

Public Academy for Performing Arts
Governing Council Meeting Minutes January 30, 2018
As approved February 27, 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 	Michael Matsko, Rhonda Cordova

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<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"> • 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 	<p>Doreen Winn</p>

**Public Academy for Performing Arts
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month.			
9. Organizational Business <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. 			Joshua 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

Public Academy for Performing Arts

Governing Council Meeting Agenda

Tuesday, January 30, 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:	<div><div>1. Mark Huntzinger, GC Secretary</div><div>2. Michael Keith, GC Member</div><div>3. Jennifer Lopez, GC Member</div><div>4. Michael Matsko, GC Member</div><div>5. Elizabeth Roybal, GC Vice President</div><div>6. Joshua Vallano, GC President</div><div>7. Open Position</div></div> <div><div>8. Sherry Allen, Staff Representative</div><div>9. Virginia Wilmerding, Staff Representative</div><div>10. Carol Torrez, Staff Representative</div><div>11. Doreen Winn, Executive Director</div><div>12. Rhonda Cordova, Business Manager</div><div>13. Juan Andres Rodriguez, HS Student Council President</div><div>14. Isis Lopez, MS Student Council President</div></div>		
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 ITEM**All.....4:20 p.m.
4. Approval of Previous Meeting Minutes **ACTION ITEM**.....All4:25 p.m.
5. Open Forum for Public Comment (Form Required).....Chair.....4:30 p.m.
6. Budget & Finance Committee Report, BARSMichael Matsko and Rhonda Cordova.....4:35 p.m.
 - a. BARS **ACTION ITEM**
 - b. GC Signature on Checks **ACTION ITEM**
 - c. Audit Review
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. Out-of-State Travel Request **ACTION ITEM**
 - c. 2018-2019 School Calendar
9. Organizational Business.....Joshua Vallano.....4:50 p.m.
 - a. Open Meetings Act Resolution **ACTION ITEM**
 - b. Vacant Council Position **ACTION ITEM**
 - c. Member Training Update
 - d. Committee Updates
 - e. 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

Public Academy for Performing Arts

DRAFT Governing Council Meeting Minutes December 12, 2017

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 on the skills needed by the board. Member Training Update 	Joshua Vallano

Public Academy for Performing Arts
DRAFT Governing Council Meeting Minutes December 12, 2017

<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
Governing Council Meeting Minutes November 28, 2017
As approved December 12, 2107**

Date: 11-28-2017	Location: PAPA Room 2
Time: 4:15-4:58 PM	Facilitator: Joshua Vallano
Invitees in Attendance: Joshua Vallano, Elizabeth Roybal, Mark Huntzinger, Michael Keith, Michael Matsko, Jennifer Lopez, Virginia Wilmerding, Sherry Allen, Carol Torrez, Doreen Winn	
Not in Attendance: Isis Lopez, Juan Andres Rodriguez, Rhonda Cordova,	
Guests in Attendance: Jessica Keith	
Discussion	Resource
1. Call to Order 4:15 pm/Roll Call, 4 voting members present	Joshua Vallano
2. Welcome and Introductions	Joshua Vallano
3. Member Training Update <ul style="list-style-type: none"> Reported was Jennifer Lopez completed her 7 hours of new member training which makes her eligible to vote. The Charter School Coalition Conference will have member training available. <ul style="list-style-type: none"> Friday, December 8, 2017 planning on attending are: Elizabeth Roybal, Mark Huntzinger, Michael Matsko, and Jennifer Lopez, as this would be a quorum of the GC members, notice must be made of this potential quorum. Saturday, December 9, 2017 planning on attending: Michael Keith. Ms. Winn to sign up the members and cut a purchase order for the conference. Ivonne Orozco, PED NM Teacher of the Year will speak on Saturday. 	
4. Approval of Agenda Motion to approve the agenda with the removal of item 7b BARS was made by Elizabeth Roybal, seconded by Mark Huntzinger, approved 6-0.	Joshua Vallano
5. Approval of Minutes Motion to approve the minutes of the October 31, 2017 meeting with the correction to carol Torrez's name was made by Elizabeth Roybal, seconded by Joshua Vallano, approved 6-0..	Joshua Vallano
6. Open Forum for Public Comment – none	
7. 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 October 	Michael Matsko

Public Academy for Performing Arts
Governing Council Meeting Minutes November 28, 2017
As approved December 12, 2107

