

Public Academy for Performing Arts

Governing Council

Meeting Agenda

Tuesday, July 30, 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. Mark Huntzinger, GC Vice President
3. Michael Keith, GC Member
4. Phil Krehbiel, GC Member
5. Jennifer Lopez, GC Secretary
6. Michael Matsko, GC Member

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

Scheduled Guests: Joseph Escobedo,
Senior Director, APS Office of
Innovation and School Choice

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**Michael Matsko and Rhonda Cordova.....4:35 p.m.
 - a. BARS/Permanent Transfer **ACTION ITEM**
 - b. Bank Transition Update
 - c. Audit Update...Phil Krehbiel
 - d. Substitute Salary Schedule **ACTION ITEM**
 - e. Legislative Appropriation (with HB33), Authority to Sign, Suburban Quote **ACTION ITEM**....Melanie Chavez
 - f. Procedure Manual **ACTION ITEM**Rhonda Cordova
7. APS Presentation 2018-2019 Performance Framework.....Joseph Escobedo.....4:40 p.m.
8. Executive Director's Report.....Melanie Chavez.....4:50 p.m.
 - a. Facility Update
 - b. Written Report
 - c. Charter Renewal Update
9. Organizational BusinessChair.....5:00 p.m.
 - a. 2019-2020 Meeting Date/Time/Location **ACTION ITEM**
 - b. Membership Demographic Updates and Member Affidavit
 - c. Training Hours Final Update and 2019-2020 Training Information, Melanie Chavez
 - d. Officer Election- Office commences following the July meeting
 - e. Committee Membership Assignments
 - f. Signatures – Member Affidavits, Open Meetings Act Resolution **ACTION ITEM**
10. President's Report.....Elizabeth Roybal.....5:10 p.m.
11. Other Announcements/DiscussionAll.....5:20 p.m.
12. Executive Session for Limited Personnel, Executive Director Goals.....All.....5:25 p.m.
13. Executive Session Report **ACTION ITEM**Chair
14. Adjourn.....Chair

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

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

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

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

---- Additional Information ----

Audit Committee – Michael Matsko (Chair), Jennifer Lopez, Doreen Winn, Rhonda Cordova, Ruby Arispe, Russ Romans
Finance Committee – Michael Matsko (Chair), Phil Krehbiel, Rhonda Cordova, Doreen Winn –7:30a.m. monthly, day of Council Meeting.
Long-Range Planning – Michael Keith (Chair), Jennifer Lopez, Doreen Winn, Naomi Montoya
Performing Arts Committee – Elizabeth Roybal (Chair), 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 June 25, 2019

Date: 06/25/2019	Location: PAPA Room 2
Governing Council Meeting	
Time: 4:18 to 5:57	Facilitator: Elizabeth Roybal
Invitees in Attendance: Elizabeth Roybal exited at 5:51(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, Rhonda Cordova	
Not in Attendance: Carol Torrez (staff representative)	
Guests in Attendance: Melanie Chavez (Assistant Director), Alexis Corbin(GC member-elect)	
Discussion	Resource
1. Call to Order at 4:18 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 with the change of moving Items 9a and 12 to immediately after Item 5 was made by Mark Huntzinger, seconded by Michael Matsko, approved 7-0. 	Elizabeth Roybal
4. Approval of Prior Meeting Minutes <ul style="list-style-type: none"> Motion to approve the agenda was made by Mark Huntzinger, seconded by Michael Keith and approved 7-0. 	Elizabeth Roybal
5. Public Comment - none	Elizabeth Roybal
6. Organizational Business: Nominating Committee for GC Membership, Parent Recommendation (previously 9a) <ul style="list-style-type: none"> Two parents were interviewed/and or considered by Liz Roybal and Jennifer Lopez. They recommend that Lisa Miller fill Michael Keith's upcoming vacancy and that Barbara Campbell sit on the Finance Committee. Mance Anderson made the motion to place Lisa Miller to be placed on the GC and for Barbara Miller to join the Finance Committee. Jennifer Lopez made the second and the motion carried 7-0. 	Elizabeth Roybal
7. Executive Session: Jennifer Lopez made the motion to close the meeting at 4:28 for Executive Session as specified in NMSA 10-15-(H2) with Liz Roybal making the second. A roll call vote was taken and passed 7-0. Only matters concerning Limited Personnel, the Executive Director's Evaluation and the Executive Director's Contract was discussed. At 5:15 Jennifer Lopez made the motion to come out of Executive Session with a roll call vote. Matters discussed in the closed meeting were limited only to those specified in the motion for closure. Phil Krehbiel made the second and the motion carried 7-0 with a roll call vote.	Jennifer Lopez

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Public Academy for Performing Arts

Draft Governing Council Meeting Minutes June 25, 2019

<p>Onboarding Course taught by Jennifer Lopez. This 3-hour course goes towards the required hours of all of the categories of courses set forth by NMPED.</p> <p>3) Signatures: none needed</p>			<p>Doreen Winn Liz Roybal</p> <p>Elizabeth Roybal</p>
<p>12. President's Report: None</p>			<p>Elizabeth Roybal</p>
<p>13. Other Announcements/Discussion: None</p>			<p>All</p>
<p>14. Executive Director's Contract-- Actions resulting from the Executive Session Subject to legal review, Phil Krehbiel made the motion to approve Melanie Chavez's Executive Director contract with the following revisions: as a courtesy, she will give 120 day notice of her intent to terminate her contract; all her leave will be calculated in hours versus days; omit the first sentence in Section 9 which discusses a 3 year contract. Jennifer Lopez made the second and the motion carried 6-0.</p> <p>15. Adjourn at 5:57. Our next regularly scheduled meeting will be held on July 30, 2019 at 4:15.</p>			<p>Mark Huntzinger</p>
Status			Action Item
		Resource	Due Date

CNM

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

Dual Credit

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

FFV Grant

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

Youth Chat Grant

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

Lease Assistance

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

HB33

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

SB9 State Match

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$9,539.00	(\$2,664.81)	\$0.00	\$6,874.19

SB9 Tax Allocation

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$143,929.41	(\$33,865.09)	(\$1,229.46)	\$108,834.86

Budget Report as of June 30, 2019

OPERATIONAL

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>	<u>% to Budget</u>
\$2,952,019.74	(\$2,919,382.69)	(\$1,625.32)	\$31,011.73	1%

INSTRUCTIONAL MATERIALS

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$20,783.22	(\$933.30)	\$0.00	\$19,849.92

Food Services

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$131,849.21	(\$125,269.62)	\$0.00	\$6,579.59

Activities

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$261,639.32	(\$172,931.01)	(\$483.50)	\$88,224.81

IDEA B

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

Title III

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

Teacher/Principal Training

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$20,852.00	(\$17,239.67)	\$0.00	\$3,612.33

Medicaid

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$22,585.51	(\$3,238.40)	\$0.00	\$19,347.11

