

# Public Academy for Performing Arts Governing Council Meeting Agenda

Tuesday, March 20, 2018, 4:15pm

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):** Melanie Chavez  
(for Doreen Winn)

**Scheduled Absence:** Doreen Winn

## ----- Meeting Agenda -----

1. Call to Order, Roll Call (Quorum 4/6 voting members) .....Chair.....4:15 p.m.
2. Welcome and Introductions .....Chair.....4:17 p.m.
3. Approval of Agenda **ACTION ITEM** .....All.....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 ITEM** .....Michael Matsko and Rhonda Cordova.....4:35 p.m.
  - a. BARS **ACTION ITEM**
7. Executive Director's Report.....Melanie Chavez .....4:45 p.m.
  - a. Written Report
8. Organizational Business.....Joshua Vallano.....4:50 p.m.
  - a. Vacant Council Position – Assemble the Nominating Committee **ACTION ITEM**
  - b. Committee Updates – Website Issue
  - c. Foundation Discussion
9. President's Report.....Joshua Vallano.....5:00 p.m.
10. Executive Session to Discuss the Executive Director Evaluation.....5:10p.m.
11. Action Resulting from Executive Session **ACTION ITEM** .....
12. Other Announcements/Discussion .....All.....
13. Adjourn.....Chair.....

## ----- 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, 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, 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 Special Minutes March, 2018

<b>Date:</b> 3/7/2018	<b>Location:</b> PAPA Room 2
<b>Time:</b> 5:18 – 6:25 PM	<b>Facilitator:</b> Joshua Vallano
<b>Invitees in Attendance:</b> Joshua Vallano (voting member), Michael Matsko (voting member), Elizabeth Roybal (voting member), Mark Huntzinger (voting member), Michael Keith (voting member), Jennifer Lopez (voting member), Doreen Winn, Rhonda Cordova, Jackie Danfelter	
<b>Not in Attendance:</b> Virginia Wilmerding, Carol Torrez, Sherry Allen, Juan Andres Rodriguez, Isis Lopez,	
<b>Guests in Attendance:</b>	
<b>Discussion</b>	<b>Resource</b>
1. Call to Order 5:18 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"> <li>Motion to approve the agenda, was made by Michael Matsko, seconded by Michael Keith, approved 6-0.</li> </ul>	Joshua Vallano
4. Open Forum for Public Comment – none	
5. Replication <ul style="list-style-type: none"> <li>PAPA was asked by both PED and APS to consider applying for a PED grant to study replication of PAPA at a second west side of Albuquerque location. There would be two campuses under a single Governing Council, administration, and set of policies.</li> <li>Discussion on how replication would work, how both locations would be staffed, what facilities are available ensued.</li> <li>An idea discussed was a phased implementation with only grades 6 and 9 in the first year, with additional grades added each year.</li> <li>Concerns expressed were how the performing arts programs would be implemented under this phased concept, as performing arts programs have skill levels that do not correspond to grade levels.</li> <li>The Governing Council was briefed on the status of the Princess Jean campus facilities – APS has decided to not renovate the existing building, instead the phasing is two new classroom facilities - the performing arts/science building as previously designed and a new building for classrooms. With these buildings completed, all classroom functions would move out of the existing building which would be demolished making room for a Performing Arts center, cafeteria and administration buildings.</li> <li>No decision was made on pursuing the replication grant.</li> </ul>	Mark Huntzinger
6. Executive (Closed) Session – Limited Personnel Matters	Joshua

**Public Academy for Performing Arts**  
**Draft Governing Council Meeting Special Minutes March, 2018**

<ul style="list-style-type: none"> <li>The motion to go into Executive Session in accordance with NMSA 10-15-H (2) Limited Personnel Matters was made by Mark Huntzinger, seconded by Michael Matsko, a roll call vote was taken with all six members voting to go into closed session.</li> <li>The motion to reopen the meeting was made by Mark Huntzinger, seconded by Elizabeth Roybal. The motion was that the executive session was in accordance with NMSA 10-15-H (2) limited Personnel Matters and that only these matters were discussed, a roll call vote was taken with all six members voting in approval of the motion.</li> </ul>			Vallano
7. Actions resulting from Executive Session <ul style="list-style-type: none"> <li>Administration to create a contingency list.</li> </ul>			Joshua Vallano
8. Adjournment 6:25 pm			Joshua Vallano
Next schedule meeting March 20, 2018 4:15			
<b>Status</b>			<b>Action Item</b>
		<b>Resource</b>	<b>Due Date</b>
Complete	Establish procedure to have a GC member as a second line signer on all PAPA checks		

