

Public Academy for Performing Arts

Governing Council

Meeting Agenda

Tuesday, January 29, 2019, 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).....Chair4:15 p.m.
2. Welcome and IntroductionsChair.....4:17 p.m.
3. Approval of Agenda ACTION ITEMAll.....4:20 p.m.
4. Approval of Previous Meeting Minutes ACTION ITEM.....All4:25 p.m.
5. Open Forum for Public Comment (Form Required).....Chair.....4:30 p.m.
6. Budget & Finance Committee Report ACTION ITEMMichael Matsko and Rhonda Cordova.....4:35 p.m.
 - a. BARS/Permanent Transfer ACTION ITEM
 - b. Fraud Update
 - c. Bank Search Update ACTION ITEM
 - d. Audit Review
7. Executive Director's Report.....Doreen Winn4:50 p.m.
 - a. Facility Update
 - b. Written Report
8. Organizational BusinessChair.....5:00 p.m.
 - a. Legislative Updates ACTION ITEM
 - b. Committee Updates
Policy Committee Report – Update on ESSA Section 8546..... Mark Huntzinger
Performing Arts Committee – Update.....Elizabeth Roybal
 - c. Training Hours Update
 - d. 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.

----- 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 December 18, 2018

Date: 12/18/2018		Location: PAPA Room 2	
Governing Council Meeting			
Time: 4:15 to 5:11		Facilitator: Elizabeth Roybal	
Invitees in Attendance: Elizabeth Roybal (voting member), Mark Huntzinger (voting member), Michael Keith (voting member), Jennifer Lopez (voting member), Phil Krehbiel (voting member), Virginia Wilmerding, Carol Torrez (arrived at 4:22), Doreen Winn, Rhonda Cordova, Santana Gonzales, (HS Honor Society)			
Not in Attendance: Michael Matsko (voting member), Mance Anderson (voting member), HS and MS student reps			
Guests in Attendance: Olivia Roybal (student)			
Discussion		Resource	
1. Call to Order at 4:15 pm/ Roll Call, 5 voting members present		Elizabeth Roybal	
2. Welcome and Introductions of all present.		Elizabeth Roybal	
3. Approval of Agenda <ul style="list-style-type: none">Motion to approve the agenda was made by Mark Huntzinger, seconded by Phil Krehbiel , 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 Mark Huntzinger, seconded by Phil Krehbiel and approved 5-0.		Elizabeth Roybal	
5. Public Comment - none			
6. Budget and Finance Report <ul style="list-style-type: none">The Finance Committee meeting was held at 7:30am today with Rhonda Cordova, Phil Krehbiel, and Doreen Winn present. The check register, bank reconciliation, journal entries, and the detailed revenue and expenditure report through November 2018 were reviewed. The Committee shared that we currently have 424 students enrolled, but PED is funding us for our initial count of 420 students who were enrolled on the 40th day. Hopefully, they will issue the remainder of the funds to us in January. Jennifer Lopez made the motion to approve the Budget Report and it was seconded by Elizabeth Roybal, approved 5 -0.a) BARS/Permanent Transfer: The following BARS were approved 5-0 with a motion made by Jennifer Lopez and seconded by Michael Keith.0017-IB an increase of \$16,149.00 for the initial budget for the Excellence in Teaching Awards0018-I carryover of \$9218.00 from recovered funds from last year.0019-I an increase of \$8276.00 in Medicaid funds0020-I an increase of \$2,000.00 in the CNM Foundation Grant0021-I an increase of \$2200.00 in the Youth Chat Grant0022-T a transfer of \$20,000.00 within the same account (from capital outlay to support services)		Phil Khrebiel Rhonda Cordova	

Public Academy for Performing Arts
Draft Governing Council Meeting Minutes December 18, 2018

<ul style="list-style-type: none"> • b) Fraud Update: Our insurance company reimbursed us \$6840.51 from the fraud committed on our account. This was after our \$750.00 deductible was accounted for. • C) Bank Search: Ms. Cordova has visited with Nusenda Credit Union. However, they do not have Pledged Collateral, Positive Pay, or Fraud Alert. She will continue researching other banking institutions. No action was taken to change banks. • Salary Schedule Update: Mark Huntzinger made the motion to approve the salary schedule as updated with Michael Keith providing the second. It was approved 5-0 and reads as follows: 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." 	<p>Rhonda Cordova</p> <p>Mark Huntzinger</p>
<p>7. Executive Director's Report</p> <ul style="list-style-type: none"> a) Facility Update: The 95% Plan/Review meeting with the architects and APS maintenance staff will be held this week, with 1-2 GC members attending. This meeting is the last step before the bid process begins, hopefully by January 1, 2019. We can go to bid while the permits are being filed with the State. Our current building continues to show its age. Nine classrooms went without heat for 2 weeks. b) Written Report: APS schools, including charters, are now required to have biannual special education audits. One was conducted at PAPA on November 13, 2018 and we were fully compliant with all requirements. 	<p>Doreen Winn</p>
<p>8. Organizational Business</p> <ul style="list-style-type: none"> a) Committee Updates: Policy Committee Report-- ESSA Section 8546 is referenced in our Draft Policy "C.17 Prohibition on Aiding and Abetting Sexual Abuse." This Draft Policy prohibits PAPA from assisting a former employee or contractor in retaining new employment if we have probable cause that they have engaged in sexual misconduct regarding a minor unless they have been reported to law enforcement and the matter has been officially closed. Elizabeth Roybal made a motion to put this Draft Policy out for public comment with Jennifer Lopez making the second. The motion passed 5-0. b) Training Hours Update: Elizabeth Roybal, Mark Huntzinger, and Jennifer Lopez have completed all their required training hours. Michael Keith and Mark Matsko need 8 hours. Mance Anderson and Phil Krehbiel need 3 hours-1 focusing on Academics and the remainder can be acquired from the Onboarding course. Jennifer Lopez has almost completed the NMPED application packet for veteran PAPA GC members to provide the GC Onboarding Course to new members. c) Signatures: The President's signature was needed for Doreen Winn's leave form. 	<p>Mark Huntzinger</p> <p>Doreen Winn Elizabeth Roybal</p> <p>Doreen Winn</p>