Public Academy for Performing Arts

Journal Entry Report

[Cycle Name]: "FY2019", [Type]: Equals Actual; Created On: 7/28/2019 12:22:39 PM

Type	Posted Status	Origin	Transaction Number	Trans Date	Recording User Name	Comment	Posting User Name
Actual	Posted	J/E	00046070	06/30/2019	rhondalovato1000@msn.com	Reallocate over expenditures from fund 21000 to 23000; Temp Transaction Number T0061249	rhondalovato1000@msn.com
Actual	Posted	J/E	00046069	06/30/2019	rhondalovato1000@msn.com	Reallocate unallowable expenditures from fund 24153 to 14000; Temp Transaction Number T0061248	rhondalovato1000@msn.com
Actual	Posted	J/E	00046068	06/30/2019	rhondalovato1000@msn.com	Correct amounts for Cash Receipt Batch #5354; Temp Transaction Number T0061247	rhondalovato1000@msn.com
Actual	Posted	J/E	00046063	06/12/2019	rhondalovato1000@msn.com	Bankcard Fees June 2019	rhondalovato1000@msn.com
Actual	Posted	J/E	00046062	06/11/2019	rhondalovato1000@msn.com	Client Analysis Fee June 2019	rhondalovato1000@msn.com
Actual	Posted	J/E	00045904	06/30/2019	rhondalovato1000@msn.com	(Redate of 00045896) Void Warrant; Warrant = 11503 On Voucher = 1934 For Invoice = 12/19/18; Temp Transaction Number T0061083	rhondalovato1000@msn.com
Actual	Posted	J/E	00045903	07/02/2019	rhondalovato1000@msn.com	(Void of 00045896) Void Warrant; Warrant = 11503 On Voucher = 1934 For Invoice = 12/19/18; Temp Transaction Number T0061082	rhondalovato1000@msn.com
Actual	Posted	J/E	00045902	06/30/2019	rhondalovato1000@msn.com	(Redate of 00045896) Void Warrant; Warrant = 11503 On Voucher = 1934 For Invoice = 12/19/18; Temp Transaction Number T0061081	rhondalovato1000@msn.com
Actual	Posted	J/E	00045901	07/02/2019	rhondalovato1000@msn.com	(Void of 00045896) Void Warrant; Warrant = 11503 On Voucher = 1934 For Invoice = 12/19/18; Temp Transaction Number T0061080	rhondalovato1000@msn.com
Actual	Posted	J/E	00045900	06/30/2019	rhondalovato1000@msn.com	(Redate of 00045896) Void Warrant; Warrant = 11503 On Voucher = 1934 For Invoice = 12/19/18; Temp Transaction Number T0061079	rhondalovato1000@msn.com
Actual	Posted	J/E	00045899	07/02/2019	rhondalovato1000@msn.com	(Void of 00045896) Void Warrant; Warrant = 11503 On Voucher = 1934 For Invoice = 12/19/18; Temp Transaction Number T0061078	rhondalovato1000@msn.com
Actual	Posted	J/E	00045788	06/15/2019	rhondalovato1000@msn.com	Zero out IDEA-B account; Temp Transaction Number T0055979	rhondalovato1000@msn.com
Actual	Posted	J/E	00045787	06/01/2019	rhondalovato1000@msn.com	Reallocate Amazon Invoice #458763576498 and Sam's Invoice #7305 from fund 31700 to 31701; Temp Transaction Number T0055977	rhondalovato1000@msn.com

VOID

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Finance Meeting on July 30, 2019

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Packet Includes:

- *Journal Entries Listed Above
- *Bank Register for June 2019
- *Bank Reconciliation for June 2019
- *Detailed Revenue & Expenditure Report as of June 30, 2019

Public Academy for Performing Arts

Bank Account Register Activity Report

Bank: Wells Fargo; Bank Account: 1351948014; Begin Date: 06/01/2019; End Date: 06/30/2019; Status: Non-Void; Created On: 7/28/2019 1:08:11 PM

Bank		Account Number		Payee/From		Status	Deposit	Withdrawal	Balance
Date	Number	Type							
6/1/2019		Accounts Payable	Beginning Balance		Non-Void			\$17,834.49	\$428,464.24
6/4/2019		Accounts Payable	APS		Non-Void			\$10,264.85	\$410,629.75
6/4/2019	11869	Accounts Payable	Alliance Audio Visual		Non-Void			\$651.88	\$400,364.90
6/4/2019	11870	Accounts Payable	American Foundation for Suicid		Non-Void			\$200.00	\$399,713.02
6/4/2019	11871	Accounts Payable	Dion's Pizza		Non-Void			\$281.18	\$399,513.02
6/4/2019	11872	Accounts Payable	Staples		Non-Void			\$398.75	\$399,231.84
6/4/2019	11873	Accounts Payable	Tulley, Norman		Non-Void			\$154.27	\$398,833.09
6/4/2019	11874	Accounts Payable	Waste Management		Non-Void		\$9,139.41		\$398,678.82
6/4/2019	6358	Cash Receipts	USDA April 2019		Non-Void				\$407,818.23
6/5/2019		Payroll Liability	IRS		Non-Void			\$17,323.43	\$390,494.80
6/5/2019		Payroll Liability	Wells Fargo Bank		Non-Void			\$50,637.11	\$339,857.69
6/5/2019	11875	Accounts Payable	ACES		Non-Void			\$296.98	\$339,560.71
6/5/2019	11876	Accounts Payable	Neopost USA		Non-Void			\$500.00	\$339,060.71
6/5/2019	11877	Accounts Payable	Sam's Club		Non-Void			\$1,028.22	\$338,032.49
6/11/2019	11878	Accounts Payable	Custom Lanyard		Non-Void			\$134.55	\$337,897.94
6/11/2019	11879	Accounts Payable	Home Depot		Non-Void			\$120.84	\$337,777.10
6/11/2019		Adjustment	Client Analysis Fee June 2019		Non-Void		\$2,500.00	\$212.35	\$337,564.75
6/12/2019	5345	Cash Receipts	YouthChat OSAH		Non-Void			\$132.56	\$340,064.75
6/12/2019		Adjustment	Bankcard Fees June 2019		Non-Void			\$348.71	\$339,932.19
6/13/2019	11880	Accounts Payable	Albuquerque Publishing		Non-Void			\$23,314.58	\$339,583.48
6/13/2019	11881	Accounts Payable	APS Board of Education		Non-Void			\$300.00	\$316,268.90
6/13/2019	11882	Accounts Payable	Blackburn, Tracy		Non-Void			\$300.00	\$315,968.90
6/13/2019	11883	Accounts Payable	Butts, Colin		Non-Void			\$2,696.88	\$315,668.90
6/13/2019	11884	Accounts Payable	Rhonda Cordova		Non-Void			\$300.00	\$312,972.02
6/13/2019	11885	Accounts Payable	Dengar, Alyssa		Non-Void			\$300.00	\$312,672.02
6/13/2019	11886	Accounts Payable	Eiland, Michelle		Non-Void			\$300.00	\$312,372.02
6/13/2019	11887	Accounts Payable	Feery, Douglas		Non-Void			\$300.00	\$312,072.02
6/13/2019	11888	Accounts Payable	Forward, Melinda		Non-Void			\$200.00	\$311,872.02
6/13/2019	11889	Accounts Payable	Ingham, Lauren		Non-Void			\$200.00	\$311,672.02
6/13/2019	11890	Accounts Payable	Judway, Justine		Non-Void			\$300.00	\$311,372.02
6/13/2019	11891	Accounts Payable	Layton, Elizabeth		Non-Void			\$300.00	\$311,072.02
6/13/2019	11892	Accounts Payable	Lynn, Amy		Non-Void			\$200.00	\$310,872.02
6/13/2019	11893	Accounts Payable	Muniz, Darlan		Non-Void			\$200.00	\$310,672.02
6/13/2019	11894	Accounts Payable	Sisneros, Fabian		Non-Void			\$200.00	\$310,472.02
6/14/2019		Payroll Liability	Wells Fargo Bank		Non-Void			\$38.37	\$310,433.65
6/15/2019		Payroll Liability	ERB		Non-Void		\$7,067.91	\$41,473.96	\$268,959.69
6/17/2019	5346	Cash Receipts	SWREC/General/Yearbook/		Non-Void				\$276,027.60

