

Public Academy for Performing Arts

Governing Council

Meeting Agenda

Tuesday, September 24, 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. Elizabeth Roybal, President
2. Mance Anderson, GC Member
3. Alexis Corbin, GC Member
4. Mark Huntzinger, GC Vice President
5. Phil Krehbiel, GC Member
6. Jennifer Lopez, GC Secretary

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

Scheduled Guests:

Scheduled Absence: Phil Krehbiel, Rhonda Cordova

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. Written Report
8. Organizational BusinessChair.....4:50 p.m.
 - a. Policy Committee,.....Mark Huntzinger **ACTION ITEM**
Policies for approval after community input consideration:
C.18 Right to Organize and Collectively Bargain
C.12.1 Executive Director's Evaluation
B.3 Fiscal Integrity
E.2.14 PAPA Violence Prevention Plan
C. 14 Background Investigations
A. 12 Council Organizational Meeting
D. 14.1 Grant Funds
New material -- Immunizations
 - b. 2019-2020 Training Update
9. President's Report.....Elizabeth Roybal.....5:00 p.m.
10. Other Announcements/DiscussionAll.....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 August 27, 2019

Date: 08/27/2019	Location: PAPA Room 2
Governing Council Meeting	
Time: 4:17 to 5:16	Facilitator: Elizabeth Roybal
Invitees in Attendance: Elizabeth Roybal (voting member), Mark Huntzinger (voting member) Jennifer Lopez (voting member), Phil Krehbiel (voting member), Mance Anderson (voting member), Lisa Miller (voting member), Melanie Chavez (Executive Director) Rhonda Cordova (business manager), Virginia Wilmerding (staff representative), Carol Torrez (staff representative)	
Not in Attendance: Alexis Corbin (member-elect),	
Guests in Attendance: Barbara CampBell, Monica Westerfield	
Discussion	Resource
1. Call to Order at 4:17 pm/ Roll Call, 6 voting members present	Elizabeth Roybal
2. Welcome and Introductions of all present.	Elizabeth Roybal
3. Approval of Agenda <ul style="list-style-type: none"> Motion to approve the agenda with the change of moving Elizabeth Roybal's name to the section titled <i>Invitees in Attendance</i> was made by Lisa Miller, seconded by Phil Krehbiel, approved 6-0. 	Elizabeth Roybal
4. Approval of Prior Meeting Minutes <ul style="list-style-type: none"> Motion to approve the agenda was made by Phil Krehbiel, seconded by Lisa Miller and approved 6-0. 	Elizabeth Roybal
5. Public Comment - none	Elizabeth Roybal
6. Budget and Finance Report Phil Krehbiel, Barbara CampBell, Rhonda Cordova, and Melanie Chavez were present for the 8am Finance Committee meeting at the offices of Fidel Perner & Michnovicz, LLC, which is their new meeting site. The BARS, bank reconciliation, budget report, journal entries and checkbook registers for the month of August were reviewed. Rhonda Cordova reported that we have a healthy amount of funds for instructional materials. Mance Anderson made a motion to approve the budget and finance report with Mark Huntzinger making the second. The motion carried 6-0. <p>a) BARS and Permanent Transfer—</p> <ul style="list-style-type: none"> 0001-I—to increase the carryover balance from FY 2019 by \$25,348.00 0002-I—to increase the carryover balance from FY2019 by \$5,043.00 0003-I—for the final allocation for FY2019 by \$2,508.00 0004-IB—for initial FY2020 allocation for instructional materials for \$25,995.00 0005-I—to increase the carryover balance for activities by \$99,634.00 0006-I—to increase the carryover balance from FY2019 for Medicaid reimbursement by \$9,187.00 	Phil Krehbiel Rhonda Cordova Rhonda Cordova

