

**Public Academy for Performing Arts**

**Governing Council**

**Meeting Agenda**

Tuesday, August 27, 2019, 4:15pm

**Public Academy for Performing Arts Campus**

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

**Type of meeting:** Community / Monthly

**Chair:** Elizabeth Roybal

**Invited to Attend:**

1. Mance Anderson, GC Member
2. Alexis Corbin, GC Member
3. Mark Huntzinger, GC Vice President
4. Phil Krehbiel, GC Member
5. Jennifer Lopez, GC Secretary

6. Lisa Miller, GC Member
7. Virginia Wilmerding, Staff Representative
8. Carol Torrez, Staff Representative
9. Melanie Chavez, Executive Director
10. Rhonda Cordova, Business Manager

**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.....4:20p.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** .....Phil Krehbiel and Rhonda Cordova.....4:35 p.m.
  - a. BARS/Permanent Transfer **ACTION ITEM**
  - b. Bank Transition Update
7. Executive Director's Report.....Melanie Chavez.....4:40 p.m.
  - a. Open House at 5:30
  - b. Written Report
  - c. Safe Schools Update
  - d. Suburban and Trailer Update
  - e. Out of State Travel **ACTION ITEM**
8. Organizational Business .....Chair.....4:50 p.m.
  - a. Executive Director Evaluation/Goal Meetings – Three Dates **ACTION ITEM**
  - b. Membership Demographic Updates Final
  - c. 2019-2020 Training Update
9. President's Report.....Elizabeth Roybal.....5:00 p.m.
10. Other Announcements/Discussion .....All.....5:10 p.m.
11. 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 – Phil Krehbiel (Chair), Jennifer Lopez, Melanie Chavez, Rhonda Cordova, Ruby Arispe, Barbara Campbell  
Finance Committee – Phil Krehbiel (Chair), Rhonda Cordova, Melanie Chavez, Barbara Campbell –7:30a.m.monthly, day of Council Meeting.  
Long-Range Planning – Jennifer Lopez (Chair), Melanie Chavez, Naomi Montoya, Lisa Miller, Mance Anderson  
Performing Arts Committee – Elizabeth Roybal (Chair), Mance Anderson, Melanie Chavez, Naomi Montoya, Alexis Corbin  
Policy Review Committee – Mark Huntzinger (Chair), Melanie Chavez, Jennifer Lopez, Virginia Wilmerding, Lisa Miller



# Public Academy for Performing Arts

## Draft Governing Council Meeting Minutes July 30, 2019

<b>Date:</b> 07/30/2019	<b>Location:</b> PAPA Room 2
Governing Council Meeting	
<b>Time:</b> 4:15 to 5:51	<b>Facilitator:</b> Elizabeth Roybal
<b>Invitees in Attendance:</b> Elizabeth Roybal (voting member), Mark Huntzinger (voting member), Michael Keith (voting member), Jennifer Lopez (voting member), Phil Krehbiel (voting member), Alexis Corbin (member-elect), Lisa Miller (voting member), Melanie Chavez (Executive Director) Rhonda Cordova (business manager)	
<b>Not in Attendance:</b> Michael Matsko (voting member), Mance Anderson (voting member), Virginia Wilmerding (staff representative), Carol Torrez (staff representative),	
<b>Guests in Attendance:</b> Dr. Joseph Escobedo (Senior Director, APS Office of Innovation and School Choice) arrived at 4:25	
Discussion	Resource
1. <b>Call to Order</b> at 4:15 pm/ Roll Call, 6 voting members present	Elizabeth Roybal
2. <b>Welcome and Introductions</b> of all present.	Elizabeth Roybal
3. <b>Approval of Agenda</b> <ul style="list-style-type: none"> <li>Motion to approve the agenda was made by Michael Keith, seconded by Phil Krehbiel, approved 6-0.</li> </ul>	Elizabeth Roybal
4. <b>Approval of Prior Meeting Minutes</b> <ul style="list-style-type: none"> <li>Motion to approve the agenda was made by Mark Huntzinger, seconded by Michael Keith and approved 6-0 with the change of correcting Barbara Miller to Barbara Campbell on item 6.</li> </ul>	Elizabeth Roybal
5. <b>Public Comment</b> - none	Elizabeth Roybal
6. <b>Budget and Finance Report</b> –Phil Krehbiel, Barbara Campbell, Rhonda Cordova, and Melanie Chavez were present for the Finance Committee meeting. The bank reconciliations were reviewed and approved. The transition of our accounts to US Bank was discussed during that meeting. During the Finance Report, Rhonda Cordova reported that we have \$19,000.00 carryover for instructional materials. Also, we will not be serving breakfast this upcoming school year. SB9 monies may be used to purchase a boxcar to store theatre set material. Phil Krehbiel made a motion to approve the budget and finance report with Michael Keith making the second. The motion carried 6-0. <ul style="list-style-type: none"> <li><b>BARS and Permanent Transfer</b>—there were none.</li> <li><b>Bank Transition Update</b>—accounts are being set up to correlate with those we have at Wells Fargo</li> <li><b>Audit Update</b>—Phil Krehbiel attended the mandatory meeting held by APS and Moss Adams, the accounting firm who will be conducting the district audits. PAPA’s audit will be conducted the week of September 30.</li> <li><b>Substitute Salary Schedule</b>—Our substitute pay rate was not competitive</li> </ul>	Phil Krehbiel Rhonda Cordova  Phil Krehbiel  Melanie Chavez