<p>2017 were reviewed.</p> <ul style="list-style-type: none"> Reported was the Activities Bank Account was closed and the funds transferred to the other account. The Budget Report as of October 27, 2017 was presented and discussed. The motion to approve the Finance Committee report was made by Michael Matsko, seconded by Joshua Vallano, approved 6-0. There is an action item for a GC member to sign school checks. This was discussed at the Finance Committee meeting and the GC meeting. This is not an audit finding, but a suggested practice. Members were asked to ask about this practice at upcoming GC member training. 	
<p>8. Executive Director's Report</p> <ul style="list-style-type: none"> Written report was provided. Staff observations are occurring. 	Doreen Winn
<p>9. Organizational Business</p> <ul style="list-style-type: none"> Vacant Council Positions – Position 2 for a community member remains open. <ul style="list-style-type: none"> Joshua Vallano plans to meet with Mr. Neuenschwander. Discussion was held on the skills desired from this position. All members were requested to provide Joshua with a listing of the skills they bring to the Council for discussion at the next meeting. Also discussed was the use by GC members of a PAPA e-mail account. This to be discussed at the next meeting. 	Joshua Vallano
<p>10. President's Report</p> <ul style="list-style-type: none"> Mr. Vallano requested the chairs of the committees plan on meeting in the new year. 	Joshua Vallano
<p>11. Closed Session</p> <ul style="list-style-type: none"> A motion to close the meeting in accordance with NMSA 10-15-1H(4) personally identifiable student information was made at 4:10 by Mark Huntzinger, seconded by Michael Matsko, all members voted to close the meeting. A motion to reopen the meeting closed under NMSA 10-15-1H(4) personally identifiable student information, stating that no actions were taken, was made at 5:10 by Mark Huntzinger, seconded by Joshua Vallano, all members voted to reopen the meeting. 	Joshua Vallano
<p>12. Other Announcements/Discussion</p> <ul style="list-style-type: none"> A quorum of GC members was present at the Highland Theater, Albuquerque, NM for the PAPA High school Musical on November 11, 2017. No business was discussed. Discussion was held on notice for PAPA events where there is the potential for a quorum. To be discussed at the next meeting. 	Joshua Vallano

**Public Academy for Performing Arts
Governing Council Meeting Minutes November 28, 2017
As approved December 12, 2107**

13. Adjourn 5:20 pm			
Next schedule meeting December 12, 2017 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

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: 001-047-1718-0020-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 29130.0000.43214 \$3,000

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	\$2,750	\$3,000	\$5,750	
					Sub Total	\$3,000		
					Indirect Cost			
					DOC. TOTAL	\$3,000		

Justification:

Actual Funds 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

<u>Name</u>	<u>Role</u>	<u>Date</u>
Rhonda Cordova	Business Manager	1/28/2018 11:36:27 AM

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: 001-047-1718-0021-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 \$30,462

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	\$134,917	\$30,462	\$165,379	
					Sub Total	\$30,462		
					Indirect Cost			
					DOC. TOTAL	\$30,462		

Justification:

Actual Revenue 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

1/29/2018 9:43:29 AM

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: 001-047-1718-0022-I
Fund Type: Capital Outlay

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: Jul 1 2017 12:00AM	To: Jun 30 2018 12:00AM
A. Approved Carryover:	
B. Total Current Year Allocation:	
D. Total Funding Available:	

Revenue 27107.0000.43202 \$3,496

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
27107 2012 GOBond Student Library SB-66	1000 Instruction	56114 Library And Audio-Visual	1010 Regular Education (K- 12) Programs	0000 No Job Class		\$3,496	\$3,496	
					Sub Total	\$3,496		
					Indirect Cost			
					DOC. TOTAL	\$3,496		

Justification:
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>	<u>Role</u>	<u>Date</u>
Rhonda Cordova	Business Manager	1/29/2018 3:23:22 PM

FY2018
Transaction Type: Actuals

Posted Status	Attachments	Transaction Number	Origin	Transaction Date	Transaction Comment	Transaction Recorded Date	Transaction Recording User
True	0 00040868		J/E	12/05/2017	Reallocate IDEA B Expenditures for 55915 back to operational (over budget); Temp Transaction Number T0041042	12/06/2017	riovato
True	0 00040869		J/E	12/05/2017	Reallocate to under expenditure for fund 24154; Temp Transaction Number T0041043	12/06/2017	riovato
True	0 00040873		J/E	11/30/2017	Reallocate cash to Operational Account	12/07/2017	riovato
True	0 00040915		J/E	11/10/2017	Bankcard Fees	12/11/2017	riovato
True	0 00040916		J/E	11/13/2017	Client Analysis Fee November 2017	12/11/2017	riovato
True	0 00041114		J/E	01/03/2018	Transfer \$3,481.37 from Activities Account 00124 rto the lunch account; Temp Transaction Number T0041396	01/19/2018	riovato
True	0 00041114		J/E	01/03/2018	Transfer \$3,481.37 from Activities Account 00124 rto the lunch account; Temp Transaction Number T0041396	01/19/2018	riovato
True	0 00041224		J/E	12/11/2017	Client Analysis Fee December 2017	01/22/2018	riovato
True	0 00041245		J/E	12/12/2017	Bankcard Fees December 2017	01/22/2018	riovato
True	0 00041246		J/E	12/31/2017	Void prior year checks #103/73 and 10374; Temp Transaction Number T0041424	01/22/2018	riovato
True	0 00041250		J/E	12/31/2017			

Finance Meeting on January 30, 2018

Chas. H. H. 1/30/18

1.30.2019

Donna C. Allen

Packet Includes:

- *Journal Entries Listed Above
*Bank Register for November & December 2018
*Bank Recs for November and December 2018
*2nd Quarter Cash Report
*Trial Balance as of 12/31/17
*Detailed Revenue & Expenditure Report as of 01/29/18