6/19/2019	11895	Accounts Payable	ACES	Non-Void	\$296.98	\$275,730.62
6/19/2019	11896	Accounts Payable	Amazon.com	Non-Void	\$145.29	\$275,585.33
6/19/2019	11897	Accounts Payable	Chavez, Melanie	Non-Void	\$33.34	\$275,551.99
6/19/2019	11898	Accounts Payable	CNM/FHEG CNM Bookstore	Non-Void	\$75.00	\$275,476.99
6/19/2019	11899	Accounts Payable	Central Region Educational Co	Non-Void	\$4,966.65	\$270,510.34
6/19/2019	11900	Accounts Payable	Josten's	Non-Void	\$6,630.07	\$263,880.27
6/19/2019	11901	Accounts Payable	LSG and Associates, Inc.	Non-Void	\$87.50	\$263,792.77
6/19/2019	11902	Accounts Payable	Peter Pipers Pizza	Non-Void	\$429.14	\$263,363.63
6/19/2019	11903	Accounts Payable	PNM	Non-Void	\$2,070.01	\$261,293.62
6/19/2019	11904	Accounts Payable	Shamrock Supply	Non-Void	\$274.39	\$261,019.23
6/19/2019	11905	Accounts Payable	Southwest Copy Systems	Non-Void	\$523.26	\$260,495.97
6/19/2019	11906	Accounts Payable	Tams-Wiltmark	Non-Void	\$1,498.40	\$258,997.57
6/19/2019	11907	Accounts Payable	Tulley, Norman	Non-Void	\$808.50	\$258,189.07
6/19/2019	11908	Accounts Payable	Yara, Reyna	Non-Void	\$34.25	\$258,154.82
6/19/2019	11909	Accounts Payable	Zoro	Non-Void	\$125.16	\$258,029.66
6/19/2019	11910	Accounts Payable	Amazon.com	Non-Void	\$834.67	\$257,194.99
6/19/2019	5353	Cash Receipts	IM/General	Non-Void		\$262,565.94
6/20/2019		Payroll Liability	IRS	Non-Void	\$17,327.67	\$245,238.27
6/20/2019		Payroll Liability	Wells Fargo Bank	Non-Void	\$50,624.46	\$194,613.81
6/20/2019	6360	Cash Receipts	HB33/SB9	Non-Void		\$307,867.26
6/21/2019		Payroll Liability	INGReliastar	Non-Void	\$3,547.00	\$304,320.26
6/21/2019		Payroll Liability	MG Trust Company	Non-Void	\$1,560.00	\$302,760.26
6/21/2019	11913	Payroll Liability	Allstate American Heritage Lif	Non-Void	\$1,133.50	\$301,626.76
6/21/2019	11914	Payroll Liability	Pre-Paid Legal Services, Inc.	Non-Void	\$177.46	\$301,449.30
6/21/2019	11915	Payroll Liability	Security Benefit	Non-Void	\$250.00	\$301,199.30
6/22/2019		Accounts Payable	Time Clock Wizard	Non-Void	\$9.97	\$301,189.33
6/25/2019		Payroll Liability	New Mexico Taxation & Revenue	Non-Void	\$3,605.79	\$297,583.54
6/25/2019	11916	Accounts Payable	ABCWJA	Non-Void	\$3,469.00	\$294,114.54
6/25/2019	11917	Accounts Payable	Arnold, Ashley	Non-Void	\$40.00	\$294,074.54
6/25/2019	11918	Accounts Payable	Bauers, Astor	Non-Void	\$110.00	\$293,964.54
6/25/2019	11919	Accounts Payable	Danfelsen, Jackie	Non-Void	\$119.00	\$293,845.54
6/25/2019	11920	Accounts Payable	Kachakhmadze, Liana	Non-Void	\$20.00	\$293,825.54
6/25/2019	11921	Accounts Payable	Winn, Doreen	Non-Void	\$101.94	\$293,723.60
6/25/2019	5356	Cash Receipts	PayPal Film/Lunch	Non-Void		\$295,638.79
6/26/2019	6356	Cash Receipts	Choir/HB33/SB9	Non-Void	\$2,677.82	\$298,316.61
6/26/2019	6361	Cash Receipts	SEG June 2019	Non-Void	\$246,790.29	\$545,106.90
6/27/2019		Payroll Liability	ERB	Non-Void	\$78,882.61	\$466,224.29
6/27/2019		Payroll Liability	IRS	Non-Void	\$32,677.94	\$433,546.35
6/27/2019	11912	Accounts Payable	Rhonda Cordova	Non-Void	\$2,696.88	\$430,849.47
6/27/2019	11922	Accounts Payable	NM Gas Company	Non-Void	\$92.87	\$430,756.60
6/27/2019	11923	Accounts Payable	Tulley, Norman	Non-Void	\$792.00	\$429,964.60
6/27/2019	12312134	Payroll Liability	NM Taxation & Revenue Dept.	Non-Void	\$210.70	\$429,753.90
6/27/2019	12312135	Payroll Liability	NM Department of Labor	Non-Void	\$1,476.19	\$428,277.71
6/28/2019	11924	Accounts Payable	ACES	Non-Void	\$973.56	\$427,304.15
6/28/2019	12312133	Payroll Liability	NM Retiree Healthcare Authorit	Non-Void	\$9,632.14	\$417,672.01
6/30/2019			Ending Balance			\$417,672.01

Journal Entry Line Info Report

Sequence	Account Code	Description	Comment	Current Balance	Debit	Credit	Projected Balance
	Account Code (Static Elements): 21000-####-#####-#####-#####						
1	21000-3100-56116-0000-001047-0000-000000	Food Services Operations-Food	Reallocate Over expenditures for fund 21000 to 23000	\$57,800.81	\$0.00	\$0.93	\$57,799.88
2	21000-0000-11011-0000-000000-0000-000000	Bank Accounts	Reallocate Over expenditures for fund 21000 to 23000	(\$316.77)	\$0.93	\$0.00	(\$315.84)
	Account Code (Static Elements): 23000-####-#####-#####-#####						
3	23000-1000-56118-1010-001047-0000-00100	Instruction-General Supplies and Materials	Reallocate Over expenditures for fund 21000 to 23000	\$33,182.18	\$0.93	\$0.00	\$33,183.11
4	23000-0000-11011-0000-000000-0000-000000	Bank Accounts	Reallocate Over expenditures for fund 21000 to 23000	\$99,533.77	\$0.00	\$0.93	\$99,532.84
				\$0.93	\$0.93		
				\$1.86	\$1.86		

KC
 Nelson
 Barbara Campbell
 Andrews Chase J

**Public Academy for Performing Arts
Salary Schedule for Substitute Teachers**

2018-2019

Effective July 1, 2009

HS	AA	BA/BS	LT (AA, BA/BS)	LT (Teacher/Retiree)
\$10.00	\$10.77	\$12.31	\$13.85	\$15.69

Current APS Salary Schedule:	
TYPE OF SUBSTITUTE	Hourly Rate
Substitute Educational Assistant	10.5
Substitute Teacher: Contingency	10.5
Substitute Teacher: Associate	13
Substitute Teacher: Bachelor	15
Substitute Teacher: Secured	18
Long Term Assignment	Current pay + one hour upon completing the 5 th day Refer to long term compensation policy

**Public Academy for Performing Arts
Salary Schedule for Substitute Teachers**

2019-2020

Pending GC Approval

HS	AA	BA/BS	Teacher/Retiree	LT
\$11.00	\$13.50	\$15.50	\$18.50	Current pay + 1 extra hour per week

**STATE OF NEW MEXICO
DEPARTMENT OF PUBLIC EDUCATION
FUND 31400 CAPITAL APPROPRIATION PROJECT**

THIS AGREEMENT is made and entered into as of this 16th day of April, 2019, by and between the Public Education Department, hereinafter called the "Department" or abbreviation such as "PED", and Public Academy for Performing Arts, hereinafter called the "Grantee". This Agreement shall be effective as of the date it is executed by the Department.

RECITALS

WHEREAS, in the Laws of 2019, Chapter 277, Section 20, Paragraph 148, the Legislature made an appropriation to the Department, funds from which the Department is making available to the Grantee pursuant to this Agreement; and

WHEREAS, the Department is granting to Grantee, and the Grantee is accepting the grant of, funds from this appropriation, in accordance with the terms and conditions of this Agreement; and

WHEREAS, the Department has the authority to enter into grant agreements.

AGREEMENT

NOW, THEREFORE, in consideration of the mutual covenants and obligations contained herein, the parties hereby mutually agree as follows:

ARTICLE I. PROJECT DESCRIPTION, AMOUNT OF GRANT AND REVERSION DATE

A. The project that is the subject of this Agreement is described as follows:

DFA# A19D2291 \$80,000
APPROPRIATION REVERSION DATE: 6/30/2021

[Laws of 2019, Chapter 277, Section 20, Paragraph 148, Eighty Thousand Dollars and No Cents (\$80,000), to purchase and equip vehicles for the Public Academy for performing arts in the Albuquerque public school district in Bernalillo county.

The Grantee's total reimbursements shall not exceed Eighty Thousand Dollars and No Cents (\$80,000) (the "Appropriation Amount") minus the allocation for Art in Public Places ("AIPP amount")¹, if applicable, No Dollars and No Cents (\$80,000), which equals Eighty Thousand Dollars and No Cents (\$80,000) (the "Adjusted Appropriation Amount").

¹ The AIPP amount is "an amount of money equal to one percent or two hundred thousand dollars (\$200,000), whichever is less, of the amount of money appropriated for new construction or any major renovation exceeding one hundred thousand dollars (\$100,000)." Section 13-4A-4 NMSA 1978.

construction, alteration, demolition or repair or any combination of these, including painting and decorating, of public buildings, public works or public roads and that requires or involves the employment of mechanics, laborers or both shall contain a provision stating the minimum wages and fringe benefits to be paid to various classes of laborers and mechanics, shall be based upon the wages and benefits that will be determined by the New Mexico Department of Workforce Solutions to be prevailing for the corresponding classes of laborers and mechanics employed on contract work of a similar nature in the locality. Further, every contract or project shall contain a stipulation that the contractor, subcontractor, employer or a person acting as a contractor shall pay all mechanics and laborers employed on the site of the project, unconditionally and not less often than once a week and without subsequent unlawful deduction or rebate on any account, the full amounts accrued at time of payment computed at wage rates and fringe benefit rates not less than those determined pursuant to Section 13-4-11 (B) NMSA 1978 to be the prevailing wage rates and prevailing fringe benefit rates issued for the project.

