

Public Academy for Performing Arts

Governing Council

Meeting Agenda

Tuesday, June 25, 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. Manle 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. Virginia Wilmerding, Staff Representative
9. Carol Torrez, Staff Representative
10. Doreen Winn, Executive Director
11. Rhonda Cordova, Business Manager

Scheduled Guests: Melanie Chavez,
Alexis Corbin

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 ITEM**All.....4:20p.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 Transition Update
7. Executive Director's Report.....Doreen Winn.....4:45 p.m.
 - a. Facility Update
 - b. Written Report/Site Visit
 - c. Preliminary Testing Results Analysis.....Melanie Chavez
8. Out of State Travel Request-NCTM Regional Conference and Exposition **ACTION ITEM**.....Melanie Chavez.....4:50 p.m.
9. Organizational BusinessChair.....5:00 p.m.
 - a. Committee Updates
Nominating Committee for GC Membership, Parent Recommendation.....Elizabeth Roybal **ACTION ITEM**
Policy Committee.....Mark Huntzinger **ACTION ITEM**
-Policies for approval after community input consideration:
Committee Memberships-A.13, A.13.2, A.13.4, A.13.3
Emergency Drills-E.2.3
Grant/Activity Funds-D.14.1, D.14.2
 - a. Training Hours Update – Charter School Conference, On-Board Training (3 any category)
 - b. Signatures
10. President's Report.....Elizabeth Roybal.....5:10 p.m.
11. Other Announcements/DiscussionAll.....5:20 p.m.
12. Executive Session for Limited Personnel, Executive Director Evaluation, Executive Director's Contract...All...5:25 p.m.
13. Executive Director's Contract **ACTION ITEM**Chair
14. 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), Manle 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 May 28, 2019

Date: 05/28/2019	Location: PAPA Room 2
Governing Council Meeting	
Time: 4:19 to 5:45	Facilitator: Elizabeth Roybal
Invitees in Attendance: Elizabeth Roybal (voting member), Mark Huntzinger (voting member), Michael Keith (voting member), Jennifer Lopez (voting member), Michael Matsko (voting member), Mance Anderson (voting member), Virginia Wilmerding, Doreen Winn, Rhonda Cordova	
Not in Attendance: MS student reps, Phil Krehbiel (voting member) Carol Torrez (faculty rep), Santana Gonzales, (HS Honor Society)	
Guests in Attendance: Melanie Chavez (Assistant Director), Tamara Lopez (Director of Special Services)	
Discussion	Resource
1. Call to Order at 4:19 pm/ Roll Call, 6 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 Michael Matsko, seconded by Mance Anderson, approved 6-0 	Elizabeth Roybal
4. Approval of Prior Meeting Minutes <ul style="list-style-type: none"> Motion to approve the agenda was made by Michael Keith, seconded by Michael Matsko and approved 6-0. 	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, Doreen Winn, and Melanie Chavez present. The journal entries and budget balances through April 2019 were reviewed. Our SB9 State Match monies will be used to buy Chrome books. The SB9 Tax Allocation monies will be used to buy a boxcar for theatre storage. We may be able to obtain 2 Suburbans if we use our banked HB 33 monies. a) BARS/Permanent Transfer: The following BARS were approved 6-0 with a motion made by Jennifer Lopez and seconded by Mark Huntzinger . <ul style="list-style-type: none"> 0029-I to increase the activities account by \$79,594.00 0030-I to increase the Youth Chat grants by \$2500.00 0030-T to tranfer \$4500.00 from Function 2400 to Function 1000 for dual credit 	Rhonda Cordova Doreen Winn Rhonda Cordova

Public Academy for Performing Arts
Draft Governing Council Meeting Minutes May 28, 2019

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<p>describes the specific requirements of each type of drill. 3) D.14.1 Grant Funds—this outlines the procedure for teachers applying for grants. 4) D.14.2 Student Activity Funds—this clarifies the use of student activity funds</p> <p>3) Training Hours Update: Michael Keith and Mark Matsko need 8 hours. Training opportunities are available June 17, 21, and 22. Mance Anderson and Phil Krehbiel need to complete the 2nd half of the Onboarding Course with Jennifer Lopez. Mr. Keith and Mr. Matsko may join the Onboarding Course.</p> <p>4) Signatures: none needed</p>			Elizabeth Roybal
9. President's Report: None			Elizabeth Roybal
10. Other Announcements/Discussion: None			All
<p>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 Elizabeth Roybal 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.</p> <p>12. Actions resulting from the Executive Session No action was taken during the Executive Session</p> <p>13. Adjourn at 5:45. Our next regularly scheduled meeting will be held on June 25, 2019 at 4:15.</p>			Elizabeth Roybal
Status			Action Item
		Resource	Due Date

