

Public Academy for Performing Arts

Governing Council

Meeting Agenda

Tuesday, April 30, 2019, 4:15pm

Public Academy for Performing Arts Campus

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

COMMUNITY BUDGET MEETING PRIOR TO THE COUNCIL MEETING – STARTS AT 3:30PM

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. Bank Search Update **ACTION ITEM**
 - c. 2019-2020 Budget Review **ACTION ITEM**
7. Executive Director's Report.....Doreen Winn.....5:00 p.m.
 - a. Facility Update
 - b. Written Report
8. Organizational BusinessChair.....5:05 p.m.
 - a. Legislative Updates.....Mark Huntzinger
 - b. Committee Updates
Nominating Committee for GC Membership, Recommendation.....Tamara Lopez **ACTION ITEM**
Policy Committee, C.16 Policy and Procedures for Calculating Licensed Employee Training and Experience.....Mark Huntzinger **ACTION ITEM**
 - a. Training Hours Reminder – May 7th and 14th, 7:30-9:00am
 - b. Signatures
9. President's Report.....Elizabeth Roybal.....5:15 p.m.
10. Other Announcements/DiscussionAll.....5:20 p.m.
11. Executive Session for Limited PersonnelAll.....5:25 p.m.
12. Action Resulting from Executive Session **ACTION ITEM**.....All
13. Adjourn.....Chair

----- Statement on Open Forum for Public Comment -----

The Governing Council welcomes public comments during the "Public Comment" portion of the governing council meeting agenda. Individuals wishing to make public comments shall complete a Public Comment form and submit it to the Council President prior to the "Public Comment" section of the meeting. Individual oral presentations will be limited to 5 minutes, unless extended by the Council President.

----- Statement of Non Discrimination -----

Public Academy for Performing Arts does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. Persons requiring special accommodations should contact the administrative office at 830-3128 Ext. 0 at least 24 hours prior to the meeting. 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 March 26, 2019

Date: 03/26/2019	Location: PAPA Room 2	
Governing Council Meeting		
Time: 4:16 to 5:56	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), Michael Matsko (voting member), Mance Anderson (voting member), Virginia Wilmerding, Carol Torrez, Doreen Winn, Rhonda Cordova, Santana Gonzales, (HS Honor Society)		
Not in Attendance: MS student reps, Sherry Allen (faculty rep)		
Guests in Attendance: Olivia Roybal (student), Crystal Rothganger, Justin Rothganger		
Discussion		Resource
1. Call to Order at 4:16 pm/ Roll Call, 7 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 7-0 		Elizabeth Roybal
4. Approval of Prior Meeting Minutes <ul style="list-style-type: none"> Motion to approve the agenda as amended was made by Phil Krehbiel, seconded by Mark Huntzinger and approved 7-0. 		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, Michael Matsko, and Doreen Winn present. The check register, bank reconciliation, journal entries, and the detailed revenue and expenditure report through February 2019 were reviewed. Our current carryover is only at 1% at \$24,347.00 a) BARS/Permanent Transfer: The following BARS were approved 7-0 with a motion made by Mark Huntzinger and seconded by Jennifer Lopez . 0027-D to decrease the amount of funds allocated to dual credit by \$579 0028-I to increase the budgeted amount to food services by \$10,000.0 b) Bank Search Update: The Committee shared that we are still looking for a new bank. Nusenda does not provide an adequate platform for business accounts. We are now looking at US Bank. Michael Matsko made a motion to approve the budget report with Phil Krehbiel making the second, approved 7-0. 		Michael Matsko Rhonda Cordova
7. Executive Director's Report <ul style="list-style-type: none"> a) Facility Update: Due to the results from the Bond Election, our plans are literally in the drawer. The architectural plans will be completed but will then be placed in a drawer until the next Bond Election in November 2019. 		Doreen Winn