- (iii) The Project may only benefit private entities in accordance with applicable law, including, but not limited to, Article IX, Section 14 of the Constitution of the State of New Mexico, the "Anti-Donation Clause."
 - (iv) The Grantee shall not for a period of 10 years from the date of this agreement convert any property acquired, built, renovated, repaired, designed or developed with the Project's funds to uses other than those specified in the Project Description without the Department's and the Board of Finance's express, advance, written approval, which may include a requirement to reimburse the State for the cost of the project, transfer proceeds from the disposition of property to the State, or otherwise provide consideration to the State.
 - (v) The Grantee shall comply with all federal and state laws, rules and regulations pertaining to equal employment opportunity. In accordance with all such laws, rules and regulations the Grantee agrees to assure that no person shall, on the grounds of race, color, national origin, sex, sexual preference, age or handicap, be excluded from employment with Grantee, be excluded from participation in the Project, be denied benefits or otherwise be subject to discrimination under, any activity performed under this Agreement. If Grantee is found to be not in compliance with these requirements during the life of this Agreement, Grantee agrees to take appropriate steps to correct any deficiencies. The Grantee's failure to implement such appropriate steps within a reasonable time constitutes grounds for terminating this Agreement.
- B. The Grantee hereby represents and warrants the following:
- (i) The Grantee has the legal authority to receive and expend the Project's funds.
 - (ii) This Agreement has been duly authorized by the Grantee, the person executing this Agreement has authority to do so, and, once executed by the Grantee, this Agreement shall constitute a binding obligation of the Grantee, enforceable according to its terms.
 - (iii) This Agreement and the Grantee's obligations hereunder do not conflict with any law or ordinance or resolution applicable to the Grantee, the Grantee's charter (if applicable), or any judgment or decree to which the Grantee is subject.
 - (iv) The Grantee has independently confirmed that the Project Description, including, but not limited to, the amount and Reversion Date, is consistent with the underlying appropriation in law.
 - (v) The Grantee's governing body has duly adopted or passed as an official act a resolution, motion, or similar action authorizing the person identified as the official representative of the Grantee to sign the Agreement and to sign Requests for Payment.

IN WITNESS WHEREOF, the parties have duly executed this Agreement as of the date of execution by the Department.

GRANTEE


Signature of Official with Authority to Bind Grantee

Public Academy for Performing Arts
Entity Name

By: Doreen Winn
(Type or Print Name)

Its: Executive Director
(Type or Print Title)

May 7, 2019
Date

PUBLIC EDUCATION DEPARTMENT

By:

Its: Cabinet Secretary or Designee

Date



Tillery Bus Sales

Jules Price | 5058324431 | jules@tillerycars.com

July 01, 2019

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

Ms. Winn,

Your CES price on an ordered 2020 Chevrolet Suburban, 2WD would be \$47,916.00, FOB Albuquerque, New Mexico. Delivery approximately 60-100 days. Our CES contract #16-018B-C102-ALL.

Cost for two Suburbans: \$95,832.00

Thank you,

Kelly Cavasos
Fleet Manager

MANUAL OF PROCEDURES PSAB SUPPLEMENT 13 PURCHASING

MANUAL OF PROCEDURES PSAB SUPPLEMENT 13 PURCHASING PURCHASING FOR PUBLIC SCHOOL DISTRICTS AND CHARTER SCHOOLS

Cooperative Purchasing Contracts Section 13-1-135. NMSA 1978. School districts and charter schools may participate in a cooperative procurement agreement for the purchase of goods, services, or construction with any other district or state government entity. School districts and charter schools state-wide can pool their needs which would thereby increase the volume of purchases and that would generally yield better overall pricing and long term contracts. As with piggybacking, this method of purchasing lessens the need for advertising, development of specifications, and the time and effort to process bids or proposals. Cooperative Educational Services (CES) provides this type of service to districts in New Mexico and secure bids on behalf of the districts or charter school. Districts may also communicate their needs to CES to secure bids on their behalf for selected vendors that can offer desired goods or service. It is recommended that districts and charter schools pay particular attention to the pricing of the goods or service offered through cooperative agreements as selected items may not always reflect the best pricing opportunities.

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PURCHASING

The following policies and procedures for purchasing are in compliance with the requirements established within the grant and the State Procurement Code (Section 13-1-1 through 13-1-199, NMSA, 1978 Compilation).

PURCHASE REQUISITION

A purchase requisition (PR) or equivalent must be submitted to the Business Office for review. The business manager will use this PR to verify that sufficient budget capacity and cash balance exist to make additional expenditures. If sufficient budget and cash balance exist, the business manager will then assign a Purchase Order.

PURCHASE ORDER

A purchase order number will be assigned and a PO will be prepared from the information provided in the purchase requisition. An original copy of the PO must be signed by the Chief Financial Officer and returned to the business office where it will be forwarded to the appropriate vendor. ~~Purchase orders that have been initiated but not issued should be voided in order to prevent duplicating PO numbers. One copy of the purchase order, including voided Pos, will be retained in numeric order in a purchase order log in the business office. A copy of the purchase order will be kept in an Open PO file along with the original purchase requisition in the business office.~~

RECEIVING

Once the goods are delivered, the receiver must inspect the items for visible damage in the presence of the carrier. Damaged goods should not be accepted. The receiver must also compare the quantities received to the quantities recorded on the packing list. ~~Once this information is verified, the receiver must initial and date the packing list and submit it to the~~ The packing list will be kept in the business office where it will be compared and attached to the open purchase order ~~and original purchase requisition~~ and filed in the *Pending Invoice* file until receipt of invoice.

For partial shipments or returned items, the business office will make a note on the open PO as to which items have been received and/or returned and attach a copy of the PO to the partial shipment packing list and file it in the *Pending Invoice* file until receipt of invoice. ~~The original PO and PR will be kept in the Open PO file until the shipment is complete.~~

INVOICES

~~Invoices will be received and date stamped by the business office.~~ Once an invoice is received, the business manager will review the vendor invoice for mathematical accuracy as well as compare terms, quantities and prices to the purchase order and packing list (if applicable). ~~and purchase requisition, and initial the original invoice to indicate evidence of such review.~~ Differences must be resolved before payment is made. If a partial shipment was received, the vendor will only be paid for the items received. The original invoice will then be attached to the

PO and packing list and PR. The business manager will then forward the original voucher and supporting documentation to the accounts payable clerk who will record the invoice into the accounting database for payment.

ACCOUNTS PAYABLE

An open payables list will be created and reviewed by the business manager on a weekly basis in order to select which vendors to be paid. The accounts payable clerk will prepare and print the selected checks from the accounting database and obtain proper signatures. ~~Once the signatures are acquired, the invoice will be stamped "Paid" and dated accordingly.~~ The check stub will be attached to all supporting documentation and filed in the Vendor files in the business office.

The Business Manager will compare the check to the check register on a test basis to ensure that the following agree:

- 1) Check Number
- 2) Payee
- 3) Account Code
- 4) Amount

RESPONSIBILITY OF SCHOOL EMPLOYEES

Public Academy for Performing Arts staff members must decide what performance requirements are needed. Brand names or personal preference should not be the determining factor. Pricing must be competitive. It is extremely important to plan purchases to allow adequate time for the business office to compare purchase need to the budget and to meet legal requirements and delivery lead times. Staff should allow approximately two weeks for processing plus delivery time.

Federal and State laws and regulation require that a purchase order must be issued before any product or service is purchased. All School funds, including activity funds, require a purchase order. ***Administrators and teachers may be personally accountable for purchases that do not comply with School requirements.***

TYPES OF PURCHASES

1. Check Bequests: Purchases, which are determined to be exempt or of non-competitive nature by the Procurement Office will be processed by this method. Qualifying purchases are as follows:
 - a. Subscriptions, membership fees, registration fees, refunds, reimbursement of petty cash, mileage and travel authorizations.
 - b. To process, prepare a *Check Requisition* designating the appropriate check request amount and submit with supporting documentation. For travel, the employee must complete a *Travel Expense Report* (see Travel, Per Diem and Mileage section for more details).

