

# Public Academy for Performing Arts Governing Council Meeting Agenda

Tuesday, April 24, 2018, 4:15

(3:30-4:15 Community Budget Meeting)

Public Academy for Performing Arts Campus

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

Type of meeting: Community / Monthly

Chair: Elizabeth Roybal

**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 President   | 12. Rhonda Cordova, Business Manager                    |
| 6. Open Position - Community        | 13. Juan Andres Rodriguez, HS Student Council President |
| 7. Open Position - Community/Parent | 14. Isis Lopez, MS Student Council President            |

Scheduled Guest(s):

Scheduled Absence:

## Community Meeting 3:30

### ----- Council Meeting Agenda 4:15 -----

1. Call to Order, Roll Call (Quorum 3/5 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 March Meeting Minutes **ACTION ITEM** .....All.....4:25 p.m.
5. Approval of April Special Meeting Minutes **ACTION ITEM**.....All.....4:30p.m.
6. Open Forum for Public Comment (Form Required).....Chair.....4:35 p.m.
7. Budget & Finance Committee Report **ACTION ITEM** .....Michael Matsko and Rhonda Cordova.....4:40 p.m.
  - a. BARS **ACTION ITEM**
  - b. 2018-19 Budget Presentation **ACTION ITEM**
8. Executive Director's Report.....Doreen Winn .....4:50 p.m.
  - a. Written Report
  - b. New Student Orientation
9. Organizational Business.....Chair.....4:55 p.m.
  - a. Vacant Council Position -Nominating Committee Update
  - b. Committee Updates
10. President's Report.....Elizabeth Roybal.....5:00 p.m.
11. Executive Session to Discuss the Executive Director Evaluation **ACTION ITEM** .....5:10p.m.
12. Action Resulting from Executive Session **ACTION ITEM** .....
13. Other Announcements/Discussion .....All.....
14. 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), Jennifer Lopez, 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), Jennifer Lopez, Doreen Winn, Naomi Montoya  
Performing Arts Committee – Elizabeth Roybal (Chair), Joshua Vallano, Michael Keith, Doreen Winn, Naomi Montoya  
Policy Review Committee – Mark Huntzinger (Chair), 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 March 20, 2018

<b>Date:</b> 3/20/2018	<b>Location:</b> PAPA Room 2
<b>Time:</b> 4:16-5:59 PM	<b>Facilitator:</b> Joshua Vallano
<b>Invitees in Attendance:</b> Joshua Vallano (voting member), Elizabeth Roybal (voting member)(arrived 4:20 pm), Mark Huntzinger (voting member), Michael Keith (voting member), Jennifer Lopez (voting member), Michael Matsko (voting member)(departed 5:02 pm), Virginia Wilmerding, Carol Torrez (arrived 4:29 pm), Melanie Chavez, Rhonda Cordova	
<b>Not in Attendance:</b> Sherry Allen, Juan Andres Rodriguez, Isis Lopez, Doreen Winn (approved absence)	
<b>Guests in Attendance:</b> none	
Discussion	
	Resource
1. Call to Order 4:16 pm/Roll Call, 5 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 Mark Huntzinger, seconded by Jennifer Lopez, approved 5-0.</li> </ul>	Joshua Vallano
4. Approval of Prior Meeting Minutes <ul style="list-style-type: none"> <li>Motion to approve the minutes of the February 27, 2018 regular meeting and the March 7, 2018 special meeting with a correction to the date was made by Michael Matsko, seconded by Jennifer Lopez, approved 5-0.</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, Melanie Chavez, and Rhonda Cordova. The bank register report, bank reconciliation report, journal entries, the detailed report through March 19, 2018 were reviewed.</li> <li>The Budget Report as of March 19, 2018 was presented and discussed. <ul style="list-style-type: none"> <li>Discussed was the Title I funds which will not be available next year as the process for determining eligibility has changed. The impact is a loss of ~\$63,000 which has been used for the math and reading targeted assistance. Administration is looking at options to continue these programs.</li> <li>Bank card fees were discussed, currently \$5 is added to each registration to cover the bank card fees.</li> </ul> </li> <li>The motion to approve the Finance Committee report was made by Jennifer Lopez, seconded by Joshua Vallano, approved 6-0.</li> <li>BARS <ul style="list-style-type: none"> <li>0027-D is a decrease to the dual credit of \$1,683 as these funds had to</li> </ul> </li> </ul>	Michael Matsko, Rhonda Cordova