V2



# Public Academy for Performing Arts

## Draft Governing Council Meeting Minutes February 27, 2018

<b>Location:</b> PAPA Room 2	
<b>Facilitator:</b> Elizabeth Roybal	
<b>Invitees in Attendance:</b> Elizabeth Roybal (voting member), Mark Huntzinger (voting member), Michael Keith (voting member), Jennifer Lopez (voting member), Virginia Wilmerding, Carol Torrez, Doreen Winn, Rhonda Cordova	
<b>Not in Attendance:</b> Joshua Vallano (voting member), Michael Matsko (voting member), Sherry Allen, Juan Andres Rodriguez, Isis Lopez,	
<b>Guests in Attendance:</b> Gabriella Sollis	
<b>Resource</b>	
Elizabeth Roybal	Order 4:18 pm/Roll Call, 4 voting members present
Elizabeth Roybal	ne and Introductions
Elizabeth Roybal	al of Agenda to approve the agenda with the removal of item 7a Purchasing limits ction item, was made by Mark Huntzinger, seconded by Jennifer Lopez, ed 4-0.
Elizabeth Roybal	al of Prior Meeting Minutes to approve the minutes of the January 30, 2018 was made by Michael econded by Jennifer Lopez, approved 4-0.
	orum for Public Comment – none
Michael Matsko, Rhonda Cordova	and Finance Report e Committee Meeting was held, present were Mark Huntzinger, Winn, and Rhonda Cordova. The bank register report, bank liation report, journal entries, the detailed report for January 2018 eviewed. dget Report as of February 26, 2018 was presented and discussed. Food Service has been reimbursed through November; cash balance amount includes anticipated reimbursements through January. tion to approve the Finance Committee report was made by Jennifer seconded by Elizabeth Roybal, approved 4-0.  0023-I increase of \$26,297 in the Operational account as the final SEG allocation. 0024-I increase of \$1,269 in the Instructional Materials as the final allocation. 0025-I increase of \$500 in the CNM Foundation for actual revenue received for stipends. 0026-I increase of \$1,500 in the School Based Health Center increase in the Youth Chat grant.



**Public Academy for Performing Arts**  
**Draft Governing Council Meeting Minutes February 27, 2018**

<ul style="list-style-type: none"> <li>• The motion to approve the BARS was made by Mark Huntzinger, seconded by Michael Keith, approved 4-0.</li> <li>• Services Agreement with Matthew Fox, P.C. for legal advice on business operations. An hourly fee based contract, charges based on tasks assigned. The contract expires June 30, 2018. <ul style="list-style-type: none"> <li>• The motion to approve the contract was made by Jennifer Lopez, seconded by Michael Keith, approved 4-0.</li> </ul> </li> </ul>	
<p>7. Policy Committee</p> <ul style="list-style-type: none"> <li>• Presented for approval were changes to section D.5 Accounts Payable to establish a GC member as a signer on checks and 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"> <li>• No public comments were received.</li> <li>• The motion to approve the policy changes was made by Jennifer Lopez, seconded by Michael Keith, approved 4-0.</li> </ul> </li> <li>• Matthew Fox, P.C. will be used to provide legal opinion on the GC's authority regarding procurement.</li> </ul>	<p>Mark Huntzinger</p>
<p>8. Executive Director's Report</p> <ul style="list-style-type: none"> <li>• Written report was provided.</li> <li>• Lottery Report – information on the number of applicants was presented.</li> <li>• Discussed was the number of students. With the planned 65 students entering 6<sup>th</sup> grade and the number of returning students, the total student population would be 405 which is above the small school adjustment threshold. The ability of the teaching staff and facility to accommodate the increase of students was discussed and will be examined by Administration.</li> <li>• Graduation Rate Report – 2017 overall was 92.27, data from 2008 to 2017 was presented and discussed.</li> <li>• 2018-2019 School Calendar – the draft calendar was presented, comments from staff and parents were reviewed. <ul style="list-style-type: none"> <li>• The motion to approve the calendar was made by Jennifer Lopez, seconded by Michael Keith, approved 4-0.</li> </ul> </li> </ul>	<p>Doreen Winn</p>
<p>9. Organizational Business</p> <ul style="list-style-type: none"> <li>• Vacant Council Positions – Position 2 for a community member remains open. <ul style="list-style-type: none"> <li>○ Elizabeth Roybal has a potential candidate.</li> </ul> </li> <li>• Member training Update – certificates from the training all GC members attended were distributed.</li> <li>• Committee Update <ul style="list-style-type: none"> <li>○ Elizabeth Roybal said the Performing Arts Committee will meet</li> </ul> </li> </ul>	<p>Elizabeth Roybal</p>