2. Other Purchases:

- a. Complete a purchase requisition or equivalent and forward it on to the ~~superintendent~~ Chief Procurement Officer for approval in the usual manner.
 - b. Attach three (3) quotes if a single item ~~the amount~~ to be purchased exceeds **\$5,000**. The quotes must include vendor name and telephone number. Be sure each quote is inclusive of all charges and freight.
 - c. For planning purposes, allow 14 working days for processing, which does not include delivery time.
3. For purchases exceeding \$60,000 ~~or more~~ for Tangible items and/or Contracted Services require Formal Bids: If the estimated or actual cost of a purchase exceeds these amounts, you must:
- a. Establish funding
 - b. Prepare "draft" specification, which clearly identify the technical and performance requirements of the item or service required.
 - c. Identify any vendors who you know can supply the item or service required.
 - d. Submit the requisition and "draft" specifications to the Business Office to be formally bid. The business office will mail or otherwise distribute bid documents as well as publish public notice not less than ten calendar days prior to the date set forth for the opening of the bid.
 - e. For purposes of planning, please allow at least 35 working days for processing and award, which does not include delivery time.

Travel, Per Diem and Mileage

POLICY:

All In-State travel requests must comply with the requirement set forth on the Procedure as per DFA Rule 95-1. Overnight travel must receive prior approval from the Executive Director and Governing Council. Pre-approved travel shall entitle the employee payment as defined by the Department of Finance and Administration. Reimbursement shall be made for travel on public conveyance at the most economical rate available for the trip. Pre-approved travel in a personal vehicle shall be reimbursed at the rate of \$0.43 per mile (80% of Federal IRS Rate of \$0.54 per mile).

PROCEDURES:

Prior to travel, the employee must complete a *Travel Request Form* and submit it to the Executive Director for approval, at least one month prior to travel. ***Due to increasing costs in travel and hotel expenses, travel requests not submitted one (1) month prior to travel will not be considered for approval.*** The approved *Travel Request Form* will then be forwarded to the business manager who will determine whether or not sufficient budget capacity and cash balance exist to make additional expenditures. If sufficient budget exists, the business office will submit to the Governing Council for final approval on overnight travel. If approved by the GC, the business manager or his/her designee will issue a Purchase Order for anticipated expenditures. A per diem check will be given no earlier than five (5) days prior to travel for actual hotel expenses. PAPA will reimburse actual expenses for meals, not to exceed \$30.00 per day in-state and \$45.00 per day out-of-state. Receipts are required for hotel and meal expenses.

Within five (5) business days following travel, the employee must complete an *Expense Report* and/or a *Mileage Log* to request reimbursement for all travel and mileage expenses. All receipts for out-of-pocket expenditures for transportation, registration and miscellaneous expenses are required for reimbursement. The expense report will be reviewed and approved by the Executive Director/Principal and forwarded to the business office for processing.

REIMBURSEMENT FOR OTHER EXPENSES:

Employees may be reimbursed for certain actual expenses in addition to per diem rates.

Employees may be reimbursed the following expenses:

- (a) taxi or other transportation fares at the destination of the traveler;
- (b) gratuities as allowed by the Director of Education and/or Governing Council **not to exceed 20%**;
- (c) parking fees;
- (d) actual costs for travel by common carrier, provided such travel is accomplished in the most economical manner practical;
- (e) rental cars or charter aircraft, provided less expensive public transportation is not available or appropriate. ***In order to be approved for rental car expenses, the employee must show that the cost of renting a vehicle helps offset the cost of the hotel expense if a hotel is located next to the conference of which the employee is attending. For example, if the cost of the hotel is \$100 per night compared to \$200 for the sponsoring conference hotel for 3 nights (\$200 x 3 = \$600 OR \$100 x 3 = \$300 plus \$100 for rental car = \$400 total, this would justify the cost of a rental car);***

- (f) registration fees for educational programs or conferences, provided, if the fee includes lodging or meals, then no per diem rates shall be paid and only actual expenses paid by the employee and not included in the fee shall be reimbursed within the limits of 2.42.2.9 NMAC; and
- (g) professional fees or dues that are beneficial to Public Academy for Performing Arts's operations or mission.
- (h) Under circumstances where the loss of receipts would deny reimbursement and create a hardship, an affidavit from the employee attesting to the expenses may be substituted for actual receipts. The affidavit must accompany the travel voucher and include the signature of the Director of Education or Governing Council. (Affidavit attached)

Travel, Per Diem and Mileage

In general, Student Activity Funds are those funds that are owned, operated, and managed by students under the guidance and direction of an approved staff member for educational, recreational, and/or cultural purposes. The school Executive Director is authorized to approve the formation of all class organizations, clubs, and associations. All fund raising activities must be approved by the school Executive Director ~~and business manager~~ prior to initiating the fund raising activity.

POLICY:

1. Projects that raise student activity funds should contribute to the educational experience of students and not be in conflict with, but rather add to the existing curriculum.
2. Student Activity Funds should, whenever possible, be spent for the benefit of those students currently enrolled in the school who have contributed to the accumulation of these funds.
3. Student activities should be conducted so that they offer minimum competition to any commercial concerns, while still benefiting the student body as a whole.
4. All Activity Fund receipts and disbursements must be documented in accordance with established cash receipt and cash disbursement procedures.
5. The school Executive Director, or their designee, is responsible for the management of the school's Activity Funds.
6. The school Business Manager shall develop and maintain the procedures necessary to implement this policy in accordance with any applicable laws.

PROCEDURES:

1. The teacher or advisor in charge of the student activity will be responsible for receipting and depositing funds collected.
2. The teacher or advisor in charge of the student activity will adhere to the 24-hour banking rule outlined in NMAC 6.2.2.14.3.
3. Cash receipts for student activity funds shall be given to the front office where a pre-numbered receipt will be issued which identifies the activity for entry into the school's accounting system.
4. In the case of an off-site activity such as an intramural sports function, the teacher or advisor in charge of the activity will ensure that all cash is accounted for. It is recommended that two people independently verify cash receipts and, after arriving at the same conclusion, place their initials a count sheet verifying that all receipts have been tallied. The count sheet shall be given to the school Business Manager for verification.
5. In a situation where activity fund receipts are taken after school hours, the teacher or advisor in charge of the activity shall make sure that all receipts are properly safeguarded pursuant to NMAC 6.2.2.14.1.
6. The teacher or advisor in charge of the activity shall adhere to the school's adopted policy regarding the Cash Receipts Procedures ~~or The Receipt Of Funds~~ at all times.

APPLICATION FOR NEW STUDENT ACTIVITIES:

If a new student activity fund is required, ~~an Application for new Student Activity Account must be filled out by the sponsor,~~ approval must be given by the Executive Director. ~~and submitted to the~~

~~Business Office for approval. Once the Business Office has approved the form. Once approval is given, the Business Manager will assign a new account number.~~

~~A Copy of the form will be sent back to the sponsor with the new assigned account number, which must be referenced on all materials. No fund raising activities will be allowed until after the Finance Department has approved new funds.~~

LOG OF ALL ACTIVITIES:

~~A log of all approved activities is to be compiled and retained by the sponsor. This log will be used to identify fund raisers and use of funds on campus and to ensure procedures are being followed. The prior year and current year's log must be available to review upon request by auditors or Business Office personnel.~~

SPONSOR RESPONSIBILITIES:

It is the sponsor's responsibility to understand and ensure compliance with all School policies and procedures as outlined in this manual. Failure to follow or lack of knowledge of procedures does not preclude sponsors from full responsibility and possibly disciplinary action as a result of this failure or lack of knowledge.

Failure to adhere to the fund raising policies and procedures illustrated in this manual may adversely affect the school's or club's ability to continue having fund raising activities. All noncompliance issues will be presented to administration for corrective action. Fund raising activities and supporting documentation are subject to unannounced audit(s).

The sponsor is fiscally responsible for all facets of the fund raising activity. He/she may be held liable for all unapproved fund raising activities and for any shortages identified if School policy has not been followed. ~~All sponsors are required to sign the Fund Raising Agreement section on the Application for Fund Raising.~~

Sponsor's responsibilities include but may not be limited to:

- a. Planning the activity with club members.
- b. Selecting the vendor
- c. Scheduling the activity with the Executive Director or designee.
- d. ~~Properly completing the *Fund Raising Application* prior to entering into any agreement and/or receiving product from a vendor. The sponsor, not the Charter School, will be liable for product delivered and amount due if sponsor fails to obtain prior approval.~~
- e. Maintaining the appropriate controls to ensure that all monies are collected and turned in to the Business Office assistant on a timely basis (within 24 hours) and students are held accountable for outstanding product and amounts.
- f. Ensures that data is available to prepare a perpetual inventory of all products including incentive products, funds received, a list of delinquent accounts and outstanding product. Explanation of Outstanding Amounts can help sponsors with outstanding balances owed. This form should be used by sponsors as a tool only. This form does not need to be turned in to the Business Office, but may be requested by the Executive Director.

- g. Obtains the Executive Directors' approval for disposal of all surplus/damaged products. Surplus products are given away by the Executive Director and **not the sponsor.**
- h. Once a student fails to return product or pay for the product, then the sponsor should not issue any additional product (regardless of student's classification) until said student clears his/her record.