Budget Report as of June 24, 2019

OPERATIONAL

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>	<u>% to Budget</u>
\$2,952,019.74	(\$2,915,597.76)	(\$21,621.46)	\$14,800.52	0%
			(\$1,582.08) Reallocate from Food Services	
			\$13,218.44	

INSTRUCTIONAL MATERIALS

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$20,783.22	(\$10,663.30)	(\$4,114.00)	\$6,005.92

Food Services

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$131,849.21	(\$130,826.17)	(\$500.00)	\$523.04

Activities

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$261,639.32	(\$167,762.95)	(\$7,662.10)	\$86,214.27

IDEA B

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$73,855.00	(\$73,855.00)	\$0.00	\$0.00

Title III

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

Teacher/Principal Training

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$20,852.00	(\$17,239.67)	(\$800.00)	\$2,812.33

Medicaid

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$22,596.51	(\$3,238.40)	\$0.00	\$19,358.11

CNM

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$4,969.43	(\$3,702.30)	\$0.00	\$1,267.13

Dual Credit

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$3,988.60	(\$3,988.60)	\$0.00	\$0.00

FFV Grant

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$5,000.00	(\$542.00)	\$0.00	\$4,458.00

Youth Chat Grant

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$5,650.70	(\$2,730.79)	\$0.00	\$2,919.91

Lease Assistance

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$279,775.00	(\$279,774.96)	\$0.00	\$0.04

HB33

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$255,755.46	(\$179,738.25)	(\$70,724.75)	\$5,292.46

SB9 State Match

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$9,539.00	(\$2,774.87)	\$0.00	\$6,764.13

SB9 Tax Allocation

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$143,929.41	(\$31,989.47)	(\$2,845.77)	\$109,094.17

Facility

- Transition meeting with APS Architects- Faye Whittemore, Denise Hammer and Stewart Ingham.
- 6/27/19 is the 95% Review meeting for the current plans.
- Sound quote from Audio Excellence in the Café.
- Quotes on storage containers.

Academic Achievement / Students

- Planning registration, jump start and PAPAfest.
- Schedules are complete.
- Registration packets are complete.
- Working on supplies, furniture needs, instructional material orders.
- 38 parents were notified by mail that their child(ren) are missing immunizations or an updated exemption from immunizations.
- Current enrollment is 454 (375 families) and 101 new students.
- ELA, Mathematics and Science scores are being evaluated and prepared for teachers.

Performing Arts / Activities

- Gathering quotes on cargo trailer and vehicles.
- Flamenco is performing at the Festival Flamenco at the NHCC.

Professional Development / Staff

- PAPA welcomes several new staff members:
 - Tracy Blackburn, FT-Special Education and Mathematics
 - Colin Butts, FT-English
 - Alyssa Demgar, PT-Special Education and Mathematics
 - Michelle Eiland, FT-Spanish
 - Dough Feery, FT-Mathematics
 - Melinda Forward, PT-French and Social Studies
 - Justine Judway, FT-English
 - Elizabeth Layton, FT-English, Mathematics, Special Education
 - Pena-Morla, PT-Orchestra
 - Phillip Segura, PT-Custodial, Clerical
 - Michael Power, FT-Director of Special Services
- In addition to hiring, we brought new teachers in for 2 days for orientation and curriculum/assessment training.
- NMPED Stakeholder Meeting
- Su Hudson had 9 days of training with CNM through NMPED Career and Readiness Bureau.
- Reports completed including School Health Services Report, Title II report, Title II application, NMDash plan...

Community

- Hosting NM Jazz Workshop.
- The PAPA website calendar and staff Outlook calendars have been populated with all Running Events Calendar items.