**Public Academy for Performing Arts**  
**Draft Governing Council Meeting Minutes March 20, 2018**

<p>be used by March 8, 2018.</p> <ul style="list-style-type: none"> <li>• 0028 was voided.</li> <li>• 0029-I increase of \$22,239 in the Activities account.</li> <li>• 0030-I increase of \$1,000 in the CNM Foundation for actual revenue received for stipends.</li> <li>• The motion to approve the BARS was made by Mark Huntzinger, seconded by Michael Matsko, approved 6-0.</li> </ul>	
<p>7. Executive Director's Report</p> <ul style="list-style-type: none"> <li>• Written report was provided.</li> <li>• Information was provided on the class registration, Middle School individual student plans, 8<sup>th</sup> to 90<sup>th</sup> and 11<sup>th</sup> to 12<sup>th</sup> grade transitions.</li> </ul>	<p>Melanie Chavez</p>
<p>8. Organizational Business</p> <ul style="list-style-type: none"> <li>• Vacant Council Positions. <ul style="list-style-type: none"> <li>○ Position 1 – Community Member is held by Jennifer Lopez expires in 2018. Ms. Lopez expressed an interest in continuing on the GC.</li> <li>○ Position 2 for a community member remains open.</li> <li>○ Position 6 - Parent is held by Joshua Vallano expires in 2018. Mr. Vallano expressed his regret that he could not continue as a member of the GC, with this being his last GC meeting as a member.</li> <li>○ Administration was directed to form the Nominating Committee and solicit for parent and community members.</li> </ul> </li> <li>• The PAPA website was discussed. LDD is the contractor who hosts the website. Joshua Vallano volunteered to continue to do the website development. <ul style="list-style-type: none"> <li>○ Discussed was posting of audio and video of performances and concerns on copy write were discussed.</li> </ul> </li> <li>• Foundation Update – no members of the foundation were able to make the meeting. A bank statement was provided.</li> </ul>	<p>Joshua Vallano</p>
<p>9. President's Report – none</p>	
<p>10. Executive (Closed) Session – Limited Personnel Matters</p> <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 Joshua Vallano, a roll call vote was taken with all five members present 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 five members</li> </ul>	<p>Joshua Vallano</p>

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present voting in approval of the motion.			
11. Other Announcements/Discussion <ul style="list-style-type: none"> <li>Executive Director's evaluation to be discussed in an Executive (Closed) Session at the next meeting.</li> <li>Issues with the PAPA e-mail were made known to Administration.</li> <li>Committee assignment changes <ul style="list-style-type: none"> <li>Joshua Vallano – off of Policy, Long Term Planning, remain on Website.</li> <li>Elizabeth Roybal – off Audit.</li> <li>Jennifer Lopez – on Audit, Long Range Planning.</li> </ul> </li> </ul>			Joshua Vallano
12. Adjourn 5:59 pm			
Next schedule meeting April 24, 2018 4:15 pm			
<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

## Draft Governing Council Meeting Special Minutes April 13, 2018

<b>Date:</b> 4/13/2018	<b>Location:</b> PAPA Room 2
<b>Time:</b> 3:39 – 5:38 PM	<b>Facilitator:</b> Elizabeth Roybal
<b>Invitees in Attendance:</b> Elizabeth Roybal (voting member), Mark Huntzinger (voting member), Jennifer Lopez (voting member), Doreen Winn, Rhonda Cordova, Virginia Wilmerding, Sherry Allen	
<b>Not in Attendance:</b> Michael Matsko (voting member), Michael Keith (voting member), Carol Torrez, Juan Andres Rodriguez, Isis Lopez,	
<b>Guests in Attendance:</b>	
Discussion	Resource
1. Call to Order 3:39 pm/Roll Call, 3 of 5 voting members present	Elizabeth Roybal
2. Welcome and Introductions	Elizabeth Roybal
3. Approval of Agenda <ul style="list-style-type: none"> <li>Motion to approve the agenda, was made by Mark Huntzinger, seconded by Jennifer Lopez, approved 3-0.</li> </ul>	Elizabeth Roybal
4. Open Forum for Public Comment – none	
5. BARS <ul style="list-style-type: none"> <li>BAR ending 0031-IB \$21,547, initial budget from a Food Assistance Equipment Grant for be used for major kitchen equipment.</li> <li>BAR ending 0032-T net \$0, \$40,000 transfers from direct instruction to: \$20,000 support services-students, \$13,000 support services-school administration, \$1,000 custodial services, and \$6,000 food services operations.</li> <li>BAR ending 0033-I \$500 increase from the CNM Foundation for dual credit stipends.</li> <li>Motion to approve the three BARS, was made by Mark Huntzinger, seconded by Elizabeth Roybal, approved 3-0.</li> </ul>	Elizabeth Roybal
6. Executive (Closed) Session – Limited Personnel Matters <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 Elizabeth Roybal, a roll call vote was taken with all three members present 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 three members present voting in approval of the motion.</li> </ul>	Elizabeth Roybal

