

Public Academy for Performing Arts

Governing Council

Meeting Agenda

Tuesday, March 26, 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 | 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 /
Santana Gonzalez, NHS President |
| 7. Elizabeth Roybal, GC President | 14. Brooke Rodriguez, MS Student Council President |

Scheduled Guests:

Scheduled Absence: Sherry Allen

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. Bank Search Update **ACTION ITEM**
7. Executive Director's Report.....Doreen Winn.....4:40 p.m.
 - a. Facility Update
 - b. Written Report
8. Organizational BusinessChair.....4:45 p.m.
 - a. Appoint a Nominating Committee for GC Membership.....Chair **ACTION ITEM**
 - b. Legislative Updates.....Mark Huntzinger
 - c. Committee Updates
 - Policy Committee Report – C.16 Policy and Procedures for Calculating Licensed Employee Training and Experience.....Mark Huntzinger **ACTION ITEM**
 - Long Range Planning Committee Report – Charter Renewal Plans...Mike Keith **ACTION ITEM**
 - a. Training Hours Update
 - b. Executive Director's Evaluation
 - c. Signatures
9. President's Report.....Elizabeth Roybal.....4:55 p.m.
10. Other Announcements/DiscussionAll.....5:00 p.m.
11. Executive Session for Limited PersonnelAll.....5:05 p.m.
12. Action Resulting from Executive Session **ACTION ITEM**.....All.....5:15 p.m.
13. Adjourn.....Chair.....5:16 p.m.

-PERFORMING ARTS COMMITTEE MEETING FOLLOWING THE COUNCIL MEETING

---- 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

Governing Council Meeting Minutes February 26, 2019

Date: 02/26/2019	Location: PAPA Room 2
Governing Council Meeting	
Time: 4:17 to 5:06	Facilitator: Elizabeth Roybal
Invitees in Attendance: Elizabeth Roybal (voting member), Mark Huntzinger (voting member), Michael Keith (voting member), Phil Krehbiel (voting member), Michael Matsko (voting member), Virginia Wilmerding, Carol Torrez (arrived at 4:22), Doreen Winn, Santana Gonzales, (HS Honor Society)	
Not in Attendance: , Manle Anderson (voting member), Jennifer Lopez (voting member HS and MS Student Council Representatives,	
Guests in Attendance: Olivia Roybal (student), Aalyiah Padilla (student)	
Discussion	Resource
1. Call to Order at 4:17 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, to include the correction of the removal of the substitute Salary Action Item was made by Phil Krehbiel, seconded by Mike Matsko, approved 5-0 	Elizabeth Roybal
4. Approval of Prior Meeting Minutes <ul style="list-style-type: none"> Motion to approve the Previous Meeting minutes was made by Mark Huntzinger, seconded by Phil Krehbiel and approved 5-0. 	Elizabeth Roybal
5. Public Comment - none	

Public Academy for Performing Arts

Governing Council Meeting Minutes February 26, 2019

<p>6. Budget and Finance Report</p> <ul style="list-style-type: none"> The Finance Committee meeting was held at 7:30 am today with Rhonda Cordova, Phil Krehbiel, Michael Matsko, and Doreen Winn present. They reviewed the bank reconciliation through January 2019 and spot-checked expenditures. Complete check registers will be sent to the entire GC for review. Mike Matsko made the motion to approve the Budget Report and it was seconded by Mark Huntzinger, approved 5-0. BARS/Permanent Transfer: The following BARs were approved 5-0 with a motion made by Mike Kieth and seconded by Phil Krehbiel. 0024-I an increase of \$48,664 to Operational balance 0025-IB an increase of \$9,539 initial SB state match for student used equipment. 0026-I Final SEG Allocation of \$69,532 to Operational balance. Bank Search: Nusenda still appears to be a choice for us. They are now able to offer a pledge collateral. However, Payroll options are not ideal and they do not offer verified check. Pending a meeting with US Eagle Federal Credit Union officials, we will decide which bank is better and begin the process of moving our accounts to their institution. No Action was taken. 	<p>Mike Matsko and Rhonda Cordova</p> <p>Rhonda Cordova</p> <p>Rhonda Cordova</p>
<p>7. Executive Director's Report</p> <ul style="list-style-type: none"> Facility Update: Administration in spaces in Second building. Design Progressing. <p>Written Report:</p> <ul style="list-style-type: none"> PAPA's lottery has begun and will end February 28, 2019. The Open House for lottery applicants will be held after the GC meeting. <p>Calendar Draft:</p> <ul style="list-style-type: none"> 2 drafts of the upcoming 2019-2020 school year calendar were presented Draft 1 was the initial calendar and draft 2 was the draft after final comment. After discussion the motion to approve Draft #2 was made by Mike Matsko and was seconded by Phil Krehbiel, approved 5-0. 	<p>Doreen Winn</p> <p>Doreen Winn</p> <p>Doreen Winn</p>