Public Academy for Performing Arts

Draft Governing Council Meeting Minutes March 26, 2019

<ul style="list-style-type: none"> • Written Report: Prospective students who participated in our recent lottery came from 100 different schools. We had 100% attendance on our first day of SBA Science Testing! The Capital Outlay of \$80,000.00 was approved by the State Legislature for our use to purchase a Suburban-type vehicle and utility to transport musical instruments and theatre equipment to our performance venues. Our Seniors have a 100% graduation rate! The graduation rate of the cohort is 96.8%. Our projected student population for the 2019/20SY is 450. We accepted 88 new students through the lottery and we have almost 300 on our waiting list. The budget for next school year is due April 24, 2019. 	Doreen Winn
<p>8. Organizational Business</p> <p>a) Appoint a Nominating Committee for GC Membership: Michael Matsko will not be returning to the GC for the 2019/20 SY. This leaves us with one opening. Tamara Lopez will chair the Nominating Committee. A public notice will be sent out asking for parents and community members to serve on this committee and to also think about serving on the GC.</p> <p>b) Legislative Updates: The governor has until April 5 to sign or veto all bills. If HB 5 or SB 1 are signed, we may need to update our policies.</p> <p>c) Committee Updates: Policy Committee Report—An amendment was made to C.16 Policy and Procedures for Calculating Licensed Employee Training and Experience to include an appeals process. Phil Krehbiel made a motion for this amended policy to go out for public comment with Mark Huntzinger making the second. The motion carried 7-0. Long Range Planning Report—Our architectural plans for our new facility will be placed in the drawer upon their completion. We do not have the money to finish Phase I. We will be completing the Fast Track process to complete our Charter Renewal. Part of our new 5 Year Plan will be to incorporate a 5th grade Academy. These 2 classes of 25 students each will be self-contained and will focus on serving as a transition year into the 6-12th grade PAPA. The 5th Grade Academy will not begin until our new facility is complete. A motion to approve the Charter Renewal as presented by the Long Range Planning Committee was made by Elizabeth Roybal and seconded by Jennifer Lopez and approved 7-0.</p> <p>d) Training Hours Update: Michael Keith and Mark Matsko need 8 hours. Mance Anderson and Phil Krehbiel need 3 hours which can be acquired from the Onboarding course. Jennifer Lopez will conduct the Onboarding Class for Mr. Anderson and Mr. Krehbiel during May.</p> <p>e) Signatures: The President's signature was needed for Doreen Winn's leave form and checks.</p>	<p>Doreen Winn</p> <p>Mark Huntzinger</p> <p>Doreen Winn Elizabeth Roybal</p> <p>Elizabeth Roybal</p> <p>Doreen Winn Elizabeth Roybal</p>

Public Academy for Performing Arts
Draft Governing Council Meeting Minutes March 26, 2019

9. President's Report: None			Elizabeth Roybal
10. Other Announcements/Discussion: None			All
11. Executive Session for Limited Personnel Issues The motion to go into Executive Session in accordance with NMSA 10-15-H(2) was made by Jennifer Lopez and seconded by Mark Huntzinger. A roll call vote was taken with all members voting to go into Executive Session. A motion to reopen the meeting in accordance with NMSA 10-15-H(2) was made by Jennifer Lopez and seconded by Mark Huntzinger, with all members approving via a roll call vote. 12. Actions resulting from the Executive Session Mark Huntzinger made a motion to form a search committee to find a new Executive Director with Jennifer Lopez making the second. The motion was approved 7-0. A Special Meeting will be held on April 23, 2019 to discuss budget and any other items that need to be addressed. 13. Adjourn at 5:56. Our next scheduled meeting is a Special Meeting on April 23, 2019 at 4:15. Our regularly scheduled meeting will be held on April 30, 2019 at 4:15.			Elizabeth Roybal
Status			Action Item
		Resource	Due Date

Budget Report as of April 30, 2019

OPERATIONAL

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>	<u>% to Budget</u>
\$2,951,745.12	(\$2,239,496.18)	(\$690,286.92)	\$21,962.02	1%
			(\$2,687.39)	Reallocate from IDEA B
			\$19,274.63	

INSTRUCTIONAL MATERIALS

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$20,783.22	(\$10,685.48)	(\$4,357.26)	\$5,740.48

Food Services

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$131,849.21	(\$108,072.07)	(\$22,134.43)	\$1,642.71

Activities

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$182,045.32	(\$134,495.44)	(\$31,959.33)	\$15,590.55

IDEA B

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$73,855.00	(\$57,351.83)	(\$19,190.56)	(\$2,687.39)

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	(\$10,359.13)	(\$4,905.76)	\$5,587.11

Medicaid

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$22,596.51	(\$3,033.43)	(\$195.47)	\$19,367.61

CNM

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$4,969.43	(\$3,202.30)	(\$1,000.00)	\$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
			\$0.00

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	(\$233,145.80)	(\$46,629.16)	\$0.04

HB33

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$255,755.46	(\$158,188.87)	(\$92,274.13)	\$5,292.46

SB9 State Match

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$9,539.00	(\$2,299.50)	(\$475.37)	\$6,764.13

SB9 Tax Allocation

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$143,929.41	(\$29,100.99)	(\$2,278.09)	\$112,550.33