# Public Academy for Performing Arts

## Draft Governing Council Meeting Minutes July 30, 2019

<p>with APS. In order to retain subs, we need to increase their pay. The old rate, depending on education level, ranged from \$10/hr to \$15.69/hr. The new rate will be \$11/hr to \$18.50/hr. We retain our subs through Kelly Services and ACES. Mark Huntzinger made a motion to approve the increased sub rate for the 2019/20 SY. Jennifer Lopez made the second and the motion carried 6-0.</p> <ul style="list-style-type: none"> <li> <b>Legislative Appropriation (with HB33), Authority to Sign, Suburban Quote-</b> The legislature approved \$80,000.00 to be appropriated to PAPA for the purchase of Suburbans and a utility trailer. HB33 monies will also be used. Mark Huntzinger made a motion to approve Capital Outlay Grant A19D2291. Melanie Chavez, the Executive Director, will be the official representative of the grantee, Doreen Winn, our former Executive Director. The motion was seconded by Elizabeth Roybal and carried 6-0. CES was used as the purchasing agent who acquired a bid from Tillery Chevrolet. Mark Huntzinger made a motion to approve the purchase of the Suburbans from Tillery Chevrolet. The motion was seconded by Elizabeth Roybal and carried 6-0. </li> <li> <b>Procedure Manual-</b>During our APS Site Visit, it was recommended that we update our Business Procedure Manual. Rhonda Cordova shared the updated manual with us. Considering they are procedures and not policy, no action by the Governing Council is required. </li> </ul>	<p>Melanie Chavez</p> <p>Rhonda Cordova</p>
<p>7. <b>APS Presentation of 2018/19 Performance Framework</b>—Dr. Escobedo shared the results of the review of our Performance Framework and our Charter Renewal. He stated that the framework process is to assess the viability of each school. According to him, PAPA is an exemplar school and a shining star. He asked us to think about replicating on the west side of Albuquerque. He did state that we need to have a public notification that our employees have the right to unionize. Dr. Escobedo said our renewal review is complete and that PAPA should be proud of how we are fulfilling our mission and reaching our academic goals. He also stated that he observed and was pleased that our GC takes their roles very seriously. He stated that PAPA needs to campaign to help ensure the November Bond passes so that we can receive supplemental funds to help us complete one of the phases of our building.</p>	<p>Dr. Joseph Escobedo</p>
<p>8. <b>Executive Director's Report</b></p> <ul style="list-style-type: none"> <li> <b>a) Facility Update:</b> Due to the last bond election not passing, our architectural plans have been shelved for 3 years. The upcoming bond election in November will fund projects that were originally supposed to have been funded from the previous failed bond election. Projects that have already begun or broken ground will be completed first. </li> <li> <b>b) Written Report/Site Visit:</b> Melanie Chavez completed the training to become PAPA's Chief Procurement Officer as well as the required exam. We now have a person working 3 hours a day to help our custodian, Ramon, as well as to assist in the office and cafeteria. The school's water was tested to </li> </ul>	<p>Melanie Chavez</p>



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

alleviate any concerns regarding toxins. The toxin/lead levels were well below levels warranting concerns.		
<b>9. Organizational Business</b>		Mark Huntzinger
a) <b>2019-20 Meeting Date/Time/Location</b> —all Governing Council meetings of the 2019/20 SY will be held on the last Tuesday of each month beginning at 4:15pm at PAPA. The Finance Committee meetings will be held on the same day at 8am at the offices of Fidel Perner & Michnovicz, LLC located at 4848 Tramway Ridge NE Suite 120, Albuquerque, NM 87111.		
b) <b>Membership Demographics Update and Member Affidavit</b> —phone numbers and job titles were obtained from our new GC members, Lisa Miller and Alexis Corbin.		
c) <b>Training Hours Final Update and 2019/20 Training Information</b> —Lisa Miller has completed the online training which allows her to be a voting member. Alexis Corbin will complete it soon. Jennifer Lopez will schedule an Onboarding course with them.	Elizabeth Roybal	
d) <b>Officer Elections</b> —No one came forth with any nominations for new officers/office. Elizabeth Roybal made a motion that all PAPA Governing Council officers retain the positions they currently hold with Phil Krehbiel making the second. The motion carried 6-0.	Elizabeth Roybal	
e) <b>Committee Membership Assignments</b> —Audit: Phil Krehbiel will take the place of Michael Matsko on this committee; Finance: Barbara Campbell, a parent, will take the place of Michael Matsko; Long Range Planning: Jennifer Lopez will take Michael Keith's place as chairman. Lisa Miller will also join this committee. Policy Review: Lisa Miller will join this committee; Performing Arts: Alexis Corbin will join this committee; Website: this committee will be disbanded.	Elizabeth Roybal	
f) <b>Signatures</b> —Member Affidavits, Open Meetings act Resolution: Mark Huntzinger made a motion to approve the Open Meetings Act Resolution stating the time and place of the 2019/20 SY meetings. Phil Krehbiel made the second and the motion carried 6-0.	Mark Huntzinger	
<b>10. President's Report:</b> None		Elizabeth Roybal
<b>11. Other Announcements/Discussion:</b> None		All
<b>12. Executive Session</b>		Jennifer Lopez
Jennifer Lopez made the motion to close the meeting at 5:27 for Executive Session as specified in NMSA 10-15-H(2) with Phil Krehbiel making the second. A roll call vote as taken and passed 6-0. Only matters concerning limited personnel and executive director's goals were discussed. At 5:50 Jennifer Lopez made the motion to come out of Executive Session. Elizabeth Roybal made the second. A roll call vote was taken and passed 6-0.		Elizabeth Roybal
<b>13. Executive Session Report</b> -no action was taken during the Executive Session		
<b>14. Adjourn at 5:51.</b> Our next regularly scheduled meeting will be held on August 27, 2019 at 4:15.		
Status	Action Item	
	Resource	Due Date