<ul style="list-style-type: none"> • 0007-IB—to increase the carryover balance into CNM Foundation by \$2,767.00 • 0008-IB—to increase the carryover balance from FY2019 into the Youth Chat Grant by \$5,420.00 • 0009-IB—to increase the carryover balance from FY2019 into capital improvements by \$82,542.00 <p>b) Bank Transition Update— The transition of our accounts to US Bank was discussed during the Budget meeting. We currently have an account open with US Bank and will be making the final transition from Wells Fargo in September.</p>	Rhonda Cordova
<p>7. Executive Director's Report</p> <p>a) Open House at 5:30: Our annual Open House is this evening. Families will have the opportunity to meet teachers, receive their student's test scores from last year, and tour the school. Please join us!</p> <p>b) Written Report/Site Visit: We have received good feedback from staff regarding our teacher-led workshops. We had successful Jump Start days during which the organizational and business end of school was conducted with students. This allowed teachers to begin instruction on the first day of school. Quarterly Assessments were administered so that teachers may assess students' prior knowledge. Graduation and the Awards Assembly has been scheduled for May 7 & 8 at Legacy Church. Senior Showcase will be at NDI, date TBA. We received a refund of \$5,000.00 from the city due to the poor conditions at the Kiva Auditorium during last year's Senior Showcase.</p> <p>c) Safe Schools Update: We held our first meeting of the School Advisory Council/School Health Advisory Council and had 9 parents attend. Our first school evacuation drill of the year was very successful. We evacuated and returned to school within one class period.</p> <p>d) Suburban and Trailer Update: The Suburbans are being built and will be delivered in September. We are working with APS to decide on a way to secure the vehicles. Driver training is being scheduled.</p> <p>e) Out of State Travel: Carol Torrez requested \$809.90 to attend the Courage to Risk conference in Colorado Springs, CO January 31-February 1, 2020. She will be a presenter at this conference. The funding will come from Title 2 monies. Phil Krehbiel made a motion for her to attend and Lisa Miller made the second. The motion carried 6-0.</p>	Melanie Chavez
<p>8. Organizational Business</p> <p>a) Executive Director Evaluation/Goal Meetings—In order to adequately conduct formative assessments of the Executive Director's performance, separate evaluation conferences spaced throughout the school year are necessary. Phil Krehbiel made a motion to hold these meetings in October, January, and April. Mance Anderson made the second and the motion carried 6-0.</p>	Elizabeth Roybal
<p>b) Membership Demographic Updates Final: The spelling of Barbara CampBell's name was corrected on the committee listing.</p>	Elizabeth Roybal

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Draft Governing Council Meeting Minutes August 27, 2019

c) 2019-2020 Training Update: The September 14, 2019 GC training provided by NMPED is now waitlisted. Jennifer Lopez and Mark Huntzinger are confirmed to attend. We will post on the school website that a quorum of GC members may be present at this training, but no school business will be discussed.			Elizabeth Roybal
9. President's Report: Elizabeth Roybal attended the Evacuation Drill and reported that it was very organized.			Elizabeth Roybal
10. Other Announcements/Discussion: A discussion was held on GC Members attending GC meetings by telephone. We will discuss it further at the September meeting.			All
11. Adjourn: We adjourned at 5:16. The next meeting will be on September 24, 2019 at 4:15.			Elizabeth Roybal
Status			Action Item
		Resource	Due Date

Executive Director's Report
September 24, 2019

GENERAL

- PAPA Open House – nearly 42% of parents attended! 193 parents, over 190 students
- Progress Reports - 1st Quarter – met with all students with Fs, this week, meetings with parents and students who still have Fs
- Changes to assessment requirements for graduation and impact on retest/remediation/stress
- Changes to teacher summative scores
- PAPA Foundation Meeting!!!
- PTSO Meeting with plenty of parent support!
- Attendance letters out for tardies, absences, meetings started
- Nurse returns to PAPA to finish Hearing/Vision Screenings for new to PAPA Students
- PAPA Safety Plan submitted to APS
- September 11th Announcement
- Constitution Day – announcements, songs, art
- PAPAPalooza preparations and auditions
- Spirit College and Career Theme Spirit Week
- NMEC College Fair - over 30 presenters from colleges in New Mexico, Arizona, Colorado and Texas, 2 other schools
- Café tables (yahoo) and donations of lounge tables and chairs
- Head Shots
- Fire
- Visit w/ Chad Brummett from KQRE
- Suburbans, trailer, fencing, storage boxes
- Election/bond information