Public Academy for Performing Arts

Governing Council Meeting Minutes February 26, 2019

8. Organizational Business <ul style="list-style-type: none"> Legislative Updates: Mr. Huntzinger reported on the upcoming Legislative bills that will affect PAPA directly. One of the most concerning is HB 476 "School Nurse in Every School". reasons for concern is that there is no funding attached to the bill and where will nurses be found. Committee Updates: Policy: ESSA Section 8546 which prohibits a school, any of its employees, contractors, or agents from aiding and abetting sexual abuse was put out for comment. A motion was made by Mike Matsco to approve the policy and Seconded by Phil Krehbiel, approved 5-0. Policy C.16 which is a policy and procedure for calculating licensed employee training and Experience was pulled for further discussion. Training Hours Update: Michael Keith and Michael Matsko both need all of their training hours. Phil Krehbiel and Manle Anderson both need 3 hours which can be obtained by taking our newly approved Onboarding Course. We will try to schedule this course for March. Signatures: None were required. 		Mark Huntzinger
		Mark Huntzinger
9. President's Report: None.		Elizabeth Roybal
10. Other Announcements/Discussion: None		All
11. Adjourn: at 5:06; next scheduled meeting is March 26, 2019 at 4:15		Elizabeth Roybal
Status		Action Item
	Resource	Due Date

Budget Report as of March 25, 2019

OPERATIONAL

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>	<u>% to Budget</u>
\$2,951,745.12	(\$1,985,605.98)	(\$941,792.15)	\$24,346.99	1%
			(\$2,659.65) Reallocate from IDEA B	
			\$21,687.34	

INSTRUCTIONAL MATERIALS

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$20,783.22	(\$9,783.15)	(\$5,323.64)	\$5,676.43

Food Services

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$121,849.03	(\$90,712.12)	(\$32,799.08)	(\$1,662.17)

Activities

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$182,045.32	(\$105,082.14)	(\$40,761.25)	\$36,201.93

IDEA B

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$73,855.00	(\$50,959.46)	(\$25,555.19)	(\$2,659.65)

Title III

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$260.00	(\$276.42)	\$0.00	(\$16.42)

Teacher/Principal Training

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$20,852.00	(\$10,369.13)	(\$4,973.99)	\$5,508.88

Medicaid

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$22,596.51	(\$2,986.27)	(\$60.49)	\$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	(\$3,988.60)	\$0.00	\$579.60
			(\$579.60) BAR 0027-D
			<u>\$0.00</u>

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)	\$0.00	\$2,419.91

Lease Assistance

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$279,775.00	(\$209,831.22)	(\$69,943.74)	\$0.04

HB33

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$255,755.46	(\$152,342.27)	(\$98,120.73)	\$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)
			\$9,539.00 Pending BAR 0025-IB
			<u>\$6,764.13</u>

SB9 Tax Allocation

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$143,929.41	(\$27,569.21)	(\$3,809.87)	\$112,550.33

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: 001-047-1819-0027-D

Fund Type: Flowthrough

Adjustment Type: Decrease

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 27103.0000.41924 (\$579)

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
27103 2009 Dual Credit Instructional Materials/ HB2	1000 Instruction	56112 Other Textbooks	1010 Regular Education (K- 12) Programs	0000 No Job Class	\$4,568	(\$579)	\$3,989	
Sub Total						(\$579)		
Indirect Cost								
DOC. TOTAL						(\$579)		

Justification:

Decrease 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

<u>Name</u>	<u>Role</u>	<u>Date</u>
Rhonda Cordova	Business Manager	3/25/2019 9:39:44 PM

6

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: 001-047-1819-0028-I
Fund Type: General Fund / Capital
Outlay / Debt Service

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 21000.0000.41604 \$10,000

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
21000 Food Services	3100 Food Services Operations	56118 General Supplies and Materials	0000 No Program	0000 No Job Class		\$10,000	\$10,000	
Sub Total						\$10,000		
Indirect Cost								
DOC. TOTAL						\$10,000		

Justification:

Estimated additional expenditures 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:

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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	3/25/2019 9:30:53 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: 001-047-1819-0027-D

Fund Type: Flowthrough

Adjustment Type: Decrease

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 27103.0000.41924 (\$579)

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
27103 2009 Dual Credit Instructional Materials/ HB2	1000 Instruction	56112 Other Textbooks	1010 Regular Education (K- 12) Programs	0000 No Job Class	\$4,568	(\$579)	\$3,989	
Sub Total						(\$579)		
Indirect Cost								
DOC. TOTAL						(\$579)		

