and 2nd.
- Middle School Musical Theater is hard at work rehearsing for their show in April.
- PAPA Visual Arts displayed a Pop-Up Gallery: The Art of the Selfie. They also displayed artwork depicting dance in honor of the Spring Dance Conference.
- Guitar NM visited Mr. Morales' class.

Professional Development / Staff

- Administration was trained in STARS, NM DASH 90 Day Plan, and Special Education transition reporting.
- Several teachers went to workshops on classroom management, health education, and Special Education services.
- Cafeteria personnel received Food Safety training.
- Ms. Orozco attended the National Teacher of the Year Induction Ceremony in California.

Community

- PTSO held their monthly meeting on the first Tuesday of the Month. Both Rianne Fox and Jennifer Abernathy will be stepping down at the end of the year as Co-Presidents. We have appreciated their dedication to PAPA and look forward to working with them in other capacities!
- Ms. Padilla hosted the From Here On workshop for middle school students that focused on current social media trends and how to speak with youth about social media boundaries and teenage dating in the digital age.

**EXECUTIVE DIRECTOR'S REPORT
PAPA GOVERNING COUNCIL MEETING
February 27, 2018**

- PAPA celebrated the Spirit of Love Week where they chose the lunches served in the Café, had themed days including Be Yourself Monday, Thank a Teacher Tuesday, Wear PAPA Gear Wednesday, Wear Red for Thank You Thursday, and Wear Pink for PAPA Families Friday. One highlight of the week was the assemblies on Valentine's Day where 6th Grade and Juniors won the Spirit of PAPA awards. Ms. Lopez created a Spirit of PAPA Love video and students helped decorate for Prospective Student Open House with red hearts stating something they love about PAPA.
- The monthly SAC/SHAC meeting was held.
- Theater held a LipSync and Dance Battle.
- PAPA Film went on location to film their latest sci-fi techno movie.
- Les Chanteuses, Camerata and High School Mixed Choir took a trip to Hummingbird Music Camp.
- Prospective Student Open House was held with close to 500 people in attendance.
- The Lottery was held.
- Intent to Return Forms were sent out to PAPA staff and students. All teachers are planning to return. We will help Ms. Booker celebrate her retirement. Student numbers remain strong with 332 planning to return for grades 7-12. We may have to decrease the number of 6th grade openings in order to not overload classrooms.
- Unclaimed lost-and-found items were donated to the APS clothing bank.
- Parent/Teacher requested conferences have been scheduled for March 2nd and 5th.
- A draft calendar was created for the 2018-2019 school year using input from the PAPA community. The Governing Council will review it and further recommendations before approval.

Facility

- No update on current construction project.

Submitted By:



Doreen A. Winn

**PUBLIC ACADEMY FOR PERFORMING ARTS
2018-2019 LOTTERY AND POPULATION REPORT**

LOTTER RESULTS:

GRADE LEVEL	# APPLICATIONS	# SIBLINGS
6	170	17
7	36	1
8	36	1
9	56	2
10	13	3
11	7	0
12	1	0
TOTOAL # APPLICATIONS	319	24

MEMBERSHIP PROJECTIONS:

GRADE LEVEL	# OF STUDENTS
6	65
7	66
8	66
9	63
10	62
11	41
12	42
TOTAL # OF STUDENTS	405
TOTAL # OF CURRENT STUDENTS	380
DIFFERENCE	25*

PUBLIC ACADEMY FOR PERFORMING ARTS GRADUATION RATES / 2008-2017

2017	Group	Rate
	All Students	92.27
	African American	69.23
	American Indian	100
	Asian	100
	Caucasian	90.31
	Economically Disadvantaged	93.94
	English Learners	100
	Female	92.96
	Hispanic	94.8
	Male	91.02
	Non Hispanic	88.24
	Student w Disabilities	66.39

2016	Group	Rate
	All Students	≥90
	Female	≥90
	Male	≥80
	Caucasian	≥80
	Hispanic	93
	Economically Disadvantaged	≥90
	Non Hispanic	≥80

2015	Group	Rate
	All Students	93.1
	Female	92.9
	Male	93.5
	Caucasian	93.3
	Hispanic	91.5
	Economically Disadvantaged	97.3
	Students w Disabilities	90.5

2014	Group	Rate
	All Students	87.5
	Female	87
	Male	88
	Caucasian	74.8
	Hispanic	94.4
	Economically Disadvantaged	97.1

2013	Group	Rate
	All Students	83
	Female	87.4
	Male	73.6
	Caucasian	84.9
	African American	
	Hispanic	80.5
	Economically Disadvantaged	67.5
	Students w Disabilities	
	English Language Learners	

2012	Group	Rate
	All Students	85
	Female	85
	Male	85.1
	Caucasian	83.1
	African American	
	Hispanic	84
	Asian	
	American Indian	
	Economically Disadvantaged	74.1
	Students w Disabilities	83
	English Language Learners	

2011	Group	Rate
	All Students	83.2
	Female	85.7
	Male	75
	Caucasian	84.1
	African American	
	Hispanic	82.4
	Asian	
	Economically Disadvantaged	69.5
	Students w Disabilities	
	English Language Learners	

2010	Group	Rate
	All Students	88.3
	Female	94.1
	Male	76.7
	Caucasian	84.8
	African American	
	Hispanic	91.4
	Asian	
	American Indian	
	Economically Disadvantaged	90.1
	Students w Disabilities	89.8
	English Language Learners	

2009	All Students	82.6
	Female	83.9
	Male	80.5
	Caucasian	77.1
	African American	
	Hispanic	88.1
	Asian	
	American Indian	
	Economically Disadvantaged	82.9
	Students w Disabilities	79.6
	English Language Learners	

2008	All Students	69.1
	Female	71.7
	Male	64.4
	Caucasian	65.5
	African American	
	Hispanic	78.9
	Asian	
	American Indian	
	Economically Disadvantaged	88.2
	Students w Disabilities	76.5
	English Language Learners	

PUBLIC ACADEMY FOR PERFORMING ARTS

2018-2019 School Calendar **DRAFT**

July 2018						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2018						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2018						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

0 0

October 2018						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

16 2

November 2018						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

18 1

December 2018						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

21 1

January 2019						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

17 2

February 2019						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

14 1

March 2019						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

16 2

April 2019						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

18 1

May 2019						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

16 0

June 2019						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

19 1

13 0

0 0

	School Closed/Holiday
	First and Last Day of School
	Other – P/T Conferences, Student Support
	Teacher In-Service/Work Days
	Student Registration Days
	New Student Jump Start Day / Orientation
	Students Release at 1:03pm
	Make-up Days if Needed

Teacher Days = 179
 # Student Days = 168
 # Teacher In-Service Days with no students = 11
 # 1:03 Release Days for Students = 7
 # Instructional Minutes Per Period = 54 +
 Added 6 minutes in 2nd Period
 # Instructional Hours Per Day = 7.3 Hours
 # Instructional Hours Per Year 1226.4 –
 Early Release (2.97/day X 7
 days=20.79)=1226.4 -20.77 = 1,205.63 Hours