

**Public Academy for Performing Arts
Governing Council
Meeting Agenda
Tuesday, December 18, 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 2. Mark Huntzinger, GC Vice President 3. Michael Keith, GC Member 4. Phil Krehbiel, GC Member 5. Jennifer Lopez, GC Secretary 6. Michael Matsko, GC Member 7. Elizabeth Roybal, GC President	8. Sherry Allen, Staff Representative 9. Virginia Wilmerding, Staff Representative 10. Carol Torrez, Staff Representative 11. Doreen Winn, Executive Director 12. Rhonda Cordova, Business Manager 13. Fermin Gonzales, III, HS Student Council President / Santana Gonzalez, NHS President 14. Brooke Rodriguez, MS Student Council President	
	Scheduled Guests:	Scheduled Absence:	

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/Permanent Transfer **ACTION ITEM**
 - b. Fraud Update
 - c. Bank Search **ACTION ITEM**
 - d. Salary Schedule Update **ACTION ITEM**
7. Executive Director's Report.....Doreen Winn4:50 p.m.
 - a. Facility Update
 - b. Written Report
8. Organizational BusinessChair.....5:00 p.m.
 - a. Committee Updates
 Policy Committee Report – Review for Public Comment – ESSA Section 8546 **ACTION ITEM** ... Mark Huntzinger
 - b. Training Hours Update
 - c. Signatures
9. President's Report.....Elizabeth Roybal.....5:10 p.m.
10. Other Announcements/DiscussionAll.....5:15 p.m.
11. Adjourn.....Chair.....5:20 p.m.

***The Performing Arts Committee will meet following the Governing Council Meeting in Room 2.**

---- 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 November 27, 2018

Date: 11/27/2018	Location: PAPA Room 2
Governing Council Meeting	
Time: 4:16 to 5:34	Facilitator: Elizabeth Roybal
Invitees in Attendance: Elizabeth Roybal (voting member), Mark Huntzinger (voting member), Michael Keith (voting member) arrived at 4:21 , Jennifer Lopez (voting member), Phil Krehbiel (voting member), Virginia Wilmerding, Carol Torrez (arrived at 4:21), Sherry Allen, Doreen Winn, Rhonda Cordova, Santana Gonzales, (HS Honor Society), Olivia Roybal (student)	
Not in Attendance: Michael Matsko (voting member), Mance Anderson (voting member)	
Guests in Attendance: Jose Martinez from Albuquerque's Bellamah Community Center	
Discussion	Resource
1. Call to Order at 4:16 pm/ Roll Call, 5 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 with the removal of BARS was made by Elizabeth Roybal, seconded by Mark Huntzinger, approved 5-0 	Elizabeth Roybal
4. Approval of Prior Meeting Minutes <ul style="list-style-type: none"> Motion to approve the agenda was made by Phil Krehbiel, seconded by Mark Huntzinger, and approved 5-0. 	Elizabeth Roybal
5. Public Comment - none	
6. Budget and Finance Report The Finance Committee meeting was held at 7:30am today with Rhonda Cordova, Phil Krehbiel, and Doreen Winn present. The bank register report, bank reconciliation, journal entries, and the detailed expenditure report through October 2018 were reviewed. Jennifer Lopez made the motion to approve, seconded by Mark Huntzinger, approved 5 - 0. The Committee discussed our fraudulent check claim with Wells Fargo. The bank is still refusing to reimburse our funds. The committee is taking the following steps: 1) Investigate changing banks, 2) File an insurance claim to hopefully restore our lost monies. The investigation is ongoing.	Phil Khrebiel Rhonda Cordova