# Budget Report as of August 27, 2019

## OPERATIONAL

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>	<u>% to Budget</u>
\$3,204,867.00	(\$332,509.52)	(\$2,755,798.61)	\$116,558.87	4%
			\$25,347.75 <i>BAR 0001-I</i>	
			\$141,906.62	

## 14000 - INSTRUCTIONAL MATERIALS

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$5,000.00	(\$926.34)	(\$6,829.92)	(\$2,756.26)
			\$2,508.00 <i>BAR 0003-I</i>
			\$5,042.93 <i>BAR 0002-I</i>
			\$4,794.67

## 27109 - INSTRUCTIONAL MATERIALS

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$0.00	\$0.00	\$0.00	\$0.00
			\$25,995.00 <i>BAR 0004-IB</i>
			\$25,995.00

## Food Services

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$146,916.00	(\$5,885.06)	(\$132,901.06)	\$8,129.88
			(\$2,892.66) <i>Actual Cash Balance</i>

## Activities

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$0.00	(\$5,164.65)	(\$8,170.50)	(\$13,335.15)
			\$99,633.77 <i>BAR 0005-IB</i>
			\$26,849.00 <i>BAR 0011-I</i>
			\$113,147.62

## IDEA B

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$95,973.00	(\$7,434.04)	(\$79,809.91)	\$8,729.05

## Teacher/Principal Training

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
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\$25,774.00	(\$450.00)	(\$7,577.22)	\$17,746.78
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### Medicaid

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$20,000.00	\$0.00	(\$788.80)	\$19,211.20
			\$9,186.74 <i>BAR 0006-I</i>
			\$28,397.94

### CNM

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$0.00	\$0.00	\$0.00	\$0.00
			\$2,767.13 <i>BAR 0007-I</i>
			\$2,767.13

### Youth Chat Grant

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$0.00	\$0.00	\$0.00	\$0.00
			\$5,419.91 <i>BAR 0008-IB</i>
			\$5,419.91

### SB9 State Match

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$6,767.00	\$0.00	\$0.00	\$6,767.00

### SB9 Tax Allocation

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$100,868.00	(\$3,709.40)	(\$62,548.96)	\$34,609.64
			\$21,556.45 <i>BAR 0010-IB</i>
			\$56,166.09



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: 001-047-1920-0001-I  
Fund Type: General Fund / Capital  
Outlay / Debt Service

Adjustment Type: Increase

Fiscal Year: 2019-2020

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 2019 12:00AM

To: Jun 30 2020 12:00AM

A. Approved Carryover:

B. Total Current Year Allocation:

D. Total Funding Available:

Revenue 11000.0000.11111 \$25,348

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000 Operational	2300 Support Services-General Administration	52311 Health and Medical Premiums	0000 No Program	0000 No Job Class	\$4,800	\$6,800	\$11,600	
11000 Operational	2300 Support Services-General Administration	52313 Dental	0000 No Program	0000 No Job Class	\$342	\$300	\$642	
11000 Operational	2400 Support Services-School Administration	51100 Salaries Expense	0000 No Program	1217 Secretarial/Cleri- cal/Technical Assistants	\$93,751	\$5,000	\$98,751	
11000 Operational	2500 Central Services	51100 Salaries Expense	0000 No Program	1220 Business Office Support	\$42,400	\$8,000	\$50,400	
11000 Operational	2600 Operation & Maintenance of Plant	56118 General Supplies and Materials	0000 No Program	0000 No Job Class		\$5,248	\$5,248	
Sub Total						\$25,348		
Indirect Cost								
DOC. TOTAL						\$25,348		

**Justification:**

Add'l Carryover Balance from FY2019

Compliance with Sections 10-15-1 and 22-8-12, NMSA, 1978 Compilation:

A. The requested budget/changes were authorized at a scheduled Board of Education or Governance Council meeting open to the public on:

B. Justification for the transfer: Explanation such as "underbudgeted", "insufficient budget", or "needed to close out Project" ARE NOT ACCEPTABLE. Attach additional sheets if necessary.