# Public Academy for Performing Arts

## Draft Governing Council Meeting Minutes February 27, 2018

<ul style="list-style-type: none"> <li>following the March meeting <ul style="list-style-type: none"> <li>Website maintenance was discussed.</li> </ul> </li> <li>Director Evaluation <ul style="list-style-type: none"> <li>A draft schedule for completing the evaluation in May was discussed.</li> <li>A closed session for discussing the evaluation to be held as a part of the March and April meetings.</li> </ul> </li> </ul>			
10. President's Report - none		Elizabeth Roybal	
11. Other Announcements/Discussion <ul style="list-style-type: none"> <li>All GC members have access to the PAPA e-mail.</li> <li>APS will be conducting a site evaluation March 1, 2018.</li> <li>The PAPA Foundation will be requested to make a presentation at the next meeting.</li> </ul>		Elizabeth Roybal	
12. Adjourn 5:45 pm			
Next schedule meeting March 20, 2018 4:15			
<b>Status</b>			<b>Action Item</b>
		<b>Resource</b>	<b>Due Date</b>
Complete	Establish procedure to have a GC member as a second line signer on all PAPA checks		

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**Public Academy for Performing Arts  
Governing Council Meeting Minutes January 30, 2018  
As approved February 27, 2018**

<b>Date:</b> 1-30-2018	<b>Location:</b> PAPA Room 2
<b>Time:</b> 4:19-5:39 PM	<b>Facilitator:</b> Joshua Vallano
<b>Invitees in Attendance:</b> 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	
<b>Not in Attendance:</b> Sherry Allen, Carol Torrez, Juan Andres Rodriguez	
<b>Guests in Attendance:</b> Jade Lopez	
<b>Discussion</b>	<b>Resource</b>
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"> <li>Motion to approve the December 12, 2017 agenda was made by Elizabeth Roybal, seconded by Michael Matsko, approved 6-0.</li> </ul>	Joshua Vallano
4. Approval of Prior Meeting Minutes <ul style="list-style-type: none"> <li>Motion to approve the minutes of the November 28, 2017 was made by Joshua Vallano, seconded by Elizabeth Roybal, approved 6-0.</li> </ul>	Joshua Vallano
5. Open Forum for Public Comment – none	
6. Budget and Finance Report <ul style="list-style-type: none"> <li>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.</li> <li>The Budget Report as of January 30, 2018 was presented and discussed. <ul style="list-style-type: none"> <li>The low balance in the operational was discussed and outstanding purchase orders will be reviewed and unnecessary expenditures stopped.</li> </ul> </li> <li>The motion to approve the Finance Committee report was made by Joshua Vallano, seconded by Elizabeth Roybal, approved 6-0.</li> <li>BARS <ul style="list-style-type: none"> <li>0020-I increase of \$3,000 for the Youth Chat Grant</li> <li>0021-I increase of \$30,462 for the Activities Fund</li> <li>0022-I increase of \$3,469 additional GO Bond Library</li> <li>The motion to approve the BARS was made by Joshua Vallano, seconded by Elizabeth Roybal, approved 6-0.</li> </ul> </li> <li>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</li> </ul>	Michael Matsko, Rhonda Cordova



**Public Academy for Performing Arts  
Governing Council Meeting Minutes January 30, 2018  
As approved February 27, 2018**

<p>\$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.</p> <ul style="list-style-type: none"> <li>• The motion to approve the draft policy for public comment was made by Michael Matsko, seconded by Elizabeth Roybal, approved 6-0.</li> <li>• Audit Review – the audit results were presented and discussed. A financial procedures handbook will be developed by administration.</li> </ul>	
<p>7. Policy Committee</p> <ul style="list-style-type: none"> <li>• 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"> <li>• The motion to approve the draft policy for public comment was made by Elizabeth Roybal, seconded by Joshua Vallano, approved 6-0.</li> </ul> </li> <li>• The Policy Committee is working on procurement related policies/procedures.</li> </ul>	<p>Mark Huntzinger</p>
<p>8. Executive Director's Report</p> <ul style="list-style-type: none"> <li>• Written report was provided.</li> <li>• School Year 2018-2019 lottery – 111 applications received. 68 for the 6<sup>th</sup> grade, 15 for the 9<sup>th</sup> grade.</li> <li>• Out-of-State Travel Requests <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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).</li> <li>• 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.</li> <li>• 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.</li> </ul> </li> <li>• 2018-2019 School Calendars - staff survey on the calendar options were presented. A recommendation on the school calendar will be presented next</li> </ul>	<p>Doreen Winn</p>