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

<p>7. Out of State Travel</p> <p>7a Literacy Research Association Conference: Due to a change in scheduling, a change had to be made to a previously approved trip for Kahlil Simpson. A request for an additional \$453.40 is being made.</p> <p>7b Carol Torrez, along with 3 other teachers who work with special education students, is requesting \$3120.00 to attend a conference in Colorado that focuses on executive functioning. Mark Huntzinger made a motion to approve both trips with Michael Keith providing the second. The trips were approved 5-0.</p>	Doreen Winn
<p>8. Executive Director's Report</p> <p>a) Facility Updates – The architects spoke to our Film and Visual Arts teachers to gather their input on the design of their rooms/storage. The 75% Design Review has been done by the architects and APS maintenance staff. The utility work has not yet begun.</p> <p>b) Written Report—Along with Rhonda Cordova, Mrs. Winn shared that the way T & E will be calculated for teacher evaluations and pay will be changing. The two of them will keep us informed as the changes are solidified. Three of our teachers, Dr. Ginny Wilmerding, Juliette Beck and Sherry Allen received Exemplary status on their evaluations through PED. They will each be receiving \$5,000.00.</p> <p>We had a record of over 200 students on the Honor Roll!</p> <p>c) Professional Development: During the last Teacher Inservice, PAPA's own teachers conducted the workshops. They are pulling from information learned from conferences as well as from their own experiences and expertise.</p>	Doreen Winn
<p>9. Organizational Business:</p> <p>a) Committee Updates-Website committee –The transition to LD being the manager of the website has gone smoothly. The Paypal app has been integrated into our website and is working very well!</p> <p>The Performing Arts committee will meet in December.</p> <p>b) GC Member Training Update-- Mrs. Winn shared a chart she created outlining the training hours completed by GC members.</p>	<p>Mike Keith Doreen Winn</p> <p>Liz Roybal Doreen Winn</p>
<p>10. President's Report—Since attending the Charter School Stakeholders meetings, Ms. Roybal has learned that other assessments besides PARCC will be considered when calculating our school's evaluation score. An additional field for community service mat also be added.</p> <p>Our student performers received a standing ovation at the George Nason Drama Festival.</p>	Elizabeth Roybal
<p>11. Other Announcements/Discussions: None</p>	Elizabeth Roybal
<p>12. Executive Session for Pending Litigation</p> <p>The motion to go into Executive Session in accordance with NMSA 10-15-H (7) for discussion regarding pending litigation was made by Mark Huntzinger and seconded by Elizabeth Roybal at 5:17. A roll call vote was taken with all members voting to go into</p>	All

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

Executive Session.		
At 5:32 the motion to reopen the meeting was made by Mark Huntzinger, 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 (7) and that only matters regarding the Pending Litigation were discussed.		
13. No action was required from the Executive Session.		
14. Adjourned at 5:34 Next scheduled meeting December 18, 2018 at 4:15 pm		
Status		Action Item
	Resource	Due Date

Budget Report as of December 17, 2018

OPERATIONAL

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>	<u>% to Budget</u>
\$2,824,606.00	(\$1,166,997.91)	(\$1,746,846.80)	(\$89,238.71)	-3%
			(\$12,933.27) Reallocate from IDEA B	
			\$64,000.00 Project Revenue from 40 day (425)	
			\$9,218.09 Pending BAR 0018-I	
			\$48,389.00 BAR 0002-I	
			<u>\$19,435.11</u>	

INSTRUCTIONAL MATERIALS

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$20,783.22	(\$6,384.21)	(\$5,491.84)	\$8,907.17

Food Services

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$121,849.03	(\$55,702.12)	(\$65,412.45)	\$734.46

Activities

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$182,045.32	(\$63,311.94)	(\$34,582.57)	\$84,150.81

IDEA B

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$63,383.00	(\$28,598.66)	(\$47,717.61)	(\$12,933.27)

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	(\$6,721.75)	(\$8,955.06)	\$5,175.19

Medicaid

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$14,309.30	(\$2,111.27)	(\$60.49)	\$12,137.54
			<u>\$8,287.21</u> Pending BAR 0019-I
			\$20,424.75

CNM

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$2,969.43	(\$2,202.30)	(\$2,000.00)	(\$1,232.87)
			<u>\$2,000.00</u> Pending BAR 0020-I
			\$767.13

FFV Grant

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$5,000.00	(\$542.00)	(\$1,395.00)	\$3,063.00

Youth Chat Grant

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$950.70	(\$529.84)	(\$284.04)	\$136.82
			<u>\$950.70</u> Pending BAR 0021-I
			\$1,087.52

Lease Assistance

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$279,775.00	(\$139,887.48)	(\$139,887.48)	\$0.04

HB33

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$255,755.46	(\$7,453.42)	(\$243,009.58)	\$5,292.46

SB9 State Match

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

SB9 Tax Allocation

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$143,929.41	(\$24,687.48)	(\$6,251.59)	\$112,990.34

