

Public Academy for Performing Arts
Governing Council
Meeting Agenda
Tuesday, May 28, 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. Virginia Wilmerding, Staff Representative
2. Mark Huntzinger, GC Vice President	9. Carol Torrez, Staff Representative
3. Michael Keith, GC Member	10. Doreen Winn, Executive Director
4. Phil Krehbiel, GC Member	11. Rhonda Cordova, Business Manager
5. Jennifer Lopez, GC Secretary	12. Fermin Gonzales, III, HS Student Council President /
6. Michael Matsko, GC Member	Santana Gonzalez, NHS President
7. Elizabeth Roybal, GC President	13. 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 April 30, 2019 **ACTION ITEM** / Special Meeting May 6, 2019 **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 Transition Update
7. Executive Director's Report.....Doreen Winn.....5:00 p.m.
 - a. Updates – Charter Renewal and Food Service Audit and Notice of Concern Response
 - b. Parent/Student Handbook Review and Recommendations
 - c. Open Positions Update, Melanie Chavez
 - d. Written Report
8. Organizational BusinessChair.....5:15 p.m.
 - a. Committee Updates
 Nominating Committee for GC Membership, Parent Recommendation.....Tamara Lopez **ACTION ITEM**
 Policy Committee,.....Mark Huntzinger **ACTION ITEM**
 - C.16 Policy and Procedures for Calculating Licensed Employee Training and Experience.....for approval or
 further amendment
 -Policies for initial review: Committee Memberships, Emergency Drills, Grant/Activity Funds
 - a. Training Hours Update – Charter School Conference, June 21-22, 2019 and On-Board Training
 - b. Signatures
9. President's Report.....Elizabeth Roybal.....5:20 p.m.
10. Other Announcements/DiscussionAll.....5:25 p.m.
11. Executive Session for Limited PersonnelAll.....5:30 p.m.
12. 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 April 30, 2019

Date: 04/30/2019	Location: PAPA Room 2
Governing Council Meeting	
Time: 4:16 to 8:05	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) left at 5:45 , Mandle Anderson (voting member) left at 5:55 , Virginia Wilmerding, Carol Torrez, Doreen Winn, Rhonda Cordova,	
Not in Attendance: MS student reps, Sherry Allen (faculty rep) Santana Gonzales, (HS Honor Society)	
Guests in Attendance: Olivia Roybal (student), Tamara Lopez (Director of Special Services)	
Discussion	
1. Call to Order at 4:16 pm/ Roll Call, 7 voting members present	
2. Welcome and Introductions of all present.	
3. Approval of Agenda <ul style="list-style-type: none"> Motion to approve the agenda was made by Mandle Anderson, seconded by Michael Keith , approved 7-0 	
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 Michael Matsko and approved 7-0. 	
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, Melanie Chavez, and Doreen Winn present. The check register, bank reconciliation, check register, and the detailed revenue and expenditure report through March 2019 were reviewed. Our current carryover is \$19,274.63. APS requires that we have 0.5% of our entire budget as a carryover. They sent us a Notice of Concern stating that we did not have this required carryover in June 2018. Mark Huntzinger asked Mrs. Winn to send APS a letter stating that one reason we did not have this last year was because PED took a large portion of our carryover. Mark Huntzinger made a motion to approve the Budget Report with Liz Roybal making the second. The motion carried 7-0. a) BARS/Permanent Transfer: No BARS were required. b) Bank Search Update: US Bank provides the best options for us including Positive Pay, Pledge Collateral, and Automatic Upload for payroll. Phil Krehbiel made a motion to move our accounts to US Bank with Michael Matsko making the second. The motion carried 7-0. c) 2019/20 Budget Review: The budget amount is based upon 450 student enrollment. Including a carryover of \$10,000.00, PAPA will have a budget of \$3,407,319.72 for the 2019/20 school year. We have 6 teachers retiring and 1 special education teacher is needed based on the students coming in from this year's lottery. We have budgeted for all their replacements to be Level 3 teachers. Michael Matsko made a motion to approve the 2019/20SY Budget, Salary Schedule and Calendar with Phil Krehbiel making the second. The motion carried 7-0. 	
7. Executive Director's Report <ul style="list-style-type: none"> a) Facility Update: Mrs. Winn met with the APS Capital Master plan Review Committee. The Committee 	