**Public Academy for Performing Arts**  
**Draft Governing Council Meeting Special Minutes April 13, 2018**

7. Actions resulting from Executive Session			Elizabeth Roybal
<ul style="list-style-type: none"> <li>• None</li> </ul>			
8. Budget Discussion			
<ul style="list-style-type: none"> <li>• A draft budget was presented; with the mandated instructional staff 2.5% raises and minimum pay requirements, the mandated non-instruction staff 2.0% raise, the loss of the Title I funding, and the health and dental insurance increases, the budget shortfall was \$118,892.71 given the 2018-2019 budget unit valuation.</li> <li>• Various options were presented for the GC's consideration.</li> <li>• Each of the options were discussed and additional items were offered for consideration.</li> <li>• Guidance to the Executive Director was to: <ul style="list-style-type: none"> <li>○ Increase the student population in grades 6 through 9 to 70 students each.</li> <li>○ Eliminate two non-instruction staff positions.</li> <li>○ Reduce the Board expenses.</li> </ul> </li> <li>• With these items, there will be an approximate \$20,000 carry-over at the end of the 2018-2019 budget year.</li> <li>• A public meeting will be held April 24, 2018 for budget input.</li> </ul>			
9. Adjournment 5:38 pm			Elizabeth Roybal
Next schedule meeting April 24, 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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# Budget Report as of April 23, 2018

## OPERATIONAL

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>	<u>% to Budget</u>
\$2,914,646.16	(\$2,189,678.12)	(\$691,642.59)	\$33,325.45	1%
			(\$5,521.95) <i>Reallocate IDEA B</i>	
			\$10,000.00 <i>Reallocate Custodial to Food services</i>	
			<hr/> \$37,803.50	

## INSTRUCTIONAL MATERIALS

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$23,645.95	(\$16,079.42)	(\$177.53)	\$7,389.00

### Food Services

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$113,908.00	(\$72,445.39)	(\$38,076.55)	\$3,386.06

\$6,448.75 *Actual Cash Balance*

### Activities

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$187,077.18	(\$104,684.92)	(\$35,738.47)	\$46,653.79
			\$19,060.45 <i>Pending BAR 0034-I</i>
			<hr/> \$65,714.24

### Title I

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$63,136.00	(\$45,634.78)	(\$15,081.53)	\$2,419.69

### IDEA B

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$69,314.00	(\$54,867.72)	(\$19,968.23)	(\$5,521.95)
			\$5,521.95 <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>
\$44,117.00	(\$17,171.29)	(\$11,578.82)	\$15,366.89

### Medicaid

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$7,347.52	(\$689.24)	\$0.00	\$6,658.28

### CNM

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$6,469.43	(\$3,500.00)	(\$500.00)	\$2,469.43

### Dual Credit

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

### 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>
\$7,250.00	(\$1,238.17)	(\$4,360.27)	\$1,651.56

### Lease Reimbursement

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$280,143.00	(\$233,452.50)	(\$46,690.50)	\$0.00

### HB33

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$313,722.56	(\$217,398.25)	(\$91,009.17)	\$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	(\$75,385.85)	(\$19,586.09)	\$26,566.06

FY2018  
Transaction Type: Actuals

Posted Status	Attachments	Transaction Number	Origin	Transaction Date	Transaction Comment	Transaction Recorded Date	Transaction Recording User
True		0 00042030	J/E	03/26/2018	\$0.50 less on 3/26 deposit	04/23/2018	rlavato
True		0 00042031	J/E	03/12/2018	Client Analysis Fee March 2018	04/23/2018	rlavato
True		0 00042032	J/E	03/12/2018	Bankcard Fees	04/23/2018	rlavato
True		0 00042039	J/E	03/22/2018	ING Payment for Leslye Padilla	04/23/2018	rlavato

### Finance Meeting on April 24, 2018

*[Signature]*  
*[Signature]*  
*[Signature]*  
*[Signature]*

#### Packet Includes:

- \*Journal Entries Listed Above
- \*Bank Register Report for March 2018
- \*Bank Reconciliation as of March 31, 2018
- \*Detailed Revenue & Expenditure Report as of 04/23/18



**PAPA**  
**Bank Reconciliation - State Funds**  
**31-Mar-18**  
**135194804**

Ending Balance Per Bank Statement

377,565.10

Add:

0.00

Less:

10/27/2017	10640	\$	25.00
12/15/2017	10765	\$	251.11
1/30/2018	10843	\$	126.00
2/27/2018	10887	\$	359.88
2/27/2018	10888	\$	700.00
2/27/2018	10890	\$	129.40
2/27/2018	10897	\$	82.29
2/27/2018	10922	\$	75.00
2/27/2018	10923	\$	75.00
2/27/2018	10927	\$	79.12
3/13/2018	10934	\$	18.99
3/13/2018	10938	\$	164.00
3/13/2018	10940	\$	150.00
3/13/2018	10946	\$	250.00
3/23/2018	10968	\$	2,015.80
3/23/2018	10971	\$	500.00
3/23/2018	10973	\$	275.00
3/23/2018	10976	\$	500.00
3/23/2018	10977	\$	772.41
3/23/2018	10978	\$	500.00
3/23/2018	10979	\$	539.79
3/23/2018	10981	\$	15.00
3/23/2018	10982	\$	449.85
3/23/2018	10984	\$	638.00
3/31/2018		\$	30,562.82
3/31/2018		\$	3,529.03
3/31/2018		\$	39,593.81
3/31/2018	10990	\$	1,171.56
3/31/2018	10991	\$	177.46
3/31/2018	10992	\$	250.00
3/31/2018	12312103	\$	4,917.58
3/31/2018	12312104	\$	219.30
3/31/2018	12312105	\$	1,626.13

(90,739.33)

286,825.77

Ending Balance per G/L

286,825.77

Add:

Subtract:

0.00

Ending Balance for G/L

286,825.77

Difference - In Balance if \$0.00

(0.00)

Prepared by: Rhonda Cordova

Signature

Reviewed and Approved by:

Signature

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: 001-047-1718-0034-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

<b>FLOWTHROUGH ONLY</b>	
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 \$19,060

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	\$187,077	\$19,060	\$206,137	
Sub Total						\$19,060		
Indirect Cost								
DOC. TOTAL						\$19,060		

**Justification:**

Actual Revenues Received

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

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

B. Justification for the transfer: Explanation such as "underbudgeted", "insufficient budget", or "needed to close out Project" ARE NOT ACCEPTABLE. Attach additional sheets if necessary.

ALL TRANSFER BARS MUST NET OUT TO ZERO ON THE DOC. TOTAL LINE.

**Approvals by Digital Signature**

<u>Name</u>	<u>Role</u>	<u>Date</u>
Rhonda Cordova	Business Manager	4/23/2018 9:29:56 PM



# Estimated Budget - PAPA

Grade Range: 6th - 12th

<u>Revenue:</u>	2018-2019
Students	420
Carrovery from Prior year	\$30,000.00
Revenue per pupil	\$6,701.69 (Included 2% Admin Fee to APS)
Annual Revenue	<u>\$2,844,709.80</u>
<u>Expenses:</u>	
Salaries	\$ 1,939,107.75
Reallocate salaries to IDEAB	(\$72,000.00) <b>\$1,867,107.75</b>
Employee Benefits	\$597,474.48
Percent of Sal	32%
Supplies	\$1,855.57
Percent of Revenue	<b>Current = \$30,272</b>
Contracted Services	\$293,272.00
Percent of Revenue	<b>We have funds in General Activities for Supplies unless we go over 420</b>
Furniture & Fixtures	\$0.00
Utilities	\$85,000.00
Property Tax	\$0.00 (Included in Lease with APS)
Total Expenses	<u>\$2,844,709.80</u>
Net Surplus (loss)	(\$0.00)
Percent of Revenue	0.00%
Fund Balance	<u><u>(\$0.00)</u></u>





Business Manager	\$64,500.00	(Includes Gross Receipts tax)
Technology	\$0.00	Reallocate to SB9
AptaFund	\$12,000.00	
Testing Supplies	\$8,000.00	
Substitutes	\$30,000.00	
PowerSchool	\$10,000.00	
Audit	\$13,000.00	
Equipment Leases	\$15,000.00	
Memberships	\$600.00	(NMASSP = \$500; NMASBO = \$100)
NMPSIA Coverage	\$54,172.00	
Diagnostician	\$15,000.00	
SLP	\$43,000.00	
OT	\$21,500.00	
Psychologist	\$500.00	
Legal	\$3,000.00	
Advertising	\$2,000.00	
Board Expenses	\$1,000.00	
Travel & Training	\$0.00	
	<b>\$293,272.00</b>	

# 2018-2019 School Calendar

1. Enter the date the Local Board or Governance Council approved the School Calendar: 24-Apr-2018
2. **Block** all Non-Instructional days (**Note:** Only include In-Service and Professional Development Days).
3. **Shade** all observed Holidays (**Note:** Holidays are **not** included in the Non-Instructional Day counts).
4. The first Instructional day is: 10-Aug-2018. The last Instructional day is: 17-May-2019.
5. **Strike** all days prior to the first day of instruction and after the last day of instruction.
6. Include the Total Instructional and Non-Instructional Days for each month in the spaces provided below each month.
7. Are you operating on a 4-Day or 5-Day week? 5-Day

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Total Instructional Days: 168

Total Non-Instructional Days: 11

Reminder: Holidays should **not** be included in the Non-Instructional Day counts.