Submitted By:



Doreen A. Winn

Public Academy for Performing Arts 2019-2020

		8:00-8:54	8:58-9:58	10:02-10:56	11:00-11:54	11:58-12:52	12:28-1:22	1:26-2:20	2:24-3:18	3:22-4:16
Teacher	Room	1st Period	2nd Period	3rd Period	4th Period	5th Period HS	5th Period MS	6th Period	7th Period	8th Period
Barrio	10	Biology	Biology	Science 8	Science 8	Biology	Lunch	Art Beg HS	Science 8	Art MS
Beck	22		Int/Adv Art	Art MS	Prep	Lunch	Art MS	Art Beg HS	Art Explorations HS/MS	Musical Theater
Bennett	NP, Café		Prep	Jazz Beg HS/MS	Jazz Adv HS/MS	Jazz Int HS	Lunch	Math 7/8	Inclusion	Math 7 TA
Blackburn	6		Geometry Inc	Math 7	Math 7	Prep	Lunch			
Bologa	Café	Hip Hop Beg HS/MS	Hip Hop Beg HS/MS	Hip Hop Adv HS/MS	Hip Hop Int HS/MS		Lunch	English 10	English 8	
Butts	17	English 10	Pre AP 10	English 8 Hon	Dual Credit	Prep	Inclusion	Algebra I SE (Rm 5)	Inclusion	Math 6 TA (Rm 12)
Demgar	5	Spanish I	Spanish I	Spanish II	Spanish II	Spanish I	Lunch	Algebra I	Spanish III/IV	Algebra I TA
Eiland	9		Math 8	Algebra I	Algebra I	Algebra I	Lunch	Prep	Prep	
Feery	18	Soc Studies 7	Soc Studies 7	French II	French I		Lunch			
Forward	19		Prep	Acting MS	Thespian	Lunch	Acting MS	Acting HS	Theatrical Design HS/MS	Musical Theater
Hennig	2	NM Hist/Health	Prep	NM Hist/Health	NM Hist/Health	World History	Lunch	World History	World History	
Hudson	Film	Broadcast HS/MS	MS Film	Keyboarding		Lunch	Film MS	Film HS	Yearbook	
Ingham	12	Math 6	Math 6	Science 7 Hon	Science 6 Hon	Lunch	Prep	Science 8 H	Math 6/7	
Judway	13	English 12	Prep	English 9	English 9	English 11	Lunch	English 9 H	English 11	
Layton	15		Dual Credit	English 9/10	Inclusion	Prep	Lunch	English 11/12	Inclusion	8th Grade TA (Rm 1)
Lynn	1	Algebra II	Algebra II	Math 8	Calculus	Lunch	Math 8	Prep	Algebra II	
Montoya	SP		Cont Dance Adv HS/MS	Arts Coord	Cont Dance Int HS/MS	Ensemble	Lunch	Cont Dance Beg HS/MS	Cont Dance Beg HS/MS	Jazz Beg HS/MS
Morales	20	Piano Interm HS/MS	Prep	Guitar Beg HS/MS	Guitar Interm HS/MS	Guitar Adv HS	Lunch	Guitar Beg HS/MS	Piano Beg HS/MS	
Muniz	16, 18, 25		Inclusion		English 6/7/8 SE (Rm 16)	Lunch	English 6/7/8 SE (Rm 16)	English 8 (Rm 18)	Inclusion	Study Skills MS (Rm 18)
Ocken	3	Gov/Econ	Gov/Econ	US History	US History	Lunch	Soc Studies 7	US History H	Prep	
Pena-Morla	CO	Orch Beg/Int HS/MS	Camarata HS/MS			Physics	Lunch	Physics	Env Science	
Ramirez	7	Chemistry	Chemistry	Prep	Chemistry	Lunch	English 6	English 7	English 6	
Simpson	14	English 7 H	English 7	Prep	English 6	Lunch	Prep	Flamenco Adv HS/MS	Flamenco Int HS/MS	
Sisneros	NP, 13, 14	Flamenco Beg HS/MS	AP Lit (Rm 13)	AP Lang (Rm 14)	Flamenco Beg HS/MS	Lunch	Science 6	Science 7	Science 7	
Sundstrom	11	Science 6	Science 6	Science 7	Prep	Lunch	Science 6	Soc Studies 6	Soc Studies 6	
Taylor	4	Soc Studies 8	Soc Studies 8	Prep	Soc Studies 6	Lunch	Soc Studies 8	Soc Studies 6	Reading (Rm 16)	Study Skills HS (Rm 16)
Torrez, C	16, 25		Math 8/9 SE (Rm 25)	Prep	Inclusion	Lunch	Math 6/7 SE (Rm 25)	Reading (Rm 16)	Les Chanteuses	Musical Theater
Torrez, E	CO/20		Music Theory HS (Rm 20)	Choir 6	Choir MS	Choir Mixed HS	Lunch	Prep		
Trujillo	21	Band Adv HS/MS	Band Int HS/MS	Mariachi HS/MS	Band Beg HS/MS			Math On-Line	Prep	Geom/Alg II TA
Westerfield	8		Geometry	Geometry	Fin Lit	Geometry	Lunch			
Wilmerding	SP	Ballet Adv HS/MS	Ballet Beg HS/MS	Ballet Int HS/MS						