Public Academy for Performing Arts

Draft Governing Council Meeting Minutes April 30, 2019

voted on the following recommendations following 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 Committee completed an extensive process to prioritize projects based on greatest need. Twelve projects were placed in priority. Progress on PAPA's facility will be stopped at the design of Phase I. It will be picked up in 2021.

- **Written Report:**
- An administrative review by NMPED of our Breakfast and Lunch program resulted in high marks. In our 2nd year of administering this program, we only had 2 minor findings. 1) We did not notify families in writing of the student's certification eligibility. 2) We miscalculated an eligibility on one form.
- Our APS Charter Renewal packet is complete and turned in. They asked us to complete it now versus in the Fall.
- We have 43 graduates this year. Twenty-five of them are lifers.
- The Alibi newspaper conducted their yearly Best of Burque poll and PAPA was found to be the Best Charter School!

8. Organizational Business

- a) **Legislative Updates:** New laws resulting from the latest legislative session mandate that we write some new policies around the topics of medical marijuana in school, bullying, and incorporating active shooter drills into our regimen of drills. Our policy committee will meet on May 1 to begin this process.
- b) **Committee Updates:**
 - **GC Nominating Committee:** The committee met and discussed several applicants. They recommend Alexis Corbin to fill Position 5 as a community member. Elizabeth Roybal directed Tamara Lopez to reconvene to gather more parent applicants. Filling the parent position is tabled until May. Elizabeth Roybal made a motion to approve Ms. Corbin as a GC Member and to table filling the parent position until May with Mangle Anderson making the second. The motion carried 7-0.
 - **Policy Committee:** The discussion of the new policy and procedures for calculating licensed employee training and experience will be tabled until the Committee Chairman can discuss the new rules mandated by the legislature with our Business Manager. Mark Huntzinger made a motion to table the discussion with Michael Keith making the second. The motion carried 7-0. However, a discussion was had to try and determine what constitutes an "accredited institution" when we are deciding if a staff member's hours from said institution count towards a pay increase.
- c) **Training Hours Update:** Departing members, Michael Matsko and Michael Keith, still need to obtain their training. Our newest members, Mangle Anderson and Phil Krehbiel, will participate in the PAPA GC Onboarding Course being taught by Jennifer Lopez on May 7 and 14.
- d) **Signatures:** No signatures were required.

Public Academy for Performing Arts
Draft Governing Council Meeting Minutes April 30, 2019

9. President's Report: The Senior Showcase is May 2nd and 3 rd . GC members should attend so that when we discuss our arts programs, we can begin to speak from experience. Also, graduation is on May 10. We need to be at the location by 5:30.		
10. Other Announcements/Discussion: A quorum was present at the Community Budget Meeting held immediately prior to this meeting.		
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 at 5:55 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 at 7:59 and seconded by Mark Huntzinger , with all members present approving via a roll call vote.		
12. Actions resulting from the Executive Session Mark Huntzinger made a motion to call a Special Meeting at which we will interview Director candidates, decide on Doreen Winn's contract extension and discuss goals and benchmarks for the new Director. Elizabeth Roybal seconded the motion which carried 5-0.		
13. Adjourn at 5:56. Our next scheduled meeting is a Special Meeting on May 6, 2019 at 4:15. Our regularly scheduled meeting will be held on May 28, 2019 at 4:15.		
Status		
		Resource