2018-2019 Membership Reporting Dates:
*October 10, 2018 (40 Day) - 1st Reporting Period in October ( <b>2nd Wednesday in October</b> )
*December 3, 2018 (80 Day) - 2nd Reporting Period ( <b>December 1 or first working day in December</b> )
*February 13, 2019 (120 Day) - 3rd Reporting Period ( <b>2nd Wednesday in February</b> )

County: Bernalillo

District/Charter: Public Academy for Performing Arts

PED # 001-047

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# 2018-2019 School Calendar

## Section 22-2-8.1. SCHOOL YEAR--LENGTH OF SCHOOL DAY--MINIMUM.

A. Except as otherwise provided in this section, regular students shall be in school-directed programs, exclusive of lunch, for a minimum of the following:

- (1) kindergarten (K), for half-day programs, two and one-half hours per day or four hundred fifty hours (450) per year or, for full-day programs, five and one-half hours per day or nine hundred ninety hours (990) per year;
- (2) grades one through six (1-6), five and one-half hours per day or nine hundred ninety hours (990) per year; and
- (3) grades seven through twelve (7-12), six hours per day or one thousand eighty hours (1080) per year.

**2017-2018 Instructional Days:** 168

(Please indicate how many Instructional Days your District or Charter had for the 2017-2018 School Year.)

**2018-2019 Total Instructional Days:** 168

(Do not include In-Service/Professional Development Days or Holidays in the Instructional Day count.)

**2018-2019 Total Non-Instructional Days:** 11

(Only include In-Service or Professional Development Days in the Non-Instructional Day count. These days must be identified on the School Calendar as well as listed below as a Non-Instructional Day. Please do **not** include Holidays in the Non-Instructional Day count.)

**2018-2019 Total Teacher Contract Days:** 179

(The Total Contract Days should **only** include the Total Instructional Days and Non-Instructional Days.)

**Note:** Make-up days are only required if they cause the District or Charter School's Instructional Hours to fall below the School Year-Length of School Day-Minimum requirements, identified above.

### Indicate Instructional Hours for 5-Day Weeks:

Half-Day Kindergarten:        hours        minutes

Full-Day Kindergarten:        hours        minutes

Grades 1-6: 7 hours 20 minutes

Grades 7-12: 7 hours 20 minutes

### Indicate Instructional Hours for 4-Day Weeks:

Half-Day Kindergarten:        hours        minutes

Full-Day Kindergarten:        hours        minutes

Grades 1-6:        hours        minutes

Grades 7-12:        hours        minutes

## List ALL Non-Instructional Days and Holidays

Date	Description (In-Service, Professional Development or identify Holiday)
8/1 - 8/2/18	Professional Development
09/03/18	Labor Day
10/11/18	Professional Development
10/12/18	Fall Break
11/19 - 11/20/18	Professional Development
11/21 - 11/23/18	Thanksgiving Break
12/7/18	Professional Development
12/24/18 - 01/04/19	Winter Break
01/07 - 01/08/19	Professional Development
01/21/19	MLK Holiday
02/18/2019	President's Day
02/19/19	Professional Development
03/11 - 03/15/19	Spring Break
04/18/19	Professional Development
04/19 & 04/22/19	Vernal Holiday

### Report Card Dates

October 10, 2018
December 21, 2018
March 8, 2019
May 17, 2019

### Pay Days

5th and 20th of each month


### Board Meetings

4th Tuesday of each month


County: Bernalillo

District/Charter: Public Academy for Performing Arts

PED # 001-047

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# 2018-2019 SCHOOL CALENDAR CHECK

## 5-Day School Week

### Section 22-2-8.1. SCHOOL YEAR--LENGTH OF SCHOOL DAY--MINIMUM.

A. Except as otherwise provided in this section, regular students shall be in school-directed programs, exclusive of lunch, for a minimum of the following:

(1) kindergarten (K), for half-day programs, two and one-half hours per day or four hundred fifty hours (450) per year or, for full-day programs, five and one-half hours per day or nine hundred ninety hours (990) per year;

(2) grades one through six (1-6), five and one-half hours per day or nine hundred ninety hours (990) per year; and

(3) grades seven through twelve (7-12), six hours per day or one thousand eighty hours (1080) per year.

B. Up to thirty-three (33) hours of the full-day kindergarten program may be used for home visits by the teacher or for parent-teacher conferences. Up to twenty-two hours (22) of grades one through six programs may be used for home visits by the teacher or for parent-teacher conferences. Up to twelve hours (12) of grades seven through twelve programs may be used to consult with parents to develop next step plans for students and for parent-teacher conferences.

