

Public Academy for Performing Arts

Governing Council

Meeting Agenda

Tuesday, November 27, 2018, 4:15pm

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. Mance Anderson, GC Member | 8. Sherry Allen, Staff Representative |
| 2. Mark Huntzinger, GC Vice President | 9. Virginia Wilmerding, Staff Representative |
| 3. Michael Keith, GC Member | 10. Carol Torrez, Staff Representative |
| 4. Phil Krehbiel, GC Member | 11. Doreen Winn, Executive Director |
| 5. Jennifer Lopez, GC Secretary | 12. Rhonda Cordova, Business Manager |
| 6. Michael Matsko, GC Member | 13. Fermin Gonzales, III, HS Student Council President |
| 7. Elizabeth Roybal, GC President | 14. Brooke Rodriguez, MS Student Council President |

Scheduled Guests:

Scheduled Absence: Michael Matsko

1. Call to Order, Roll Call (Quorum 4/7 voting members).....Chair.....4:15 p.m.
2. Welcome and Introductions.....Chair.....4:17 p.m.
3. Approval of Agenda ACTION ITEM.....All.....4:20 p.m.
4. Approval of Previous Meeting Minutes ACTION ITEM.....All.....4:25 p.m.
5. Open Forum for Public Comment (Form Required).....Chair.....4:30 p.m.
6. Budget & Finance Committee Report ACTION ITEM.....Michael Matsko and Rhonda Cordova.....4:35 p.m.
 - a. BARS ACTION ITEM
 - b. Wells Fargo Meeting
7. Out of State Travel.....Carol Torrez.....4:45 p.m.
 - a. Literacy Research Association Conference - funding increase request, Kahlil Simpson-Indian Wells, CA
 - b. Courage to Risk Conference - Lauren Ingham, Darian Muniz, Carol Torrez, Monica Westerfield-Colorado Springs, CO
8. Executive Director's Report.....Doreen Winn.....4:55 p.m.
 - a. Facility Update
 - b. Written Report
 - c. Professional Development Plan
9. Organizational Business.....Chair.....5:00 p.m.
 - a. Committee Updates
 - b. GC Member Training Update
 - c. Signatures
10. President's Report.....Elizabeth Roybal.....5:10 p.m.
11. Other Announcements/Discussion.....All.....5:15 p.m.
12. Executive Session for Pending Litigation.....All.....5:20 p.m.
13. Action Resulting from Executive Session ACTION ITEM.....All.....5:30 p.m.
14. Adjourn.....Chair.....5:35 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. The Title IX Coordinator is the Executive Director.

---- Additional Information ----

Audit Committee - Michael Matsko (Chair), Jennifer Lopez, Doreen Winn, Rhonda Cordova, Ruby Arispe, Russ Romans
Finance Committee - Michael Matsko (Chair), Phil Krehbiel, 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), Mance Anderson, Michael Keith, Doreen Winn, Naomi Montoya, Joshua Vallano
Policy Review Committee - Mark Huntzinger (Chair), Doreen Winn, Jennifer Lopez, Virginia Wilmerding
Website Committee - Michael Keith (Chair), Doreen Winn, Stella Lavis, Jackie Mickey, Joshua Vallano

Public Academy for Performing Arts
Draft Governing Council Meeting Minutes October 30, 2018