Public Academy for Performing Arts

Draft Governing Council Special Meeting Minutes May 6, 2019

Date: 05/06/2019	Location: PAPA Room 2
Governing Council Meeting	
Time: 4:16 to 6:02	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, Doreen Winn	
Not in Attendance: Sherry Allen and Carol Torrez (faculty reps), Santana Gonzales, (HS Honor Society), Rhonda Cordova (business manager)	
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 Michael Matsko, seconded by Phil Krehbiel , approved 7-0 	Elizabeth Roybal
4. Public Comment - none	
5. Executive Session for Limited Personnel Matters <ul style="list-style-type: none"> The motion to go into Executive Session in accordance with NMSA 10-15-H(2) for discussion of limited personnel matters was made by Jennifer Lopez and seconded by Mark Huntzinger at 4:25. A roll call vote was taken with all members voting to go into Executive Session. At 5:55 a motion to reopen the meeting in accordance with NMSA 10-15-H(2) for discussion of limited personnel matters was made by Jennifer Lopez, seconded by Mark Huntzinger and approved by a roll call vote. Only matters regarding the limited personnel matters were discussed. 	All
6. Action Resulting from Executive Session <ul style="list-style-type: none"> Mance Anderson made a motion to hire Melanie Chavez with a 1 year contract as the new Executive Director beginning with the 2109/20 school year. Jennifer Lopez made the second and the motion carried 7-0. 	Elizabeth Roybal
7. Extended Contract <ul style="list-style-type: none"> Phil Krehbiel made a motion to extend Doreen Winn's contract by 16 days. Mance Anderson seconded the motion and it carried 7-0. The extension will provide her time to transition the new Executive Director into the position. 	Elizabeth Roybal
8. Adjourn The meeting adjourned at 6:02. Our next meeting is our regular monthly meeting to be held on May 28, 2019 at 4:15.	Elizabeth Roybal

Budget Report as of May 27, 2019

OPERATIONAL

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>	<u>% to Budget</u>
\$2,952,019.74	(\$2,474,447.30)	(\$464,818.60)	\$12,753.84	0%
			(\$1,582.08) Reallocate from Food Services	
			\$11,171.76	

INSTRUCTIONAL MATERIALS

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$20,783.22	(\$10,685.48)	(\$4,114.00)	\$5,983.74

Food Services

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$131,849.21	(\$119,617.68)	(\$13,813.61)	(\$1,582.08)

Activities

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$182,045.32	(\$144,913.08)	(\$33,578.22)	\$3,554.02
			\$79,594.00 BAR 0029-I
			\$83,148.02

IDEA B

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$73,855.00	(\$63,679.42)	(\$10,175.58)	\$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	(\$13,794.38)	(\$337.67)	\$6,719.95

Medicaid

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$22,596.51	(\$3,168.41)	(\$69.99)	\$19,358.11

CNM

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$4,969.43	(\$3,702.30)	(\$500.00)	\$767.13

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>
\$3,150.70	(\$2,680.79)	\$0.00	\$469.91
			\$2,500.00
			<hr/> \$2,969.91

BAR 0030-I

Lease Assistance

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$279,775.00	(\$256,460.38)	(\$23,314.62)	\$0.00

HB33

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$255,755.46	(\$161,903.76)	(\$88,559.24)	\$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	(\$30,030.82)	(\$4,566.86)	\$109,331.73

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: 001-047-1819-0029-I
Fund Type: General Fund / Capital
Outlay / Debt Service

Adjustment Type: Increase

Fiscal Year: 2018-2019
Adjustment Changes Intent/Scope of Program Yes or No?: No
Total Approved Budget (Flowthrough):

Entity Name: Public Academy for Performing Arts
Contact: Rhonda Cordova, Business Manager
Phone: 505-604-5056
Email: rhondacordova1000@outlook.com