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PUBLIC ACADEMY FOR PERFORMING ARTS
APS SITE VISIT RESPONSE 2018-2019
PLAN OF ACTION FOR AREAS IN NEED OF IMPROVEMENT

PROGRAM	AREA TO IMPROVE	RECOMMENDATION/PLAN TO ADDRESS
<u>ACADEMIC PERFORMANCE</u>	The school demonstrates privacy, civil rights, and student liberty requirements , including 1st amendment protections and the Establishment Clause restrictions prohibiting public schools from engaging in religious instruction.	Policy sample provided by APS https://www.aps.edu/about-us/policies-and-procedural-directives/policies/i.-instruction/1h1-treatment-of-religious-issues . PAPA policies address discrimination against religion in the <u>Parent Student Handbook</u> as well as the <u>Governing Council Policy Manual</u> through H.4. Anti-Bullying, C.1.2.A Gender Discrimination and Sexual Harassment, and H.9.3 Student Technology Acceptable Use. A Treatment of Religious Affiliation Statement will be on the agenda for the next Policy Committee meeting.
	None	NA
<u>GOVERNANCE AND REPORTING</u>		
<u>EMPLOYEES</u>	The school demonstrates through policies that they do not interfere in employees' rights to organize collectively	Policy sample provided by APS https://www.aps.edu/about-us/policies-and-procedural-directives/policies/h.-negotiations/h.01-labor-relations . There is no policy in PAPA's <u>Employee Handbook</u> or <u>Governing Council Policy Manual</u> . A statement stating that PAPA employees have the right to form, join and participate (or refuse to join and participate) in the activities of employee organizations of their own choosing for the purpose of collective bargaining with the Governing Council, will be on the next Policy Committee meeting agenda.
	The school demonstrates compliance with laws, rules, and regulations relating to background checks of all individuals associated with the school including staff, and community members	The <u>Employee Handbook</u> statement and policy will be updated to meet the new requirements from the 2019 NM Legislative Session after clarification is received.

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PROGRAM	AREA TO IMPROVE	RECOMMENDATION/PLAN TO ADDRESS
<u>FISCAL MANAGEMENT</u>	Review financial policies and procedures for Internal Control compliance. Are the policies and procedures complete, current and followed? APS stated, "There is no mention of the requirement for a Chief Procurement Officer and their duties or following State Procurement Code for major purchases of materials or services in D.4 Purchasing and Encumbrances. D.9 Petty Cash should be regularly audited by an independent person. I did not see any policies or procedures for processing Budget Adjustment Requests, Request for Reimbursements (RFRs), Financial Reporting or Journal Entries.	Recommendation by APS, "Refer to PSAB Supplement 2 Internal Control Structure for a useful guide." PAPA does have a Chief Procurement Officer (Executive Director). The new Executive Director is scheduled for training in late July. Internal control procedures are part of the finance training staff receives at the beginning of each school year. The internal control structure is noted multiple times in the policy manual, not the handbook. PAPA Policy Committee will review the requirements and need for clear reflection in <u>Governing Council Policy Manual</u> and <u>Employee Handbook</u>.
	Tax reports have been filed and are current. W-2s were due 1/31/19, but submitted 2/3/19; and 2018 1099's were distributed to vendors, but not submitted by the 1/31/19 deadline.	PAPA Business Manager will review tax reporting deadlines for the current year during the November Finance Committee meeting.
	All areas of concern from the Fall 2018 visit were resolved by the Spring 2019 visit (overdue IEP's and Service Schedule). The Spring 2019 visit reflected the following: PLP's and Academic, Functional, and Ancillary Goals. The concern was that one reviewed IEP was missing present levels for Writing, and one IEP was missing the goal for Writing.	Recommendation by APS was to refer to the NMPED Technical Manual from October 2011. The related IEP was for a new transfer student. The Writing PLP and Goal was overlooked by the team. The staff had noticed a deficit in Writing skills and began interventions and administered new testing for early re-eval. The issue was discovered through the audit. The IEP was brought current with a PLP and goal in Writing.
<u>SPECIAL EDUCATION</u>		