## 2018-2019 CALENDAR CHECK for 5-DAY SCHOOL WEEK

2018-2019 CALENDAR CHECK for 5-DAY SCHOOL WEEK									
STATUTORY REQUIREMENTS					Public Academy for Performing Arts				
Grade	Days	Hours per Day	Total Hours		Grade	Days	Hours per Day	Additional Hours	Total Hours
Half-Day Kinder	180	2.50	450		Half-Day Kinder				0
Full-Day Kinder	180	5.50	990		Full-Day Kinder				0
Grade 1	180	5.50	990		Grade 1				0
Grade 2	180	5.50	990		Grade 2				0
Grade 3	180	5.50	990		Grade 3				0
Grade 4	180	5.50	990		Grade 4				0
Grade 5	180	5.50	990		Grade 5				0
Grade 6	180	5.50	990		Grade 6	168	7.33		1,231
Grade 7	180	6.00	1,080		Grade 7	168	7.33		1,231
Grade 8	180	6.00	1,080		Grade 8	168	7.33		1,231
Grade 9	180	6.00	1,080		Grade 9	168	7.33		1,231
Grade 10	180	6.00	1,080		Grade 10	168	7.33		1,231
Grade 11	180	6.00	1,080		Grade 11	168	7.33		1,231
Grade 12	180	6.00	1,080		Grade 12	168	7.33		1,231

5 min.	= .08
10 min.	= .17
12 min.	= .20
15 min.	= .25
20 min.	= .33
25 min.	= .42
30 min.	= .50
35 min.	= .58
36 min.	= .60
40 min.	= .67
45 min.	= .75
50 min.	= .83
55 min.	= .92



**Public Academy for Performing Arts  
Salary Schedule for Educational Assistants  
2018-2019**

*Effective July 1, 2016*

<b>Years Experience</b>	<b>HS</b>	<b>AA</b>	<b>BA</b>
0	\$16,000	\$17,500	\$19,000
1	\$16,080	\$17,588	\$19,095
2	\$16,160	\$17,675	\$19,190
3	\$16,241	\$17,764	\$19,286
4	\$16,322	\$17,853	\$19,383
5	\$16,404	\$17,942	\$19,480
6	\$16,486	\$18,032	\$19,577
7	\$16,568	\$18,122	\$19,675
8	\$16,651	\$18,212	\$19,773
9	\$16,735	\$18,303	\$19,872
10	\$16,818	\$18,395	\$19,972
10+	\$16,902	\$18,487	\$20,072

**.50% Step Increase for each year of experience**

**179 Contract Days @ 7.5 hours per day**

# Public Academy for the Performing Arts Charter School Certified Salary Schedules for Teachers

2018 - 2019

Effective 07/01/2018

## LEVEL I

Years Experience	BA	BA+15	BA+45/MA	MA+15	MA+45
0	\$36,000	\$36,360	\$36,724	\$37,091	\$37,462
1	\$36,360	\$36,724	\$37,091	\$37,462	\$37,837
2	\$36,724	\$37,091	\$37,462	\$37,837	\$38,215
3	\$37,091	\$37,462	\$37,837	\$38,215	\$38,597
4	\$37,462	\$37,836	\$38,215	\$38,597	\$38,983
5	\$37,836	\$38,215	\$38,597	\$38,983	\$39,373
6	\$38,215	\$38,597	\$38,983	\$39,373	\$39,767
7	\$38,597	\$38,983	\$39,373	\$39,767	\$40,164
8	\$38,983	\$39,373	\$39,767	\$40,164	\$40,566
9	\$39,373	\$39,766	\$40,164	\$40,566	\$40,972
10	\$39,766	\$40,164	\$40,566	\$40,972	\$41,381