FLOWTHROUGH ONLY

Budget Period: Jul 1 2018 12:00AM

To: Jun 30 2019 12:00AM

A. Approved Carryover:

B. Total Current Year Allocation:

D. Total Funding Available:

Revenue 23000.0000.41705 \$79,594

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
23000 Non- Instructional Support	1000 Instruction	56118 General Supplies and Materials	1010 Regular Education (K- 12) Programs	0000 No Job Class	\$182,045	\$79,594	\$261,639	
Sub Total						\$79,594		
Indirect Cost								
DOC. TOTAL						\$79,594		

Justification:

Actual Revenues Received

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	5/22/2019 11:11:39 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: 001-047-1819-0030-I

Fund Type: Direct Grant

Adjustment Type: Increase

Fiscal Year: 2018-2019

Entity Name: Public Academy for Performing Arts

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

Contact: Rhonda Cordova, Business Manager

Total Approved Budget (Flowthrough):

Phone: 505-604-5056

Email: rhondacordova1000@outlook.com

FLOWTHROUGH ONLY

Budget Period: Jul 1 2018 12:00AM

To: Jun 30 2019 12:00AM

A. Approved Carryover:

B. Total Current Year Allocation:

D. Total Funding Available:

Revenue 29130.0000.41923 \$2,500

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
29130 School Based Health Center	1000 Instruction	55915 Other Contract Services	1010 Regular Education (K- 12) Programs	0000 No Job Class	\$3,151	\$2,500	\$5,651	
					Sub Total	\$2,500		
					Indirect Cost			
					DOC. TOTAL	\$2,500		

Justification:

Actual Revenues Received

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.



STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
300 DON GASPAR
SANTA FE, NEW MEXICO 87501-2786
Telephone (505) 827-5800
www.ped.state.nm.us

KAREN TRUJILLO, PH.D.
SECRETARY OF EDUCATION

MICHELLE LUJAN GRISHAM
GOVERNOR

May 22, 2019

Doreen Winn
Executive Director
Public Academy for Performing Arts
11800 Princess Jeanne NE
Albuquerque, NM 87112

Dear Ms. Winn:

Thank you for your participation in and cooperation with the Administrative Review (AR) conducted by Rachele DiQuarto of the New Mexico Public Education Department (PED) Student Success and Wellness Bureau (SSWB) on April 1, 2019. Public Academy for Performing Arts has submitted a written reply to the findings listed in the AR Summary and Corrective Action Plan (CAP). The SSWB staff has reviewed all written responses to the CAP and determined that Public Academy for Performing Arts is in compliance with Federal and State regulations of the National School Lunch and School Breakfast Program. This portion of the review is now complete.

If your School Food Authority (SFA) participates in the Seamless Summer Options (SSO) Program, your AR will remain open and will officially be closed once your SSO review occurs and is deemed adequate.

Our staff greatly appreciates the assistance and cooperation you provided. Should you require further technical assistance or training, please contact our office at (505) 827-1821.

Sincerely,

Michael A. Chavez
Director
PED Student Success and Wellness Bureau

cc: Jackie Mickey, Food Service Coordinator



11800 Princess Jeanne Ave., NE / Albuquerque, NM 87112 / (T) 505-830-3128 / (F) 505-830-9930 / www.paparts.org
Doreen A. Winn, Executive Director

May 22, 2019

Dr. Joseph Escobedo
Senior Director
APS Office of Innovation and School Choice
6400 Uptown Blvd., NE, Suite 610 East
Albuquerque, NM 87125-0704

Dear Dr. Escobedo:

This letter is in response to the Notice for Concern regarding PAPA's Liquidity Ratio on the June 30, 2018 Audited Financial Statements. The concern related to PAPA's Operational Unrestricted Fund Balance falling below one-half month (.05) of the average Operational Expenditures for the year.

I would like to provide an explanation as it is likely the same will occur during the June 30, 2019 Audited Financial Statements. The NMPED swept all carry-over funds from the prior year. In addition, PAPA's Title I funding was eliminated, and mandates were not fully funded. PAPA was operating on a tight budget. The 2018-2019 school year has been no different. PAPA budgeted tightly in an attempt to maintain educational quality levels for students. We cut non-teaching positions and increased the number of students in order to meet budget requirements.