Date: 10/30/2018	Location: PAPA Room 2
Governing Council Meeting	
Time: 4:18 to 6:05.	Facilitator: Elizabeth Roybal
Invitees in Attendance: Elizabeth Roybal (voting member), Mark Huntzinger arrived at 4:53 (voting member), Michael Keith (voting member), Jennifer Lopez (voting member), Phil Krehbiel (voting member), Michael Matsko (voting member), Virginia Wilmerding, Carol Torrez, Sherry Allen, Naomi Elizabeth Montoya, Doreen Winn, Rhonda Cordova, Santana Gonzales, (HS Honor Society), Olivia Roybal (student)	
Not in Attendance: all present	
Guests in Attendance: none	
Discussion	Resource
1. Call to Order at 4:18 pm/ Roll Call, 6 voting members present	Elizabeth Roybal
2. Welcome and Introductions of all GC members present.	Elizabeth Roybal
3. Approval of Agenda <ul style="list-style-type: none"> Motion to approve the agenda was made by Michael Keith, seconded by Mance Anderson, approved 6-0 	Elizabeth Roybal
4. Approval of Prior Meeting Minutes <ul style="list-style-type: none"> Motion to approve the agenda was made by Michael Matsko, seconded by Phil Krehbiel, and approved 6-0. 	Elizabeth Roybal
5. Public Comment - none	
6. Budget and Finance Report <ul style="list-style-type: none"> On the 40th day of school, we had 425 students enrolled. We had budgeted for 417. Because of our higher enrollment, we should expect an increase of \$64,000.00 from PED. The Finance Committee Meeting was held at 7:30am today with Michael Matsko, Rhonda Cordova, Phil Krehbiel, and Doreen Winn present. The bank register report, bank reconciliation, journal entries, and the detailed expenditure report through September 2018 were reviewed. Michael Matsko made the motion to approve, seconded by Jennifer Lopez, approved 6-0. 6a BARS <ul style="list-style-type: none"> 0014-IB an increase of \$279,775 to establish the lease reimbursement 0015-I an increase of \$75,672 to increase the activities account 0016-IB an increase of \$951 to establish the initial budget from carryover for Youth Chat Grant <p>Phil Krehbiel made a motion to approve all above BARS, Mance Anderson seconded the motion, with the Council passing it 6-0.</p>	Rhonda Cordova Michael Matsko Rhonda Cordova

Public Academy for Performing Arts
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Agenda Item		Agenda Item	Agenda Item
7. Executive Director's Report	<ul style="list-style-type: none"> 7a Facility Update: PAPA and its building project will not be placed on the February Bond Election Ballot. APS's priority is to complete projects that are already in progress. Schools are ranked according to need and PAPA is actually better off than some other schools. 7b 2017-18 APS Performance Framework Plan: Elizabeth Roybal has been attending the Charter Stakeholder meetings during which time APS gathers insight/information from Charter School administrators to assist in their determining of how charter school evaluations will be changed. In comparing our Performance Frameworks from last year to this year, we received more "Does Not Meet" under 3 financial categories. However, they revolved around actions that were beyond our control, such as not having sufficient cash balance after PED captured our funds mid-year last school year. 7c Film and Contemporary Dance Ensemble NFFTY Film Festival Report: Ms. Montoya showed a film highlighting a film that our students took to the Festival. The same film was featured on the news in Seattle, the location of the Festival. Our high school students' film, in a competition with college-age students, won the Audience Favorite! Santana Gonzales shared her experiences during the trip, highlighting that even just having to learn how to navigate around a larger city was quite valuable to her. 7d Written Report was provided pointing our school activities and city and state-wide awards won by our students. 	Doreen Winn	
8 Organizational Business	<ul style="list-style-type: none"> a) Committee Updates – Policy Committee <ul style="list-style-type: none"> H.4 Anti-bullying—In order to help transgender students successfully navigate the academic process, we want to include the words "gender identity" into the anti-bullying portion of the policy. C.16 Policy and Procedure for Calculating Licensed Employee Training and Experience—We do not currently have this in our policy. It simply states how experience is counted for budgeting purposes. Part time licensed employees who work 550 hours or more in a school year will be counted as 1 full year experience. J.8.9 High School Graduation Requirements—The Alternate Demonstration of Competency for the Class of 2022 will be in accordance with New Mexico Administrative Code 6.19.7 and needs to be stated so in our policy. <p>The above policy changes had been published for public comment the previous month. Public comments were</p>	Naomi Elizabeth Montoya	Doreen Winn
		Mark Huntzinger	