PD

- In-Service – Staff Meeting, Defensive Driving and AV Training, First panel presentation for Senior Showcase Piece and Senior Workshops
- SPED Director Training
- CNM Facilitator Required Training
- Administration Evaluator training
- District Test Coordinator Training
- Lisa Miller and Monica Westerfield Training for Admin License with Mrs. Chavez
- STARS Data Conference
- Guitar Educators Workshop
- Universal Design Modification Group – led by Carol Torrez

ARTS

- PAPA Artist Leslie Bello Garcia was the runner up and won \$1,000 in the New Mexico Film Office's Ornament Design Contest!
- Zombie Gore and Makeup Workshop with Makeup Artists - PAPA Alums Reyna Yara and Aaliyah Padilla
#PAPAAumnus Armani Leon (Class of 2012) just debuted his collection 'Manteles' at New York Fashion Week!
- PAPA Booth at State Fair for College and Career Day

- Auditions and Callbacks for Once on This Island
- CNM Film Visits Hudson's 6th Period Film
- PAPA Art created lots of Van Gogh inspired flowers, vases, plants, and growth mindset key words and installed them all over campus.
- PAPA Mariachi performed on September 14 at the 2019 New Mexico State Fair in the Villa Hispana to an audience of over 1000!
- Diedre Michelle, of DMe Talent - mock audition jazz workshop to Ensemble, including industry Expectations, auditioning in LA, and preparation/training for commercial dance. Miles Firkins is a dancer/teacher/choreographer - workshop in Improv to help students bond, move out of their comfort zone, and find new ways to increase their dance vocabulary. PAPA Alumnus Antonio Lopez currently dancing professionally in Minneapolis with Twin City ballet shared advice with Ensemble students. Stefanie Santiago will give a Dance Workshop for ALL dance classes periods 1 – 4

CLUBS

- NJHS Lock In
- Sci Girl Meeting
- NHS Parking Spot Painting for Seniors Fundraiser
- RLAS meeting with outline of GSA-type club
- PAPA Seniors Serenity Gomez & Chad Mortensen are New Mexico youth representatives for "Alliance-Building for Suicide Prevention Youth Resilience" (ASPYR) through University of New Mexico & NMDOH (YouthCHAT) volunteered with the American Foundation for Suicide Prevention for the Albuquerque Walk to Fight Suicide.
- NHS members also participated and helped at Suicide Walk.

C.18 Right to Organize and Collectively Bargain

PAPA employees, as public employees, other than management employees and confidential employees, may form, join or assist a labor organization for the purpose of collective bargaining through representatives chosen by public employees without interference, restraint or coercion and shall have the right to refuse any such activities.

The provisions of the Public Employee Bargaining Act (NMSA 1978 10-7E-1 et. seq.) will be followed for collective bargaining.

C.12.1 EXECUTIVE DIRECTOR'S EVALUATION

An effective working relationship between the Executive Director and the Council is essential to the successful operation of PAPA. The development and maintenance of such a relationship may be assisted by a periodic review of the Executive Director's diverse responsibilities accompanied by an appraisal of the Executive Director's performance.

Based on a process and criteria that are mutually agreeable to the Council and Executive Director, the Council will evaluate the Principal's Executive Director's effectiveness. The evaluation document and procedures to be used will be reviewed and approval annually by the Council and the Executive Director.

The evaluation will address the following general areas:

1. Instructional Leadership
2. Communication
3. Professional Development
4. Operations Management
5. Scope of Responsibility in Secondary Schools

B.3 FISCAL INTEGRITY

In the event the Council and/or the Principal-Executive Director determines additional personnel, programs or initiatives are warranted, no such additions will be made without a corresponding identifiable source of funding. The distribution schedule of funding shall also be taken into consideration in incurring any obligation or commitment.