The sponsor must ensure that all club receipts and disbursements are processed in accordance with District School's policies and procedures. Please refer to the ~~following section entitled CASH RECEIPTS and PURCHASING Procedures~~ for guidelines, which govern these activities.

In general, product should be distributed after school or during a time when class is not unduly disrupted. Students are encouraged to sell the product to his/her immediate family or to known individuals. The School does not encourage activities that require and/or encourage students to sell "door to door."

The sponsor must notify the Executive Director and then immediately report all thefts to the Business Office. The sponsor may be liable for not reporting losses on a timely basis.

~~The sponsor should ensure that they do not use any parent organization activities in an effort to circumvent School policy.~~

The sponsor should make a concerted effort to collect 100% of the total outstanding balance. Consistent losses, uncollectible balances, thefts, and/or unaccounted for balances may restrict a sponsor's ability to participate in fund raising activities.

Public Academy for Performing Arts:

- a. Reserves the right to stop payment on all fund raising activities in which the sponsor/vendor neglected to follow School policy. In these cases, a contract exists between the vendor and employee.
- b. Will not be liable for any unapproved fund raising activities;
- c. Will remove vendors from the "Approved List" for noncompliance with School policy.

APPROVAL OF FUNDRAISING ACTIVITY:

All fund raising activities must be approved prior to ordering or receiving product/ services. It is the Executive Director's responsibility to ensure that all activities have been reviewed and approved prior to commencement. ~~A fund Raising Application must be filled out by each sponsor/teacher responsible for each individual fundraiser.~~ Approval for periodically scheduled bake sales, car washes, burrito sales require a one-time approval for that particular month. ~~For example, if a pickle sale is held every Friday to benefit the Student Club's Fund, then only one fund raising application needs to be filled out with these four dates listed.~~

CLOSING OF FUND RAISING PROJECT:

~~All fundraisers should be closed within 60 days after the "ENDING SALE DATE" illustrated on the application.~~

~~An activity is considered closed when:~~

- a. ~~All collectable funds have been deposited;~~
- b. ~~All disbursements have been made.~~

Exception: ~~Bake sales, one-day food sales/dinners, dances, performances, concerts, car washes, a-thons, book fairs and similar activities not involving controllable merchandise must be recapped within 5 working days after the activity is held.~~

~~The sponsor is accountable/liable for safeguarding all items not sold. Future fundraising activities may be affected if the activity is not properly closed.~~

CASH RECEIPTS:

Refer to Cash Receipts Procedures.

~~The sponsor should use an *Activity Collection Log* at the collection point for students who remit money in order to maintain a system of accountability of each dollar collected. The collection log can be placed on a manila envelope and turned in with receipts. This practice enables the sponsor and the District to account for cash received.~~

~~The sponsor must submit all cash to the secretary or financial specialist, for deposit, within 24 hours or one banking day. This is in compliance with the PSAB Supplement 18. The sponsor is liable for funds lost or stolen.~~

~~Remittances to the campus financial specialist must be accompanied by the sponsor's *Activity Collection Log* and *Activity Fund Deposit Worksheet*. Totals on both forms must balance.~~

~~The Business Office Assistant will issue the sponsor an office receipt for all monies remitted for deposit. The sponsor should not walk away from the business office without their office receipt.~~

~~Cash receipted may not be used to cash checks, be borrowed from, lent out, or used to issue cash refunds. All cash refunds should be reflected through an appropriate purchase order.~~

~~The sponsor is restricted from using cash collected to make any type of purchases.~~

~~Credit in the activity account is final only after the bank reconciliation process has been completed. This will ensure that bounced checks and/or over/short variances have been taken into consideration.~~

DISBURSEMENTS:

Refer to Purchasing Procedures

~~A purchase order should be issued prior to the ordering of the product. This procedure is the same as with all other purchase orders. A purchase order is not approved until it is approved by the Business Office.~~

CASH DISBURSEMENTS ARE PROHIBITED:

The vendor may be paid once the activity has generated enough funds to cover the cost. Payment cannot be processed without an original company invoice, which provides unit description, unit cost, free product, other charges, credits, returns, etc.

The purchasing Agent should be contacted immediately if a campus is having problem with a vendor. The vendor will not be paid until all problems are resolved.

Cash Receipts

CASH RECEIPTS:

Public Academy for Performing Arts will issue a factory pre-numbered receipt for all money received. Checks must be endorsed at time of receipt. The pre-numbered, triplicate receipts need to be controlled and secured by the business office ~~assistant~~. The original copy of the receipt will be given to the payer; a duplicate receipt will be forwarded on to the business office ~~clerk~~ with a deposit slip and cash received for deposit; and the triplicate will remain in the receipt book. If a receipt is voided, all copies will be marked "VOID" and retained in the receipt book.

DEPOSITS:

Money received shall be deposited into the bank within 24 hours or one banking day, as outlined in NMAC 6.2.2.14.3, by the business office and recorded in AptaFund by the business manager. The triplicate receipt along with the deposit slip will be used as the source from which to make entries into the Revenue Ledger of Public Academy for Performing Arts's accounting software.

A cash receipts journal will be used for each fiscal year. It will begin July 1st and be closed as of June 30th.

BANK RECONCILIATION:

The business manager, who is not responsible for receiving cash ~~or issuing checks~~, will prepare the monthly bank reconciliation. Reconciliation will be reviewed and approved by the Finance Committee. Bank reconciliation will be signed and dated when reviews are completed. The business manager will prepare adjusting journal entries to adjust accounting records to actual based on the reconciliation's ledger as well as post the adjusting journal entry to the general ledger.

STUDENT ACTIVITIES:

~~An administrator or teacher of Public Academy for Performing Arts will supervise all student activities, which involve the receipt of money. Money received should be physically safeguarded in a locked file cabinet or safe. Fund raising monies should not be used to pay any school expenses. The money received will be recorded by the school registrar on a deposit slip and forwarded on to the business office clerk to be deposited into the bank within 24 hours of receipt. Using the deposit slip, the business manager will record the amount received into the appropriate revenue account in AptaFund.~~

~~Once enough money has been raised for the approved activity and the funds are needed, a purchase requisition must be completed in the usual manner in order to request distribution of funds. Disbursements of the funds will be approved by the business manager and prepared by the business office clerk on serially pre-numbered checks.~~

TIMESHEET/TIMECLOCK POLICY

Non-Exempt Employees

Each non-exempt employee is required to have a record of hours worked. For non-exempt employees required to use time sheets, the following regulations will apply:

1. Non-Exempt employees are required to begin at their assigned start time and must record their time when they go on and off duty.
2. Employees are required to record any time they leave the work site, for any reason, other than their assigned work duties.
3. Unless authorized in writing by the Executive Director **and** Business Office Manager, no employee may sheet in more than 5 minutes prior to, or 5 minutes after, the start of their shift. Employees may not sheet out more than 5 minutes prior to, or 5 minutes following the end of their shift.
4. Recording time within the timeframe specified in item three, will be considered as an on-time report for duty.
5. Employees will be paid according to their contract, however, time recorded will be used to ensure that employees are working actual contract hours. Because non-exempt employees are reported as hourly employees, any time less than contract hours will be fully docked within the current pay period. Any time worked over contract hours will be paid within the current pay period. Any adjustments to the recorded time must be approved by the Executive Director **and** Business Manager.
6. Unless the employment contract includes a working lunch, which employees are paid for, employees must clock out for their designated lunch time. All employees are free to leave the school premises during lunch, unless the employment contract includes a working lunch.
7. Employees should not sign out for designated break times and must stay in the assigned work area during the break.
8. Non-exempt employees who have worked time in excess of 40 hours per week will be paid time-and-a-half for all time exceeding 40 hours.
9. Except in emergency circumstances, prior permission to work overtime as well as time exceeding contract hours should be **pre-approved** in writing by the Executive Director **and** Business Manager.

Violations of this policy may result in disciplinary actions; including verbal or written warnings, suspension without pay and/or termination. **Under no circumstance** may one employee or any other person record a time sheet or clock in and out for another. Any employee participating in this type of violation will face disciplinary action up to immediate termination.