PAPA
Bank Reconciliation - State Funds
31-Dec-17
135194804

Ending Balance Per Bank Statement 531,221.12

Add: 0.00

Less:				
9/29/2017	10565	National Association for Music	\$	126.00
10/27/2017	10640	Simpson, Kahlil	\$	25.00
10/31/2017	10644	NDI New Mexico	\$	1,000.00
11/14/2017	10673	Rodriguez, Gloria	\$	130.24
11/15/2017	10695	Heard, Joshua	\$	101.10
11/30/2017	10709	Heard, Joshua	\$	49.99
12/11/2017	10743	NMMEA Los Alamos	\$	108.00
12/11/2017	10746	Simpson, Kahlil	\$	7.00
12/15/2017	10754	Laurie Blackwell	\$	33.45
12/15/2017	10763	Hudson, Su	\$	27.98
12/15/2017	10765	PAPA PTSO	\$	251.11
12/31/2017		NMPSIA	\$	30,562.82
12/31/2017		ERB	\$	42,197.66
12/31/2017		INGReliastar	\$	3,587.00
12/31/2017		MG Trust Company	\$	960.00
12/31/2017		New Mexico Taxation & Revenue	\$	3,934.35
12/31/2017		NM Taxation & Revenue Dept.	\$	223.60
12/31/2017	12312098	NM Retiree Healthcare Authorit	\$	5,264.41
12/31/2017	12312099	NM Department of Labor	\$	446.35
12/31/2017	12312100			
				(89,036.06)
				<u>442,185.06</u>

Ending Balance per G/L

Add:

Subtract:

Ending Balance for G/L

Difference - In Balance if \$0.00

Prepared by: Rhonda Cordova

Reviewed and Approved by:

Signature

Signature

0.00

442,185.06

(0.00)

PAPA
Bank Reconciliation - Activities
30-Nov-17
135-6119311

Ending Balance Per Bank Statement	42.85
Add:	
	0.00
Less:	
	<u>0.00</u>
Ending Balance for Bank	<u><u>42.85</u></u>
Balance for G/L	42.85
Add:	
	0.00
Subtract:	
	0.00
Ending Balance for G/L	<u><u>42.85</u></u>
Difference - In Balance if \$0.00	<u><u>0.00</u></u>

Prepared by: Rhonda Cordova

Signature

Reviewed and Approved by:

Signature

PAPA
Bank Reconciliation - State Funds
30-Nov-17
135194804

Ending Balance Per Bank Statement 493,783.63

Add:

11/30/2017 4592 Yearbook \$ 150.00

150.00

Less:

5/25/2017	10373	Johnson, Scotland	\$	25.00
5/25/2017	10374	Marquez, Dominique	\$	150.00
9/29/2017	10565	National Association for Music	\$	126.00
10/24/2017	10610	Poncho, Eric	\$	17.00
10/27/2017	10640	Simpson, Kahlil	\$	25.00
10/31/2017	10644	NDI New Mexico	\$	1,000.00
10/31/2017	10691	Allstate American Heritage Lif	\$	1,199.02
10/31/2017	10693	Pre-Paid Legal Services, Inc.	\$	177.46
11/14/2017	10652	Beck, Juliette	\$	205.11
11/14/2017	10653	Bennett, Peter	\$	29.88
11/14/2017	10659	First Presbyterian Church	\$	250.00
11/14/2017	10669	National Institute of Flamenco	\$	225.00
11/14/2017	10673	Rodriguez, Gloria	\$	130.24
11/14/2017	10680	Theatrefolk	\$	185.95
11/15/2017	10684	APS Board of Education	\$	116,726.25
11/15/2017	10688	Educational Enterprises & Reco	\$	87.50
11/15/2017	10695	Heard, Joshua	\$	101.10
11/30/2017		INGRealtstar	\$	3,587.00
11/30/2017		MG Trust Company	\$	885.00
11/30/2017		NMPSIA	\$	30,663.74
11/30/2017		ERB	\$	39,361.02
11/30/2017		New Mexico Taxation & Revenue	\$	3,737.98
11/30/2017	10699	ABCWUA	\$	2,141.62
11/30/2017	10700	Association of Charter School	\$	706.96
11/30/2017	10701	Albuquerque Duplicator Supply	\$	63.96
11/30/2017	10702	Laurie Blackwell	\$	42.14
11/30/2017	10703	Rhonda Cordova	\$	2,887.50
11/30/2017	10704	Danfelter, Jackie	\$	92.00
11/30/2017	10705	Duncan, Christopher	\$	360.00
11/30/2017	10706	Eventbrite, Inc.	\$	179.63
11/30/2017	10707	Gino's	\$	152.03
11/30/2017	10708	Harris	\$	9,204.09
11/30/2017	10709	Heard, Joshua	\$	49.99
11/30/2017	10710	Herff Jones	\$	250.28
11/30/2017	10711	Home Depot	\$	384.88
11/30/2017	10712	Hudson, Su	\$	205.09
11/30/2017	10713	Kesselman Jones Inc	\$	56.00
11/30/2017	10714	Rincon, Margaret	\$	468.00
11/30/2017	10715	Sain's Club	\$	747.89
11/30/2017	10716	Shamrock Supply	\$	97.28
11/30/2017	10717	Torrez, Ed	\$	44.00
11/30/2017	10718	Lavis, Stella	\$	9.96
11/30/2017	10719	NMMEA Los Alamos	\$	322.00
11/30/2017	10725	Allstate American Heritage Lif	\$	1,171.58
11/30/2017	10726	Pre-Paid Legal Services, Inc.	\$	177.46
11/30/2017	10727	Security Benefit	\$	250.00
11/30/2017	12312097	NM Retiree Healthcare Authorit	\$	4,982.74

(223,742.29)

270,191.34

Ending Balance per G/L

270,191.34

Add:

Subtract:

0.00

Ending Balance for G/L

270,191.34

Difference - In Balance If \$0.00

0.00

Prepared by: Rhonda Cordova

Reviewed and Approved by:

Signature

Signature

Budget Report as of January 30, 2018

OPERATIONAL

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>	<u>% to Budget</u>
\$2,888,349.16	(\$1,485,364.64)	(\$1,390,738.07)	\$12,246.45	0%
			(\$5,470.95) <i>Reallocate IDEA B</i>	
			<hr/> \$6,775.50	

INSTRUCTIONAL MATERIALS

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$22,363.95	(\$14,920.76)	(\$1,054.11)	\$6,389.08

Food Services

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$113,908.00	(\$51,360.21)	(\$56,785.59)	\$5,762.20

\$889.73 *Actual Cash Balance*

Activities

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$134,917.18	(\$58,390.79)	(\$34,287.79)	\$42,238.60
			\$30,462.00 <i>Pending BAR</i>
			<hr/> \$72,700.60

Title I

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$63,136.00	(\$30,421.86)	(\$30,904.35)	\$1,809.79

IDEA B

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$69,314.00	(\$34,548.57)	(\$40,236.38)	(\$5,470.95)
			\$5,470.95 <i>Reallocate to SEG</i>
			<hr/> \$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>
\$33,190.00	(\$16,985.62)	(\$13,352.15)	\$2,852.23

Medicaid

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

CNM

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

GO Bond Library

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

Youth Chat Grant

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$2,750.00	(\$1,051.60)	(\$2,274.66)	(\$576.26)

Lease Reimbursement

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$280,143.00	(\$163,416.70)	(\$116,726.30)	\$0.00

HB33

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$313,722.56	(\$128,066.69)	(\$180,340.73)	\$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	(\$36,540.16)	(\$54,374.92)	\$30,622.92

Public Academy for Performing Arts

June 30, 2017 Audit Exit Conference – September 28, 2017

Auditor's Responsibility under Generally Accepted Auditing Standards (GAAS)

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected Misstatements

There were misstatements detected as a result of audit procedures and corrected by management that were material, either individually or in the aggregate, to the financial statements taken as a whole.

Uncorrected Misstatements

Management did not identify and we did not notify them of any uncorrected financial statement misstatements.

Disagreements with Management

No disagreements arose during the audit as it relates to a financial accounting, reporting, or auditing matter.

Significant Issues Discussed with Management Prior to Retention

Any discussions with management or the District prior to retention as the school auditors were part of our professional relationship and not a condition of engagement.

Consultations with Other Accountants

To our knowledge there were no consultations by management with other accountants regarding any accounting or auditing matters of the school.

Accounting Policies

No new accounting policies were adopted and the application of existing policies was not changed during the year.

Accounting Estimates

Net Pension Liability and Related Deferred Amounts
Useful Lives of Capital Assets

Financial Statement Disclosures

There were no particularly sensitive financial statement disclosures

Review of Findings

See attached

Concluding Steps for Audit Completion

Draft Charter School Statements – October 14

Submission to OSA – November 15

Expected Release by OSA – December 15 or Earlier

Reminder: NMAC 2.2.2.10 (J) (3) provides that "Neither the IPA nor agency personnel shall release any information to the public relating to the audit at the time of the exit conference or at any other time until the audit report has been officially released by the State Auditor and becomes public record."

SUMMARY OF FINDINGS

2017-001 – Internal Control over Student Activity Funds (Compliance and other Matters)

Condition: During the school year, \$290 of student activity funds were stolen. The funds were stolen due to the fact that cash was not deposited within 24 hours of receipt and the school policies and procedures were not followed by the individual collecting the monies.

Criteria: Per PSAB Supplement 18 - Student Activities & Athletics, the activity funds of the District are considered agency funds; they are custodial in nature and the District is accountable for the monies. In addition, the Board of Education has a fiduciary responsibility to establish and enforce policies and procedures to safeguard agency assets consistent with other assets of the school district.

2017-002 – Internal Control over Bank Reconciliation (Material Weakness)

Condition: During our review of the June 2017 bank reconciliation, we noted management listed outstanding cash transfers between the operational fund and the student activity fund of \$16,854. The transfer related to journal entries recorded after June 30, 2017, thus the cash transfers did not occur and were not initiated during the school year.

Criteria: Per NMAC 6.20.2.14, School districts shall establish and maintain a cash management program to safeguard cash and provide prompt and accurate reporting that adheres to cash management requirements of the office of management and budget (OMB) Circular A-102, and applicable state and federal laws and regulations. All bank accounts shall be reconciled on a monthly basis.

2017-003 – Internal Control over Financial Reporting (Material Weakness)

Condition: During our review of revenues, we noted \$1,750 of revenue was improperly recorded to the operational fund instead of the Youth Chat Fund 29130.

Criteria: Per NMAC 6.20.2.11, every school district shall establish and maintain an internal control structure to provide management with reasonable assurance that assets are safe-guarded against loss from unauthorized use or disposition, and that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of financial statements in accordance with GAAP.

2017-004 – Capital Asset Disposal (Compliance and other Matters)

Condition: During our review of capital asset disposals, we noted the school did not provide notification to the New Mexico State Auditor's Office.

Criteria: Per NMAC 2.2.2, the State Audit rule, at least 30 days prior any disposition of property on the agency inventory list requires written notification of the official finding and proposed disposition duly sworn and subscribed under oath by each member of the authority approving the action must be sent to the state auditor.