Estimated Budget - PAPA

Grade Range: 6th - 12th

	2019-2020		2019-2020	
	425		450	
Revenue:				
Students	\$10,000.00		\$10,000.00	
Carrovery from Prior year				
Revenue per pupil	\$3,194,866.61	(Included 2% Admin Fee to APS)	\$3,397,319.72	(Included 2% Admin Fee to APS)
Annual Revenue	<u>\$3,204,866.61</u>		<u>\$3,407,319.72</u>	
Expenses:				
Salaries	\$ 2,255,252.60		\$ 2,255,252.60	
Reallocate salaries to IDEAB	(\$83,655.00)	\$2,171,597.60	(\$83,655.00)	\$2,171,597.60
Employee Benefits	\$694,911.23		\$694,911.23	
Percent of Sal	32%		32%	
Supplies	\$30,000.00		\$30,000.00	
Percent of Revenue				
Contracted Services	\$299,722.00		\$299,722.00	
Percent of Revenue				
Furniture & Fixtures	\$0.00		\$0.00	
Utilities	\$85,000.00		\$85,000.00	
Property Tax	\$0.00	(Included in Lease with APS)	\$0.00	(Included in Lease with APS)
Total Expenses	<u>\$3,281,230.83</u>		<u>\$3,281,230.83</u>	
Net Surplus (loss)	(\$76,364.22)		\$126,088.89	
Percent of Revenue	-2.38%		3.70%	
Fund Balance	<u>(\$76,364.22)</u>		<u>\$126,088.89</u>	

FY2020	Base Pay if Provated	FTE
\$ 60,000.00		1.00
\$ 50,753.00	Level II Increase	1.00
\$ 60,905.00		1.00
\$ 50,753.00	Level II Increase	1.00
\$ 60,000.00		1.00
\$ 60,000.00		1.00
\$ 34,200.00	\$ 60,000.00	0.57
\$ 41,824.00		1.00
\$ 61,209.00		1.00
\$ 62,443.00		1.00
\$ 50,375.00		1.00
\$ 60,000.00		1.00
\$ 51,133.00		1.00
\$ 64,339.00		1.00
\$ 53,879.00		1.00
\$ 41,824.00		1.00
\$ 56,772.00		1.00
\$ 51,517.00		1.00
\$ 50,375.00		1.00
\$ 60,000.00	Level III	1.00
\$ 60,905.00		1.00
\$ 50,375.00		1.00
\$ 57,627.00		1.00
\$ 60,000.00		1.00
\$ 64,339.00		1.00
\$ 62,132.00		1.00
\$ 29,807.01	\$ 52,293.00	0.57
\$ 52,293.00		1.00
\$ 25,777.29	\$ 64,985.00	0.43
\$ 23,603.70	\$ 41,410.00	0.57
\$ 60,000.00		
\$ 18,000.00	\$ 60,000.00	0.30
\$ 12,477.69		
\$ 5,500.00		

Replace Garcia
SPED
Level II Increase
SPED
SPED
MA Increase

SPED Coord	70,000.00	1.00	6% Increase
Eas	\$0.00	1.00	+10 days
	\$19,844.34	1.00	Lunch Program \$31,800.00 6% Increase
Administrative Support Staff	\$46,900.00	1.00	6% Increase
	\$46,850.56	1.00	6% Increase
Administration	\$96,000.00	1.00	
	\$75,000.00	1.00	
	\$7,160.64		
Business Office	\$42,400.00	1.00	6% Increase
Counselor/SW	\$64,339.00	1.00	20 years???
	\$62,755.00	1.00	15 years???
	\$3,505.87		10 Add'l Days
	\$6,193.50		NBCI
Cook	\$0.00	Lunch Program	6% Increase \$17.30
Custodian	\$33,920.00	1.00	6% Increase
	\$15,246.00	1.00	231 days 6hrs/d: \$11.00
	\$ 2,255,252.60		

b

Business Manager	\$64,500.00	(Includes Gross Receipts tax)
Technology	\$0.00	Reallocate to SB9
AptaFund	\$12,000.00	
Testing Supplies	\$8,000.00	
Substitutes	\$30,000.00	
PowerSchool	\$10,000.00	
Audit	\$13,000.00	
Equipment Leases	\$15,000.00	
Memberships	\$4,550.00	(Coalition = \$4000; NASP = \$500; NMASBO = \$50)
NMPSIA Coverage	\$54,172.00	
Diagnostician	\$15,000.00	
SLP	\$43,000.00	
OT	\$21,500.00	
Psychologist	\$500.00	
Legal	\$3,000.00	
Advertising	\$2,000.00	
Board Expenses	\$3,500.00	
Travel & Training	\$0.00	
	\$299,722.00	

Public Academy for the Performing Arts Charter School

Certified Salary Schedules for Teachers, Social Workers & Counselors

2019-2020

Pending GC Approval

LEVEL I

Years Experience	BA	BA+15	BA+45/MA	MA+15	MA+45
0	\$41,000	\$41,410	\$41,824	\$42,242	\$42,664
1	\$41,410	\$41,824	\$42,242	\$42,664	\$43,091
2	\$41,824	\$42,242	\$42,665	\$43,091	\$43,522
3	\$42,242	\$42,665	\$43,091	\$43,522	\$43,957
4	\$42,665	\$43,091	\$43,522	\$43,957	\$44,396
5	\$43,091	\$43,522	\$43,957	\$44,397	\$44,840
6	\$43,522	\$43,958	\$44,397	\$44,841	\$45,289
7	\$43,958	\$44,397	\$44,841	\$45,289	\$45,742
8	\$44,397	\$44,841	\$45,289	\$45,742	\$46,199
9	\$44,841	\$45,290	\$45,742	\$46,199	\$46,661
10	\$45,290	\$45,742	\$46,200	\$46,661	\$47,128