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<p>reviewed by GC members. Michael Matsko made a motion to approve the changes with Michael Keith providing the second. The motion passed 7-0.</p> <p>Long Range Planning Committee</p> <ul style="list-style-type: none"> • Unsure of our facility progress, we need to focus more on programs, creating internships, and community involvement. Also, when it comes to field trips and moving equipment between the school and concert venues, transportation is an issue. We must continue to seek funding for vehicles and trailers. We also may want to begin thinking about increasing our digital arts curriculum. <p>b) GC Member Training Updates: Jennifer Lopez has volunteered to create and teach the New Member Onboarding Class. She will work with Liz Roybal to get the course approved by PED.</p> <p>c) Signatures-checks: Signed by Elizabeth Roybal</p>	<p>Michael Keith</p> <p>Elizabeth Roybal</p> <p>Elizabeth Roybal</p>
<p>9. President's Report: Liz will work with Jennifer Lopez to gain the approval of PED for veteran PAPA GC members to teach a New Member Onboarding Course that we will create.</p>	<p>Elizabeth Roybal</p>
<p>10. Other Announcements/Discussion</p>	<p>Elizabeth Roybal</p>
<p>11. Executive Session for Audit Exit Meeting Discussion and Executive Director PDP:</p> <p>The motion to go into Executive Session in accordance with NMSA 10-15-H (2) for Audit Exit Meeting Discussion and Executive Director PDP was made by Jennifer Lopez and seconded by Phil Krehbiel. A roll call vote was taken with all members voting to go into Executive Session.</p> <p>The motion to reopen the meeting was made by Michael Matsko, seconded by Jennifer Lopez and approved by a roll call vote. The motion was that the Executive Session was in accordance with NMSA 10-15-H (2) and that only matters regarding the Audit Exit Meeting Discussion and the Executive Director's PDP were discussed.</p> <p>12. Actions Resulting from Executive Session: We will add to Doreen Winn's PDP goals that the students in the lowest quartile will increase their rate of academic improvement. Also, the 90 Day Plan will be omitted. A motion</p>	<p>Elizabeth Roybal</p>

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for the approval of these changes was made by Mark Huntzinger, seconded by Michael Matsko, and approved by the 7-0.			
Next scheduled meeting November 27, 2018 at 4:15 pm			
Status			Action Item
		Resource	Due Date

Transaction Type: Actuals

Posted Status	Attachments	Transaction Number	Origin	Transaction Date	Transaction Comment	Transaction Recorded Date	Transaction Recording User
True		0 00043987	J/E	11/25/2018	Reapply \$3.00 AP Test Credit to Lunch balance; Temp Transaction Number T0044216	11/25/2018	riovato
True		0 00043994	J/E	10/11/2018	Client Analysis Fee October 2018	11/26/2018	riovato
True		0 00043995	J/E	10/11/2018	Bankcard Fees October 2018	11/26/2018	riovato
True		0 00044010	J/E	11/26/18	Reallocate over expenditures from fund 27103 to 11000 CNMBookstore; Temp Transaction Number T0044239	11/26/2018	riovato

Finance Meeting on November 27, 2018



Packet Includes:

- *Journal Entries Listed Above
- *Bank Register for October 2018
- *Bank Reconciliation as to 10/31/18
- *Detailed Revenue & Expenditure Report as of 11/26/18

Budget Report as of November 26, 2018

OPERATIONAL

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>	<u>% to Budget</u>
\$2,824,606.00	(\$1,020,881.31)	(\$1,878,604.32)	(\$74,879.63)	-3%
			(\$12,892.30) Reallocate from IDEA B	
			\$64,000.00 Project Revenue from 40 day (425)	
			\$2,377.58 Refund of Prior Year Expenditures	
			\$48,389.00 BAR 0002-I	
			<hr/> \$26,994.65	

INSTRUCTIONAL MATERIALS

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$20,783.22	(\$5,709.83)	(\$785.13)	\$14,288.26

Food Services

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$121,849.03	(\$48,077.69)	(\$73,020.68)	\$750.66

\$5,117.25 Actual Cash Balance

Activities

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$106,373.32	(\$47,919.29)	(\$41,777.49)	\$16,676.54
			\$75,672.00 BAR 0015-I
			<hr/> \$92,348.54

IDEA B

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$63,383.00	(\$25,472.72)	(\$50,802.58)	(\$12,892.30)

Title III

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$260.00	\$0.00	\$0.00	\$260.00

Teacher/Principal Training

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$20,852.00	(\$3,445.03)	(\$5,439.80)	\$11,967.17

Medicaid

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$14,309.30	(\$211.27)	(\$60.49)	\$14,037.54

CNM

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$2,969.43	(\$702.30)	\$0.00	\$2,267.13