ALL TRANSFER BARS MUST NET OUT TO ZERO ON THE DOC. TOTAL LINE.

**Approvals by Digital Signature**

Name

Rhonda Cordova

Role

Business Manager

Date

8/26/2019 10:09:15 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: 001-047-1920-0002-I  
Fund Type: Flowthrough

Adjustment Type: Increase

Fiscal Year: 2019-2020

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

<b>FLOWTHROUGH ONLY</b>	
Budget Period: 07/01/2019	To: 06/30/2020
A. Approved Carryover:	
B. Total Current Year Allocation:	
D. Total Funding Available:	

Revenue 14000.0000.11112 \$5,043

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
14000 Total Instructional Materials Sub-Fund	1000 Instruction	56111 Instructional Materials Cash - 50% Textbooks	1010 Regular Education (K- 12) Programs	0000 No Job Class	\$5,000	\$5,043	\$10,043	
Sub Total						\$5,043		
Indirect Cost								
DOC. TOTAL						\$5,043		

**Justification:**

Add'l Carryover Balance from FY2019

Compliance with Sections 10-15-1 and 22-8-12, NMSA, 1978 Compilation:

A. The requested budget/changes were authorized at a scheduled Board of Education or Governance Council meeting open to the public on:

B. Justification for the transfer: Explanation such as "underbudgeted", "insufficient budget", or "needed to close out Project" ARE NOT ACCEPTABLE. Attach additional sheets if necessary.

ALL TRANSFER BARS MUST NET OUT TO ZERO ON THE DOC. TOTAL LINE.

**Approvals by Digital Signature**

<u>Name</u>	<u>Role</u>	<u>Date</u>
Rhonda Cordova	Business Manager	8/26/2019 10:12:40 PM

8



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: 001-047-1920-0003-I

Fund Type: Flowthrough

Adjustment Type: Increase

Fiscal Year: 2019-2020

Entity Name: Public Academy for Performing Arts

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

Contact: Rhonda Cordova, Business Manager

Total Approved Budget (Flowthrough):

Phone: 505-604-5056

Email: rhondacordova1000@outlook.com

**FLOWTHROUGH ONLY**

Budget Period: 07/01/2019

To: 06/30/2020

A. Approved Carryover:

B. Total Current Year Allocation:

D. Total Funding Available:

Revenue 14000.0000.43202 \$2,508

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
14000 Total Instructional Materials Sub-Fund	1000 Instruction	56111 Instructional Materials Cash - 50% Textbooks	1010 Regular Education (K- 12) Programs	0000 No Job Class	\$5,000	\$2,508	\$7,508	
Sub Total						\$2,508		
Indirect Cost								
DOC. TOTAL						\$2,508		

**Justification:**

Final Allocation FY2019

Compliance with Sections 10-15-1 and 22-8-12, NMSA, 1978 Compilation:

A. The requested budget/changes were authorized at a scheduled Board of Education or Governance Council meeting open to the public on:

B. Justification for the transfer: Explanation such as "underbudgeted", "insufficient budget", or "needed to close out Project" ARE NOT ACCEPTABLE. Attach additional sheets if necessary.

ALL TRANSFER BARS MUST NET OUT TO ZERO ON THE DOC. TOTAL LINE.

**Approvals by Digital Signature**

Name

Role

Date

Rhonda Cordova

Business Manager

8/26/2019 10:15:17 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: 001-047-1920-0004-IB  
Fund Type: Flowthrough

Adjustment Type: Initial Budget

Fiscal Year: 2019-2020

Entity Name: Public Academy for Performing Arts

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

Contact: Rhonda Cordova, Business Manager

Total Approved Budget (Flowthrough):

Phone: 505-604-5056

Email: rhondacordova1000@outlook.com

**FLOWTHROUGH ONLY**

Budget Period: 07/01/2019

To: 06/30/2020

A. Approved Carryover:

B. Total Current Year Allocation:

D. Total Funding Available:

Revenue 27109.0000.43202 \$25,995

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
27109 Instructional Mats - GAA of 2019	1000 Instruction	56111 Instructional Materials Cash - 50% Textbooks	1010 Regular Education (K- 12) Programs	0000 No Job Class		\$25,995	\$25,995	
Sub Total						\$25,995		
Indirect Cost								
DOC. TOTAL						\$25,995		

**Justification:**

FY2020 Initial Allocation

Compliance with Sections 10-15-1 and 22-8-12, NMSA, 1978 Compilation:

A. The requested budget/changes were authorized at a scheduled Board of Education or Governance Council meeting open to the public on:

B. Justification for the transfer: Explanation such as "underbudgeted", "insufficient budget", or "needed to close out Project" ARE NOT ACCEPTABLE. Attach additional sheets if necessary.

ALL TRANSFER BARS MUST NET OUT TO ZERO ON THE DOC. TOTAL LINE.