Looking forward to the 2019-2020 school year, PAPA's proposed budget includes a healthy start in rebuilding the carryover. As the Chief Procurement Officer for PAPA, fiscal responsibility is one of my primary concerns. Actions beyond our control did effect our bottom line. We knowingly took measures to deal with the shortfall in order to minimally effect student support and instruction. PAPA Governing Council and Administration will continue to be diligent when evaluating and planning future budgets.

Sincerely,

Doreen A. Winn
Executive Director

PAPA GOVERNING COUNCIL

Elizabeth Roybal, President / Mark Huntzinger, Vice President / Jennifer Lopez, Secretary
Mancle Anderson / Michael Keith / Phil Krehbiel / Michael Matsko

PERFORMANCE EXPECTATIONS (PERFORMERS AND AUDIENCE MEMBERS)

Student performances are connected to grades when they are considered intra-curricular. If the following performance expectations are not met, the student will not receive a passing grade for the performance.

- Arrive at or before Call Time.
- Follow check-in procedures.
- Stay in your designated area.
- Check your props or costumes before the show begins.
- Know the show order and be prepared for cues and entrances.
- Stay calm, safe and injury free while waiting backstage (ie. stay warm, don't distract others, no horseplay, clean up after yourself).
- Be supportive of fellow performers and crew members through encouraging words and assistance if needed.
- Speak softly in all backstage areas.
- Bring something to do quietly during any downtime during tech and before/during the show.
- Be respectful of the way others get ready for a show, and give fellow performers space or quiet if needed. Do not touch or move another performer's equipment, props, costumes, etc.
- Help clean up after the show.
- Arrange transportation ahead of time, so transportation arrives 10 minutes before the show is expected to end or at a time determined by the teacher.
- Stay until dismissed by the teacher or designee.
- Take all "stuff" with you when you leave (ie. costume, instrument, food) unless otherwise directed by the teacher.
- Always be respectful of the venue staff and thank them when leaving.

PAPA also holds audience members to a level of appropriate behavior conducive to the respect and support of all performers and enjoyment of the show by all. Audience members who fail to meet the following standards, may be banned from future performances.

- Arrive before the performance starts. The doors may be locked to late arrivers.
- Photographing/filming a performance is prohibited.
- Silence and put away cell phones or other electronic devices.
- Stay silent during the performance unless participation is requested as part of an interactive show.
- Use good posture. Blocking the view of others by slumping to the side, putting feet on chairs, standing, laying across chairs, etc. disrespects the ability of others to enjoy the show.
- Remove crying babies from the auditorium.
- Follow all show guidelines stated before the performance begins or written on the program.
- Clean up and properly dispose of trash.
- Stay seated.
- Applause is wonderful! Calling out to the stage is distracting and unsupportive of all performers.

REQUIRED ASSESSMENTS

Frequent assessments are required to gauge student progress in class. Worksheets, written assignments, presentations, projects, quizzes and tests are used as assessments in any given class. Students must prepare for these assessments by keeping up with course content and practicing skills. If a student has trouble understanding, he/she needs to seek assistance from the teacher.

Following are behaviors expected of students at PAPA. Students are expected to exhibit these behaviors while on campus and at all PAPA activities. Appropriate actions will be taken when students do not meet these expectations.

- Be honest.
- Keep the campus clean.
- No public displays of affection.
- Turn cell phones and personal electronic devices off, and put them away during school hours.
- Follow the dress code.
- Use appropriate language.
- Respect adults and peers.
- Respect school rules and the authority of all staff.
- Follow attendance rules, including being on time.
- Respect the property of others.
- Be safe on campus, including obeying the traffic laws, no excessive horseplay, no harassment or bullying, and no fighting.
- Support a gang-free campus with no gang dress, signs, or gang-like behavior.
- Support a drug-free campus with no paraphernalia, cigarettes (including e-cigarettes), alcohol, or other drugs.