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9. President's Report: None			Elizabeth Roybal
10. Other Announcements/Discussion: None			All
11. Adjourn: at 5:11; next scheduled meeting is January 29, 2019 at 4:15			Elizabeth Roybal
Status			Action Item
		Resource	Due Date

Budget Report as of January 28, 2019

OPERATIONAL

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>	<u>% to Budget</u>
\$2,833,824.09	(\$1,166,997.91)	(\$1,746,846.80)	(\$80,020.62)	-3%
			(\$2,779.24) Reallocate from IDEA B	
			(\$627.59) Reallocate from Dual Credit	
			\$64,000.00 Project Revenue from 40 day (425)	
			\$48,389.00 BAR 0002-I	
			<hr/> \$28,961.55	

INSTRUCTIONAL MATERIALS

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$20,783.22	(\$6,538.53)	(\$7,739.52)	\$6,505.17

Food Services

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$121,849.03	(\$69,679.99)	(\$52,169.04)	\$0.00

Activities

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$182,045.32	(\$75,557.85)	(\$42,428.28)	\$64,059.19

IDEA B

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$63,383.00	(\$38,353.86)	(\$38,280.38)	(\$13,251.24)
			\$10,472.00 BAR 0023-I
			<hr/> (\$2,779.24)

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	(\$8,679.46)	(\$7,051.24)	\$5,121.30

Medicaid

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$22,596.51	(\$2,111.27)	(\$935.49)	\$19,549.75

CNM

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$4,969.43	(\$2,202.30)	(\$2,000.00)	\$767.13

Dual Credit

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$4,568.20	(\$6,002.15)	\$0.00	(\$1,433.95)
			\$806.36 Pending BAR (APS) Initiation
			(\$627.59)

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>
\$3,150.70	(\$730.79)	(\$83.09)	\$2,336.82

Lease Assistance

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$279,775.00	(\$163,202.06)	(\$116,572.90)	\$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)	(\$475.37)	(\$2,774.87)

SB9 Tax Allocation

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$143,929.41	(\$25,734.32)	(\$5,104.76)	\$113,090.33

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: 001-047-1819-0023-I

Fund Type: Flowthrough

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: 07/01/2018

To: 06/30/2019

A. Approved Carryover:

B. Total Current Year Allocation:

D. Total Funding Available:

Revenue 24106.0000.41924

\$10,472

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
24106 Entitlement nt IDEA-B	2100 Support Services-Students	51100 Salaries Expense	2000 Special Programs	1214 Guidance Counselors/Soc ial Workers	\$21,856	\$2,000	\$23,856	
24106 Entitlement nt IDEA-B	2100 Support Services-Students	52111 Educational Retirement	0000 No Program	0000 No Job Class		\$3,320	\$3,320	
24106 Entitlement nt IDEA-B	2100 Support Services-Students	52112 ERA - Retiree Health	0000 No Program	0000 No Job Class		\$500	\$500	
24106 Entitlement nt IDEA-B	2100 Support Services-Students	52210 FICA Payments	0000 No Program	0000 No Job Class		\$1,300	\$1,300	
24106 Entitlement nt IDEA-B	2100 Support Services-Students	52220 Medicare Payments	0000 No Program	0000 No Job Class		\$303	\$303	
24106 Entitlement nt IDEA-B	2100 Support Services-Students	52311 Health and Medical Premiums	0000 No Program	0000 No Job Class		\$3,049	\$3,049	
Sub Total						\$10,472		
Indirect Cost								
DOC. TOTAL						\$10,472		

Justification:

Final Allocation award 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

Role

Date

Rhonda Cordova

Business Manager

1/28/2019 10:01:36 PM

Academic Achievement / Students

- The Lottery is in full swing. As of 1/24/19, we had the following enrollment in each grade from 61 different schools for a total of 81 applicants:
 - 6th Grade-50
 - 7th Grade-13
 - 8th Grade-6
 - 9th Grade-10
 - 10th Grade-1
 - 11th Grade-1
- HS Student Council held a shoe and sock drive to benefit PAPA, PB and J and Joy Junction.
- 196 students were recognized at the Honor Roll Ice Cream Social.
- MS students with grades no lower than C on their report cards were treated to a dance.
- An Official Senior Meeting was held with information emailed home.
- Juniors reviewed their ASVAB results.
- NHS and NJHS held a joint induction ceremony for 19 new HS and 40 new MS members!
- ACCESS/ELL testing took place for identified ELL students.
- 8 PAPA students attended a presentation by AVEDA.
- Juniors reviewed PSAT scores.