2017-001 – Internal Control over Student Activity Funds (Compliance and other Matters)

Condition: During the school year, \$290 of student activity funds were stolen. The funds were stolen due to the fact that cash was not deposited within 24 hours of receipt and the school policies and procedures were not followed by the individual collecting the monies.

Criteria: Per PSAB Supplement 18 - Student Activities & Athletics, the activity funds of the District are considered agency funds; they are custodial in nature and the District is accountable for the monies. In addition, the Board of Education has a fiduciary responsibility to establish and enforce policies and procedures to safeguard agency assets consistent with other assets of the school district.

Response: Once this situation was brought to management's attention, further instruction and training was provided at the FY2018 employee orientation. This type of emphasis and training over Internal Controls, Cash Receipts and Student Activity funds will be provided throughout the year as necessary.

2017-002 – Internal Control over Bank Reconciliation (Material Weakness)

Condition: During our review of the June 2017 bank reconciliation, we noted management listed outstanding cash transfers between the operational fund and the student activity fund of \$16,854. The transfer related to journal entries recorded after June 30, 2017, thus the cash transfers did not occur and were not initiated during the school year.

Criteria: Per NMAC 6.20.2.14, School districts shall establish and maintain a cash management program to safeguard cash and provide prompt and accurate reporting that adheres to cash management requirements of the office of management and budget (OMB) Circular A-102, and applicable state and federal laws and regulations. All bank accounts shall be reconciled on a monthly basis.

Response: An audit and finance committee procedure handbook is being created in order for both committees to have a more clear and precise process for reviewing year-end financial statement, including Internal Controls over Bank Reconciliations. This policy will be completed by December 31, 2017. Additionally, because the two accounts listed share several activities, including lunch deposits, Public Academy for Performing Arts Governing Council agreed and approved that all funds should be reduced to one account. The only account now being used by PAPA is the operational fund account.

2017-003 – Internal Control over Financial Reporting (Material Weakness)

Condition: During our review of revenues, we noted \$1,750 of revenue was improperly recorded to the operational fund instead of the Youth Chat Fund 29130.

Criteria: Per NMAC 6.20.2.11, every school district shall establish and maintain an internal control structure to provide management with reasonable assurance that assets are safe-guarded against loss from unauthorized use or disposition, and that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of financial statements in accordance with GAAP.

Response: All deposits outside of General Activities, USDA and SEG wires will be verified between the business manager and business office assistant prior to posting such deposits. We will continually update our internal control procedures to prevent such errors from occurring in the future.

2017-004 – Capital Asset Disposal (Compliance and other Matters)

Condition: During our review of capital asset disposals, we noted the school did not provide notification to the New Mexico State Auditor's Office.

Criteria: Per NMAC 2.2.2, the State Audit rule, at least 30 days prior any disposition of property on the agency inventory list requires written notification of the official finding and proposed disposition duly sworn and subscribed under oath by each member of the authority approving the action must be sent to the state auditor.

Response: The disposal of capital assets was approved at the May 2017 Governing Council meeting; however, the school did not properly report to the NM State Auditor's office. Once this was brought to management's attention, the letter listing all disposed assets was sent to the NM State Auditor's office. A procedure manual and check-list is being written for both audit and finance committees in order to help prevent such errors from happening in the future. This manual will be complete by December 31, 2017.

Finance Recommendation:

D.6 Travel and Other Reimbursements

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 (LRF-TRF) 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:

- PAPA's newly created National Junior Honor Society will have its first induction on January 31, 2108. There will be 16 inductees for grades 7-9.
- MS Teachers created a folder system and trained on expectations that will be used in all core classes.
- An official Senior meeting was held.
- Student support meetings for second semester and attendance were held with parents.

Performing Arts / Activities

- MS Student Council had a Candy Gram Fundraiser
- HS and MS Choir, Band, Guitar and Orchestra participated in NMMEA and Youth All State.
- MS Theater performed *Shuddersom – Tales of Poe*.
- NHS had an overnight lock-in.
- MS Reward Dance was held.
- AMDA School visited to recruit and audition students from PAPA.
- PAPA Jazz Band, Mariachi Band, Contemporary Dance Ensemble, and soloists Kimara Reynolds and Lin Saltzstein performed for Janet Kahn Elementary School 4th and 5th graders. Administration provided information about the school lottery.
- 1st Semester Honor Roll Ice Cream Social was held with the highest ever number of qualifiers at 201!
- Fifty plus students auditioned for the MS Musical, *School House Rocks Live! Jr.*
- MS Student Council were hosted for a day at the Roundhouse where they were introduced in the Senate and had a great tour!
- PAPA Orchestra, Les Chanteuses, and soloist Nick Aragon (saxophone) performed for a crowd of 500 at the NM School Choice Day event.
- HS Student Council held a Movie Night fundraiser.
- PAPA YouthCHAT team members, Niqui Marquez and Jenaya Aguirre will represent PAPA, YouthCHAT, and the NM Department of Health at the 2018 Association of Maternal & Child Health Programs Conference in Washington, D.C.
- Seventh grader, Ally Anaya submitted a winning photo at the Future Voices of New Mexico photo contest.
- Former students Ivori Johnson, Sabrina Carabajal, and Gabe Otero were guest artists/speakers in Contemporary Dance, Hip Hop, and the Wheel classes.
- Professionals, Gabe Carrion-Gonzalez and Antwan Davis worked with students in Film and Hip Hop.
- A Safe Zone poster contest was held. First place was awarded to Shawn Pirkle.
- PAPA Visual Arts program participated in the Scholastic Art Awards. Silver Key award winners were Fabien Nieves and Grace Read. Honorable mention was awarded to Kristen Carrara.