**Approvals by Digital Signature**

Name

Role

Date

Rhonda Cordova

Business Manager

8/26/2019 10:20:39 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: 001-047-1920-0005-I  
Fund Type: General Fund / Capital  
Outlay / Debt Service

Adjustment Type: Increase

Fiscal Year: 2019-2020

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 2019 12:00AM

To: Jun 30 2020 12:00AM

A. Approved Carryover:

B. Total Current Year Allocation:

D. Total Funding Available:

Revenue 23000.0000.11111 \$99,634

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		\$99,634	\$99,634	
					Sub Total	\$99,634		
					Indirect Cost			
					DOC. TOTAL	\$99,634		

**Justification:**

Carryover Balance from FY2019

Compliance with Sections 10-15-1 and 22-8-12, NMSA, 1978 Compilation:

A. The requested budget/changes were authorized at a scheduled Board of Education or Governance Council meeting open to the public on:

B. Justification for the transfer: Explanation such as "underbudgeted", "insufficient budget", or "needed to close out Project" ARE NOT ACCEPTABLE. Attach additional sheets if necessary.

ALL TRANSFER BARS MUST NET OUT TO ZERO ON THE DOC. TOTAL LINE.

**Approvals by Digital Signature**

Name

Rhonda Cordova

Role

Business Manager

Date

8/26/2019 10:24:17 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: 001-047-1920-0006-I  
Fund Type: Direct Grant

Adjustment Type: Increase

Fiscal Year: 2019-2020

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 2019 12:00AM

To: Jun 30 2020 12:00AM

A. Approved Carryover:

B. Total Current Year Allocation:

D. Total Funding Available:

Revenue 25152.0000.11112 \$9,187

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
25152 Title XIX MEDICAL D 0/2 Years	2100 Support Services-Students	55915 Other Contract Services	0000 No Program	0000 No Job Class	\$19,000	\$9,187	\$28,187	
Sub Total						\$9,187		
Indirect Cost								
DOC. TOTAL						\$9,187		

**Justification:**

Add'l Carryover Balance from FY2019

Compliance with Sections 10-15-1 and 22-8-12, NMSA, 1978 Compilation:

A. The requested budget/changes were authorized at a scheduled Board of Education or Governance Council meeting open to the public on:

B. Justification for the transfer: Explanation such as "underbudgeted", "insufficient budget", or "needed to close out Project" ARE NOT ACCEPTABLE. Attach additional sheets if necessary.

ALL TRANSFER BARS MUST NET OUT TO ZERO ON THE DOC. TOTAL LINE.

**Approvals by Digital Signature**

<u>Name</u>	<u>Role</u>	<u>Date</u>
Rhonda Cordova	Business Manager	8/26/2019 10:31:33 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: 001-047-1920-0007-IB

Fund Type: Direct Grant

Adjustment Type: Initial Budget

Fiscal Year: 2019-2020

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 2019 12:00AM

To: Jun 30 2020 12:00AM

A. Approved Carryover:

B. Total Current Year Allocation:

D. Total Funding Available:

Revenue 26207.0000.11112 \$2,767

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
26207 CNM Foundatio n	1000 Instruction	55915 Other Contract Services	1010 Regular Education (K- 12) Programs	0000 No Job Class		\$2,767	\$2,767	
Sub Total						\$2,767		
Indirect Cost								
DOC. TOTAL						\$2,767		

**Justification:**

Carryover Balance from Prior Year

Compliance with Sections 10-15-1 and 22-8-12, NMSA, 1978 Compilation:

A. The requested budget/changes were authorized at a scheduled Board of Education or Governance Council meeting open to the public on:

B. Justification for the transfer: Explanation such as "underbudgeted", "insufficient budget", or "needed to close out Project" ARE NOT ACCEPTABLE. Attach additional sheets if necessary.

ALL TRANSFER BARS MUST NET OUT TO ZERO ON THE DOC. TOTAL LINE.

**Approvals by Digital Signature**

Name

Role

Date

Rhonda Cordova

Business Manager

8/26/2019 10:35:40 PM

Must submit backup for all BARs,  
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direct grants

STATE OF NEW MEXICO  
PUBLIC EDUCATION DEPARTMENT  
300 Don Gaspar Santa Fe, NM 87501-2786  
**Budget Adjustment Request**

Doc. ID: 001-047-1920-0008-IB

Fund Type: Direct Grant

Adjustment Type: Initial Budget

Fiscal Year: 2019-2020

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 2019 12:00AM

To: Jun 30 2020 12:00AM

A. Approved Carryover:

B. Total Current Year Allocation:

D. Total Funding Available:

Revenue 29103.0000.11112

\$5,420

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
29103 Teen Pregnanc y	1000 Instruction	55915 Other Contract Services	1010 Regular Education (K- 12) Programs	0000 No Job Class		\$5,420	\$5,420	
Sub Total						\$5,420		
Indirect Cost								
DOC. TOTAL						\$5,420		

**Justification:**

Carryover balance from FY2019

Compliance with Sections 10-15-1 and 22-8-12, NMSA, 1978 Compilation:

A. The requested budget/changes were authorized at a scheduled Board of Education or Governance Council meeting open to the public on:

B. Justification for the transfer: Explanation such as "underbudgeted", "insufficient budget", or "needed to close out Project" ARE NOT ACCEPTABLE. Attach additional sheets if necessary.