FFV Grant

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$5,000.00	(\$2,427.00)	(\$1,395.00)	\$1,178.00

Youth Chat Grant

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$0.00	(\$320.00)	(\$83.09)	(\$403.09)
			\$950.70 Pending BAR 0017-IB
			\$547.61

HB33

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$255,755.46	(\$6,825.67)	(\$243,637.33)	\$5,292.46

SB9 State Match

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$0.00	(\$110.06)	(\$2,189.44)	(\$2,299.50)

SB9 Tax Allocation

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$143,929.41	(\$22,739.89)	(\$7,619.70)	\$113,569.82



11800 Princess Jeanne Ave., NE / Albuquerque, NM 87112 / (T) 505-830-3128 / (F) 505-830-9930 / www.paparts.org
Doreen A. Winn, Executive Director, dwinn@paparts.org, 505-414-2585

October 15, 2018

Ms. Sharen L. Ramirez
Business Banking Manager
Wells Fargo and Company
200 Lomas Blvd., NW
Albuquerque, New Mexico 87102

Dear Ms. Ramirez,

In June of 2018 six counterfeit checks were cashed out of our business account in the amount of \$9,596.00. We submitted a claim for each counterfeit check and received a credit in the amount of \$2,005.49.

I have recently received five letters from Loretta Mallari with Treasury Management Fraud Operations which stated that the claims have been closed and our account will not be credited the remaining \$7,590.51. When I called the Treasury Management Fraud Department to get an explanation, I was informed that the claims had been processed and that an email was sent to our Relationship Manager, Elena Garcia, for final approval. There was a note in the file that said that there was "**No Response** from the relationship manager," so the claims were denied and the money was not returned to our account. I have also been informed that the Wells Fargo policy allows for a refund of counterfeit checks if the stolen money is recouped, but it is at the discretion of the Relationship Manager to decide if Wells Fargo will take the hit instead of the customer. I have enclosed a copy of the emails between Ms. Garcia and me regarding this matter.

We have had an unblemished business record with Wells Fargo for seventeen plus years. We are a public charter school with a very tightly managed budget of over \$2 million dollars. This incident has insured that we will be in the negative at the end of the fiscal year.

We have entrusted our money to Wells Fargo with the expectation that our money was safe in this account. It is not. Given our banking history, the decision to not credit our account with the \$7,590.51 is unacceptable. Furthermore, internal to the bank, there was no response from the relationship manager to the fraud department, resulting in the claim being denied. Finally, the checks that were cleared by Wells Fargo were numbered drastically out of sequence from our checks, had a significantly different look, did not have two required signatures, and contained signatures that did not come close to matching our signature cards (cards required by Wells Fargo). The fraudulent activity was caught by our diligent reconciliation process. We reported the fraud immediately to Wells Fargo and reported to all appropriate agencies.

Because of our longstanding relationship with Wells Fargo, we ask that you reconsider, recognizing Public Academy for Performing Arts as a valued customer and credit the final amount of \$7,590.51 back to our account.

Thank you for your consideration. We would appreciate a response within 10 days from the date of this letter.

Doreen A. Winn
Executive Director

Elizabeth Roybal
President

PAPA GOVERNING COUNCIL

Elizabeth Roybal, President / Mark Huntzinger, Vice President / Jennifer Lopez, Secretary
Mancle Anderson / Michael Keith / Phil Krehbiel / Michael Matsko

Government Banking Group
MAC Q2129-106
200 Lomas Blvd. NE 10th Floor
Albuquerque, New Mexico 87102



November 16, 2018

Doreen A. Winn
Executive Director
Public Academy for Performing Arts
11800 Princess Jeanne Ave NE
Albuquerque, New Mexico 87112

Re: Fraud Claim

Dear Ms. Winn,

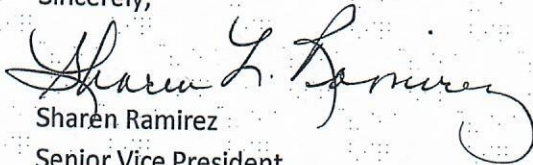
Thank you for meeting with Elena Garcia and myself yesterday to discuss the decision by the Bank to decline Public Academy of Performing Arts' ("PAPA") request for the Bank to compensate PAPA for the fraud experienced in its account. As relayed in my November 6, 2018 correspondence to you, and during our discussion yesterday, under the governing account agreement, PAPA assumed the risk of the loss at issue because of its failure to adopt fraud prevention services against the Bank's recommendation. As relayed in both communications, Ms. Garcia spoke with PAPA's business manager Rhonda Cordova recommending that PAPA implement fraud prevention services. As you conceded during our discussion yesterday, Ms. Cordova declined.

