

Public Academy for Performing Arts

Governing Council

Meeting Agenda

Tuesday, December 17, 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. Mark Huntzinger, GC Vice President
3. Jennifer Lopez, GC Secretary
4. Barbara CampBell, GC Member
5. Alexis Corbin, GC Member
6. Phil Krehbiel, GC Member
7. Lisa Miller, GC Member
8. Mance Anderson, GC Member At Large
9. Virginia Wilmerding, Staff Representative
10. Carol Torrez, Staff Representative
11. Melanie Chavez, Executive Director
12. Rhonda Cordova, Business Manager

Scheduled Guests:

Scheduled Absence:

1. Call to Order, Roll Call (Quorum 4/7 voting members).....Chair.....4:15 p.m.
2. Welcome and Introductions.....Chair.....4:17 p.m.
3. Approval of Agenda **ACTION ITEM**All.....4:20p.m.
4. Approval of Previous Meeting Minutes **ACTION ITEM**.....All.....4:25 p.m.
5. Open Forum for Public Comment (Form Required).....Chair.....4:30 p.m.
6. Budget & Finance Committee Report **ACTION ITEM**Phil Krehbiel and Rhonda Cordova.....4:40 p.m.
 - a. BARS/Permanent Transfer **ACTION ITEM**
 - b. New Bank Update
 - c. Voya Contract, 403 Resolution **ACTION ITEM**
7. Executive Director's Report.....Melanie Chavez.....4:50 p.m.
 - a. Written Report
 - b. APS Lease Pilot Study and Voluntary Services Agreement Update
 - c. Charter Renewal Approval
 - d. 80 Day Report
 - e. Martinez and Yazzie Consolidated Lawsuit Update
 - f. Out of State Travel **ACTION ITEM**
8. Organizational BusinessChair.....5:10 p.m.
 - a. Policy Committee **ACTION ITEM**,.....Mark Huntzinger
 - i. Policies for Approval:
 - E.7.2 Student Medicine Storage
 - E.9 Animals in School
9. President's Report.....Elizabeth Roybal.....5:15 p.m.
10. Other Announcements/DiscussionAll.....5:20 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 November 19, 2019

Date: 10/29/2019	Location: PAPA Room 2
Governing Council Meeting	
Time: 4:21 to 5:20	Facilitator: Elizabeth Roybal
Invitees in Attendance: Elizabeth Roybal (voting member), Mark Huntzinger (voting member) Jennifer Lopez (voting member), Phil Krehbiel (voting member), Alexis Corbin (member), Barbara CampBell (voting member-elect), Melanie Chavez (Executive Director,) Rhonda Cordova (business manager), Carol Torrez (staff representative), Virginia Wilmerding (staff representative),	
Not in Attendance: Lisa Miller (voting member), Mandle Anderson (voting member),	
Guests in Attendance: none	
Discussion	Resource
1. Call to Order at 4:21 pm/ Roll Call, 6 voting members present	Elizabeth Roybal
2. Welcome and Introductions of all present.	Elizabeth Roybal
3. Approval of Agenda <ul style="list-style-type: none"> Motion to approve the agenda was made by Phil Krehbiel and seconded by Barbara CampBell and approved 6-0. 	Elizabeth Roybal
4. Approval of Prior Meeting Minutes <ul style="list-style-type: none"> Motion to approve the minutes of the Special Meeting on October 28 and of the minutes of the Regular meeting on October 29 was made by Mark Huntzinger, seconded by Barbara CampBell and approved 6-0. 	Elizabeth Roybal
5. Public Comment - none	Elizabeth Roybal
6. Budget and Finance Committee Report: Phil Krehbiel, Barbara CampBell, Melanie Chavez, and Rhonda Cordova, all members of the Finance Committee, met at the offices of Fidel, Perner and Michnovicz, LLC the morning of November 19. The committee reviewed the bank register, journal entries and spot-checked checks and expenditures. Hiring a new part time custodian means that all our dollars are allocated from our operational account. No more new hires will be allowed. The administrative staff has a plan to keep our Food Account in the black. More students are now ordering lunch. One of our current staff members will become a licensed health assistant and we will pay her from the Medicaid funds to fill that role 1 hour per day. We are still waiting for APS to release our HB33 monies. Barbara CampBell made a motion to approve the Budget and Finance Report with Alexis Corbin making the second. The motion carried 6-0. The Board needs to approve check signers and have it noted in our minutes in order for them to be able to sign on our new bank account. The noted signers are the Executive Director, Melanie Chavez; the Assistant Director, Tamara Lopez; GC President, Elizabeth Roybal, and the GC Vice President, Mark Huntzinger. Mark Huntzinger made a motion to give check signing authority to the people noted above. Phil Krehbiel made the second and the motion carried 6-0. a. BARS/Permanent Transfer: The following BARS were made: <ul style="list-style-type: none"> 0017-I: \$11,084.00 to increase dual instruction monies 0018-IB: \$317,972.00 to establish the initial budget for lease reimbursement 	Phil Krehbiel Rhonda Cordova Barbara CampBell