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: 001-047-1819-0017-IB

Fund Type: Flowthrough

Adjustment Type: Initial Budget

Fiscal Year: 2018-2019

Entity Name: Public Academy for Performing Arts

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

Contact: Rhonda Cordova, Business Manager

Total Approved Budget (Flowthrough):

Phone: 505-604-5056

Email: rhondacordova1000@outlook.com

FLOWTHROUGH ONLY

Budget Period: 07/01/2018

To: 06/30/2019

A. Approved Carryover:

B. Total Current Year Allocation:

D. Total Funding Available:

Revenue 27125.0000.41924

\$16,149

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
27125 Excellenc e in Teaching Awards	1000 Instruction	51300 Additional Compensation	1010 Regular Education (K- 12) Programs	1411 Teachers- Grades 1-12		\$15,000	\$15,000	
27125 Excellenc e in Teaching Awards	1000 Instruction	52210 FICA Payments	0000 No Program	0000 No Job Class		\$930	\$930	
27125 Excellenc e in Teaching Awards	1000 Instruction	52220 Medicare Payments	0000 No Program	0000 No Job Class		\$219	\$219	
Sub Total						\$16,149		
Indirect Cost								
DOC. TOTAL						\$16,149		

Justification:

Award letter received for FY2019

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

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

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

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

Approvals by Digital Signature

Name

Rhonda Cordova

Role

Business Manager

Date

12/17/2018 10:34:23 PM

Must submit backup for all BARs,
except transfers of funds for SEG or
direct grants

STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
300 Don Gaspar Santa Fe, NM 87501-2786
Budget Adjustment Request

Doc. ID: 001-047-1819-0018-I
Fund Type: General Fund / Capital
Outlay / Debt Service

Adjustment Type: Increase

Fiscal Year: 2018-2019

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 2018 12:00AM

To: Jun 30 2019 12:00AM

A. Approved Carryover:

B. Total Current Year Allocation:

D. Total Funding Available:

Revenue 11000.0000.41980

\$9,218

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000 Operational	1000 Instruction	55915 Other Contract Services	1010 Regular Education (K- 12) Programs	0000 No Job Class	\$8,000	\$9,218	\$17,218	
Sub Total						\$9,218		
Indirect Cost								
DOC. TOTAL						\$9,218		

Justification:

Refund of Prior Year Expenditures

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.

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: 001-047-1819-0019-I

Fund Type: Direct Grant

Adjustment Type: Increase

Fiscal Year: 2018-2019

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 2018 12:00AM

To: Jun 30 2019 12:00AM

A. Approved Carryover:

B. Total Current Year Allocation:

D. Total Funding Available:

Revenue 25152.0000.44301

\$8,276

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
25152 Title XIX MEDICAL D 0/2 Years	2100 Support Services-Students	55915 Other Contract Services	0000 No Program	0000 No Job Class	\$7,000	\$8,276	\$15,276	
Sub Total						\$8,276		
Indirect Cost								
DOC. TOTAL						\$8,276		

Justification:

Actual Revenues received in FY2019

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.

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: 001-047-1819-0020-I
Fund Type: Direct Grant

Adjustment Type: Increase

Fiscal Year: 2018-2019

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 2018 12:00AM

To: Jun 30 2019 12:00AM

A. Approved Carryover:

B. Total Current Year Allocation:

D. Total Funding Available:

Revenue 26207.0000.41921 \$2,000

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
26207 CNM Foundatio n	1000 Instruction	55915 Other Contract Services	1010 Regular Education (K- 12) Programs	0000 No Job Class	\$2,969	\$2,000	\$4,969	
Sub Total						\$2,000		
Indirect Cost								
DOC. TOTAL						\$2,000		

Justification:

Revenues received for Dual Credit Instructors

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	12/17/2018 10:14:41 PM

Must submit backup for all BARs,
except transfers of funds for SEG or
direct grants

STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
300 Don Gaspar Santa Fe, NM 87501-2786
Budget Adjustment Request

Doc. ID: 001-047-1819-0021-I
Fund Type: Direct Grant

Adjustment Type: Increase

Fiscal Year: 2018-2019

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 2018 12:00AM

To: Jun 30 2019 12:00AM

A. Approved Carryover:

B. Total Current Year Allocation:

D. Total Funding Available:

Revenue 29130.0000.41980

\$2,200

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	\$951	\$2,200	\$3,151	
Sub Total						\$2,200		
Indirect Cost								
DOC. TOTAL						\$2,200		