Professional Development / Staff

- Ivonne Orozco has been busy as the NM Teacher of the Year. She was featured on C-SPAN. Her Spanish II classes were filmed by CBS. She was recognized at the legislature, NMCCS Day, and has represented PAPA and the State at many other speaking engagements. She will be Senator Martin Heinrich's guest during the State of the Union Address in Washington, D.C.
- Teachers completed their PDP Reflections in preparation of the second round of observations and evaluation of Domain 4.
- Ms. Torrez, Mr. Koller, and Mr. Sisneros attended an AP Symposium.
- Special Education staff went to a city-wide training in transition.
- Administration was trained in Accuroster and Test Assessment.
- Staff was trained in Safe Zones.

Community

- PTSO hosted a Teacher Appreciation Lunch. We appreciate all the parents that donated to this awesome pot luck!
- Gift card donations were provided to PAPA families in need.

Facility

- No update on current construction project.
- PAPA has repeatedly had issues with lack of heat.
- PAPA performed a school-wide evacuation drill

Submitted By:

A handwritten signature in cursive script, appearing to read "Doreen A. Winn".

Doreen A. Winn



Schedule of Events

Key Bridge Marriott, Arlington, Virginia
Monday, March 19–Wednesday, March 21

*All events will take place at the Key Bridge Marriott unless otherwise noted.

Monday, March 19

- 5:00–6:00 p.m. **Registration**
- NASSP Attendees
- 6:00–8:30 p.m. **Welcome Reception**
Welcome by Executive Director JoAnn Bartoletti
- NASSP Attendees

Tuesday, March 20

- 7:45–8:45 a.m. **Buffet Breakfast**
- NASSP Attendees
- 9:00–9:15 a.m. **Welcome & Staff Introductions**
- 9:15–10:45 a.m. **Advocacy Session**
- 10:45–11:00 a.m. **Break**
- 11:00–11:45 a.m. **Advocacy Session**
- 12:00–12:45 p.m. **Luncheon**
- NASSP Attendees
- 12:45–2:00 p.m. **Advocacy Session**
- 2:00–2:15 p.m. **Break/Arrival of NAESP Attendees**
- 2:15–3:15 p.m. **Advocacy Session**

TRAVEL REQUEST FORM

23

Name: Doreen Winn
 Title: Executive Director
 Name of Conference/Workshop: NASSP Advocacy Conference
 Date of Conference/Workshop: 3-19 through 21 Return Flight 3/22
 Location: Washington DC

ESTIMATED TRAVEL COSTS

Out of State Travel - Requires Board Approval	
Airline Ticket	\$ <u>-</u>
Hotel (Receipts required - actual expenses up to \$220 per night)	\$ <u>-</u>
Rental Car (Rental cars not included if hotel is adjacent to conference)	\$ <u>-</u>
Meals: Out of State (Receipts required - actual expenses for meals up to \$45 a day - may be claimed after travel) (Alcoholic beverages will not be reimbursed)	\$ <u>180.00</u>
Other Allowable Expenses: (Parking, shuttle, bus, etc. - may be claimed after travel)	\$ <u>-</u>
Total Registration Fees:	\$ <u>-</u>
TOTAL ESTIMATED COST OF TRAVEL:	\$ <u>180.00</u>

In-State Travel	
Hotel: In-State (Receipts required - actual expenses up to \$125 per night)	\$ <u>-</u>
Rental Car or Mileage	\$ <u>-</u>
Meals: In-State (Receipts required - actual expenses for meals up to \$30 a day - may be claimed after travel) (Alcoholic beverages will not be reimbursed)	\$ <u>-</u>
Other Allowable Expenses: (Parking, shuttle, bus, etc. - may be claimed after travel)	\$ <u>-</u>
Total Registration Fees:	\$ <u>-</u>
TOTAL ESTIMATED COST OF TRAVEL:	\$ <u>-</u>

Approved By:	_____
Print Name:	_____
Signature:	_____

Employee Signature: Doreen Winn

2017-2018 PAPA Calendar Suggestions from Staff (summary)

Following are the suggestions received from staff. Please reply to my email and mark and X on all suggestions you would be in favor of. The deadline is Tuesday, 1/30 by noon. Thank you!

5 APS Holiday Calendar:

Aug. 13	First day of school
Sept. 3	Labor Day (schools and administrative offices closed)
Oct. 11-12	Fall break (administrative offices open)
Nov. 21-23	Thanksgiving break (schools closed; administrative offices closed Nov. 22-23)
Dec. 21-Jan. 4	Winter break (schools closed; administrative offices closed Dec. 24-Jan. 1)
Jan. 4	Professional development day for school staff (no school for students)
Jan. 7, 2019	First day of second semester
Jan. 21	Martin Luther King Jr. Day (schools closed; administrative offices open)
Feb. 18	Presidents Day (schools and administrative offices closed)
March 11-15	Spring break (schools closed; administrative offices open)
19-Apr	Vernal Holiday (schools and administrative offices closed)

Staff Suggestions:

7 Pay Date change in August 2018 to 15th & 30th

Why? I have a hard time with the two day early training. Once I return to PAPA, I am in. I can't turn that off and go back. Also, it conflicts with National Endowment for the Humanities grants. They run on East Coast schedules. So a teacher training doesn't end until the first or second week of August. Lastly, if I'm not teaching a summer camp or attending an NEH program, I like to travel in Hurricane season when it's cheapest (first week in August).