A police report may be filed with local law enforcement if a student displays any of the following arrestable offenses: arson, assault, weapons possession/use, battery, threats, theft, vandalism, trespass, exploitation, interfering with the education process, and possession, use, under the influence, sale and/or distribution of controlled/illegal substances including drugs and alcohol. Arrestable offenses may also result in expulsion from PAPA.

Respectful digital citizenship must be adhered when using PAPA technological tools or any of the programs used in the completion of assignments for PAPA. Respectful digital citizenship includes recognition that all students have rights and responsibilities to uphold. These include treating others the way you want to be treated; being respectful/nice on and off-line; respecting the privacy of others; respecting other people's digital property and space; and insisting that others have the same respect. Remember, your online life is a reflection of you!

ANTI-BULLYING POLICY

Any display of bullying behavior (~~as determined by a school administration investigation~~) at PAPA is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Bullying" means any **severe, repeated and pervasive or persistent act or conduct that targets a student, whether physically, electronically or verbally and that:**

- (1) **may be based on a student's actual or perceived race, religion, color, national origin, ancestry, sex, sexual orientation, gender identity, physical or cognitive disability or any other distinguishing characteristic; or an association with any such person or group, and**
 - (2) **can be reasonably predicted to place a student in reasonable fear of physical harm to a student's person or property; cause a substantial detrimental effect on a student's physical or mental health; substantially interfere with a student's academic performance or attendance; or substantially interfere with a student's ability to participate in or benefit from the services, activities or privileges provided by PAPA.**
- ~~1. written, verbal or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students in the school, on school grounds, in school vehicles, or at school activities or sanctioned events. Bullying includes, but is not limited to, hazing, harassment, intimidation or menacing acts of a student which may, but need not be based on the student's race, color, sex, ethnicity, national origin, religion,~~

disability, age, or sexual orientation ~~or gender identification~~ that a reasonable person under the circumstances should know will have the effect of:

- ~~Placing a student in reasonable fear of physical harm or damage to the student's property; or~~
- ~~Physically harming a student or damaging a student's property; or~~
- ~~Insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.~~

Bullying must not be confused with student disagreements or mutual harassment. **Retaliation against persons who report or witness incidents of bullying is prohibited.** Students and parents may file verbal or written complaints **reports** concerning suspected bullying behavior **or retaliation** to school personnel and administrators. **Anonymous, written reports may be made through the administrative mailboxes, provided that no formal disciplinary action shall be taken solely on the basis of an anonymous report.** Any **All reports** of suspected bullying behavior **or retaliation** will be reviewed **and/or investigated by administration or designee.** If acts of bullying **or retaliation** are verified, prompt disciplinary action may be taken against the perpetrator **through a Behavior Intervention Plan that may include conferencing, counseling, anger management training, participation in skill-building and resolution activities, removal of privileges, community service,** ~~up to and including~~ suspension and/or expulsion. **All reports and investigation records will be documented and maintained for four years.**

SEARCH AND SEIZURE

A student's person or property while under the authority of PAPA and PAPA's property assigned to a student, are subject to search, and items found are subject to seizure in accordance with the law. A certified administrator may direct or conduct a search when he/she has a reasonable cause to believe that a search is necessary to help maintain school safety and security. Random, unannounced searches may be conducted of the campus, classrooms, lockers, and vehicles on school grounds, and backpacks using drug/weapon dogs. The following requirements govern the conduct of permissible searches by authorized persons:

- School property and student property/vehicles on campus may be searched with or without students present. When students are not present, another authorized person shall serve as a witness whenever possible. Students are to assume full responsibility for the content and the security of property assigned to them.
- Physical searches of student's person may be conducted only by an authorized person who is of the same sex as the student, and except where circumstances render it impossible may be conducted only in the presence of another person of the same sex.
- Illegal items, legal items which threaten the safety or security of others or items, which are used to disrupt or interfere with the educational process, may be seized by authorized persons. Seized items shall be released to appropriate authorities or a student's parent or returned to the student when the administrative authority deems appropriate.
- When a search discloses illegally possessed contraband material or evidence of some other crime, the administrative authority shall have the discretion to notify a law enforcement officer.