SBA (PARCC) Math, ELA and Science 2015-02019

Grade-Level Growth Data

	%PL 4 + 5	Comparison 2018 NM Average % Prof
Math 6		
2014-15	20	
2015-16	21	
2016-17	23	
2017-18	12	20%
2018-19	22	

	%PL 4 + 5	Comparison 2018 NM Average % Prof
ELA 6		
2014-15	23	
2015-16	37	
2016-17	26	
2017-18	29	28%
2018-19	38	

	%PL 4 + 5	Comparison 2018 NM Average % Prof
Math 7		
2014-15	17	
2015-16	29	
2016-17	23	
2017-18	36	21%
2018-19	15	TBD

	%PL 4 + 5	Comparison 2018 NM Average % Prof
ELA 7		
2014-15	34	
2015-16	29	
2016-17	41	
2017-18	35	29%
2018-19	33	TBD

	%PL 3 + 4	Comparison 2018 NM Average % Prof
Science 7		
2014-15	44	
2015-16	60	
2016-17	70	
2017-18	70	44%
2018-19	66	40%

	%PL 4 + 5	Comparison 2018 NM Average % Prof
Math 8		
2014-15	7	
2015-16	24	
2016-17	15	
2017-18	18	21%
2018-19	35	TBD

	%PL 4 + 5	Comparison 2018 NM Average % Prof
ELA 8		
2014-15	23	
2015-16	34	
2016-17	32	
2017-18	55	29%
2018-19	60	TBD

	%PL 4 + 5	Comparison 2018 NM Average % Prof
ALG I		
2014-15	17	
2015-16	13	
2016-17	25	
2017-18	39	19%
2018-19	29	TBD

	%PL 4 + 5	Comparison 2018 NM Average % Prof
ELA 9		
2014-15	27	
2015-16	39	
2016-17	27	
2017-18	51	28%
2018-19	52	TBD

	%PL 4 + 5	Comparison 2018 NM Average % Prof
GEOM		
2014-15	21	
2015-16	13	
2016-17	13	
2017-18	31	14%
2018-19	39	TBD

	%PL 4 + 5	Comparison 2018 NM Average % Prof
ELA 10		
2014-15	41	
2015-16	37	
2016-17	50	
2017-18	56	32%
2018-19	53	TBD

	%PL 4 + 5	Comparison 2018 NM Average % Prof
ALG II		
2014-15	31	

	%PL 4 + 5	Comparison 2018 NM Average % Prof
ELA 11		
2014-15	50	

	%PL 3 + 4	Comparison 2018 NM Average % Prof
Science 11		
2014-15	50	

SBA (PARCC) Math, ELA and Science 2015-02019

2015-16	31	
2016-17	22	
2017-18	39	8%
2018-19	42	TBD

2015-16	61	
2016-17	52	
2017-18	76	46%
2018-19	66	TBD

2015-16	53	
2016-17	50	
2017-18	57	35%
2018-19	69	33%

School-wide Data (Prediction)

MATH TOTAL (FROM SCHOOL GRADE)	%PL 4 + 5
2014-15	18
2015-16	20
2016-17	20
2017-18	28
2018-19	29

ELA TOTAL (FROM SCHOOL GRADE)	%PL 4 + 5
2014-15	34
2015-16	38
2016-17	37
2017-18	47
2018-19	49

SCIENCE TOTAL (FROM SCHOOL GRADE)	%PL 3 + 4
2014-15	46
2015-16	57
2016-17	62
2017-18	65
2018-19	67

Cohort Data

MATH COHORT/ CLASS OF	2015	2016	2017	2018	2019
2019	7 (M8)	13 (A1)	13 (G)	41 (A2)	
2020	17 (M7)	24 (M8)	25 (A1)	33 (G)	42 (A2)
2021	20 (M6)	29 (M7)	15 (M8)	39 (A1)	39 (G)
2022		21 (M6)	23 (M7)	18 (M8)	29 (A1)
2023			23 (M6)	36 (M7)	35 (M8)
2024				12 (M6)	15 (M7)
2025					22 (M6)