<p>Barbara CampBell moved to approve the BARS listed above. Phil Krehbiel made the second and the motion carried 6-0.</p> <p>b. Bank Transition Update: Our new account with US Bank is now open and checks have been drawn on it since November 7. The first payroll from that account was run today. Once all the checks clear the Wells Fargo account, we will close that account.</p>	
<p>7. Executive Director's Report</p> <p>a) Written Report: While we are waiting on APS to release our HB 33 monies to us for our Suburbans, we are busy pulling permits for the fencing and carport in which to house the vehicles. Meetings have been held with parents and students who are struggling academically. We have held Senior Parent Night as well as Social Media Workshop for parents through the AG office. Staff have undergoing training for the new state-mandated assessments. Our thespians and musicians have been busy this month with competitions and concerts.</p> <p>b) APS Lease Pilot Study and Voluntary Services Agreement: APS is asking selected charter schools to enter into a Voluntary Services Agreement. However, we are currently fully encumbered and are not comfortable signing this APS agreement. But our current contract is ambiguous regarding preventative maintenance services. Our Finance Committee will research it more thoroughly and continue discussions with administration and APS.</p>	<p>Melanie Chavez</p> <p>Melanie Chavez</p>
<p>8. Organizational Business</p> <p>a) Policy Committee—</p> <p>i) Policies for Approval</p> <p>E.2.16.2 Medical Cannabis in Schools: A staff volunteer or guardian will administer the medication</p> <p>Student Diabetes Management: taken from NMAC 6.12.11.7</p> <p>Vehicle Use Policy</p> <p>Phil Krehbiel made a motion to approve the above policies as written with Alexis Corbin making the second. The motion carried 6-0.</p> <p>b) 2019-20 Training Update: Jennifer Lopez held the Onboarding Course this morning for new GC members. All GC members' training is now up to date.</p> <p>c) Contracted Services Matthews Fox PC: Administration is requesting that we contract with Matthews Fox, a law firm that specializes in bonds and APS building projects to ascertain why our HB 33 monies are being put on hold. Phil Krehbiel made the motion to approve signing a contract with this law firm for this specific purpose. Jennifer Lopez made the second and the motion carried 6-0.</p>	<p>Mark Huntzinger</p> <p>Elizabeth Roybal Melanie Chavez, Rhonda Cordova</p>
<p>9. President's Report: A Performing Arts Committee will be held next month after the GC meeting. It is highly recommended the GC members attend performances whenever possible.</p>	<p>Elizabeth Roybal</p>

Public Academy for Performing Arts
Draft Governing Council Meeting Minutes November 19, 2019

10. Other Announcements/Discussion: None.		Elizabeth Roybal
11. Adjourn: We adjourned at 5:20. The next meeting will be on December 17, 2019 at 4:15.		Elizabeth Roybal
Status		Action Item
	Resource	Due Date

Budget Report as of December 16, 2019

OPERATIONAL

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>	<u>% to Budget</u>
\$3,230,214.75	(\$1,275,827.79)	(\$1,955,796.68)	(\$1,409.72)	0%
			\$5,496.00	BAR 0019-I
			\$4,086.28	

INSTRUCTIONAL MATERIALS

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$12,550.47	(\$9,975.25)	(\$1,221.24)	\$1,353.98