Step Increase for each year of experience

179 Days
6.75 hours per day

LEVEL II

Years Experience	BA	BA+15	BA+45/MA	MA+15	MA+45
0	\$50,000	\$50,375	\$50,753	\$51,134	\$51,518
1	\$50,375	\$50,753	\$51,134	\$51,518	\$51,904
2	\$50,753	\$51,133	\$51,517	\$51,904	\$52,294
3	\$50,753	\$51,133	\$51,517	\$51,904	\$52,294
4	\$50,753	\$51,133	\$51,517	\$51,904	\$52,294
5	\$51,133	\$51,517	\$51,904	\$52,293	\$52,686
6	\$51,517	\$51,903	\$52,293	\$52,685	\$53,081
7	\$51,903	\$52,293	\$52,685	\$53,081	\$53,479
8	\$52,293	\$52,685	\$53,080	\$53,479	\$53,880
9	\$52,685	\$53,080	\$53,478	\$53,880	\$54,284
10	\$53,080	\$53,478	\$53,879	\$54,284	\$54,691
11	\$53,478	\$53,879	\$54,283	\$54,691	\$55,102
12	\$53,879	\$54,283	\$54,691	\$55,101	\$55,515
13	\$54,283	\$54,690	\$55,101	\$55,514	\$55,931
14	\$54,690	\$55,101	\$55,514	\$55,931	\$56,351
15	\$55,101	\$55,514	\$55,930	\$56,350	\$56,773
16	\$55,514	\$55,930	\$56,350	\$56,773	\$57,199
17	\$55,930	\$56,350	\$56,772	\$57,199	\$57,628
18	\$56,350	\$56,772	\$57,198	\$57,628	\$58,060
19	\$56,772	\$57,198	\$57,627	\$58,060	\$58,496
20+	\$57,198	\$57,627	\$58,059	\$58,495	\$58,935

Step Increase for each year of experience

LEVEL III

Years Experience	National Board Certified/MA	MA+15	MA+45
0	\$60,000	\$60,300	\$60,602
1	\$60,300	\$60,602	\$60,905
2	\$60,602	\$60,905	\$61,210
3	\$60,905	\$61,209	\$61,516
4	\$61,209	\$61,515	\$61,823
5	\$61,515	\$61,823	\$62,132
6	\$61,823	\$62,132	\$62,443
7	\$62,132	\$62,442	\$62,755
8	\$62,442	\$62,755	\$63,069
9	\$62,755	\$63,068	\$63,384
10	\$63,068	\$63,384	\$63,701
11	\$63,384	\$63,701	\$64,020
12	\$63,701	\$64,019	\$64,340
13	\$64,019	\$64,339	\$64,661
14	\$64,339	\$64,661	\$64,985
15	\$64,661	\$64,985	\$65,309
16	\$64,985	\$65,309	\$65,634
17	\$65,309	\$65,634	\$65,959
18	\$65,634	\$65,959	\$66,284
19	\$65,959	\$66,284	\$66,609
20+	\$66,284	\$66,609	\$66,934

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, 2019 in order to be applied to your contract in the 2019-2020 fiscal year. Anything submitted after October 1st will not be applied until the 2020-2021 school year. Only years experienced as a licensed school teacher will be applied to the salary schedule.

2018-2019 SCHOOL CALENDAR CHECK

5-Day School Week

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

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

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

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

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

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

Per General Appropriation Act of 2019, the Public Education Department shall not approve the operating budget of any school district or charter school to operate a four-day school week during the 2019-2020 school year that did not provide a four-day school week during the 2018-2019 school year.

2019-2020 CALENDAR CHECK for 5-DAY SCHOOL WEEK

STATUTORY REQUIREMENTS				Public Academy for Performing Arts					
Grade	Days	Hours per Day	Total Hours	Grade	Days	Hours per Day	Additional Hours	Total Hours	Requirements Met
Half-Day Kinder	180	2.50	450	Half-Day Kinder				0	Violation
Full-Day Kinder	180	5.50	990	Full-Day Kinder				0	Violation
Grade 1	180	5.50	990	Grade 1				0	Violation
Grade 2	180	5.50	990	Grade 2				0	Violation
Grade 3	180	5.50	990	Grade 3				0	Violation
Grade 4	180	5.50	990	Grade 4				0	Violation
Grade 5	180	5.50	990	Grade 5				0	Violation
Grade 6	180	5.50	990	Grade 6	168	7.33		1,231	Okay
Grade 7	180	6.00	1,080	Grade 7	168	7.33		1,231	Okay
Grade 8	180	6.00	1,080	Grade 8	168	7.33		1,231	Okay
Grade 9	180	6.00	1,080	Grade 9	168	7.33		1,231	Okay
Grade 10	180	6.00	1,080	Grade 10	168	7.33		1,231	Okay
Grade 11	180	6.00	1,080	Grade 11	168	7.33		1,231	Okay
Grade 12	180	6.00	1,080	Grade 12	168	7.33		1,231	Okay