E.2.14 PAPA VIOLENCE PREVENTION PLAN

A. Violence Prevention and Security

1. Background Checks

As required by law, all parties who will have unsupervised access to students shall have a full background check. All parties include employees, a volunteer, or who works for the school as a contractor or a contractor's employee.

C.14 BACKGROUND INVESTIGATIONS

(Updated 11/29/2016)

~~Prior to employment, all persons shall be subject to a criminal background investigation at the applicant's cost.~~

An applicant who has been offered employment or a school volunteer, contractor or contractor's employee shall provide two fingerprint cards or the equivalent electronic fingerprints to the Executive Director to obtain the applicant's, school volunteer's, contractor's or contractor's employee's federal bureau of investigation record. The school shall pay for an applicant's background check. A school volunteer, contractor or contractor's employee is required to pay for the cost of obtaining a background check. (reference 2019 HB 431, Section 3. 22-10A-5, paragraph D)

Background investigations shall be repeated not to exceed every five years. The school will pay for these repeat background checks.

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. The new officers will take office at the meeting following the July organizational meeting.

D.14.1 Grant Funds

1. All grants proposed to be applied for on behalf of the school, school employees, or students; or grants that will impact the school, must be approved prior to submission by the Executive Director. This includes grants to be applied for using a 501c(3) organization. The school sponsor of the proposed grant will provide the grant application, the grant conditions, expenditure requirements, and other grant requirements as a part of the evaluation/approval process. Grants applications of \$40,000 or greater will be approved by the Governing Council prior to application.

- a. "On behalf of the school" and "impact the school" is a grant which includes the uses of the school name, facilities, assets, employees, or students.
- b. Grants for school employees only that are not on behalf of or will not impact the school do not require pre-approval.
- c. Grants which require matching funds must also be approved by the Governing Council for budgeting purposes.

2. Grants received on behalf of the school, school employees, or students will be placed into a separate financial sub-account. A copy of the grant including grant conditions and requirements will be provided to the Business Office.
3. The Executive Director will approve all expenditures from the grants. The person wanting to utilize grant funds will provide the Executive Director with the proposed expenditure, how this expenditure is related and/or authorized by the grant and any other documentation required by the Executive Director.
4. Records related to the grant will be maintained as required by the grant and for audit.

New material xxxx Immunizations

MEDICAL

Each student must provide an immunization/shot record showing current immunizations as required by Department of Health and Public Education Department at registration each year. An annual Public Education Department issued immunization exemption is acceptable for registration purposes. Students without a current immunization record or PED issued immunization exemption shall be disenrolled.

School administration does not have the authority to waive immunization requirements.

In the event of infectious disease outbreak, PAPA will notify the Infectious Disease Epidemiology Bureau at the New Mexico Department of Health and follow their recommendations. This may include students with vaccination exemptions being excluded from school and school activities for a period of time.

PUBLIC ACADEMY FOR PERFORMING ARTS

Board Member Name	Position	Department Assigned Course Code	Responsibilities and Ethics Hours	Fiscal Requirements Hours	Academic Data Hours	Government	Organizational Performance Hours	School Specific Onboarding	Total Hours	Email Address
Liz Roybal	President	201901F-201906A	1	3	2	1	1		8	lroybal@paparts.org
Mark Huntzinger	Vice President	201901F-201906A	1	3	2	1	1		8	mhuntzinger@paparts.org
Mancle Anderson									0	
Jennifer Lopez	Secretary	201901F-201906A	1	3	2	1	1		8	jlopez@paparts.org
Phil Krehbiel		201901F-201906A	1	3	2	1	1		8	mmatsko@paparts.org
Lisa Ulibarri-Miller		OGBMI7.1	1	2	2	1	1		7	lisa.u.miller@gmail.com
Alexis Corbin									0	acorbin@nmphil.org
									0	