Food Services

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$146,916.00	(\$49,825.37)	(\$91,166.20)	\$5,924.43

Activities

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>	
\$155,033.77	(\$33,221.81)	(\$38,301.47)	\$83,510.49	
			\$16,861.00	BAR 0021-I
			<u>\$100,371.49</u>	

IDEA B

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$95,973.00	(\$41,673.76)	(\$54,167.77)	\$131.47

Teacher/Principal Training

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$25,774.00	(\$7,943.32)	(\$4,500.13)	\$13,330.55

Medicaid

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$29,186.74	(\$944.10)	(\$207.98)	\$28,034.66

CNM

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$2,767.13	(\$2,000.00)	(\$4,000.00)	(\$3,232.87)
			<u>\$2,000.00</u> <i>BAR 0020-I</i>
			(\$1,232.87)

Dual Credit

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$0.00	(\$2,825.00)	(\$2,175.00)	(\$5,000.00)
			<u>\$11,084.00</u> <i>BAR 0017-I</i>
			\$6,084.00

Dual Credit

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$11,084.00	(\$2,825.00)	(\$7,175.00)	\$1,084.00

GO Bond Library Funds

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$5,026.00	\$0.00	\$0.00	\$5,026.00

IM Bond

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$25,994.50	(\$2,695.05)	(\$2,631.00)	\$20,668.45

Youth Chat Grant

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$5,419.91	(\$954.44)	\$0.00	\$4,465.47

Lease Assistance

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$317,972.00	(\$132,488.35)	(\$185,483.69)	(\$0.04)

HB33

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$374,088.97	(\$89,684.05)	(\$302,399.58)	(\$17,994.66)

SB9 State Match

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

SB9 Tax Allocation

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$122,424.45	(\$54,064.40)	(\$23,058.54)	\$45,301.51

Must submit backup for all BARs,
except transfers of funds for SEG or
direct grants

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

Doc. ID: 001-047-1920-0019-I
Fund Type: General Fund / Capital
Outlay / Debt Service

Adjustment Type: Increase

Fiscal Year: 2019-2020

Entity Name: Public Academy for Performing Arts

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

Contact: Rhonda Cordova, Business Manager

Total Approved Budget (Flowthrough):

Phone: 505-604-5056

Email: rhondacordova1000@outlook.com

FLOWTHROUGH ONLY

Budget Period: Jul 1 2019 12:00AM

To: Jun 30 2020 12:00AM

A. Approved Carryover:

B. Total Current Year Allocation:

D. Total Funding Available:

Revenue 11000.0000.41920 \$5,496

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000 Operational	2400 Support Services-School Administration	55915 Other Contract Services	0000 No Program	0000 No Job Class	\$1,207	\$5,496	\$6,703	
Sub Total						\$5,496		
Indirect Cost								
DOC. TOTAL						\$5,496		

Justification:

Monthly United Way contributions

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

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

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

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

Approvals by Digital Signature

Name

Role

Date

Rhonda Cordova

Business Manager

12/15/2019 8:21:29 PM

Must submit backup for all BARs,
except transfers of funds for SEG or
direct grants

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

Doc. ID: 001-047-1920-0020-I

Fund Type: Direct Grant

Adjustment Type: Increase

Fiscal Year: 2019-2020

Entity Name: Public Academy for Performing Arts

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

Contact: Rhonda Cordova, Business Manager

Total Approved Budget (Flowthrough):

Phone: 505-604-5056

Email: rhondacordova1000@outlook.com

FLOWTHROUGH ONLY	
Budget Period: Jul 1 2019 12:00AM	To: Jun 30 2020 12:00AM
A. Approved Carryover:	
B. Total Current Year Allocation:	
D. Total Funding Available:	

Revenue 26207.0000.41921 \$2,000

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
26207 CNM Foundatio n	1000 Instruction	55915 Other Contract Services	1010 Regular Education (K- 12) Programs	0000 No Job Class	\$2,767	\$2,000	\$4,767	
Sub Total						\$2,000		
Indirect Cost								
DOC. TOTAL						\$2,000		

Justification:

Dual Credit Revenues

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

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

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

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

Approvals by Digital Signature

<u>Name</u>	<u>Role</u>	<u>Date</u>
Rhonda Cordova	Business Manager	12/15/2019 8:49:01 PM

Must submit backup for all BARs,
except transfers of funds for SEG or
direct grants

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

Doc. ID: 001-047-1920-0021-I
Fund Type: General Fund / Capital
Outlay / Debt Service

Adjustment Type: Increase

Fiscal Year: 2019-2020

Entity Name: Public Academy for Performing Arts

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

Contact: Rhonda Cordova, Business Manager

Total Approved Budget (Flowthrough):

Phone: 505-604-5056

Email: rhondacordova1000@outlook.com

FLOWTHROUGH ONLY

Budget Period: Jul 1 2019 12:00AM

To: Jun 30 2020 12:00AM

A. Approved Carryover:

B. Total Current Year Allocation:

D. Total Funding Available:

Revenue 23000.0000.41705 \$16,861

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
23000 Non- Instructional Support	1000 Instruction	56118 General Supplies and Materials	1010 Regular Education (K- 12) Programs	0000 No Job Class	\$155,034	\$16,861	\$171,895	
Sub Total						\$16,861		
Indirect Cost								
DOC. TOTAL						\$16,861		

Justification:

Actual revenues received as of 11-30-19

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

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

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

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

Approvals by Digital Signature

Name

Role

Date

Rhonda Cordova

Business Manager

12/15/2019 8:55:53 PM

**RESOLUTION TO RESTATE
PUBLIC ACADEMY FOR PERFORMING ARTS
403(b) TAX DEFERRED ANNUITY PLAN**

WHEREAS, Public Academy for Performing Arts has established a retirement plan (the "plan") under Section 403(b) of the Internal Revenue Code of 1986, as amended (the "Code");

WHEREAS, the Internal Revenue Service has issued final regulations under Section 403(b) of the Code that would, in relevant part, require the Public Academy for Performing Arts to adopt a written plan to ensure compliance with Section 403(b) of the Code and the regulations thereunder;

WHEREAS, effective _____, Public Academy for Performing Arts adopted the Employer Contributions and Elective Deferrals 403(b) Volume Submitter Plan.

WHEREAS, Public Academy for Performing Arts desires to amend and restate the Employer Contributions and Elective Deferrals 403(b) Volume Submitter Plan.

BE IT RESOLVED THAT: Effective _____ (effective date of amended and restated plan document), the Board of Public Academy for Performing Arts (the "Board") authorizes Public Academy for Performing Arts to adopt the Voya Financial® 403(b) Plan for a Public School attached hereto as its amended and restated 403(b) plan document.

BE IT FURTHER RESOLVED THAT: the Board authorizes the school business official of Public Academy for Performing Arts to execute the Voya Financial® 403(b) Plan for a Public School attached hereto.

Executive Director

Board President

Date: _____

Date: _____

**Executive Director's Report
December 17, 2019**

GENERAL

- Suburbans are here!! Looking into PAPA logo cost
- Trailer, fencing, storage boxes – still waiting for HB33 \$\$, pulling permits for fencing/3 car carport , APS Lease Pilot Study, call in to attorney
- Mandatory school for +/- 25 students with Fs on Monday, 11/25
- Investigation of water fountains with bottle fill option – no go – bad pipes
- PTSO Poinsettia, Panera fundraisers
- Vibe (Victory in Black Empowerment) Summit fieldtrip for select male students in February
- Private clinicians here for student support (one new as of last week)
- PAPAfest Take 2 – 1/7 reset, review, celebrate
- Independent Charter School Tour 11/20
- APS BOARD APPROVAL OF CHARTER RENEWAL – 5 YEARS
- Thanksgiving Lunch – over 370 served
- Giving Tuesday drive
- 80th Day – 449 students
- Diversi-Tree and celebration announcements
- All seniors passed EOC retakes!
- Martinez Yazzie Consolidated Lawsuit – Equity Council, Needs Assessment, etc.
- Semester 1 exams
- Summer School possibility

