

Public Academy for Performing Arts

Draft Governing Council Meeting Minutes April 28, 2020

Date: 04/28/2020	Location: Via Zoom (due to prevailing health orders by the state)	
Governing Council Meeting		
Time: 4:15 to 5:45	Facilitator: Elizabeth Roybal	
Invitees in Attendance: Elizabeth Roybal (voting member), Mark Huntzinger (voting member), Phil Krehbiel (voting member), Lisa Miller (voting member), Alexis Corbin arrived at (voting member), Barbara CampBell (voting member), Melanie Chavez (Executive Director,) Rhonda Cordova (business manager), Carol Torrez (staff representative), Virginia Wilmerding (staff representative),		
Not in Attendance: Mangle Anderson (member-at-large), Jennifer Lopez (voting member)		
Guests in Attendance:		
Discussion		Resource
1. Call to Order at 4:15 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 Lisa Miller and seconded by Alexis Corbin and approved 6-0. 		
4. Approval of Prior Meeting Minutes		Elizabeth Roybal
<ul style="list-style-type: none"> • Motion to approve the prior meeting minutes was made by Barbara CampBell and seconded by Lisa Miller and approved 6-0. 		
5. Public Comment - none		Elizabeth Roybal
6. Budget and Finance Committee Report:		Phil Krehbiel, Rhonda Cordova, Barbara CampBell
<p>Phil Krehbiel, Barbara CampBell, Melanie Chavez, and Rhonda Cordova met in March to review the standard items and then again on the morning of April 28, 2020. In March the committee posted their report on the PAPA website. There were no bars to approve.</p> <p>This morning, the committee reviewed the bank register, journal entries, expenditure report, and random checks. Our current financial status was compared to our predicted budget and we have 7% more funds at this point in the school year than we anticipated. We will place this surplus in the carryover. We had originally budgeted for 425 students and grew to 449. With the school having no students, some expenses like activities are down, but overall operating costs are about the same. Barb CampBell made a motion to approve the Budget and Finance Report with Alexis Corbin.</p> <p>making the second. The motion carried 6-0.</p> <p>a. BARS/Permanent Transfer: The following BARS were made:</p> <ul style="list-style-type: none"> • 0029-IB: Establish initial federal grant for feminine hygiene products. We were awarded \$500.00 • 0030-D: \$7455.00 for dual credit • 0032-T: Transfer funds out of operational to food services for food service salaries and benefits. 		Rhonda Cordova

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<ul style="list-style-type: none"> ● 0033-IB: Youth chat grant. \$2001.00 an increase due to an additional allocation from the grant. <p>Phil Kriebel moved to approve the BARS listed above. Lisa Ulibarri-Miller made the second and the motion carried 6-0.</p> <ul style="list-style-type: none"> ● Quarterly Financial Report to be presented next meeting ● Review of 2020-2021 Budget” <p>We are assuming 446 students with 8075.21 per student. This allocation could be reduced by 3-5% based on the current NM economic situation, but will require an emergency legislative session to be adjusted.</p> <p>We are asked to create and approve a budget based on what we currently know and may have to reconvene to make adjustments should the state mandate budget cuts.</p> <p>We have an approximate carryover of 150,000.</p> <p>Budget proposal includes an average 4% raise for certified staff as well as a 4% raise for classified staff. This does not change the salary schedule.</p> <p>Contracted services include business manager, testing supplies, substitutes, Power school with the addition of school messenger, memberships to the Charter School Coalition, NASP</p> <p>The proposed budget allows for a small decrease in funding. More aggressive funding cuts would require the 4% salary increases to be cut.</p> <p>As a matter of point, teacher contracts do not have to be signed until 10 days prior to the start of school.</p> <p>It was moved by Phil Kriebel to adopt the proposed budget and the motion was seconded by Barbara CampBell. Motion carried 6-0.</p>	
<p>7. Executive Director’s Report</p> <p>a) Written Report: March things were going well. Spring Dance show was sold out for every performance. Then COVID hit and we moved to online learning. We were able to survey families and loaned out computers. Teachers stepped up and moved classes to online learning platforms. April: online learning continues. The majority of students are engaged with their classes. Administration has stepped up to try and engage the families who are not yet working. Texting seems to have the greatest response. Families with students with failing grades are contacted regularly. We submitted our Continuous Learning Plan to APS and NMPED. Our plan outlined what we are currently doing. Teachers are sending assignments through Google Classroom and holding Zoom experiences. Computers are checked out to families in need. Students can pick up paper assignments. Teachers document efforts to engage families and ask for assistance as needed. We have held 3 weeks more instruction than APS currently.</p>	<p>Melanie Chavez</p>

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<p>b) Site Visit: Went well. PAPA is considered a highly successful Charter school. Report will come later this summer. Only major question was did we have a policy to evaluate the Executive Director and we do.</p> <p>c) Office: We have damaged caused by the temporary fix APS did to the AC unit last year. The pan underneath rusted out and resulted in office flooding and drywall/ ceiling damage. Many documents were soaked. Everything is drying and repairs are underway.</p> <p>d) Planning for next year: We are working on three plans to open in the fall. The first being face to face school. The second is starting school online. The third is some type of blended learning experience for students that is partially on and off campus. Dr. Ginny brought up that consideration needs to be given to overly crowded dance portables.</p> <p>e) Handbook updates: Will present next month</p> <p>f) Senior Graduation: We are doing this virtually. Everyone has taped their parts and Su is combining the pieces to form the ceremony. Su is also working on a Graduation party for the seniors which will include their full clip submissions.</p>	
<p>8. Organizational Business</p> <p>a) Need a community member: Doreen Winn has withdrawn from consideration of becoming a board member as she has plans to move to Oklahoma</p> <p>b) On April 8, 2020, there was a quorum present of Governing Council members for a technology test session of a virtual meeting. No business was discussed.</p>	Elizabeth Roybal
<p>9. President's Report: none</p>	Elizabeth Roybal
<p>10. Other Announcements/Discussion: None.</p>	Elizabeth Roybal
<p>11. Executive Session for limited personnel matters: At 5:29 Mark Huntzinger made the motion to close the meeting for the purpose of going into Executive Session pursuant to NMSA 10-15-1-H(2) with Mark Huntzinger making the second. The motion was passed 6-0 with a roll call vote. Limited personnel matters was the only topic addressed. At 5:41 Mark Huntzinger made a motion to come out of Executive Session with Liz Roybal making the second. The motion passed 6-0 by roll call vote.</p>	Elizabeth Roybal
<p>12. Action Resulting from Executive Session: Melanie Chavez will update her goal report for the board by May 19th. Next session board will complete Melanie's evaluation and report out. New goals may be established.</p>	Elizabeth Roybal
<p>13. Adjourn: We adjourned at 5:45. The next meeting will be on May 26, 2020, at 4:15. There will be a second meeting on 5/19 at 4:00 to review limited personnel matters.</p>	
<p>Status</p>	<p>Action Item</p>
	<p>Resource</p> <p>Due Date</p>

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