TECHNOLOGY USE

The use of PAPA technology resources is a privilege granted to students primarily for the enhancement of the education process. Violations of this policy may result in the revocation of this privilege. Depending upon the severity of the infraction, students may also face disciplinary action up to and including expulsion, and/or criminal prosecution for misuse of this resource.

Facility Update

Acoustic Panels were installed in the Choir/Orchestra Room.

APS Finance Review

A response to APS' Notice of Concern was sent (see attached letter to Dr. Joseph Escobedo).

Administrative Review of Child Nutrition Program

PAPA received a National School Lunch Program Administrative Review Closeout Letter from PED accepting our written reply (attached).

APS Charter Renewal

- The APS Charter Renewal Team visited PAPA where they were presented with information about PAPA, toured the school and interviewed GC Officers, staff and students.
- Additional information regarding Special Education and English Language Learners was submitted to the Charter Renewal Team at the request of APS (attached).
- The renewal will be presented to the APS Board of Education in the Fall.

Academic Achievement / Students

- Graduation was awesome. The 43 members of the Class of 2019 earned over \$924,000 in scholarships.
- The All School Awards was a great show with performances by Guitar, Musical Theater, and Les Chanteuses. 270+ students received awards!
- PAPA staff is working to close out grades, prepare final report cards, complete data entry, close out the year, and complete scheduling for next year.
- Many students received accolades for their Visual Arts projects in the People's Choice Congressional Art Awards! Congratulations Alivia Abernathy, Hannah Cowles, and Jada Doney Lang!
- Leslie Bello-Garcia was awarded top five in the NMPED Logo Competition.
- Visual Arts was also asked by the City of Albuquerque to create original artwork to be displayed at the ABQ Sunport to welcome over 14,000 athletes to the National Senior Games.
- PAPA SciGirls promo was shown on PBS.
- Middle School Student Council elected new officers for the 2019-2020 school year: Treasurer: Mercadyz Morales, Secretary Shelby Becerra-Romero, Vice President Mercedes Gutierrez, and President Alejandro Trujillo.
- High School Student Council elected new officers for the 2019-2020 school year: Secretary Isis Lopez, Treasurer Ryder Cockrell, Vice President Taryn Penny, President Araceli Lopez.

Performing Arts / Activities

- Senior Showcase and Senior Farewell Concert were held with excitement and tears.
- Other concerts last month included Band, Choreography Showcase, and Thespian Troupe.
- Ms. Allen's classes had their annual Liber-Tea celebration final review in American History.
- As award finalists, PAPA students from the cast of The Wizard of Oz participated in the Enchantment Awards, a statewide musical theatre competition for high school students.

PAPA was nominated for Best Ensemble Performance, Best Director, Best Production, and Best Supporting Actress.

- Visual Arts put up a new Gallery Wall, End-of-Semester Beauty.


Professional Development / Staff

- PAPA welcomes our own Melanie Chavez as the new Executive Director! She will take over for Doreen Winn who is retiring. A replacement will be hired for the Assistant Principal position.
- Administration is in the process of interviewing and hiring teachers to fill positions vacated by retiring teachers: Leann Tonjes, Laurie Blackwell, Christopher Koller, Jeanne Garcia, Sara Mazzie, and Sherry Allen.
- Teachers analyzed EOC data in preparation for the 90-day reflection plan and beginning of the year in-service.
- PAPA staff members plans to attend the Charter School Conference.

Community

- Thank you PAPA parents and PTSO for the awesome Teacher Appreciation Lunch!!
- GC members received On-Boarding Training by Jennifer Lopez.