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

2019-2020 School Calendar

1. Enter the date the Local Board or Governance Council approved the School Calendar: 30-Apr-2019
2. **Block** all Non-Instructional days (**Note:** Only include In-Service and Professional Development Days).
3. **Shade** all observed Holidays (**Note:** Holidays are **not** included in the Non-Instructional Day counts).
4. The first Instructional day is: 9-Aug-2019 The last Instructional day is: 14-May-2020
5. **Strike** all days prior to the first day of instruction and after the last day of instruction.
6. Include the Total Instructional and Non-Instructional Days for each month in the spaces provided below each month.
7. Are you operating on a 4-Day or 5-Day week? 5-Day
8. Please underline all additional Extended Learning Program Days (Note: Do not include after school program opportunities)

Per General Appropriation Act of 2019, the Public Education Department shall not approve the operating budget of any school district or charter school to operate a four-day school week during the 2019-2020 school year that did not provide a four-day school week during the 2018-2019 school year.

2019																																																																					
<table border="1"> <thead> <tr> <th colspan="7">July</th> </tr> <tr> <th>Sun</th> <th>Mon</th> <th>Tues</th> <th>Wed</th> <th>Thurs</th> <th>Fri</th> <th>Sat</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </tbody> </table> <p>July Instructional Days _____ Non-Instructional Days _____</p>							July							Sun	Mon	Tues	Wed	Thurs	Fri	Sat									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										
July																																																																					
Sun	Mon	Tues	Wed	Thurs	Fri	Sat																																																															
	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																																																																		
<table border="1"> <thead> <tr> <th colspan="7">August</th> </tr> <tr> <th>Sun</th> <th>Mon</th> <th>Tues</th> <th>Wed</th> <th>Thurs</th> <th>Fri</th> <th>Sat</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </tbody> </table> <p>Aug. Instructional Days <u>16</u> Non-Instructional Days <u>3</u></p>							August							Sun	Mon	Tues	Wed	Thurs	Fri	Sat					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														
August																																																																					
Sun	Mon	Tues	Wed	Thurs	Fri	Sat																																																															
				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																																																															
<table border="1"> <thead> <tr> <th colspan="7">September</th> </tr> <tr> <th>Sun</th> <th>Mon</th> <th>Tues</th> <th>Wed</th> <th>Thurs</th> <th>Fri</th> <th>Sat</th> </tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p>Sep. Instructional Days <u>19</u> Non-Instructional Days <u>1</u></p>							September							Sun	Mon	Tues	Wed	Thurs	Fri	Sat	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																			
September																																																																					
Sun	Mon	Tues	Wed	Thurs	Fri	Sat																																																															
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																																																																				
<table border="1"> <thead> <tr> <th colspan="7">October</th> </tr> <tr> <th>Sun</th> <th>Mon</th> <th>Tues</th> <th>Wed</th> <th>Thurs</th> <th>Fri</th> <th>Sat</th> </tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9*</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </tbody> </table> <p>Oct. Instructional Days <u>21</u> Non-Instructional Days <u>0</u></p>							October							Sun	Mon	Tues	Wed	Thurs	Fri	Sat			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																
October																																																																					
Sun	Mon	Tues	Wed	Thurs	Fri	Sat																																																															
		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																																																																	
<table border="1"> <thead> <tr> <th colspan="7">November</th> </tr> <tr> <th>Sun</th> <th>Mon</th> <th>Tues</th> <th>Wed</th> <th>Thurs</th> <th>Fri</th> <th>Sat</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </tbody> </table> <p>Nov. Instructional Days <u>14</u> Non-Instructional Days <u>3</u></p>							November							Sun	Mon	Tues	Wed	Thurs	Fri	Sat						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														
November																																																																					
Sun	Mon	Tues	Wed	Thurs	Fri	Sat																																																															
					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																																																															
<table border="1"> <thead> <tr> <th colspan="7">December</th> </tr> <tr> <th>Sun</th> <th>Mon</th> <th>Tues</th> <th>Wed</th> <th>Thurs</th> <th>Fri</th> <th>Sat</th> </tr> </thead> <tbody> <tr><td>1</td><td>2*</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p>Dec. Instructional Days <u>14</u> Non-Instructional Days <u>1</u></p>							December							Sun	Mon	Tues	Wed	Thurs	Fri	Sat	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																		
December																																																																					
Sun	Mon	Tues	Wed	Thurs	Fri	Sat																																																															
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																																																																			