ELA COHORT/ CLASS OF	2015	2016	2017	2018	2019
2019	23 (ELA8)	39 (ELA9)	50 (ELA10)	76 (ELA11)	
2020	34 (ELA7)	34 (ELA8)	27 (ELA9)	56 (ELA10)	66 (ELA 11)
2021	23 (ELA6)	29 (ELA7)	32 (ELA8)	51 (ELA9)	53 (ELA 10)
2022		37 (ELA6)	41 (ELA7)	55 (ELA8)	52 (ELA 9)
2023			26 (ELA6)	35 (ELA7)	60 (ELA8)
2024				29 (ELA6)	33 (ELA 7)
2025					38 (ELA 6)

TRAVEL REQUEST FORM AMENDMENT

Name: Monica Westerfield, Amy Lynn, Doug Feery, Lauren Ingham, Tracy Blackburn

Title: Mathematics Teachers

Name of Conference/Workshop: NCTM Regional Conference and Exposition

Date of Conference/Workshop: October 16-18, 2019

Location: Salt Lake City, UT

ESTIMATED TRAVEL COSTS

Out of State Travel - Requires Board Approval	
Airline Ticket \$600x5	\$ <u>3,000.00</u>
Hotel (Receipts required - actual expenses up to \$220 per night)	\$ <u>2,800.00</u>
Rental Car (Rental cars not included if hotel is adjacent to conference)	\$ <u>0.00</u>
Meals: Out of State 5 x 3 x \$45 (Receipts required - actual expenses for meals up to \$45 a day - may be claimed after travel) (Alcoholic beverages will not be reimbursed)	\$ <u>675.00</u>
Other Allowable Expenses: (Parking, shuttle, bus, etc. - may be claimed after travel)	\$ <u>200.00</u>
Total Registration Fees:	\$ <u>1,925.00</u>
TOTAL ESTIMATED COST OF TRAVEL:	\$ <u><u>8,600.00</u></u>

Amendment Approved By:

Print Name: _____

Signature: _____

Employee Signature: _____

A.13 COUNCIL COMMITTEES

The Council has established standing committees and may form ad-hoc committees, which may consist of Council members and non-Council members.

Committee assignments and chairmanships will be determined by action of the entire Council, provided that at least one Council member shall serve on each committee. No committee will include a majority of the voting member of the Council. Members for committees that include parents or community (non-Council members) will be solicited at least annually.

The time and place of all Committee meetings shall be announced to the Council.

All Council members may attend any committee meeting but only the appointed members are voting members. The Council has established the following standing committees: an Executive Committee, a Finance Committee, an Audit Committee, a Long Range Planning Committee, an Arts Committee, a Policy Committee, and an Ethics Committee.

The function of the standing committees, other than the Executive Committee, will be fact-finding, deliberative, and advisory, rather than legislative or administrative.

Committee recommendations will be made directly to the Council, which alone may take action.

The responsibility of each ad hoc committee shall be planned by the Council, or directed by state/federal regulations and will be reflected in the Council minutes.

A.13.2 Finance Committee

The Finance Committee is composed of up to five members and will include two voting Council members, a community member (not on the council), the Business Manager, and the Executive Director. All members of the Finance Committee are voting members in this committee. The task is to review financials for the month prior to the Governing Council meeting.

Section D.5 states that generally Governing Council check signatories will not be on the Finance Committee.

A.13.4 Long-Range Planning Committee

The Long-Range Planning Committee composition is open and will consist of a minimum of one Council member, members from the parents, community, and faculty/staff. All members of the Long-Range Planning Committee are voting members in this committee. The object is to recommend goals for improvements in facilities and arts/academic programs.

A.13.3 Audit Committee

(July 31, 2018 update)

Audit Committee is composed of a minimum of six members. The voting members are a minimum of two voting Council Member, one parent or community member who has accounting experience, and one parent. The Executive Director and the Business Manager are non-voting members. The Audit Committee meets as required to review the annual audit findings and shall review the finance and personnel practices of the business office at least once per semester.