PD

- Observations, 2 walk throughs, lesson plans and post observation conferences held
- Inservices 11/25, 26 – Senior Showcase Arts Panel, ALICE protocol, Safe Zone, Thankful luncheon, business meeting, team meetings
- In-service 12/20 – Co-teaching, Inclusion and Department planning/meetings, Senior Showcase Arts Panel, Luncheon sponsored by PTSO, Ugly Sweater Contest, grades in by 3:30
- Inservice 1/6 – PAPAfest Take 2, business mtg, Senior Showcase Arts Panel, Music to Su Cleveland, quarterly assessment analysis, teacher-led workshops, ALICE preparation
- Special Ed Law Conference
- QPR Train the Trainer
- Universal Design Train the Trainer

ARTS

- Spotlightin Café monthly
- Daily and Weekly Panda video announcements launched
- Jim Henson Exhibit ABQ Art Museum for Femme Art Code after school program
- Staff nominated for _____
- Custom stickers and shirts for sale – visual arts
- Two students honored at UNM Young Artists Exhibition (12/11), one student won Best of Category)
- Band Concert
- Orchestra Concert with Ballet
- Holiday Music Concert
- All State Jazz Tenor 2
- 3rd Place winner – NM Wildlife Federation Youth Art Contest, 2019

CLUBS

•



STARS 80th DAY

December 2, 2019

Total Students = 449

06 th Grade	=	74
07 th Grade	=	74
08 th Grade	=	78
09 th Grade	=	70
10 th Grade	=	64
11 th Grade	=	54
12 th Grade	=	35

SPED = 68

AU	=	03
ED	=	01
ID	=	01
OHI	=	14
SLD	=	49

ETHNICITY

American Indian/Alaskan Native = 7, Asian = 6, Black = 14

Caucasian = 189, Hispanic = 232 and Native Hawaiian/Other Pacific Islander = 1



PUBLIC ACADEMY FOR PERFORMING ARTS

11800 Princess Jeanne Ave., NE / Albuquerque, NM 87112 / (T) 505-830-3128 / (F) 505-830-9930 /

www.paparts.org

Melanie L. Dunn-Chavez, Executive Director

PAPA Equity Council 2019-20

All schools in New Mexico are working with the PED to improve equity for students, in particular students identified as at risk. Equity Councils will help inform districts' and charter schools' actions in response to the *Martinez and Yazzie* consolidated lawsuit. We are embracing a great opportunity to work toward serving NM students by building an equitable, excellent, and relevant educational system that draws upon the experiences and strengths of our communities. We are excited to engage families and stakeholders across the state in the first phase of this process: establishing district-and charter-level Superintendent's or Executive Director's equity councils.

Please find the guidelines in the memo linked below.

- [NMPED Equity Council Memo](#)

Members of the Equity Council represent the following student groups: economically disadvantaged, students with disabilities, English language learners, and Native Americans. PAPA encourages Equity Council members to serve for three to four years. If you are interested in serving, please contact Melanie Chavez at (505) 830-3128 or at mchavez@paparts.org.

- In your application, please include the following:
 - your name
 - the student group you would represent on the Council (Economically Disadvantaged, Native American, English Learners, Students with Disabilities)
 - a statement of interest
 - preferred service term length (3 or 4 years)
- Rubric for Application Scoring:
 - Each item is worth 1 point.
 - If blank, the applicant would not earn the point.
 - The total possible score is 4 points.

The following is a list of Equity Council members, their role, and which group they are representing as of December 16, 2019:

Member	Role	Group Representing
Melanie Dunn-Chavez	Charter Leader	All
Tamara Lopez	Staff	English Language Learners
Michael Power	Staff	Students with Disabilities
Leslye Padilla	Staff	Economically Disadvantaged
Fabian Sisneros	Staff, Parent	Native Americans
Kat Abraham	Parent	All
Misti Oracion	Parent	All

E.7.2 Student Medicine Storage

(initial adoption xxxx)

Storage of student medicine will be in accordance with Department of Health guidelines and as a minimum include double lock provision. The medicine will be in a locked container within another locked location controlled by school staff.

A locked cabinet within a normally locked room meets this criterion.

Refrigerated medicine will be stored in a locked refrigerator, non-medical items will not be stored in a refrigerator designated for medicine storage.

Medical cannabis will not be stored in the same container as other medicine.