Justification:

Refund of Prior Year Expenditures

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

12/17/2018 10:27:20 PM

Must submit backup for all BARs,
except transfers of funds for SEG or
direct grants

STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
300 Don Gaspar Santa Fe, NM 87501-2786
Budget Adjustment Request

Doc. ID: 001-047-1819-0022-T
Fund Type: Flowthrough

Adjustment Type: Transfer

Fiscal Year: 2018-2019

Entity Name: Public Academy for Performing Arts

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

Contact: Rhonda Cordova, Business Manager

Total Approved Budget (Flowthrough):

Phone: 505-604-5056

Email: rhondacordova1000@outlook.com

FLOWTHROUGH ONLY

Budget Period: 07/01/2018

To: 06/30/2019

A. Approved Carryover:

B. Total Current Year Allocation:

D. Total Funding Available:

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
31701 Capital Improvem ents SB-9 Local	4000 Capital Outlay	57332 Supply Assets (\$5,000 or less)	0000 No Program	0000 No Job Class	\$142,693	(\$20,000)	\$122,693	
31701 Capital Improvem ents SB-9 Local	2900 Other Support Services	55913 Contracts – Inter-agency/REC	0000 No Program	0000 No Job Class		\$20,000	\$20,000	
Sub Total						\$0		
Indirect Cost								
DOC. TOTAL						\$0		

Justification:

Transfer funds from function 4000 to 2900 for Contract Services.

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	12/17/2018 10:31:06 PM

(11)

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

2018 - 2019

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

Step Increase for each year of experience

LEVEL III

Years Experience	National Board Certified/IMA	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.

Level Increase: If a higher Level is awarded to a teacher with less than the minimum "Years Experience" shown for that Level, the pay will be at the minimum pay for that Level. For subsequent years, a minimum pay increase will be made each year until the teacher reaches the salary schedule minimum "Years Experience".

Academic Achievement / Students

- PAPA students were busy completing assignments and preparing for the final exams taking place this week. Quarterly assessments were also completed. Seniors also completed PARCC and EOC retakes as needed.
- There were 90 courses taken through CNM (not including arts and language classes taught by PAPA staff). There was a 97% pass rate.
- The Financial Literacy classes took a field trip to Fidelity Investments for a presentation on "Making Money Work".
- Juniors took the ASVAB.
- Letters went out and meetings were held with students having attendance issues.

Performing Arts

- Relax... It's Just Art Paint Night was held by Visual Arts.
- The band has outgrown PAPA! We had standing room only and even poured out of the room at the concert recently.
- Visual artists, Alex Roche and Olivia Roybal had their work displayed in the UNM Youth Artists' Exhibition at UNM's Masley Gallery.
- Film student, Eden Hettler won the Future Voices of New Mexico November Film Contest!
- MS Acting performed Improv Nights! an interesting, sometimes hilarious mix of improv skits and conversations!
- PAPA Choirs performed a concert at the Jemez Festival of Lights.
- PAPA Guitar and Piano had a joint concert at Valley High School PAC.
- The Choir and Orchestra Winter Concert was held at the First Presbyterian Church.
- Flamenco Singer, Veronica Medina is training Mr. Sisneros's class in Rumba and Tango Flamenco.

Professional Development / Staff

- Teacher in-service day focused on Senior Showcase mentoring, department/vertical team meetings, and end-of-semester preparations.
- Several teachers attended PD opportunities in literature, RTI, differentiated instruction, SAT, school nutrition, STEM, STARS and IEP writing.
- Staff first round of observations have been completed.
- NMPED completed an audit of PAPA's human resources T&E reporting.

Community

- The PTSO Teacher Appreciation Lunch was greatly appreciated and a great time!
- APS Director of Charter Schools, Dr. Joseph Escobedo visited the school recently.
- Bill Sprick of PSFA visited the school to verify information for the Lease Reimbursement.
- PAPA YouthChat Team held a suicide prevention workshop after school for 20 student attendees.
- HS Student council is holding a new/gently used shoes and new socks drive. Deadline to donate is 12/19/18.
- Community Member, Camille Sherwood donated 70 feet of mirrors to PAPA.

