

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		Elizabeth Roybal	
<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. 			
4. Approval of Prior Meeting Minutes		Elizabeth Roybal	
<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. 			
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.		Phil Krehbiel Rhonda Cordova Barbara CampBell	
<p style="text-align: center;">a. BARS/Permanent Transfer: The following BARS were made:</p> <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 			

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<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>

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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