During our discussion, you represented PAPA's position that the Bank's recommendation to Ms. Cordova was essentially ineffective because she is not a named signer on PAPA's signature card with PAPA. I have enclosed for your review the "Government Certification Form" we have on file for PAPA. As you can see, Ms. Cordova is listed as a "Key Principal" with both day-to-day or strategic control/management of PAPA and responsibility for the supervision and quality of accounting and financial reporting of PAPA. As a result, any individual listed on the "Government Certification Form" of an entity has the requisite agency to act on behalf of that entity. Ms. Cordova therefore had the authority to act on behalf of PAPA when she declined the Bank's fraud prevention services.

In addition, even if Ms. Cordova was not listed on the Government Certification Form, the Bank could have considered Ms. Cordova a signer on behalf of PAPA because as the business manager, she has apparent authority on behalf of PAPA. An "Authorized Signer" is defined as an individual who has "Company's actual or apparent authority to transact business on Company's Account(s), whether or not such person has signed the signature card or other documentation for Company's Account(s)". (Page 6 of the Commercial Account Agreement).

We are hopeful that PAPA may receive compensation from its insurance provider, and we remain willing to assist in any investigation PAPA and/or the insurance company may need from the Bank to assist with any such investigation.

Sincerely,



Sharen Ramirez
Senior Vice President

Wells Fargo Bank
Government Banking
200 Lomas NW 10th Floor
Albuquerque, New Mexico 87102

TRAVEL REQUEST FORM

Name: Lauren Ingham, Darian Muniz, Carol Torrez, Monica Westersfeld
 Title: Teachers
 Name of Conference/Workshop: Courage to Risk Conference
 Date of Conference/Workshop: January 31 - February 3, 2019
 Location: Colorado Springs, CO

ESTIMATED TRAVEL COSTS

Out of State Travel - Requires Board Approval	In-State Travel
Airline Ticket Hotel 2 doubles, 3 nights (Receipts required - actual expenses up to \$220 per night)	
Rental Car Mid-size SUV 5 days (Rental cars not included if hotel is adjacent to conference)	
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)	
2 Luncheons - 25 x 4 x 2	
Other Allowable Expenses: (Parking, shuttle, bus, etc. - may be claimed after travel)	
Parking 25 nights x 3	
Total Registration Fees: 134 (2/14)	
4 @ \$185 (2 camps)	
TOTAL ESTIMATED COST OF TRAVEL:	COST OF TRAVEL:
1200.00	
260.00	
720.00	
200.00	
740.00	
3120.00	

Approved By: _____

Print Name: _____

Signature: _____

Employee Signature: _____

TRAVEL REQUEST FORM

Name: Kahlil Simpson

Title: Teacher

Name of Conference/Workshop: Literacy Research Association Annual Conference

Date of Conference/Workshop: November 27, 2018 to November 30, 2018

Location: Indian Wells, California

ESTIMATED TRAVEL COSTS

Out of State Travel - Requires Board Approval	
Airline Ticket	\$ 196.60
Hotel (Receipts required - actual expenses up to \$220 per night)	\$ 735.80
Rental Car (Rental cars not included if hotel is adjacent to conference)	\$ N/A
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)	\$ 135.00
Other Allowable Expenses: (Parking, shuttle, bus, etc. - may be claimed after travel)	\$ 100.00
Total Registration Fees:	\$ 360.00
TOTAL ESTIMATED COST OF TRAVEL:	\$ 1,527.40

In-State Travel	
Hotel: In-State (Receipts required - actual expenses up to \$125 per night)	\$
Rental Car or Mileage: (\$436)	\$
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)	\$
Other Allowable Expenses: (Parking, shuttle, bus, etc. - may be claimed after travel)	\$
Total Registration Fees:	\$
TOTAL ESTIMATED COST OF TRAVEL:	\$