Step Increase for each year of experience

## LEVEL II

Years Experience	BA	BA+15	BA+45/MA	MA+15	MA+45
0					
1	\$44,000	\$44,330	\$44,662	\$44,997	\$45,335
2	\$44,330	\$44,662	\$44,997	\$45,334	\$45,675
3	\$44,662	\$44,997	\$45,334	\$45,674	\$46,018
4	\$44,997	\$45,335	\$45,674	\$46,017	\$46,363
5	\$45,335	\$45,675	\$46,017	\$46,362	\$46,710
6	\$45,675	\$46,017	\$46,362	\$46,710	\$47,061
7	\$46,017	\$46,363	\$46,710	\$47,060	\$47,414
8	\$46,363	\$46,710	\$47,060	\$47,413	\$47,769
9	\$46,710	\$47,061	\$47,413	\$47,769	\$48,128
10	\$47,061	\$47,414	\$47,769	\$48,127	\$48,489
11	\$47,414	\$47,769	\$48,127	\$48,488	\$48,852
12	\$47,769	\$48,128	\$48,488	\$48,852	\$49,219
13	\$48,128	\$48,488	\$48,852	\$49,218	\$49,588
14	\$48,488	\$48,852	\$49,218	\$49,587	\$49,960
15	\$48,852	\$49,219	\$49,587	\$49,959	\$50,334
16	\$49,219	\$49,588	\$49,959	\$50,334	\$50,712
17	\$49,588	\$49,960	\$50,334	\$50,711	\$51,092
18	\$49,960	\$50,334	\$50,711	\$51,092	\$51,475
19	\$50,334	\$50,712	\$51,092	\$51,475	\$51,861
20+	\$50,712	\$51,092	\$51,475	\$51,861	\$52,250

Step Increase for each year of experience

## LEVEL III

Years Experience	National Board Certified/MA	MA+15	MA+45
0			
1			
2			
3			
4			
5			
6	\$54,000	\$54,270	\$54,541
7	\$54,270	\$54,541	\$54,814
8	\$54,541	\$54,814	\$55,088
9	\$54,814	\$55,088	\$55,363
10	\$55,088	\$55,364	\$55,640
11	\$55,364	\$55,640	\$55,918
12	\$55,640	\$55,919	\$56,198
13	\$55,919	\$56,198	\$56,479
14	\$56,198	\$56,479	\$56,761
15	\$56,479	\$56,762	\$57,045
16	\$56,762	\$57,045	\$57,330
17	\$57,045	\$57,331	\$57,617
18	\$57,331	\$57,617	\$57,905
19	\$57,617	\$57,905	\$58,194
20+	\$57,905	\$58,195	\$58,485

Step Increase for each year of experience

Note: College credit hours recognized for salary schedule increments are earned after completion of a degree program and will be documented with official sealed transcripts from the school. Additional Credit hours and/or increased licensure level must be submitted to the Human Resources department by October 1st, 2018 in order to be applied to your contract in the 2018-2019 fiscal year. Anything submitted after October 1st will not be applied until the 2018-2019 school year. Only years experienced as a licensed school teacher will be applied to the salary schedule.



#### **Academic Achievement / Students:**

- New Student Orientation was attended by 91 new students. It was great to meet everyone, plan their schedules, and get to see their talents! Thank you Student Ambassadors for your help!
- Progress Reports were sent home with students.
- Grades 7 and 11 tested in NMSBA for Science.
- PARCC Testing has begun!
- NHS held an ACT/SAT Sign-up Party
- Congratulations to Penelope "Penny" Baca, the winner of the "Dream" writing contest, presented by Jesus Munoz Flamenco.
- Spanish II and III went on their "spoken only in Spanish" field trip to a Mexican restaurant.
- Te'Shara Smith, Carlos Rueles Leue, Eli Behrens, Manuel Barnett and Trinity Baldonado were state finalists in the NM Letters About Literature Competition. Sophie Anderson-Haynie received Honorable Mention.

#### **Performing Arts / Activities**

- PAPA was treated to shows including the Orchestra, Band, Theater Senior Showcase, Music Senior Showcase, and Middle School Musical Theater.
- Gabriel Ash, Guest Artist, held a dance master class.
- Theater students went on a field trip to a play.
- Les Chanteuses and Hip Hop held auditions for next year.
- PAPA Visual Arts displayed "What: Sideshow Art Pop-Up Gallery" inspired by Ross Ward & Vintage.
- Congratulations to Kat Kapuscinski who won \$50 in the Future Voices of NM monthly contest for February.

#### **Professional Development / Staff**

- Staff were trained in Tactical First Aid provided by PAPA Parent/EMT, Christopher Roche.
- Teachers held in-service and Senior mentoring meetings.
- Spring PDP reviews and observations are winding up.
- Food service staff received training for the pending audit and attended the NMPED Regional Training.
- Mr. Simpson attended a workshop on teaching in contentious times.
- Ms. Orozco presented to a UNM Potential Teacher Program class.

#### **Community**

- On-Site Voter Registration was held for Seniors. Fifteen students registered.
- PTSO held its monthly meeting.
- NJHS held a Spring Cleaning for Savers. Congratulations to Mr. Taylor's class for collecting the most donations.
- Last week was Spirit Week at PAPA.
- SAC/SHAC meeting was held. Proposed budget cuts and increase in student numbers were discussed.
- The PAPA GC held a special budget meeting to discuss cuts to Title I funding and building the budget.
- The GC has two vacant positions on the Council.

#### **Facility**

- Still working on the architectural design.