<table border="1"> <thead> <tr> <th colspan="7">2020</th> </tr> </thead> <tbody> <tr> <td colspan="7"> <table border="1"> <thead> <tr> <th colspan="7">January</th> </tr> <tr> <th>Sun</th> <th>Mon</th> <th>Tues</th> <th>Wed</th> <th>Thurs</th> <th>Fri</th> <th>Sat</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </tbody> </table> <p>Jan. Instructional Days <u>18</u> Non-Instructional Days <u>1</u></p> </td> </tr></tbody></table>							2020							<table border="1"> <thead> <tr> <th colspan="7">January</th> </tr> <tr> <th>Sun</th> <th>Mon</th> <th>Tues</th> <th>Wed</th> <th>Thurs</th> <th>Fri</th> <th>Sat</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </tbody> </table> <p>Jan. Instructional Days <u>18</u> Non-Instructional Days <u>1</u></p>							January							Sun	Mon	Tues	Wed	Thurs	Fri	Sat				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	
2020																																																																					
<table border="1"> <thead> <tr> <th colspan="7">January</th> </tr> <tr> <th>Sun</th> <th>Mon</th> <th>Tues</th> <th>Wed</th> <th>Thurs</th> <th>Fri</th> <th>Sat</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </tbody> </table> <p>Jan. Instructional Days <u>18</u> Non-Instructional Days <u>1</u></p>							January							Sun	Mon	Tues	Wed	Thurs	Fri	Sat				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															
January																																																																					
Sun	Mon	Tues	Wed	Thurs	Fri	Sat																																																															
			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																																																																
<table border="1"> <thead> <tr> <th colspan="7">February</th> </tr> <tr> <th>Sun</th> <th>Mon</th> <th>Tues</th> <th>Wed</th> <th>Thurs</th> <th>Fri</th> <th>Sat</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12*</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> </tbody> </table> <p>Feb. Instructional Days <u>19</u> Non-Instructional Days <u>0</u></p>							February							Sun	Mon	Tues	Wed	Thurs	Fri	Sat							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														
February																																																																					
Sun	Mon	Tues	Wed	Thurs	Fri	Sat																																																															
						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																																																															
<table border="1"> <thead> <tr> <th colspan="7">March</th> </tr> <tr> <th>Sun</th> <th>Mon</th> <th>Tues</th> <th>Wed</th> <th>Thurs</th> <th>Fri</th> <th>Sat</th> </tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p>March Instructional Days <u>19</u> Non-Instructional Days <u>1</u></p>							March							Sun	Mon	Tues	Wed	Thurs	Fri	Sat	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																		
March																																																																					
Sun	Mon	Tues	Wed	Thurs	Fri	Sat																																																															
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																																																																			
<table border="1"> <thead> <tr> <th colspan="7">April</th> </tr> <tr> <th>Sun</th> <th>Mon</th> <th>Tues</th> <th>Wed</th> <th>Thurs</th> <th>Fri</th> <th>Sat</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td></tr> </tbody> </table> <p>April Instructional Days <u>18</u> Non-Instructional Days <u>0</u></p>							April							Sun	Mon	Tues	Wed	Thurs	Fri	Sat				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																
April																																																																					
Sun	Mon	Tues	Wed	Thurs	Fri	Sat																																																															
			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																																																																	
<table border="1"> <thead> <tr> <th colspan="7">May</th> </tr> <tr> <th>Sun</th> <th>Mon</th> <th>Tues</th> <th>Wed</th> <th>Thurs</th> <th>Fri</th> <th>Sat</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p>May Instructional Days <u>10</u> Non-Instructional Days <u>1</u></p>							May							Sun	Mon	Tues	Wed	Thurs	Fri	Sat						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													
May																																																																					
Sun	Mon	Tues	Wed	Thurs	Fri	Sat																																																															
					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																																																																					
<table border="1"> <thead> <tr> <th colspan="7">June</th> </tr> <tr> <th>Sun</th> <th>Mon</th> <th>Tues</th> <th>Wed</th> <th>Thurs</th> <th>Fri</th> <th>Sat</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p>June Instructional Days _____ Non-Instructional Days _____</p>							June							Sun	Mon	Tues	Wed	Thurs	Fri	Sat									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											
June																																																																					
Sun	Mon	Tues	Wed	Thurs	Fri	Sat																																																															
	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																																																																			

Total Instructional Days: 168

Total Non-Instructional Days: 11

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

2019-2020 Membership Reporting Dates:

*October 9, 2019 (40 Day) - 1st Reporting Period in October (**2nd Wednesday in October**)

*December 2, 2019 (80 Day) - 2nd Reporting Period (**December 1 or first working day in December**)

*February 12, 2020 (120 Day) - 3rd Reporting Period (**2nd Wednesday in February**)

2019-2020 School Calendar

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

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

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

2018-2019 Instructional Days: 168

(Please indicate how many Instructional Days your District or Charter had for the 2018-2019 School Year.)