Issuing of Textbooks and Materials SB 1019

Public Academy for Performing Arts requires that every student have a textbook or appropriate instructional materials for each class that conforms to the curriculum requirements and allows students to take those textbooks or instructional materials home. All non-consumable textbooks and instructional materials must be returned at the end of each school year. In order to help guarantee the durability and utilization of such textbooks and instructional materials, we have implemented the following procedures:

School:

1. ~~Make sure to mark and number~~ All textbooks and instructional materials will be identified as Property of Public Academy for Performing Arts, numbered and inventoried, which will be assigned to students.
2. Keep an inventory of all textbooks and instructional materials, ~~and where they are assigned to.~~

Teacher:

1. Explain lost, damaged or stolen textbook and materials procedures to students.
2. Inform students of replacement costs associated with the textbook or materials being issued.
3. Provide an orderly disbursement of textbooks and materials. **~~No student whose name appears on the textbook obligation list should be issued a textbook or other instructional materials.~~**
4. Have students sign out for textbooks and materials on appropriate form.
5. Inspect textbooks and materials for any irregularities and make a note of such irregularities.
6. Have students cover their books.

Student:

1. Sign out for textbooks and instructional materials making sure that he/she is issued the correct copy number.
2. Inspect textbook for damage and report any irregularities to the teacher.
3. Cover textbooks.
4. Maintain and return textbooks and instructional materials in reasonable condition, allowing for normal usage.

Lost, Stolen or Damaged Textbooks

The school shall follow all state laws and regulations in regard to lost, stolen, or damaged textbooks. Each school shall keep an accurate inventory of all textbooks and school property. The inventory shall be submitted to the school office annually at the end of the school year.

All textbooks and other materials provided for students are a loan and remain the property of the school. Students are expected to treat them carefully.

The Executive Director shall be responsible for developing a system for identifying and distributing school property. Teachers shall be responsible for ensuring that materials assigned to students are tracked and recorded. Before textbook or property distribution, the condition of the material shall be assessed and recorded.

At the end of the school year, when a student leaves the school, or when the material is no longer needed, all textbooks and materials shall be returned. Lost or stolen textbooks shall be replaced by the student in accordance with the following rates:

- Excellent condition: full replacement cost
- Good condition: 75% of replacement cost
- Fair condition: 50% of replacement cost
- Poor condition: 25% of replacement cost

Damaged books shall be assessed at the discretion of the teacher or Executive Director.

All payments received as a result of fines and assessments shall be forwarded to the school office for deposit. Each principal or designee shall maintain records regarding items lost or damaged, fines recovered, and fines outstanding. Receipts shall be given for each payment with a copy of the receipt sent to the school office.

Students receiving free or reduced lunch who cannot pay for replacement or assessment costs may, with the supervision of the building Executive Director and the approval of the parents of the student, provide school or community service in lieu of money to compensate for the lost or damaged materials. The amount of time shall be determined by the building Executive Director.

All obligations shall be met before final report cards are issued or records sent to other schools.

The Executive Director or designee shall prepare an annual report concerning lost, stolen, or damaged property as required by the state.



Public Academy for Performing Arts

2018-19 Performance Framework

Academic Performance	
Meets	Did the school meet its mission-specific indicator(s)?
Meets	Is the school meeting acceptable standards according to New Mexico's A-F grading system?
Financial Performance	
Meets	Enrollment: Actual Enrollment (average of 2nd & 3rd STAR Reports) divided by Enrollment Projection in Charter School Board-Approved Budget
Does Not Meet	Liquidity: Measures a school's ability to pay debts as they come due. Calculation – General Fund Total Expenditures, divided by 12, divided by General Fund Assigned and Unassigned Fund Balance, to determine how many months the school's fund balance would be able to support monthly operating expenses per most recent year-end audited financial statements.
Meets	Total Audit Findings: Total number of audit findings from the most recent audited Financial Statements.
Meets	Repeat Audit Findings: Number of repeat audit findings from previous years from the audited Financial Statements.
Meets	Classification of Audit Finding: Auditors classify audit findings, by order of severity, as compliance, significant deficiency or material weakness.
Meets	Exceptions from Site Visit: Cited exceptions for most recent annual site visit.
Organizational Performance	
Educational Plan	
Meets	Is the school implementing the material terms of the approved charter application as defined in the Charter Contract?
Meets	Is the school complying with applicable educational requirements?
Meets	Is the school protecting the rights of all students?
Meets	Is the school protecting the rights of students with special needs
Meets	Total # of Overdue Individual Education Plans (IEP's) from 40th Day, 80th Day, 120th Day, and End of Year (EOY).
Meets	Total # of Overdue Evaluations from 40th Day, 80th Day, 120th Day, and End of Year (EOY).
Meets	Total # of Caseload Waivers Needed
Meets	Total # of Special Education Data issues from 40th Day, 80th Day, 120th Day, and End of Year (EOY).
Meets	Is the school protecting the rights of English Language Learner students?
Meets	Is the school complying with compulsory attendance laws?
Business Management and Oversight	
Working to Meet	Is the school meeting financial reporting and compliance requirements?
Meets	Is the school following Generally Accepted Accounting Principles?
Governance and Reporting	
Meets	Is the school complying with governance requirements?
Meets	Is the school holding management accountable?
Employees	
Meets	Is the school meeting teacher and other staff credentialing requirements?
Working to Meet	Is the school respecting employee rights?
Meets	Is the school completing required background checks?
School Environment	
Meets	Is the school complying with facilities requirements?
Meets	Is the school complying with health and safety requirements?
Meets	Is the school handling information appropriately?

Executive Director's Report

July 30, 2019

- **Capital Master Plan** – According to the 95 ½% meeting, building plans for PAPA are on hold for the next several years. The plans are complete but in the drawer, meaning they are inactive, until funds and budget allows. We will maintain our relationships with APS Facilities and project managers and stay on committees to maintain visibility.
- **Executive Director Training** – We have completed all items on the list of training topics to support leadership transition. Topics included: PAPA overview/history, accountability, instructional leadership, staffing, relationship development, ethics/responsibilities, daily management, GC responsibilities/meetings, chain of command, professional development/licensure, budget/finance, government, Special Education, business office, facility, reporting/applications, PTSO, PAPA Foundation, charter renewal, activities/events. The Executive Director attended a procurement training and test the week of July 22. Passed all classes and Procurement Test with an A!
- **Special Education Director Training** - The Assistant Director is currently training the new Special Services Director. They attended a NM Coalition for Educational Leaders (NMCEL) conference on July 25 and 26.
- **Charter Renewal** – The APS Charter Renewal Committee is recommending to the APS Board of Education that PAPA's charter be renewed for 5 years without any conditions. Yahoo! We (Liz and Melanie) will present at the APS Board Meeting in the fall.
- **Grounds/Facility** – PAPA's maintenance team is working hard to finish summer cleaning to prepare for students in August. The school and grounds are looking great!
- **Food Service Program** – Breakfast was added in 2018-19 to provide an additional meal for students. The average number of breakfasts served was 50. End of year data shows the food services program lost money. In an effort to increase revenue, increase the number of students who buy lunch, and decrease staff costs, PAPA will: discontinue breakfast service, increase the number of homemade meals, improve marketing, and encourage students who are not taking advantage of free/reduced lunch to do so. Families will be notified prior to registration about the discontinuation of breakfast.
- **Water Tested** – As a preventative measure, PAPA asked the Water Utility Authority to conduct a drinking water test at PAPA. The amount of lead in the water was 1.7 micrograms per liter. The actionable level is 15 micrograms/liter.
- **Beginning of the Year Activities** – The theme for 2019-20 is Grow!
 - Registration is scheduled for the last week of July and is going well.
 - Staff in-service is ready for teachers on August 1, 2 and 8. Activities include: philosophy of change and growth, team building, teacher-led break-outs (student leadership roles in classroom, executive function, google classroom/Promethean, intentional Bloom's Taxonomy), assessment data analysis, understanding teacher observation rubric, handbooks/policies/procedures, and general business meeting.
 - Jump Start is August 9 for all 6th graders, 9th graders and new students. Activities include: campus tour, teacher introductions, using Powerschool and Google classroom, growth, team building, introduction to the arts, resume development, how to be successful in middle school, and vision/hearing screenings.
 - PAPAFest (the first day of school) is August 12. Activities include: PAPA's Vision, Your Vision, This is Growth, This is Your Brain on Growth (or Growing, Growing, Graduate), PAPA's Behavioral and

PAPA GOVERNING COUNCIL
MONTHLY CALENDAR

JULY

- Yearly Organizational Meeting / Overlap with Departing/New Members
 - GC Meeting Dates, Times, Location
 - GC Officer Elections
 - GC Committee Assignments
 - Affidavit of New Board Members
 - Open Meetings Act Resolution
 - GC Demographics Draft
 - GC Training Requirements
- Audit Committee Starts
- GC Finance Committee Meeting
- GC Meeting
- Executive Director PDP Goals for Evaluation
- Quarterly Financial Report Submitted