Facility Update

EXECUTIVE DIRECTOR'S REPORT
PAPA GOVERNING COUNCIL MEETING
December 18, 2018

- The 95% meeting is being held at APS for review of facility plans (performing arts instructional space and classrooms).
- APS measured for acoustical panels to be placed in the Choir/Orchestra room over Spring Break.
- PAPA is working with APS to resolve ongoing issues with lack of heat.
- APS will move the boxcar storage currently behind the Choir/Orchestra room. This is necessary to begin utility work for the new building.

Submitted By:



Doreen A. Winn

Albuquerque Public Schools
Office of Innovation and School Choice

Public Academy for Performing Arts – November 13, 2018
Special Education Fall 2018 Site Visit

Grades: 6-12 Total Enrollment: 428 SWD: 56 GI: 0
SPED providers: 4-Teachers, 1-Sp. Ed. Coordinator, 1-SW
Contracted: SLP, OT, & Diagnostician

YES	NO	DATA REVIEW <i>*See links to state and federal regulations for additional guidance.</i>
YES		<p>1) The school has documentation of a properly-constituted SAT at each school, which includes the student's parents and the student (as appropriate), shall conduct the student study process and consider, implement and document the effectiveness of appropriate research-based interventions utilizing curriculum-based measures. 6.29.1.9(E)(2) NMAC a) SAT Process <u>YES</u> b) SAT staff training <u>YES</u> c) SAT student log <u>YES</u> d) 1-2 SAT files <u>YES</u></p>
N/A		<p>2) The school is in compliance with Indicator 11 per STARS report (60 day timeline: signed consent/date evaluation is complete) to comply with this regulation, the school shall conduct a full and individual initial evaluation, in accordance with §300.305 and §300.306, before the initial provision of special education and related services to a child with a disability. (34 C.F.R. § 300.301(a)) 40th <u> </u> 80th <u> </u> 120th <u> </u> EOY <u> </u> For the current school year, there has been no students that have completed the SAT and initial evaluation process.</p>
YES		<p>3) The school has a written process that documents how they keep track of IEPs and Re-evaluations. <u>The School</u></p>
YES		<p>4) The IEPs reviewed are current per STARS report. An IEP Team meeting must be held to review the child's IEP periodically, but not less than annually, to determine whether the annual goals for the child are being achieved. (34 C.F.R. § 300.324(b)(1)(i)). 40th <u>YES</u> 80th <u> </u> 120th <u> </u> EOY <u> </u> STARS data from the 40th day report NO overdue IEPs, the school's spreadsheet provided indicate 2 overdue IEPs on the day of the site visit.</p>
YES		<p>5) The Re-evaluations are current per STARS report. Schools shall reevaluate a child with a disability at least once every three (3) years, unless the parent and the district agree that a reevaluation is unnecessary. (34 C.F.R. § 300.303(b)(2)) 40th <u>YES</u> 80th <u> </u> 120th <u> </u> EOY <u> </u></p>
YES		<p>6) Special education caseloads are balanced and with a licensed special education teacher per STARS report. Caseload waivers are appropriate for school size 40th <u>YES</u> 80th <u> </u> 120th <u> </u> EOY <u> </u></p>

Albuquerque Public Schools
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Public Academy for Performing Arts – November 13, 2018
Special Education Fall 2018 Site Visit