2019-2020 Total Instructional Days: 168

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

2019-2020 Total Non-Instructional Days: 11

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

2019-2020 Total Teacher Contract Days: 179

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

2019-2020 Total Extended Learning Days: 0

(The Total Extended Learning Days should **only** include additional Instructional Days implemented for the program.)

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

Indicate Instructional Hours for 5-Day Weeks:

Half-Day Kindergarten: _____ hours _____ minutes

Full-Day Kindergarten: _____ hours _____ minutes

Grades 1-6: 7 hours 20 minutes

Grades 7-12: 7 hours 20 minutes

Indicate Instructional Hours for 4-Day Weeks:

Half-Day Kindergarten: _____ hours _____ minutes

Full-Day Kindergarten: _____ hours _____ minutes

Grades 1-6: _____ hours _____ minutes

Grades 7-12: _____ hours _____ minutes

List ALL Non-Instructional Days and Holidays

Date	Description (In-Service, Professional Development or identify Holiday)
08/01, 08/02 & 08/08/2019	Professional Development
09/02/2019	Labor Day Holiday
10/10 - 10/11/2019	Fall Break
11/11/2019	Columbus Day
11/27 - 11/29/2019	Thanksgiving Holiday
11/25 - 11/26/2019	Professional Development
12/23/19 - 01/03/2020	Winter Break
12/20/2019	Professional Development
01/06/2020	Professional Development
01/20/2020	MLK Holiday
02/17/2020	Presidents' Day
03/20/2020	Professional Development
03/30 - 04/03/2020	Spring Break
04/10/2020	Vernal Holiday

Report Card Dates

12/19/2019

05/14/2020

Pay Days

5th and 20th of each month

beginning July 19, 2019

Board Meetings

07/30/19, 08/27/19, 09/24/19

10/29/19, 11/26/19, 12/17/19

01/28/20, 02/25/20, 03/24/20

04/28/20, 05/26/20, 06/30/20

County: Bernalillo

District/Charter: Albuquerque/Public Academy for Performing Arts

PED # 001-047

13

Facility Update

Mrs. Winn met with the APS Capital Master Plan (CMP) Review Committee Meeting to discuss the new priorities for the APS November 2019 School Capital Election. The committee voted on the following recommendations for the election: 1. Reinstate the expiring SB-9-mill levy at no tax increase. 2. Issue GO Bonds at no tax increase for facility construction and update. 3. Reprioritize a portion of the existing tax pay approved funding not sufficient to complete projects and redirect to projects that can be completed immediately.

The APS CMP went through an extensive process to reprioritize projects based on greatest need considering many factors including safety, Title IX, impact on instruction, already in progress (and where), critical to operation, number of students impacted, etc. There were 12 projects that were placed in priority. Progress on PAPA's facility project will be stopped at the design of Phase 1. It will be picked up in 2021.

APS Finance Review

PAPA received a Notice of Concern, because on June 30, 2018 the Operational Unrestricted Fund Balance fell below the one-half (0.5) of the average Operational Expenditures with a 0.4. This was not unexpected, and no formal action is necessary (see attached letter from Joseph D. Escobedo, ED.D, APS Office of Innovation and School Choice).

Administrative Review of Child Nutrition Program

School Lunch and Breakfast programs were reviewed extensively by the NMPED. There were 2 findings the school will need to improve/correct:

1. The school did not notify households of students' certification eligibility (including Direct Certification). Response: The school notified parents in person during the registration meetings where the form review took place. The school will provide written notice as well.
2. The school did not calculate income and household size correctly. Response: The reviewer miscalculated on a form. The school will ensure that form evaluators understand the determination guidelines and double check each form.

Academic Achievement / Students

- NMSBA and the "not PARCC" testing took place this month. PARCC week was awesome! Our NJHS, MS Student Council, and NHS did an awesome job of helping students prepare for testing and provide meaningful activities after testing. There was breakfast for all, mindfulness activities, and yoga before testing each day and workshops, music, poetry, and motivational speakers after testing. The week culminated with carnival games and fundraising activities for the clubs. Great job to all the students, Ms. Ingham, Ms. Sundstrom, Ms. Lynn, Mr. Simpson, and Ms. Maestas for facilitating!
- Academic interventions took place for students struggling after the 3rd quarter grades and 4th quarter progress grades were released.
- NHS hosted an ACT Workshop
- 8th grade and 11th grade transition/registration meetings took place.
- New Student Orientation took place with PAPA student support in the afternoon.
- Congratulations PAPA students who placed in the Letters About Literature contest. Rachel Armstrong and Daniel O'Gawa were State Finalists.