AUGUST

- GC Finance Committee Meeting
- GC Meeting
- PAPA Open House (2019)
- 2019-2020 Council Demographics Final
- Staff GC Members Named
- Departing Members can Overlap

SEPTEMBER

- GC Finance Committee Meeting
- GC Meeting
- Audit Committee Meeting

OCTOBER

- GC Finance Committee Meeting
- GC Meeting
- 40th Day Count
- Quarterly Financial Report Submitted

NOVEMBER

- GC Finance Committee Meeting
- GC Meeting

DECEMBER

- GC Finance Committee Meeting
- GC Meeting
- 80th Day Count

JANUARY

- GC Finance Meeting
- GC Meeting
- Lottery Opens
- School Year Calendar Review
- Executive Director PDP Reflection Submitted
- Executive Director Evaluation Plans Created
- Audit Results Released (if ready)

FEBRUARY

- GC Finance Committee Meeting
- GC Meeting
- Lottery Window Closes
- Prospective Student Open House
- Review Membership Terms for Election
- Appoint A Nominating Committee for GC Membership Openings
- Executive Director Final Evaluation Review (Contract Offer)

MARCH

- GC Finance Committee Meeting
- GC Meeting
- Lottery Drawing
- Budget Community Meeting
- 120th Day Count
- Nominating Committee Meetings
- Nominating Committee Submits Recommended Applicants for Potential Interviews by Executive Committee

APRIL

- GC Finance Committee Meeting
- GC Meeting
- Spring Budget Workshop
- GC Budget Review for Final Approval
- Quarterly Financial Report Submitted
- GC Selects Preliminary Slate of Candidates to Fill Open Positions
- GC Election Challenge Petition Submitted to Nominating Committee Chair (see GC Policy A.7.2 Selection/Election)

MAY

- GC Finance Meeting
- GC Meeting
- GC Finance Committee Meeting
- GC Meeting
- Budget/Finalization/Approval
- Graduation
- GC Runoff Election (if necessary the week before May GC meeting-see GC Policy A.7.2 Selection/Election)
- Election Results Presented by Nominating Committee Chair
- GC Approves/Disapproves Candidates as a Whole

JUNE

- GC Finance Committee Meeting
- GC Meeting
- Last Day for BARS
- Final Budget Submission
- Handbook Review (Student and Staff)

A.7.1.1 New Members:

(updated September 26, 2017)

New Mexico Administrative Code (NMAC) Section 6.80.5 et.seq. adds restrictions on new members. New members cannot vote on any items of business until they complete the training outlined in the NMAC or are issued a waiver by the Public Education Department (PED).

New members who have not completed the training or who have not obtained a waiver may participate in all aspects of the board except for voting.

A.7.3 Terms.

Parent and Community Member terms are for three years. Members elected to an unexpired term will serve until the completion of that term. Parent and Community members are not term limited.

At the Governing Council meeting in February, the Governing Council will identify those Council members who are in their first, second and third term years and who will apply for reappointment on the council. The Council will also determine whether the make-up of the Council shall be increased or otherwise changed in subsequent years. This will determine the positions that are to be filled for the following year.

Facility/staff members serve for one year and are not term limited.

The Student member serves for their term in Student Council office and takes his/her position on the Governing Council upon installation as the High School Student Council President.

A.12 COUNCIL ORGANIZATIONAL MEETING

The Council will hold its annual organizational meeting during the first regular Council meeting in July, unless no incumbent officers remain on the Council at the time a new Council takes office. In this instance, the Council will hold its annual organizational meeting during the first regular Council meeting after the new Council assumes office. The offices of the Council to be elected include President, Vice-President, and Secretary.

A.13 COUNCIL COMMITTEES

(6/25/2019 update)

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

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

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

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

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

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

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

2019-2020 PAPA GOVERNING COUNCIL

COUNCIL MEMBERS

President - Elizabeth Roybal, Realtor, Armstrong Properties, 505-249-4296 lroybal@paparts.org PARENT

Vice President - Mark Huntzinger, Engineer, Bohannon Houston, 505-453-7075 mhuntzinger@paparts.org PARENT

Secretary - Jennifer Lopez, Retired Educator, 505-269-7753 jlopez@paparts.org COMMUNITY

Member - Mance Anderson, Production Manager, 505-463-5923 manderson@paparts.org COMMUNITY

Member - Phil Krehbiel, Production Manager, 505-401-3860 pkrehbiel@paparts.org COMMUNITY

Member - Alexis Corbin, **Title and Phone?** acorbin@paparts.org COMMUNITY

Member - Lisa Miller, Teacher, 505-299-4483 lmiller@paparts.org PARENT

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 National Junior Honor Society President

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 2019-20

Audit Committee – Michael Matsko (Chair), Jennifer Lopez, Doreen Winn, Rhonda Cordova, Ruby Arispe, Russ Romans

Finance Committee – Michael Matsko (Chair/Accountant), 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 **Do we still need this committee?**

GOVERNING COUNCIL MEETING DATES 2019-20

Meetings take place at PAPA at 4:15pm. 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							
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 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.

Training and Experience Report October 2018



Charter School: ALBUQUERQUE - PUBLIC ACADEMY FOR PERFORMING ARTS

Instructional Personnel Job Classes		FTE Number on October Payroll
1411	Teachers Grades 1-12	24.14
1412	Teachers - Special Education	4.00
1413	Teachers - Early Childhood Education	0.00
1414	Teachers - Preschool	0.00
1415	Teachers - Vocational and Technical	0.00
1416	Teachers - Other Instruction	0.00
1422	Teachers - Special Education - Gifted	0.00
1211	Coordinators/Subject Matter Specialists	2.00
1212	Library/Media Specialists	0.00
1214	Guidance Counselors/Social Workers	1.00
1215	Registered Nurses	0.00
1311	Diagnosticians	0.00
1312	Speech Therapists	0.00
1313	Occupational Therapists	0.00
1314	Physical/Recreational Therapists	0.00
1315	Psychologists/Counselors	0.50
1316	Audiologists	0.00
1317	Interpreters	0.00
1318	Orientation and Mobility Specialists	0.00
	Other Eligible Staff (Attach List)	0.00
FTE Total		<u>31.64</u>

INSTRUCTIONS

- (1) Include only operational personnel as defined in 22-8-24A(1), NMSA 1978.
- (2) Do not count for T and E reporting purposes administrative personnel or those excluded under 22-8-24A(1) NMSA 1978.
- (3) List the FTE (full-time equivalent) number of operational personnel in each designated object code from the October payroll.
- (4) Contract days and contract hours funded from sources other than the State Equalization Guarantee shall not be included in calculation of the T and E Index. Social workers and teachers paid from PL 874 Indian set-aside funds can be included.
- (5) T and E will be calculated based on the most current salary schedule on file at PED.

I certify that adequate work papers have been maintained in completing the T and E Reports.

Signature

Date

Training and Experience Report

October 2018



Charter School: ALBUQUERQUE - PUBLIC ACADEMY
FOR PERFORMING ARTS

Index: 1.086

Years of Experience						
Years of Experience	BA or Less	BA 15	MA or BA 45	MA 15	MA 45	Total
00	0.57	0.00	0.00	0.00	0.00	0.57
01	2.00	0.00	1.00	0.00	0.00	3.00
02	3.00	0.00	0.00	0.00	0.00	3.00
03	1.00	1.00	0.00	0.00	0.00	2.00
04	0.00	1.00	0.00	0.57	0.00	1.57
05	0.00	1.00	0.00	0.00	0.00	1.00
06	0.00	0.00	0.00	0.00	0.00	0.00
07	1.00	0.00	0.00	0.00	0.00	1.00
08	1.00	0.00	2.00	0.00	0.00	3.00
09	0.00	0.00	2.00	0.00	0.00	2.00
10	0.00	0.00	0.00	0.00	0.00	0.00
11	0.00	0.00	0.00	0.00	0.00	0.00
12	0.00	0.00	2.00	0.00	1.00	3.00
13	0.00	0.00	0.00	0.00	0.00	0.00
14	0.00	0.00	1.00	0.00	0.00	1.00
15	0.00	0.00	0.00	0.00	0.00	0.00
16	0.00	0.00	1.00	0.00	0.00	1.00
17	1.00	0.00	0.00	0.00	0.00	1.00
18	0.00	0.00	1.00	0.00	0.00	1.00
19	0.00	0.00	0.00	0.00	0.00	0.00
20+	0.00	1.00	2.07	0.00	4.43	7.50
Total	9.57	4.00	12.07	0.57	5.43	31.64