Approved By:	_____
Print Name:	_____
Signature:	_____

Employee Signature: _____

Academic Achievement / Students

- PAPA was recognized during a NMPED and Governor's News Conference held at the school for having one of the highest rates in the state for decreasing the percentage of PAPA graduates who needed remediation in NM Colleges and Universities. PAPA went from 56% in 2015 to 19% in 2017!
- Celebrating Excellence Honor Roll Ice Cream Social was held for a record number of students (67=All A's and 134=A/B's) earning all A's and B's during the second quarter.
- Many colleges visited PAPA including NMHU, ENMU, NMSU, UNM, NM Tech, NMSA.
- FAFSA meetings were held with parents of Seniors.
- Juniors participated in ASVAB testing.
- Attendance and tardy letters and parent/student meetings were held for those struggling to attend school.
- Guest Poet, Mercedes Holty is working with PAPA the 1st and 3rd Monday and Tuesday each month in Mr. Sisneros, Ms. Orozco, and Mr. Simpson's classes. The project is funded by Warehouse 508.
- Permaculture and Sustainability speakers visited Mr. Koller's English Class.

Performing Arts

- Twelve 6th grade students were selected for All State Choir. Nine HS students were selected for Youth All State Mixed Choir, AND six HS students were selected for Youth Treble Choir!
- Choir and Orchestra performed together and included a special song for the 11 victims of Pittsburgh synagogue shooting.
- PAPA film attended the NM Film Industry Conference.
- Senior, Reina Quezada won the Monthly Future Voices of New Mexico Contest for her film *Governor Martinez at PAPA*.
- PAPA Visual Arts created Growth Mindset Visual Arts Installation on the Gallery Wall.
- Three PAPA students, Sophie Nielsen-Clyne, Anaya Gonzalez and Samaria Gardner, were filmed as part of the bigger PBS Sci-Girls Show.
- PAPA hosted a group of Ethnomusicologists from the Musical Instrument Museum in Phoenix, AZ. They held workshops all morning for PAPA musicians.
- Five PAPA HS students and two MS students were selected to participate in the District 7 Guitar Honor Festival!
- PAPA Musical Theater production of Wizard of Oz was cast.
- Veronica Medina, Flamenco Singer is working with 6th period Flamenco to train them in Rumba and Tango Flamenco.
- J. Tyler Jordan gave a Trombone lesson to 4th period Band class.

Professional Development / Staff

- PAPA staff was trained in First Aid and CPR.
- Several PAPA staff members trained the staff through three different workshops: Avoiding Power Struggles; Prevention and Intervention Techniques, Teaching Tools, and UDL; Tools for all Learners.
- LGBTQ+ Committee met for policy updates.
- PAPA's 2018 NM Teacher of the Year, Ivonne Orozco was the Keynote speaker at the 2018 Excellence in Teaching Gala honoring teachers around NM who earned Exemplary status for 2017-18! PAPA was fortunate to have three members of the staff receive this recognition: Sherry Allen, Juliette Beck, and Dr. Virginia Wilmerding! PAPA Flamenco also performed at the event!

- PAPA staff members participated in several trainings and served on committees including NM Assessment of Readiness Item Review Committee, LRA Annual Conference, Statistics in Schools, CNM Counselors, and STARS training.
- Kahlil Simpson was selected to present at the Literacy Research Association Annual Conference in Southern, CA.
- The first round of staff observations/evaluations is coming to a close.
- APS SPED audit was held.

Community

- PAPAPalooza! net income for the school was \$5050.34. See the attached spreadsheet with the breakdown of amounts earned for each participating entity.
- PAPA HS and MS Student Councils and National Honor Societies held several events including Spirit Week; Movie Night; Neon Dance; Fall Craft Fair and Pancake Breakfast;
- PAPA students invited and over 100 parents attended Thanksgiving Lunch.
- PTSO post production meeting for PAPAPalooza! was held.

Facility Update

- Studio Southwest and APS Capital Master Plan representatives met with PAPA staff to review the plans for the Visual Arts and Film rooms.