How Can We Make This Work? We've got seven months to save up for that two week period without a check. I've got a mortgage, bills, etc too. But If I start planning for it now, I can make it happen.

Will We Miss a Paycheck? We will get the full contract amount, with one less paycheck ONE time. Instead of getting your August paycheck on the 5th, it would come in on the 15th, then your next one on the 30th. This would be a ONE time hardship that would never happen again. We would be reset for the rest of your career at PAPA.

AND we could then come in on August 8th or 9th for Teacher In-Service with school starting on the 13th, rather than coming in on August 2nd and 3rd with school starting on the 13th.

0 Mirror APS complete calendar. This would increase the number of days, but not increase your pay:

Aug. 6, 2018	First day back for teachers, school staff
Aug. 13	First day of school
Sept. 3	Labor Day (schools and administrative offices closed)
Oct. 11-12	Fall break (administrative offices open)

Oct. 30-31	Middle School student-led conferences
Nov. 19-20	Elementary School parent/teacher conferences
Nov. 21-23	Thanksgiving break (schools closed; administrative offices closed Nov. 22-23)
Dec. 21-Jan. 4	Winter break (schools closed; administrative offices closed Dec. 24-Jan. 1)
Jan. 4	Professional development day for school staff (no school for students)
Jan. 7, 2019	First day of second semester
Jan. 21	Martin Luther King Jr. Day (schools closed; administrative offices open)
Feb. 18	Presidents Day (schools and administrative offices closed)
March 7-8	Parent conferences for all three levels (elementary, middle and high school)
March 11-15	Spring break (schools closed; administrative offices open)
19-Apr	Vernal Holiday (schools and administrative offices closed)
May 13-17	Graduation Week
22-May	Last day of school
May 23-24	Weather make-up day

3 Start school one week (or even a few days) earlier in August and take an extra week (or few days) off for winter break.

9 I loved the in-service days/days off for students during the week of Thanksgiving; that was way better than having the kids for two days right before a five day weekend.

7.5 It would be great to have half days for finals week (in both the fall and spring).

5 Wherever possible, I'd prefer we have four day weekends span two weeks (as in, take Friday/Monday off rather than Thursday/Friday or Monday/Tuesday). Four day weeks are more functional than three day weeks.

7 Have off the Monday after Easter if we follow APS Spring Break.

5 Finals Week – Monday 12/17 through Thursday 12/20

6 12/21 Make-up day and in-service for staff. Only students who have make-ups attend. Teachers take turns proctoring exams.

5 In-service 1/7 and 1/8. Students start 1/9

4 Have a make-up test day / staff in-service at the end of the year.

6 Don't follow APS winter break. Instead, work Friday 1/21 and return for in-service 1/7. Have students return 1/8.

1 I'm not a good budgeter, and all my bills are set up for automatic payments every month. I prefer we keep the pay periods the 5th and the 20th and do in-service before the 5th.

4 I vote that we start school *later* than August 6 and change our pay periods so that we can get paid on the 15th and 30th, for example. I live paycheck to paycheck, so I TOTALLY get it, but if I know that I'll have to be extra frugal and save a bit more money NOW to accommodate for the delayed paycheck in later August, seven months from now, I can make that happen. My other argument is that because I have to work in the summer, starting school extra early means I have to end out-side-of school work early. I end up losing money by having to report in early August. For teachers who might be worried that they can't pay their mortgage in August, maybe we can set up something now where money is taken out now each paycheck and they can use it in August?

3 I also propose that Winter Break for the 2018 - 2019 school year be December 24 - January 4. We can also maybe do December 20 - Jan. 4. It still gives everyone a weekend to travel prior to Christmas and hopefully, it will make it seem like we're not coming back so early. If we do have these 2 weeks off, we can use the day we normally take off for MLK day and add that on to Winter Break. All of the community MLK celebrations take place on Saturday, anyway.

2 I'm NOT in favor of having three weeks off at Christmas and would rather start the school year later in lieu of that.

In addition, please give your opinion on how in-service days should occur (we have 9 days):

Please give time to work (PDD/lesson planning/classroom) during InService days. Also make some trainings optional (IE. Trans Training)

How many in-service should there be before school starts? 1, 2, 3, 1, 2, 3

What dates do you suggest for the rest of the days?

Mondays or next to a holiday.

Fall Break and Thanksgiving Week should be InService/Parent Teacher Conference dates prior to the days off. Students don't attend during those days. Oct 8,9,10 and Nov. 19, 20 & 21 respective of year.

Make-up Test (final exam) days

Tech days

More in Jan, before we begin

Is there anything else related to the calendar that you suggest?

Can we factor in a flu/strep week to shut down/reset PAPA if we have another winter like this one?