Justification:

Decrease 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

Role

Date

Rhonda Cordova

Business Manager

3/25/2019 9:39:44 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: 001-047-1819-0028-I

Fund Type: General Fund / Capital
Outlay / Debt Service

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 21000.0000.41604 \$10,000

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
21000 Food Services	3100 Food Services Operations	56118 General Supplies and Materials	0000 No Program	0000 No Job Class		\$10,000	\$10,000	
Sub Total						\$10,000		
Indirect Cost								
DOC. TOTAL						\$10,000		

Justification:

Estimated additional expenditures 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

Role

Date

Rhonda Cordova

Business Manager

3/25/2019 9:30:53 PM

Academic Achievement / Students

- At the end of Quarter 3, there were 71 students with all A's and 119 on the A-B Honor Roll. Congratulations! The students were recognized with an Ice Cream Social.
- PAPA's Finalized Dropout Rate for 2017-2018 is 0%! The cohort Graduation Rate is 96.8%
- 150 PAPA students joined 3,200 students to attend the NM Youth Summit on Opioid Awareness-DRUGFREEISUPTIME!. There was a lot of information, heartfelt accounts of the consequences of drug addition, testimonials, and local entertainment! Following the event, students participated in a presentation on bullying and bullying prevention.
- Report cards, progress notes, and Transition Meeting letters for grades 8 and 12 were sent home.
- Student pre-registration for the 2019-2020 school year has begun! Incoming students and those in grades 8 and 11 will have parent/student transition meetings.
- NMSBA in Science is taking place this week in grades 7 and 11.
- Meetings are being held with administration regarding student attendance issues.

Performing Arts / Activities

- PAPA Film participated in the Public Library of Albuquerque Bernalillo County Teen Book Trailer Film Festival and Gala. Congratulations Albert Garcia, Teen Book Trailer winner! And Ben Wagner for winning the Audience Award!
- Guest Artist, Tyler Jordan worked with PAPA Band.
- Guest Artist, Katrina Sisneros held a Female Technique Flamenco Workshop at PAPA.
- Musicians Veronica Medina and Eloy Gonzales worked with PAPA Flamenco dancers in preparation for the Spring Dance Show.
- High School Student Council visited Inez Elementary School to talk about the purpose and activities involved in Student Council.
- National Junior Honor Society did a Saver's FUNDrive, collecting donations of clothing, furniture, etc.
- Advanced Guitar held auditions for next year.
- Tickets to PAPA Musical Theater production of *Wizard of Oz* are on sale now.
- PAPA students Grace Read, Olivia Sanchez, and Reyna Yara's artwork was displayed at the Harwood Art Center. The Harwood staff chose 2 works from each student to be displayed.
- We hope you all enjoyed PAPA's 5 6 7 8 *Spring Dance Concert* recently held at the National Hispanic Cultural Center. Congratulation to Ashley Ramos who designed the program art. All entries are on display in the front lobby window. Congratulations to our 2nd place winner, Brendan Oberg and Sally Vogel, 3rd place winner.
- Senior Showcase had to be moved to the Kiva Auditorium. The show takes place on May 2nd and 3rd.
- Several Visual Arts student work was on display at the NM Scholastic Art Awards 2019. Congratulations to PAPA award winners Alex Roche, Isabella Leyva, Jada Doney-Lang, and Olivia Roybal (2 awards). They had entries in Comic Art, Editorial Cartoon, and Digital Art. In addition to her category award, Alex Roche was honored with the NMAEA President's Choices Awards of Excellence for the Art Community Award.

Professional Development / Staff

- Ms. Padilla attended the National Association of Social Workers Conference.
- Ms. Lopez attended IEP training.
- Administration has begun interviewing for potential openings for next year.
- Administration is completing teacher observations this month.
- APS Charter School Department completed a compliance audit of PAPA's finance, operations, and SPED. A formal report has not been received.
- Administration was introduced to Secretary of Education's plans for schools.
- Ivonne Orozco attended the Hispanic Education Advisory Council meeting.

Community

- The NM Legislature approved PAPA to receive \$80,000 in Capital Outlay money to purchase a Suburban-type vehicle and cargo trailer. It will be used to transport small ensembles and PAPA instruments, equipment, flooring, and props the various performance venues.
- PAPA had 185 parents attended the Prospective Student Open House (90 applications turned in at the event). The total number of applications in the lottery was 294. We accepted 88 new students.
- The SAC/SHAC meeting was held. Members discussed future plans for growth; unvaccinated students and the Measles; upcoming School Breakfast and Lunch Program Review; the purchase of an AED; staff CPR and First Aid trainings; opioid awareness; and legislative updates.
- PAPA will renew its Charter with APS next year. We are in the process of completing the application. We are collecting petition signatures from staff and families in support of renewing the charter.
- Congratulations PAPA Senior, Casey Combs, Albuquerque Pride OUTstanding Drag Youth Entertainer! PAPA also won an awarding for OUTstanding School!