ALL TRANSFER BARS MUST NET OUT TO ZERO ON THE DOC. TOTAL LINE.

**Approvals by Digital Signature**

Name

Rhonda Cordova

Role

Business Manager

Date

8/26/2019 10:42:29 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: 001-047-1920-0009-IB  
Fund Type: General Fund / Capital  
Outlay / Debt Service

Adjustment Type: Initial Budget

Fiscal Year: 2019-2020

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 2019 12:00AM

To: Jun 30 2020 12:00AM

A. Approved Carryover:

B. Total Current Year Allocation:

D. Total Funding Available:

Revenue 31600.0000.11112 \$82,542

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
31600 Capital Improvem ents HB- 33	4000 Capital Outlay	55914 Contracts - Interagency	0000 No Program	0000 No Job Class		\$82,542	\$82,542	
Sub Total						\$82,542		
Indirect Cost								
DOC. TOTAL						\$82,542		

**Justification:**

Carryover Balance from FY2019

Compliance with Sections 10-15-1 and 22-8-12, NMSA, 1978 Compilation:

A. The requested budget/changes were authorized at a scheduled Board of Education or Governance Council meeting open to the public on:

B. Justification for the transfer: Explanation such as "underbudgeted", "insufficient budget", or "needed to close out Project" ARE NOT ACCEPTABLE. Attach additional sheets if necessary.

ALL TRANSFER BARS MUST NET OUT TO ZERO ON THE DOC. TOTAL LINE.

**Approvals by Digital Signature**

Name

Role

Date

Rhonda Cordova

Business Manager

8/26/2019 10:46:40 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: 001-047-1920-0010-I

Fund Type: Flowthrough

Adjustment Type: Increase

Fiscal Year: 2019-2020

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

<b>FLOWTHROUGH ONLY</b>	
Budget Period: 07/01/2019	To: 06/30/2020
A. Approved Carryover:	
B. Total Current Year Allocation:	
D. Total Funding Available:	

Revenue 31701.0000.11112 \$21,556

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
31701 Capital Improvem ents SB-9 Local	4000 Capital Outlay	57332 Supply Assets (\$5,000 or less)	0000 No Program	0000 No Job Class	\$100,868	\$21,556	\$122,424	
					Sub Total	\$21,556		
					Indirect Cost			
					DOC. TOTAL	\$21,556		

**Justification:**

Carryover Balance from FY2019

Compliance with Sections 10-15-1 and 22-8-12, NMSA, 1978 Compilation:

A. The requested budget/changes were authorized at a scheduled Board of Education or Governance Council meeting open to the public on:

B. Justification for the transfer: Explanation such as "underbudgeted", "insufficient budget", or "needed to close out Project" ARE NOT ACCEPTABLE. Attach additional sheets if necessary.

ALL TRANSFER BARS MUST NET OUT TO ZERO ON THE DOC. TOTAL LINE.

**Approvals by Digital Signature**

<u>Name</u>	<u>Role</u>	<u>Date</u>
Rhonda Cordova	Business Manager	8/26/2019 10:50:24 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: 001-047-1920-0011-I  
Fund Type: General Fund / Capital  
Outlay / Debt Service

Adjustment Type: Increase

Fiscal Year: 2019-2020

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 2019 12:00AM

To: Jun 30 2020 12:00AM

A. Approved Carryover:

B. Total Current Year Allocation:

D. Total Funding Available:

Revenue 23000.0000.41705 \$26,849

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		\$26,849	\$26,849	
					Sub Total	\$26,849		
					Indirect Cost			
					DOC. TOTAL	\$26,849		

**Justification:**

Actual Cash Received as of 08-26-19

Compliance with Sections 10-15-1 and 22-8-12, NMSA, 1978 Compilation:

A. The requested budget/changes were authorized at a scheduled Board of Education or Governance Council meeting open to the public on:

B. Justification for the transfer: Explanation such as "underbudgeted", "insufficient budget", or "needed to close out Project" ARE NOT ACCEPTABLE. Attach additional sheets if necessary.

ALL TRANSFER BARS MUST NET OUT TO ZERO ON THE DOC. TOTAL LINE.