N/A	7) The school has ESY eligibility data recorded for every student receiving ESY services. ESY services may be provided only if a child's IEP Team determines, on an individual basis, that the services are necessary for the provision of FAPE to the child. (34 C.F.R. § 300.106(a)(1-2))
YES	8) All students by the age of 14 have a transition plan (Indicator 13) Transition services shall be addressed by the IEP Team beginning not later than the first IEP to be in effect when the child turns fourteen (14), or younger if determined appropriate by the IEP Team, and updated annually, thereafter. (34 C.F.R. § 300.320(b); 6.31.2.11(G) (3) NMAC). School has an invitation to the transition IEP which invites the student, parent, and outside agency.
YES	9) All students by the age of 14 have been informed of Rights That Will Transfer at Age of Majority per STARS report. Beginning no later than the first IEP to be in effect when the child turns fourteen (14), or younger, if determined appropriate by the IEP team, and updated annually thereafter; the IEP shall include a statement that the child has been informed of the child's rights under the IDEA that will transfer to the child on reaching the age of majority. (34 C.F.R. § 300.320(b); 6.31.2.11(G) (3) (c) NMAC). 40 th <u>YES</u> 80 th _____ 120 th _____ EOY _____
	10) The school meets the PED target of at least 80% of their students are on a standard graduation option per STARS report. 40 th _____ 80 th _____ 120 th _____ EOY _____ <u>STARS data is not available at this time.</u>
YES	11) All FBAs/BIPs are attached to appropriate IEPs. IEP Teams are encouraged to conduct FBAs and integrate BIPs into the IEPs for students who exhibit problem behaviors well before the behaviors result in proposed disciplinary actions for which FBAs and BIPs are required under the federal regulations. (6.31.2.11(F) (1) NMAC)
YES	12) School has a plan for the provision of an Alternative Education Setting (AES) and a written manifestation process. A removal of a child with a disability from the child's current educational placement is a change of placement if: The removal is for more than 10 school days in a row; or The child has been subjected to a series of removals that constitute a pattern (34 CFR §300.536)
YES	13) The school has a written document explaining their continuum of services. The school shall ensure that a continuum of alternative placements is available to meet the needs of children with disabilities for special education and related services. (34 C.F.R. '300.115(a))

Albuquerque Public Schools
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Public Academy for Performing Arts – November 13, 2018
Special Education Fall 2018 Site Visit

Date of Previous Visit: <u>3/1/2018</u> Name of Reviewer: <u>Patricia Espinoza</u>		
Concerns from Previous Visit	Recommendations	Evidence of Improvement During Current Visit
PWN – Prior Written Notice of Proposed Actions is missing a significant amount of information	PWNs <u>must</u> include all items and options the Public Agency and/or Parent/guardian proposed during the IEP meeting. This page is a summary of the discussions held during the meeting. It includes information about: <i>(but not limited to)</i> -Eligibility for Initials or changes in eligibility -Provision of services and setting -Provision of Related Services & supports -Transition information (Transition services, goals, graduation path, outside agencies, transfer of rights) -State testing and accommodations -Behavioral supports	The school has met this requirement
Transition Plans – Participating agency – There is no evidence indicating consideration was given to inviting a representative of a Participating Agency.	If appropriate, the school must consider inviting a representative of any Participating Agency (that is likely to be responsible for providing or paying for transition services) with prior consent of the parent or student who has reached the age of majority. Review current transition process to include this information.	The school has met this requirement
Goals – Functional Goals There is no link between present levels of functional performance with functional goals	When developing current goals, assess student's present levels of academic performance as well as functional performance to use as baseline data for academic and functional goal development	The school has met this requirement

Concerns from Current Visit	Recommendations	Action Plan (with completion dates)
# 4 – Overdue IEPs STARS data from the 40 th day report NO overdue IEPs, however, the school's spreadsheet provided indicate 2 overdue IEPs on the day of the site visit.	Ensure arrangements are made in advance to hold IEP meetings on time. To first, notify parents with sufficient notice to attend or re-schedule IEP meeting; and second, to allow a few extra days for unforeseen circumstances.	Hold all IEPs due before the 120 th STARS count date. <i>Review spring 2019</i>
Service Schedule – Inconsistent Ancillary services included in the wrong section of the Schedule of Services; they were included in the supplementary aids & services.	The IEP must include a statement of the special education and related services to be provided. It must also accurately reflect where Special Education services, including related services, are taking place. All Special Education & Related services must be described within that section of the Schedule of Services	Hold an addendum to make the necessary correction of the schedule of service page. <i>Review spring 2019</i>



C.17 Prohibition on Aiding and Abetting Sexual Abuse

In accordance with 20 U.S. Code § 7926, the school, any of its employees, contractors of agents shall not assist a school employee, contractor, or agent in obtaining a new job if the individual or agency knows, or has probable cause to believe, that such school employee, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law.

The routine transmission of administrative and personnel files is exempt from this prohibition.

This prohibition does not apply if:

- (1) the alleged misconduct has been properly reported to law enforcement and any other authorities required by Federal, State, or local law; and
- (2) the matter has been officially closed; the employee, contractor, or agent has been exonerated; or the relevant case or the investigation remains open without an indictment or other charges having been brought within four years of the date on which the information was provided to law enforcement.