Facility Update

- PAPA's project is on hold until further funding is available.
- APS is going to complete the architectural design of the first 2 buildings- general/science classroom space, and performing arts instructional spaces.

Submitted By:



Doreen A. Winn

GOVERNING COUNCIL MEMBERSHIP CURRENT TERM

#	POSITION	LENGTH OF TERM	2018/19 YEAR IN CYCLE	2019/20 YEAR IN CYCLE	2020/21 YEAR IN CYCLE	2021/22 YEAR IN CYCLE
1	Jennifer Lopez Community	3-year	2	3	Term Out New 1	2
2	Mancle Anderson Community	3-year	3	Term Out New 1	2	3
3	Michael Matsko Community	3-year	Term Out New 1	2	3	Term Out New 1
4	Mark Huntzinger Parent	3-year	Term Out New 1	2	3	Term Out New 1
5	Michael Keith Parent	3-year	3	Term Out New 1	2	3
6	Phil Krehbiel Community	3-year	2	3	Term Out New 1	2
7	Elizabeth Roybal Parent	3-year	Term Out New 1	2	3	Term Out New 1

2018-19 PAPA GOVERNING COUNCIL TRAINING UPDATE – 3/26/19

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	1	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	1	1	1	1 ETHICS	7
Elizabeth Roybal	1	2	NA	1	1	1 FINANCE 2 ACADEMIC	8

DRAFT C.16 Policy and Procedures for Calculating Licensed Employee Training and Experience

(adopted 10/30/2018)

This policy identifies how Training and Experience of licensed employees will be collected for the State Equalization Guarantee, and for Certified Salary Schedule purposes.

Training and Education (T&E) Process

Data for all licensed employees and contracted personnel will be collected by the Executive Director as follows:

- Copy of Licensure
- Proof of Education, Degree(s), and additional credit hours (as described below)
- Verification of years' experience as a licensed provider will be collected via written verification.
- Part time licensed employees who work 550 hours or more in a school year will be counted as one (1) year full experience.

All documentation will be kept in employment files Maintained by the Business Office.

Training and Experience Reporting

Training and Experience will be reported to the Public Education Department on annual Basis as required by the School Budget and Finance Analysis Bureau.

Proof of Education for Training and Experience reporting and placement on the Salary Schedule.

The PAPA Certified Salary Schedule is divided into six categories across the three levels of licenses:

1. Bachelor's Degree (Levels I, II, and III)
2. Bachelor's Degree+ 15 credit hours (Levels I, II, and III)
3. Bachelor's Degree + 45 credit hours or Master's Degree (Levels I, II, and III)
4. Master's Degree + 15 credit hours (Levels I, II, and III)
5. Master's Degree + 45 credit hours (Levels I, II, and III)
6. National Board Certified or Master's Degree (Level III only)

The credit hours for Bachelor's-plus or Master's-plus salary categories must be from an accredited college or university. Official transcripts will be provided by the employee to the Executive Director.

Credit hours shall be in coursework that meets a curricular need identified by administration that supports the vision/mission of PAPA or lead to degree(s) above a Bachelor's associated with education or an endorsement area. All courses for existing employees need to be pre-approved by the Executive Director (using the appropriate form). New employee education will be evaluated upon hiring.

Bachelor's-plus or Master's-plus hours are credit hours of course work completed after the date of the Bachelor's or Master's degree. "Plus" hours are reset upon award of a higher degree.

Current and new employee will provide official transcripts to the Executive Director who will determine the number of credit hours that meet these criteria. Semester hours from repeated classes or with a GPA of under 3.0 will not be counted as "plus" hours for pay purposes.

If an employee plans to move to the next level in the salary schedule for the following school year, this must be indicated on the annual Intent to Return Form by April 1st. Official transcripts and/or updated license, and/or appropriate endorsement must be provided to the Executive Director by October 1st of the same year. The Executive Director will evaluate the transcripts and determine the appropriate salary schedule placement. Any salary increase begins once the transcripts, degrees, and/or new certifications are submitted, verified, and approved.

No salary increases will occur after the October 1st submission deadline.

A licensed employee whose credit hours were denied for the Training and Education/Salary Schedule purposes may appeal the Executive Director's decision to the Governing Council through a written request to the Governing Council President. The appeal shall be within 10 calendar days of the Executive Director's decision. The Governing Council's decision is final.

This policy is effective beginning with the 2019-2020 School Year.