E.9 Animals in School

(initial adoption xxxxx)

General Provisions

Subject to guidelines below, animals may be brought to classrooms only if they serve a direct instructional purpose and if the animal can be cared for in a humane manner.

No individual shall be permitted mistreat an animal.

If any child is allergic to specific animals present in an assigned classroom, the school shall accommodate the child's need to learn in a safe environment. Alternatives may include transfer to another classroom, removal of the animal causing the allergy or other effective alternatives.

The classroom teacher and Executive Director shall know the source and history of any animal brought into the classroom and school.

1. Domestic rodents, if entirely cage raised, may be used in schools. This group includes: gerbils, guinea pigs, tame mice, tame rabbits, and white rats.
2. Mammals obtained from the wild shall not be brought into schools for any purpose. Note: Skunks, bats, and raccoons are particularly dangerous because they are frequent carriers of rabies.
3. Monkeys shall not be brought into school. Monkeys can carry human diseases (e.g., tuberculosis, infectious hepatitis) and infect human beings.
4. Turtles shall not be brought into the classroom unless they were previously certified to be free of salmonella infection.

Experienced speakers, using reasonable precautions, may be allowed to make presentations with their animals.

Pets shall not be brought in by teachers, administrators, other staff members or students.

Horses/pony rides are not permitted on school grounds.

The Executive Director shall make the final determination on the animals being brought to the school.

Cage or Appropriate Enclosure

An animal shall be humanely treated. When animals which have met the above criteria are kept at school, the following procedures shall be followed:

1. The size of the cage or enclosure shall correspond to the animal's habits and ensure enough space to exercise and have proper ventilation.
2. The cage or enclosure shall be free of unnecessary objects that could cause injury to the animal.
3. The cage or enclosure shall be secure in order to prevent escape or unsupervised handling.
4. A responsible adult shall monitor the feeding of animals.
5. Regardless of the type of food that is fed, it shall be fresh. Uneaten food spoils rapidly and shall be removed daily.

The size, type, and location of the water container shall be carefully considered. A sufficient, fresh supply of water shall be available at all times.

Service Animals

Qualified Service Animals may be used in school environments and for off-campus school activities.

NMSA 28-11-2.B defines a "qualified service animal" means any qualified service dog or qualified service miniature horse that has been or is being trained to provide assistance to an individual with a disability; but "qualified service animal" does not include a pet, an emotional support animal, a comfort animal or a therapy animal.

Employees and students seeking to use qualified service animals should develop a Section 504 Plan or Individual Education Plan, as appropriate, to identify needed reasonable accommodations and other issues relating to use of a qualified service animal.

School staff shall adhere to the following guidelines when interacting with service animals of any individual on school property:

1. A service animal shall not be required to be wearing any type of identifying clothing or tags.
2. Staff shall require verification that the immunization records are up to date.
3. Staff shall not ask about the nature or extent of a person's disability, but may make two inquiries to determine whether an animal qualifies as a service animal. Those inquiries shall be limited to the following questions:
 - a. Is the animal required because of a disability?
 - b. What work or task is the animal trained to perform? (A "yes" to the 1st and a simple explanation to the 2nd is enough.)
4. Staff shall not require documentation or proof that the animal is a service animal. The U.S. Dept. of Justice Office for Civil Rights has published guidelines that prohibit staff from asking any additional questions or requiring proof of training.

The school may disallow access to a service animal on campus if, and only if:

1. The animal is out of control and the animal's handler does not take effective action to control it; or
2. The animal is not housebroken.

The animal shall be under the control of its handler. In most cases this means harness, leash, or other tether, but there are some exceptions.

The handler of the qualified service animal is responsible for feeding the animal and shall be allowed additional time between class periods to allow the animal to void the bladder and evacuate the bowels. These activities will occur outdoors and the handler will clean and dispose of the animal's waste.

Allergies and fear of dogs are not valid reasons for denying access or refusing service to people using qualified service animals. When a person who is allergic to dog dander and a person who uses a service animal must spend time in the same room or facility, they both should be accommodated by assigning them, if possible, to different locations within the room or different rooms in the facility.

The revised "Service Animal Act" prohibits a person from misrepresenting an animal as a Service Animal and provides penalties.