**Public Academy for Performing Arts  
Governing Council Meeting Minutes January 30, 2018  
As approved February 27, 2018**

month.			
9. Organizational Business <ul style="list-style-type: none"> <li>• 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.</li> <li>• Vacant Council Positions – Position 2 for a community member remains open.               <ul style="list-style-type: none"> <li>○ Elizabeth Roybal has a potential candidate.</li> </ul> </li> <li>• Member Training Update - All six voting members attended the PED provided 8 hour training at the Charter School Coalition meeting.</li> <li>• Committee Updates               <ul style="list-style-type: none"> <li>○ Elizabeth Roybal said the Performing Arts Committee will meet following the February meeting</li> <li>○ Joshua Vallano will schedule a meeting of the Website Committee.</li> <li>○ Merry Dudley removed from the Policy Committee</li> <li>○ Michael Youngman removed from the Long-Range Planning Committee, replaced with Jennifer Lopez.</li> </ul> </li> <li>• Director Evaluation               <ul style="list-style-type: none"> <li>○ A draft schedule for completing the evaluation in May was discussed.</li> <li>○ A closed session for discussing the evaluation to be held as a part of the March and April meetings.</li> </ul> </li> </ul>			Joshua Vallano
10. President's Report - none			Joshua Vallano
11. Other Announcements/Discussion <ul style="list-style-type: none"> <li>○ All GC members have access to the PAPA e-mail except Michael Matsko.</li> </ul>			Joshua Vallano
12. Adjourn 5:39 pm			
Next schedule meeting February 27, 2018 4:15			
<b>Status</b>			<b>Action Item</b>
		<b>Resource</b>	<b>Due Date</b>
In Progress	Establish procedure to have a GC member as a second line signer on all PAPA checks	Finance Committee	

v1



# Budget Report as of March 19, 2018

## OPERATIONAL

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>	<u>% to Budget</u>
\$2,888,349.16	(\$1,845,498.07)	(\$1,035,409.59)	\$7,441.50	1%
			(\$5,496.45) <i>Reallocate IDEA B</i>	
			\$10,000.00 <i>Reallocate Custodial to Food services</i>	
			\$26,297.00 <i>Pending BAR 0023-I</i>	
			<u>\$38,242.05</u>	

## INSTRUCTIONAL MATERIALS

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$22,363.95	(\$15,495.05)	(\$770.84)	\$6,098.06
			<u>\$1,269.00</u> <i>Pending BAR 0024-I</i>
			\$7,367.06

## Food Services

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$113,908.00	(\$61,650.15)	(\$48,371.79)	\$3,886.06
			<i>\$10,484.00 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
			<u>\$22,239.00</u> <i>Pending BAR 0029-I</i>
			\$70,498.19

## Title I

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$63,136.00	(\$37,976.62)	(\$23,418.86)	\$1,740.52

## IDEA B

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$69,314.00	(\$44,707.02)	(\$30,103.43)	(\$5,496.45)
			<u>\$5,496.45</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	(\$17,171.29)	(\$12,215.43)	\$14,730.28

### Medicaid

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$7,347.52	(\$541.30)	(\$167.02)	\$6,639.20

### CNM

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$4,469.43	(\$2,000.00)	(\$2,000.00)	\$469.43
			\$1,500.00
			\$1,969.43

*Pending BARs 0025-I & 0030-I*

### Dual Credit

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$5,360.00	(\$3,676.56)	\$0.00	\$1,683.44
			(\$1,683.44)

*Pending BAR 0027-D*

### GO Bond Library

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

### Youth Chat Grant

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$5,750.00	(\$1,095.60)	(\$2,114.70)	\$2,539.70
			\$1,500.00
			\$4,039.70

*Pending BAR 0026-I*

### Lease Reimbursement

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$280,143.00	(\$210,107.25)	(\$70,035.75)	\$0.00

### HB33

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$313,722.56	(\$215,303.59)	(\$93,103.83)	\$5,315.14



**SB9 State Match**

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

**SB9 Tax Allocation**

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$121,538.00	(\$73,881.81)	(\$16,658.17)	\$30,998.02