Performing Arts / Activities

- *Wizard of Oz!* Musical Theater production took place. PAPA's production was nominated for Best Musical for this year's Enchantment Awards. Camryn Warff was nominated as Best Supporting Actress for her role as Glinda.
- Contemporary Ensemble took a special Master Class w/Modern III students at UNM.
- Film students went to Santa Fe for a photographic workshop.
- Maysie Kilgore earned a place on the Albuquerque Unidos Poetry Slam Team through Warehouse 508.
- Leslie Bello Garcia won first place in PAPA's NMPED Logo Contest and advanced to the State competition where she was a finalist.
- Visual Arts hosted "Relax! It's Just Art Paint Night" hosted by Catopia Cat Café.
- SciGirls participated in a fashion show/tech workshop at UNM Rainforest.
- MS Reward dance took place for students with a C or higher in all classes.
- Random acts of kindness from the CARE Club amped up its efforts. They even sponsored a Ramon Day to recognize the extra effort and show appreciation for Mr. Lazano, our school maintenance person.
- Flying Low workshop was held for Contemporary Ensemble.
- Bilingual Literacy and Multiple Culture Celebration - Noche de Cultura hosted by PAPA Spanish Literature, Flamenco and Mariachi classes.
- Congratulations to PAPA Film and Photography student winners of the 12th Annual Future Voices of New Mexico Film and Photography Competition. 100 students and chaperones took the train to Santa Fe to attend.
- Ballroom Dance Workshop took place with guest presenters and PAPA Alum, Lucas "Finnly" Smathers and Meridith Williamson presenting.
- Piano and Guitar held concerts.
- PAPA hosted Dance Royalty! Daphne Lee from Dance Theater of Harlem Master Class taught a Contemporary Ballet master class to upper-level PAPA students and student guests from other high schools. The event was hosted by Santa Fe Soul Festival.
- Advanced Dance class auditions took place.
- The Class of 2019 was honored at the Senior Farewell Concert.
- PAPA had award-winning artists in the 2019 Scholastic Artist competition: Isa Leyva won a gold key for Editorial Cartoon, Jada Doney-Lang won a Silver Key for Digital Art, Olivia Roybal won a Silver Key for Digital Art and an Honorable Mention for Digital Art.

Professional Development / Staff

- The APS Charter School Renewal Application was completed and turned in to APS. The site visit is planned for May 7th from 9:00-11:30am. The APS Board of Education will review the application and site visit report sometime in the late fall.

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 to the various performance venues.
- PAPA was named Best Charter School in *WEEKLY alibi's* Best of Burque 2019 edition!

Submitted By:


Doreen A. Winn



Raquel Reedy
Superintendent

Deborah Elder
Executive Director

Joseph D. Escobedo, Ed.D.
Senior Director

Office of Innovation and School Choice
APS Authorized Charter Schools

March 29, 2019

Doreen Winn, Principal
Public Academy for Performing Arts
11800 Princess Jeanne Ave. NE
Albuquerque, NM 87112

Dear Mrs. Winn:

This letter serves as a Notice for Concern regarding the school's financial performance as per Article 12 of the Contract between the APS Board of Education and Public Academy for Performing Arts.

Determination of the Notice of Concern results from the Liquidity Ratio on the June 30, 2018, Audited Financial Statements. Based on the Charter School Fiscal Performance and Viability Report, when the Operational Unrestricted Fund Balance is below one-half month (0.5) of the average Operational Expenditures for the year this results in a "Needs Monitoring" rating. Public Academy for Performing Arts has 0.4 months for FY18.

This notice is intended to raise the concern and no other formal action is necessary at this time.

Albuquerque Public Schools would like to commend the Public Academy of Performing Arts for not receiving any audit findings for FY18.

If you should have any immediate questions please contact me at 505-362-6847.

Sincerely,

A handwritten signature in black ink, appearing to read "J. Escobedo", is written over the typed name.

Joseph D. Escobedo, Ed.D.
Senior Director
APS Office of Innovation and School Choice

Mission: The APS Charter School Office empowers public school choice utilizing national authorizing best practices. The team builds strong relationships to support, monitor, and hold schools accountable for quality and innovative educational programs for all students.

Vision: The APS Charter School Office will be a model authorizer operating with integrity in collaborative systems that inspires innovative, effective, and financially stable public school choices for Albuquerque students.

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 submitted within 10 calendar days of the Executive Director's decision. The Governing Council will hear the appeal at the next regularly scheduled meeting (subject to the Open Meetings Act requirements) and will decide the appeal as soon as practical. The Governing Council's decision is final.

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

GOVERNING COUNCIL MEMBERSHIP CURRENT TERMS

#	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 ACAD EMIC DATA	1 OPEN GOVERN MENT	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