**Approvals by Digital Signature**

Name

Rhonda Cordova

Role

Business Manager

Date

8/26/2019 11:19:59 PM

## Executive Director's Report

August 23, 2019

- OPEN HOUSE TODAY!!
- BEGINNING OF THE YEAR
  - 74 6<sup>th</sup> graders, 74 7<sup>th</sup> graders, 76 8<sup>th</sup> graders 69 9<sup>th</sup> graders, 67 10<sup>th</sup> graders, 54 11<sup>th</sup> graders and 37 Seniors for a total enrollment of 451 (41 students have withdrawn from PAPA)
  - In-Service days (3) – included theme for year, welcome back, team building, teacher-led break-outs (student leadership roles in classroom, ELL and academic language, google classroom/Promethean, intentional Bloom's Taxonomy), assessment data analysis, handbooks/policies/procedures, and general business meetings. Teachers are working on annual POMS required trainings.
  - Registration – all students were registered, paperwork completed and collected, lockers assigned, most fees paid, and schedules changes. Music students purchased shirts.
  - Jump Start – all new students participated. Logged in to Powerschool, learned to use .net accounts, team building, etc.
  - PAPAFest – all students participated in: painting PAPA's "Growing Together" wall mural to promote growth and positive culture/community, PAPA's vision, academic and behavioral expectations, handbook review, yoga.
  - Schedule Changes - All class schedules were changed in record time – by Wednesday of week 1. This allowed quarterly assessments to be given earlier, teachers to begin instruction nearly 3 days earlier than usual.
  - Quarterly Assessments – All classes gave growth-model quarterly assessments to determine starting skill on standards that will be addressed throughout the year. Data is currently being sent to Director.
  - Dual Credit – all students are registered and ready to begin classes in next two weeks.
- SAFETY, VEHICLES
  - SAC/SHAC – held first meeting, reviewed increase in lunch sales, plan to increase FRL student participation, plan to host social media workshop for parents and students.
  - Emergency Drills – 2 fire, 1 evacuation and one shelter-in-place have happened with no major hiccups. Evacuation drill – all students and staff evacuated to Bellamah and back in less than one class period!!
  - Driver training scheduled, Suburbans have been ordered, meeting with APS was requested for compound ideas.
  - Bellamah Community Center partnership to provide after school transportation and activities with pick ups 2x/day.
- ARTS
  - Sunport displayed over 200 works of art created PAPA artists to welcome athletes for the 2019 National Senior Games! Rio Metro Regional Transit District & National Senior Games awarded PAPA Artists with a Certificate of Appreciation for our partnership and for providing beautiful artwork.
  - New Mexico State Bar Breaking Good! Award Ceremony – Two PAPA Filmmakers accepted their prize at the Breaking Good Video Contest sponsored by the NM Bar Association at Hotel Albuquerque.
  - NM Film Conference - Ms Hudson received a scholarship from Netflix to attend the New Mexico Film Conference, PAPA Film students will be enjoying the workshops we set up with industry professionals all year long!
  - Senior Showcase meeting with all seniors was held to discuss collaboration, requirements for preparation of piece, progress checks with mentors and panels.



# TRAVEL REQUEST FORM

Name: Carol Torrez

Title: COUNCIL TO RISE - PRESENTER

Name of Conference/Workshop: 1/31 - 2/1/2020

Date of Conference/Workshop: COLORADO SPRINGS, CO

Location:

## ESTIMATED TRAVEL COSTS

**Out of State Travel - Requires Board Approval**

*not to exceed*

Airline Ticket: 119.90

Hotel: 200.00  
(Receipts required - actual expenses up to \$220 per night)  
*expended \$150 / night x 2 nights*

Rental Car: \$ - 0  
(Rental Car is not included if hotel is adjacent to conference)

Meals: Out of State 90.00  
(Receipts required - actual expenses for meals up to \$45 a day - may be claimed after travel)  
(Alcoholic beverages will not be reimbursed)

Other Allowable Expenses: \$ 50.00  
(Parking, shuttle, bus, etc. - may be claimed after travel)

Total Registration Fees: \$ 750.00

**TOTAL ESTIMATED COST OF TRAVEL:** \$ 209.90  
*not to exceed*

Approved By: Melanie Chavez

Print Name: Melanie Chavez

Signature: Melanie Chavez

**In-State Travel**

Hotel: In-State \$  
(Receipts required - actual expenses up to \$125 per night)

Rental Car or Mileage: \$ - (\$ .436)

Meals: In-State \$  
(Receipts required - actual expenses for meals up to \$30 a day - may be claimed after travel)  
(Alcoholic beverages will not be reimbursed)

Other Allowable Expenses: \$  
(Parking, shuttle, bus, etc. - may be claimed after travel)

Total Registration Fees: \$

**TOTAL ESTIMATED COST OF TRAVEL:** \$

Employee Signature: [Signature]

# 2019-20 PAPA GOVERNING COUNCIL

## COUNCIL MEMBERS

**President** - Elizabeth Roybal, Realtor, Armstrong Properties, 505-249-4296 [lroybal@paparts.org](mailto:lroybal@paparts.org) PARENT

**Vice President** - Mark Huntzinger, Engineer, Bohannon Houston, 505-453-7075 [mhuntzinger@paparts.org](mailto:mhuntzinger@paparts.org) PARENT

**Secretary** - Jennifer Lopez, Retired Educator, 505-269-7753 [jlopez@paparts.org](mailto:jlopez@paparts.org) COMMUNITY

**Member** - Mance Anderson, Production Manager, 505-463-5923 [manderson@paparts.org](mailto:manderson@paparts.org) COMMUNITY