Performing Arts

- 26 MS Choir students were selected to participate in Youth All State in Las Cruces!
- Visual Arts took a field trip to 516 Arts to view PAPA students' art display.
- Newspaper took a trip to the ABQ main library for research purposes.
- Film took a field trip to CNM to introduce students to their film department.
- Film participated in a stage combat workshop.
- Song writers and producer Ron Crowder and Craig Vencill visited Film in preparation for student participation in a music video.
- Congratulations PAPA Filmmakers and Photographers: Sophie Nielsen-Clyne for Film and Walker Dodson-Sands for Photography, the December Winners of Future Voices of New Mexico Film and Photography contest!
- Congratulations to PAPA Visual Artists who were selected for the New Mexico Scholastic Art Awards!
 - Olivia Roybal, Honorable Mention in Digital Art (The Ram)
 - Jada Doney Long, Silver Key in Digital Art (Flaming Mechanical)
 - Olivia Roybal Silver Key in Digital Art (They Who See All)
 - Isa Leyva, Gold Key in Editorial Cartoon (Society's Expectations)
 - Alex Roche, Gold Key in Comic Art (With My Own Eyes)
- Congratulations PAPA Artist Wren Johnson, winner of the New Mexico Youth Art Month flag/banner contest for the Middle School category.
- Hip Hop Performed at the NMCSS School Choice Fair.
- Visual Arts Newest Gallery Wall titled "ART+MATH" has been installed.

Professional Development / Staff

- Congratulations Mr. Fabian Sisneros for becoming a National Board Certified Teacher!!
- Staff PDP reviews and 2nd round of observations have begun.
- Teacher in-service days focused on Quarterly Assessment data analysis, student staffings, SAT, crisis response review, and Music Department continuous improvement needs.
- PAPA Music Department participated in the NM Music Educators Association Conference.
- Ms. Hudson participated in the CNM Teacher Conference on Learning.
- Ms. Lopez attended Charter Special Education Training.
- Ms. Blackwell participated in the CNM Fin 1010 Facilitator Training.
- Administration participated in test training in preparation for the new testing plan that replaced PARCC.

Community

- PAPA hosted Representative Melanie Stansbury for a tour of the school.
- Administration attended the League of Women Voters Bond Forum.
- Open House for Prospective Students is planned for Tuesday, 2/26/19 at 5:00pm following the council meeting. Lottery closes on Thursday, 2/28/19 and parent notification will be posted and mailed by Wednesday, 3/6/19.
- PAPA administration, staff, and students participated in the NM Coalition of Charter Schools School Choice Fair where information and applications were provided to prospective students.
- PAPA is working with an outside counseling agency to provide assistance with student counseling needs.
- We appreciate our parent volunteers in the cafeteria that includes Patrick Churchwell, Crystal Rothganger, and Jennifer Wiegmann.

Facility Update

- The 95% meeting was being held at APS for review of facility plans (performing arts instructional space and classrooms). There will need to be another meeting after changes, additions and corrections are made to the plans.

Submitted By:



Doreen A. Winn

Public Academy for Performing Arts

2019-2020 School Calendar

WORKING DRAFT FOR COMMUNITY INPUT

July 2019						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

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August 2019						
Su	M	Tu	W	Th	F	S
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25	26	27	28	29	30	31

16

September 2019						
Su	M	Tu	W	Th	F	S
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22	23	24	25	26	27	28
29	30					

19

October 2019						
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27	28	29	30	31		

21

November 2019						
Su	M	Tu	W	Th	F	S
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24	25	26	27	28	29	30

15

December 2019						
Su	M	Tu	W	Th	F	S
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22	23	24	25	26	27	28
29	30	31				

15

January 2020						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
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26	27	28	29	30	31	

18

February 2020						
Su	M	Tu	W	Th	F	S
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23	24	25	26	27	28	29

18

March 2020						
Su	M	Tu	W	Th	F	S
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22	23	24	25	26	27	28
29	30	31				

17

April 2020						
Su	M	Tu	W	Th	F	S
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26	27	28	29	30		

18

May 2020						
Su	M	Tu	W	Th	F	S
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24	25	26	27	28	29	30
31						

11

June 2020						
Su	M	Tu	W	Th	F	S
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21	22	23	24	25	26	27
28	29	30				

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School Closed/ Holidays



Registration



Teacher In-Service Day (no school students)



New Student Jump Start Day/Orientation



First and Last Day of School



Parent Conferences/Student Support



½ Day – End of Semester/Graduation



Make-up Days if Necessary



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.