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: 001-047-1718-0029-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 \$22,239

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	\$165,379	\$22,239	\$187,618	
					Sub Total	\$22,239		
					Indirect Cost			
					DOC. TOTAL	\$22,239		

**Justification:**

Actual Revenues received as of 03-19-18

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

3/19/2018 2:06:16 PM

12



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: 001-047-1718-0027-D

Fund Type: Flowthrough

Adjustment Type: Decrease

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:

Revenue 27103.0000.41924 (\$1,683)

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
27103 2009 Dual Credit Instructional Materials/ HB2	1000 Instruction	56112 Other Textbooks	1010 Regular Education (K- 12) Programs	0000 No Job Class	\$5,360	(\$1,683)	\$3,677	
Sub Total						(\$1,683)		
Indirect Cost								
DOC. TOTAL						(\$1,683)		

**Justification:**

Unspent funds for dual credit

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

3/19/2018 2:08:35 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: 001-047-1718-0030-I

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 \$1,000

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
26207 CNM Foundatio n	1000 Instruction	55915 Other Contract Services	1010 Regular Education (K- 12) Programs	0000 No Job Class	\$4,469	\$1,000	\$5,469	
Sub Total						\$1,000		
Indirect Cost								
DOC. TOTAL						\$1,000		

**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.



**Academic Achievement / Students:**

- PAPA had 175 students on the Honor Roll this quarter. Seventh grade had the most students with 39.
- National Honor Society Induction takes place tomorrow night, March 21<sup>st</sup> at 7:00pm.
- Student pre-registration for the 2018-2019 school year was completed, culminating with parent meetings for transition grades (to 8<sup>th</sup> and 12<sup>th</sup> grades).
- PAPA was recognized by the NMPED for having a 2017 graduation rate of 92% with a Hispanic student rate that was one of the highest in the state at 95%.
- APS held its Site Visit for PAPA. We appreciated the following students, parents, GC members and staff who served in the group interviews: Juan Andres Rodriguez, Isis Lopez, Zhane Gomez-Bravo, Callie Eppich, Atlee Musgrave, Judy Howard, Michael Keith, Rhonda Lopez, Sandy Dierks, Liz Roybal, Jennifer Lopez, Mark Huntzinger, Melanie Chavez, Stella Lavis, Fabian Sisneros, Monica Maestas, Ivonne Orozco, Naomi Montoya, and Sara Mazzie. Thank you! The report will be submitted to the GC once it is received.
- Juniors took the ASVAB aptitude test.

**Performing Arts / Activities**

- The Dance and Choir concerts were awesome this past month!
- Teen Book Trailer Contest for Film was announced. Congratulations to winners from PAPA: Rhiannan DeMoulin and Erika Costales.
- National Junior Honor Society members had a lock in at PAPA to develop a collaborative team. We appreciated the campus-wide cleanup they participated in.
- NHS held a food drive this week to benefit Roadrunner Food Bank.
- MS had a good grade reward dance for students. As usual, they enjoyed food, dance, and fun.
- Student Council held a friend and family game night.
- Midweek Mindfulness and Origami Experiment took place.
- 100 PAPA Visual Artists entered the Doodle4Google Contest in February.
- A Pennies for Patients drive to help kids with leukemia and lymphoma was held.

**Professional Development / Staff**

- Staff went to a Special Education Conference, NMTL Liaison Meeting, and the NASSP Advocacy Conference.
- The staff was trained in Trans 101 by Transgender Resource Center of NM.
- Curriculum meetings were held.

**Community**

- Parent requested conferences and SAT meetings were held during the last teacher work day. We appreciated all those in attendance!
- The lottery has been completed for next year.
- The budget process has begun. The Title I annual site visit took place. Unfortunately, we learned that PAPA does not qualify for Title I services due to a change in the way schools qualify. This will be a blow to the budget for about \$62,000.
- With PAPA retaining more students in high school, we are planning almost 410 for 2018-2019.
- PAPA implemented Pay Pal for ease of paying for lunch charges and other fees. We pay 2.8% to use Pay Pal. Wells Fargo was charging 4.1-6% to run a credit card. We are still working to collect over \$3,000 in charges.

**Facility**

- A meeting was held with Karen Alarid and Faye Whittemore of APS Capital Master. The hold up on the architectural drawings for the new facility, have to do with issues of the current facility. More information will be presented in the upcoming weeks.

**Submitted By:**



**Doreen A. Winn**