**Member** - Lisa Miller, Teacher, 505-550-8811 [lmiller@paparts.org](mailto:lmiller@paparts.org) PARENT

**Member** - Phil Krehbiel, Retired Attorney, 505-401-3860 [pkrehbiel@paparts.org](mailto:pkrehbiel@paparts.org) COMMUNITY

**Member** - Alexis Corbin, Dir. of Ed and Outreach, NM Phil, 505-385-7989 [acorbin@paparts.org](mailto:acorbin@paparts.org) COMMUNITY

## FACULTY ADVISORY (NON VOTING MEMBERS – MAY CHANGE EACH YEAR)

Carol Torrez

Virginia Wilmerding

## STUDENT ADVISORS (NON VOTING MS/HS STUDENT COUNCIL PRESIDENTS)

Araceli Lopez, HS Student Council President      Jacqueline Padilla, National Honor Society President

Alejandro Trujillo, MS Student Council President      Anaya Gonzalez/Jessica Howard NJHS Co-Presidents

## COUNCIL MEMBERSHIP TERMS

#	POSITION	LENGTH OF TERM	2019-20 YEAR IN CYCLE	2020/21 YEAR IN CYCLE	2021/22 YEAR IN CYCLE	2022/23 YEAR IN CYCLE
1	Jennifer Lopez Community	3-year	3 Term Ends	1	2	3 Term Ends
2	Mance Anderson Community	3-year	1	2	3 Term Ends	1
3	Lisa Miller Parent	3-year	2	3 Term Ends	1	2
4	Mark Huntzinger Parent	3-year	2	3 Term Ends	1	2
5	Alexis Corbin Community	3-year	1	2	3 Term Ends	1
6	Phil Krehbiel Community	3-year	3 Term Ends	1	2	3 Term Ends
7	Elizabeth Roybal Parent	3-year	2	3 Term Ends	1	2

## GOVERNING COUNCIL COMMITTEES 2018-19

Audit Committee – Phil Krehbiel (Chair), Jennifer Lopez, Melanie Chavez, Rhonda Cordova, Ruby Arispe, Barbara Campbell

Finance Committee – Phil Krehbiel (Chair), Rhonda Cordova, Barbara Campbell, Melanie Chavez –8:00 a.m. monthly, day of Council Meeting at Barbara Campbell's office.

Long-Range Planning – Jennifer Lopez (Chair), Melanie Chavez, Naomi Montoya, Lisa Miller, Mance Anderson

Performing Arts Committee – Elizabeth Roybal (Chair), Mance Anderson, Melanie Chavez, Naomi Montoya, Alexis Corbin

Policy Review Committee – Mark Huntzinger (Chair), Melanie Chavez, Jennifer Lopez, Virginia Wilmerding

## GOVERNING COUNCIL MEETING DATES 2019-20

Meetings take place at PAPA at 4:15 p.m. in Room 2

Meeting Dates: 8/27, 9/24, 10/29, 11/26, 12/17 (to avoid holiday), 1/28, 2/25, 3/24 (to avoid holiday), 4/28, 5/26, 6/30

## SCHOOL CONTACTS

Front Office – 505-830-3128, Melanie Chavez Cell – 505-550-1911, Tamara Lopez Cell – 505-507-1260



# PAPA GOVERNING COUNCIL TRAINING REQUIREMENTS 2019-20

## CONTINUING MEMBERS – 8 HOURS REQUIRED

EXISTING GC MEMBER NAME	1 hour ETHICS & RESPONSIBILITIES	3 hours FISCAL MANAGEMENT	2 hours ACADEMIC DATA	1 hour OPEN GOVERNMENT	1 hour LEGAL, ORGANIZATION FRAMEWORK	8 TOTAL HOURS
Jennifer Lopez						
Mancle Anderson						
Mark Huntzinger						
Phil Krehbiel						
Elizabeth Roybal						

\*Note: The number of hours in each category may be modified pursuant to PED notification of exemption.

## NEW MEMBERS – 10 HOURS REQUIRED DURING THE FIRST YEAR; 7 HOURS INTRODUCTORY TRAINING REQUIRED BEFORE VOTING

NEW GC MEMBER NAME	2 hours ETHICS & RESPONSIBILITIES	2 hours FISCAL MANAGEMENT	1 hour ACADEMIC DATA	1 hour OPEN GOVERNMENT	1 hour LEGAL, ORGANIZATION FRAMEWORK	3 additional hours (recommend 1 Fiscal, 1 Academic Data)	10 TOTAL HOURS
Lisa Miller	2	2	1	1	1		
Alexis Corbin							

\*Note: The 7-hour Introductory Online Training for New Governing Board Members is required for all new GC members and must be taken in order to vote on school issues. The training includes: 2 hours of Ethics and Responsibilities, 2 hours of Fiscal Requirements, 1 hour of Understanding Academic Data, 1 hour of Open Government, and 1 hour of Legal and Organizational Framework training. Email: [charter.schools@state.nm.us](mailto:charter.schools@state.nm.us) for more information. Be sure to indicate you are affiliated with PAPA's Governing Council. One option for the additional 3 hours of required training is the Onboarding Training through PAPA GC.