Submitted By:



Doreen A. Winn



## **PAPA NEW STUDENT ORIENTATION SUMMARY**

**PAPA staff and student ambassadors welcomed 91 new students and their parents to the campus on April 20<sup>th</sup> – 68 in 6<sup>th</sup> grade, 4 in 7<sup>th</sup> grade, 4 in 8<sup>th</sup> grade, 8 Freshman, 4 Sophomores, 2 Juniors and a Senior. Students took Mathematics and ELA tests, a keyboarding test, performed an audition, and pre-registered for classes. Parents completed paperwork, participated in orientation and expectation workshop, and were able to have their questions answered. We appreciate and welcome students from all over Albuquerque, Rio Rancho, Bosque Farms, East Mountains and Los Lunas where they attended both charter and traditional district schools.**



STATE OF NEW MEXICO  
PUBLIC EDUCATION DEPARTMENT  
300 DON GASPAR  
SANTA FE, NEW MEXICO 87501-2786  
Telephone (505) 827-5800  
<http://www.ped.state.nm.us>

CHRISTOPHER N. RUSZKOWSKI  
SECRETARY OF EDUCATION

SUSANA MARTINEZ  
GOVERNOR

April 11, 2018

The Governor signed *Senate Bill 119, Increase Minimum Teacher Salaries, Laws of 2018, Chapter 72*, on March 7, 2018. The provisions of that legislation created new minimum salary requirements for each teacher licensure level: \$36,000 for level one, \$44,000 for level two and \$54,000 for level three. As such, teachers in the applicable licensure levels earning below these amounts must advance to the new minimum salary requirements. The Governor also signed *House Bill 2, The General Appropriation Act of 2018, Laws of 2018, Chapter 73*, on March 7, 2018, and the provisions of the General Appropriation Act of 2018 (GAA) also state that the Secretary of Education shall review budget proposals so that no full-time level one teacher shall earn a base salary of less than \$36,000; no full-time level two teacher shall earn a base salary of less than \$44,000; and no full-time level three-A teacher shall earn a base salary of less than \$54,000 during fiscal year 2019. Counselors holding a level three-A license shall also earn the new minimum salary of no less than \$54,000. This will be operationalized as it has been in past years by verifying that proposed salaries on Worksheet V meet the new minimum requirements via certification of the Article 10A form. The legislation did not change minimum salary calculations for level three-B staff (administrators or instructional support providers).

Language in the GAA also provided additional state equalization guarantee (SEG) appropriations for two further salary increases: one for teachers and the other for all other instructional and non-instructional staff. The Legislature appropriated \$31,276,167 to provide an average 2.5% salary increase to all licensed teachers whose primary duty is classroom instruction. The language in the bill specifically indicates that this amount "does not include and is in addition to salary increases due to licensure advancement pursuant to the School Personnel Act." All teachers should advance to the new minimum salaries provided under the School Personnel Act, where applicable, prior to calculating the average 2.5% increase for minimum salaries. There is flexibility in how the average 2.5% is allocated. However, the average 2.5% salary increase must be calculated based upon total salaries after implementation of the new teacher minimum salary requirements established by Senate Bill 119 – school districts and charter schools cannot leverage the (any) increase in new minimum salaries to meet the 2.5% increase. This section of the GAA also indicated that the Secretary of Education "shall not approve the operating budget of a school district or charter school that does not provide an average two and one-half percent salary increase for all licensed teachers whose primary duty is classroom instruction."

The Legislature also appropriated \$14,143,184 to provide an average 2% salary increase for all instructional staff and other licensed and unlicensed staff who are not licensed teachers with a primary duty of classroom instruction. Language in the GAA also indicated that the Secretary of Education "shall not approve the operating budget of a school district or charter school that does not provide an average two percent salary increase for all instructional staff and other licensed and unlicensed staff who are not licensed teachers with a primary duty of classroom instruction," and "shall not approve the operating budget of a school district or charter school that does not prioritize salary increases for instructional staff or disproportionately allocates salary increases for central office administrators provided however school districts and charter schools are encouraged to allocate average salary increases the same as classroom teachers." To ensure compliance with these requirements, an additional certification form for fiscal year 2018-2019 Operating Budgets is necessary.

**The school district/charter school certifies that it has met the requirements as outlined in Laws of 2018, Chapter 72, and Laws of 2018, Chapter 73.**

Superintendent/Head Administrator (Or Designee)

Please retain a copy of this certification form for your records. Please also submit a signed copy of this form with your fiscal year 2018-2019 Operating Budget materials to your assigned Executive Budget Analyst. Thank you for your assistance in this matter and we look forward to a successful partnership during fiscal year 2018-2019 Operating Budget development.