Submitted By:


Doreen A. Winn

For GC action – adopt or amend

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, accreditation recognized by the US Department of Education or the Council for Higher Education Accreditation. 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.

For initial GC review – possible public comment.

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 committee or directed by state/federal regulations and will be reflected in the Council minutes, a memorandum approved by the Council and filed with these policies.

A.13.2 Finance Committee

The Finance Committee is composed of up to five members and will include the Council President two, one other voting Council member, 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 ~~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 ~~four six~~ members. The voting members are and will include a minimum of one two voting Council Member, one parent or community member who has accounting experience, a member of the public, and one parent. The ~~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.

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.

A. Frequency of Fire Drills

~~1. Fire drills will be coordinated with the school evacuation and active shooter drills contained in section E.2.14. There will be two (2) fire drills during the first four weeks of the school year. During the remainder of the school year, two additional fire drills will be held.~~

~~There will be one (1) drill per week during the first month of school and one (1) per month for the following months. Drills will be varied throughout the day and should include before and after school periods.~~

25. An obstructed drill should be conducted every six (6) months 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.

36. 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 a firean emergency drill during the use of that facility.

B. Fire-DrillEmergency Drill Records

1. Document completion of all fire-emergency drills including date, time, rooms evacuated and time from initiation of drill to completion of the drill.verification of building evacuation. The most recent three years of fire-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 ~~1991~~ 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.

New Material 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.

Fw: written report for GC Re: Austrailia Trip

Doreen Winn

Tue 5/28/2019 11:55 AM

To: Doreen Winn <dwinn@paparts.org>;

From: Juliette Beck

Sent: Thursday, May 23, 2019 1:58 PM

To: Doreen Winn; Su Hudson

Subject: written report for GC Re: Austrailia Trip

Hello Mrs. Winn, Here is a written report for the Governing Council:

Thank you for the opportunity to attend the Australian Indigenous Mentoring (AIME) Festival at The University of Wollongong, New South Wales, Australia. We made positive connections with administration at University of Wollongong, an Indigenous state school in Jervis Bay, Australia, and several HBCUs (Historic Black Colleges and Universities in the USA) and IAIA (Institute for American Indian Arts Institute in Santa Fe) for post-secondary support for students. In addition to attending the AIME Festival, we learned a lot about Australian Indigenous history, worked with an Indigenous artist, and toured AIME's facilities in Sydney, Australia. It is clear that their model of mentoring (tutoring) works well with Indigenous youth in Australia and we look forward to learning about how they plan to grow and share the model in a global context. Please note that all costs to attend the conference were covered by AIME and training grants written by Juliette Beck. This included substitute coverage for our classes. Thank you, Juliette Beck and Su Hudson

Best wishes,

Juliette A. Beck, M.A., Level III

Visual Art Teacher

RLAS Team Leader (Reducing LGBTQI+ Adolescent Suicide)

Public Academy for Performing Arts

www.paparts.org

GC Nominating Committee Report

May 28, 2019

The Nominating Committee consisting of one PAPA parent (Marley Patcher), teacher (Casey Hennig), previous governing council member (Michael Matsco) and myself. After interviewing candidates and reviewing resumes, we recommend to you the following community representative for membership; Alexis Corbin.

We reconvened May 8th to interview Parent Member candidates. The Nominating Committee consisting of one PAPA parent (Botswana Reynolds), teacher (Casey Hennig), previous governing council member (Michael Matsco) and myself. We bring to the committee two potential candidates with different equally qualified to begin membership with the PAPA Governing Council. Please consider Barbara Campbell or Lisa Ulibarri Miller for the parent vacancy.

Thank you on behalf of the nominating committee.

Respectfully,

A handwritten signature in cursive script that reads "Tamara Lopez". The signature is written in dark ink and is positioned above the printed name.

Tamara Lopez

PAPA Director of Special Services

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