Submitted By:



Doreen A. Winn

PAPAPALOOZA! PUMPKIN FESTIVAL 2018 TICKETS/EXPENSES/NET PROFIT

Group	Booth	# Tickets/Box	Ticket # Total	Ticket \$ Total	Cash	Income	Expenses	Net Profit
MSSC	Donut Grab	96						
	Hungry Hungry Humans	22						
	Jumpers	79						
	Poppin' Pumpkins	51						
Group Total			248	124.00	0.00	124.00	43.94	80.06
NHS	Carmel Apple	319						
	Photo Booth	179						
	Face Painting	130						
	Cake Walk	265						
Group Total			893	446.00	3.00	449.00	110.91	338.09
NJHS	Skelly in the Ruff	53						
	Eye Scream	369						
	Pop a Pumpkin	56						
	Guessing Table	24						
	Pumpkin Racing	178						
Group Total			680	340.00	0.00	340.00	140.84	199.16
Contemporary	Coffee	495						
Group Total			495	247.00	210.40	457.40	198.04	259.36
Art	Pumpkin Painting	98						
Group Total			98	49.00	0.00	49.00	0	49.00
Film	Pumpkin Films	71						
Group Total			71	35.00	8.00	114.00	0	114.00
Theater	Haunted House	502						
Group Total			502	251.00	0.00	251.00	249.96	1.04
HSSC	Pumpkin Curling	74						
	Pumpkin Pie Eating	36						
	Pumpkin Slingshot	144						
	Pumpkin Bowling	56						
	Frito Pie	709						
	Frito Pie Cash							
Group Total			1019	509.00	222.00	731.00	139.34	591.66
PTSO	Soda Booth	137						
	Basket Raffle	1,349						
Group Total			1,486	743.00	0.00	743.00	0	743.00
Ticket Sales					5,668.40		208.43	
Donation					30.00		0	
GRAND TOTAL			5492	2,746.00	6,141.80		1091.46	5,050.34


FOCUS AREAS

Facility Acquisition (Continued from 2016-17)
Quality Control for Performing Arts
Instructional Leadership

GOALS PDP IMPLEMENTATION

1. **Continued work with APS through set up and construction.**
I will work with the staff, contractors and APS to identify improvement opportunities and resolve issues within the current facility in order to create a safe, productive learning environment.
2. **Quality Control for Performing Arts**
The Performing Arts staff has been challenged to add quality to their program. One way is for each teacher to create skills-based quarterly assessments at each level for their art form. This year will be used to evolve the assessment and create a base of skills expectation for each quarter. The challenge also includes making performances about quality and not quantity, decrease the number of performances that are repetitive and push the level of difficulty. I will continue to work with the performing arts staff to focus on quality in their programs through outreach, challenging students, and increased participation.
3. **Instructional Leadership**
Students in the lowest quartile will increase their rate of academic improvement. This will be accomplished through identification, data analysis, targeted assistance, and instructional improvements.

Submitted on November 27, 2018


Doreen A. Winn

2018-19 PAPA GOVERNING COUNCIL TRAINING UPDATE – 10/30/18

NAME	¹ ETHICS & RESPONSIBILITIES	² FISCAL MANAGEMENT	² ACADEMIC DATA	¹ OPEN GOVERNMENT	¹ ORGANIZATION PERFORMANCE	ADDITIONAL HOURS (3 NEW MEMBERS / 1 CONTINUING MEMBERS)	TOTAL HOURS
Jennifer Lopez	1	2	NA	1	1	1 FINANCE 2 ACADEMIC	8
Mancle Anderson	1	2	NA	1	1	1 ETHICS 1 ACADEMIC	7
Michael Matsko			NA				
Mark Huntzinger	1	2	NA	1	1	2 ACADEMIC 1 FISCAL T&E	8
Michael Keith			NA				
Phil Krehbiel	1	2	NA	1	1	1 ETHICS 1 ACADEMIC	7
Elizabeth Roybal	1	2	NA	1	1	1 FINANCE 2 ACADEMIC	8

*New GC Members must complete 3 additional hours once the above criteria is met based on identified needs by the GC.

*Continuing Members must have 1 additional hour once the above criteria is met.