Public Academy for Performing Arts

11800 Princess Jean Ave, NE

Albuquerque, NM 87112

Ph: (505) 830-3128 Fax: (505) 830-9930

RESOLUTION – SY 2017-2018- 001

OPEN MEETINGS ACT

WHEREAS, the Governing Council of the Public Academy for Performing Arts met at the facilities of 11800 Princess Jean Ave, NE Albuquerque, NM 87112 on January 30, 2018, at 4:15 p.m., and

WHEREAS, Section 10-15-1(B) of the Open Meetings Act (NMSA 1978, Sections 10-15-1 to -4) states that, except as may be otherwise provided in the Constitution or the provisions of the Open Meetings Act, all meetings of a quorum of members of any board, council, commission, administrative adjudicatory body or other policymaking body of any state or local public agency held for the purpose of formulating public policy, discussing public business or for the purpose of taking any action within the authority of or the delegated authority of such body, are declared to be public meetings open to the public at all times; and

WHEREAS, any meetings subject to the Open Meetings Act at which the discussion or adoption of any proposed resolution, rule, regulation or formal action occurs shall be held only after reasonable notice to the public; and

WHEREAS, Section 10-15-1(D) of the Open Meetings Act requires the Governing Council of the (school name) to determine annually what constitutes reasonable notice of its public meetings;

NOW, THEREFORE, BE IT RESOLVED by the Governing Council of the (school name) that:

1. All meetings shall be held at the Public Academy for Performing Arts, 11800 Princess Jean Ave, NE, Albuquerque, NM 87112 or as otherwise indicated in the meeting notice.
2. Unless otherwise specified, regular meetings shall be held on the fourth Tuesday of the month at 5:15 pm. The meetings in March 2018 meeting will be held on March 20, 2018 and ^{the} December 2018 meeting will be held on December 18, 2018. The draft agenda will be available at least seventy-two hours prior to the meeting from (school name), whose office is located at 11800 Princess Jean Ave, NE, Albuquerque, NM 87112 The final agenda will be available 48 hours prior to the meeting. Notice of any other regular meetings will be given ten days in advance of the meeting date.
3. Special meetings may be called by the Chairman or a majority of the members upon 72 hours' notice. The notice shall include an agenda for the meeting or information on how members of the public may obtain a copy of the agenda. The agenda shall be available to the public at least seventy-two hours before any special meeting.
4. Emergency meetings will be called only under unforeseen circumstances that demand immediate action to protect the health, safety and property of citizens or to protect the public body from substantial financial loss. The Governing Council of the Public Academy for Performing Arts will avoid emergency meetings whenever possible. Emergency meetings may be called by the Chairman or a majority of the members upon twenty-four hours' notice, unless threat of personal injury or property damage requires less notice. The notice for all emergency meetings shall include an agenda for the meeting or information on how the public may obtain a copy of the agenda. Within ten (10) days of taking action on an emergency matter, the public body shall report to the New Mexico Attorney General's office the action taken and the circumstances creating the emergency.
5. For the purposes of regular meetings described in paragraph 2 of this resolution, notice requirements are met if notice of the date, time, place and agenda are posted at the administrative offices of Public Academy for Performing Arts and provided by email to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation that have made a written request for notice of public meetings. In addition, a notice of the regular meeting schedule of the Governing Council will be placed on the web-site of the Public Academy for Performing Arts www.paparts.org.

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6. For the purposes of special meetings and emergency meetings described in paragraphs 3 and 4 of this resolution, notice requirements are met if notice of the date, time, place and agenda is posted at the administrative offices of Public Academy for Performing Arts and provided by email to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation that have made a written request for notice of public meetings. In addition, a notice of the regular meeting schedule of the Governing Council will be placed on the website of the Public Academy for Performing Arts www.paparts.org.
7. In addition to the information specified above, notice shall indicate how a copy of the agenda may be obtained or include a hyperlink to the agenda. They shall also indicate how an individual with a disability who wishes to attend a meeting of the Governing Council and who might be in need of special accommodations, can obtain information and/or accommodation for their disability.
8. The Governing Council of the Public Academy for Performing Arts may close a meeting to the public only if the subject matter of such discussion or action is accepted from the open meeting requirement under Section 10-15-1(H) of the Open Meetings Act.
 - a) If any meeting is closed during an open meeting, such closure shall be approved by a majority vote of a quorum of the Governing Council of the (school name) taken during the open meeting. The authority for the closed meeting and the subjects to be discussed shall be noted with reasonable specificity. Only those subjects specified in the motion may be discussed in the closed meeting.
 - b) If a closed meeting is conducted when the Governing Council of the (school name) is not in an open meeting, the closed meeting shall not be held until public notice, appropriate under the circumstances, stating the provision of law authorizing the closed meeting and the subjects to be discussed with reasonable specificity, is given to the members and to the general public.
 - c) Following completion of any closed meeting, the minutes shall state whether the matters discussed in the closed meeting were limited only to those noted, when the meeting was closed.
 - d) Except as provided in Section 10-15-1(H) of the Open Meetings Act, any action taken as a result of discussions in a closed meeting shall be made by vote of the Governing Council of the (school name) in an open public meeting.
9. Attendance by members of the Governing Body at school functions (such as open houses, performances, etc.) may constitute a quorum. The presence of the Governing Body members at these functions is not ^{meeting} meeting for the purpose of conducting school business. The potential for a quorum at these functions will be noted on the school calendar on the website www.paparts.org and the Governing Body members will not conduct any business.

Adopted this (month, date, year) at (city, state).

_____, Chairman

_____, Member

_____, Member

_____, Member

_____, Member

_____, Member

D.5 Accounts Payable

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.~~ ^{7,500} Checks of \$5,000.00 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.