5 + may include

E.2.3 FIRE PREVENTION PLAN and SCHOOL EVACUATION AND ACTIVE SHOOTER DRILLS

A. Emergency Drills

1. An emergency drill shall be conducted at least once each week during the first four weeks of the school year. During the first four weeks of the school year, the school will conduct one shelter in place drill that includes preparation to respond to an active shooter, one evacuation drill and two fire drills. During the rest of the school year, the school will conduct at least four more emergency drills, at least two of which shall be fire drills. It shall be the responsibility of the Executive Director to ensure the drills are conducted and documented.
2. School administration will request a member of the Albuquerque Fire and Rescue to be in attendance during the emergency drills for the purpose of giving instruction and constructive criticism.
3. The Executive Director will document completion of all school evacuation and active shooter drills, including date, time, rooms evacuated and time from initiation of drill to verification of building evacuation. The most recent three years of drill records should be maintained on site for review and older records permanently archived.
4. The results of the drills will be reviewed by the School Safety Team who shall recommend changes to the procedures based on the drill results.
5. An obstructed drill should be conducted at least once per school year. One or more exits are blocked prior to the drill. Students should not know in advance that an obstructed drill will occur.
6. There should be at least one (1) fire drill during each year when students are in the cafeteria or in the hallways during changes of classes. If the school contains an auditorium, there should be an emergency drill during the use of that facility.

B. Emergency Drill Records

1. Document completion of all emergency drills including date, time, rooms evacuated and time from initiation of drill to completion of the drill. The most recent three years of emergency drill records should be maintained on site for review and older records permanently archived.
2. Any fire safety equipment found to be inoperable during fire drills must be documented and repaired immediately.

C. Fire Marshal Inspection

The laws governing each jurisdiction apply to the specific location. The current Life Safety Code and the Uniform Fire Code are the current reference for all jurisdictions. The inspectors will report to the Executive Director's office, and the Executive Director or the designee will conduct the inspection around the campus.

If violations are found at the school, the Executive Director or designee will sign a violation form. A copy of the report will be available as required. After the time allowed by the inspector, the campus is subject to a re-inspection to determine if the situation has been corrected.

D.14.1 Grant Funds

1. All grants proposed to be applied for on behalf of the school, school employees, or students; or grants that will impact the school, must be approved prior to submission by the Executive Director. This includes grants to be applied for using a 501c(3) organization. The school sponsor of the proposed grant will provide the grant application, the grant conditions, expenditure requirements, and other grant requirements as a part of the evaluation/approval process.

- a. "On behalf of the school" and "impact the school" is a grant which includes the uses of the school name, facilities, assets, employees, or students.
 - b. Grants for school employees only that are not on behalf of or will not impact the school do not require pre-approval.
 - c. Grants which require matching funds must also be approved by the Governing Council for budgeting purposes.
2. Grants received on behalf of the school, school employees, or students will be placed into a separate financial sub-account. A copy of the grant including grant conditions and requirements will be provided to the Business Office.
 3. The Executive Director will approve all expenditures from the grants. The person wanting to utilize grant funds will provide the Executive Director with the proposed expenditure, how this expenditure is related and/or authorized by the grant and any other documentation required by the Executive Director.
 4. Records related to the grant will be maintained as required by the grant and for audit.

D.14.2 Student Activity Funds

Student Activity Funds are used to account for those resources owned, operated and managed by the student body, under guidance of a staff member or another adult, for educational, recreational or cultural purposes. These funds are used for a wide range of activities that can include the school yearbook, the student athletics or various student clubs. Student Activity Funds may include staff expenses as part of a fund use involving students.

2018-19 PAPA GOVERNING COUNCIL TRAINING UPDATE – 6/19/19

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	2 (1 onboarding)	1	1	1 ETHICS 1 ACADEMIC 2 ONBOARDING	11
Michael Matsko	1	2	NA	1 (onboarding)	1 (onboarding)	1 FISCAL 1 ONBOARDING	7
Mark Huntzinger	1	2	NA	1	1	2 ACADEMIC 1 FISCAL T&E	8
Michael Keith			NA				
Phil Krehbiel	1	2	2 (1 onboarding)	1	1	1 ETHICS 2 ONBOARDING	10
Elizabeth Roybal	1	2	NA	1	1	1 FINANCE 2 ACADEMIC	8