

Public Academy for Performing Arts

Governing Council

Meeting Agenda

Tuesday, June 30, 2020, 4:15pm

Public Academy for Performing Arts Campus

11800 Princess Jeanne Ave NE, Albuquerque, NM 87112, Room 2

NOTE: THIS MEETINGS WILL ALSO BE HELD VIRTUALLY VIA ZOOM

Type of meeting: Community / Monthly

Chair: Elizabeth Roybal

Invited to Attend:

- | | |
|---------------------------------------|----------------------------------------------|
| 1. Elizabeth Roybal, President | 8. Mance Anderson, GC Member At Large |
| 2. Mark Huntzinger, GC Vice President | 9. Virginia Wilmerding, Staff Representative |
| 3. Jennifer Lopez, GC Secretary | 10. Carol Torrez, Staff Representative |
| 4. Barbara CampBell, GC Member | 11. Melanie Chavez, Executive Director |
| 5. Alexis Corbin, GC Member | 12. Rhonda Cordova, Business Manager |
| 6. Phil Krehbiel, GC Member | |
| 7. Lisa Miller, GC Member | |

Scheduled Guests:

Scheduled Absence:

- | | |
|---------------------------------------------------------------------------------------------|-----------|
| 1. Call to Order, Roll Call (Quorum 4/7 voting members).....Chair..... | 4:15 p.m. |
| 2. Welcome and IntroductionsChair..... | 4:16 p.m. |
| 3. Approval of Agenda ACTION ITEMAll..... | 4:18p.m. |
| 4. Approval of Previous Meeting Minutes (5/26/2020) ACTION ITEM.....All..... | 4:20 p.m. |
| 5. Open Forum for Public Comment (Form Required).....Chair..... | 4:21 p.m. |
| 6. Budget & Finance Committee Report ACTION ITEMPhil Krehbiel and Rhonda Cordova..... | 4:23 p.m. |
| a. Updates from Special Session | |
| b. June Financial Report | |
| c. BARS/Permanent Transfer ACTION ITEM | |
| d. Final Budget ACTION ITEM | |
| e. Audit | |
| 7. Executive Director's Report.....Melanie Chavez..... | 4:27 p.m. |
| a. Written Report | |
| b. 2020-21 Planning, PED Re-entry Plan | |
| c. Employee Handbook COVID Supplement, Parent/Student Handbook COVID Supplement | |
| 8. Organizational BusinessChair..... | 4:35 p.m. |
| 9. President's Report.....Elizabeth Roybal..... | 4:37 p.m. |
| 10. Other Announcements/DiscussionAll..... | 4:42 p.m. |
| 11. Executive Session for Executive Director Evaluation.....All..... | 5:25 p.m. |
| 12. Adjourn.....Chair | |

ZOOM

Time: May 26, 2020 4:15 PM Mountain Time (US and Canada)

Monthly: <https://zoom.us/join/97081337988?pwd=ZlRxeURXNWlnZTN0K3loQlkrDlVVOQ09>

<https://zoom.us/join/97081337988?pwd=ZlRxeURXNWlnZTN0K3loQlkrDlVVOQ09>

Join Zoom Meeting

<https://zoom.us/j/97081337988?pwd=ZlRxeURXNWlnZTN0K3loQlkrDlVVOQ09>

Meeting ID: 970 8133 7988

Password: 1XDM6u

---- 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
Governing Council Meeting Minutes May 26, 2020**

Date: 05/26/2020	Location: Virtual meeting via Zoon
Governing Council Meeting	
Time: 4:15 to 6:13	Facilitator: Elizabeth Roybal
Invitees in Attendance: Elizabeth Roybal (voting member), Mark Huntzinger (voting member) Jennifer Lopez (voting member), Phil Krehbiel (voting member), Lisa Miller (voting member , joined at 5:45), Alexis Corbin (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: Mandle Anderson (member-at-large),	
Guests in Attendance: Lizzie Marshall	
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 • Motion to approve the agenda was made by Barbara CampBell and seconded by Phil Krehbiel and approved 6-0.	Elizabeth Roybal
4. Approval of Prior Meeting Minutes • Motion to approve the prior meeting minutes was made by Phil Krehbiel and seconded by Barbara CampBell and approved 6-0.	Elizabeth Roybal
5. Public Comment - none	Elizabeth Roybal
6. Budget and Finance Committee Report: a. May Financial Report: Phil Krehbiel, Barbara CampBell, Melanie Chavez, and Rhonda Cordova met the morning of May 26, 2020. The committee reviewed the bank register, journal entries, expenditure report, bank reconciliation, and the overall budget in comparison to our current spending. Things looked as they should. However, upon reviewing our Food Service revenue, we would have been in the negative if school would have finished normally. This is due to low participation from students. We need to figure out a way to have more students eat in the cafeteria. Also, next school year there will be less payroll coming from Food Service. Phil Krehbiel made a motion to approve the budget report. Barbara CampBell made the second with the motion carrying 6-0. b. BARS/Permanent Transfer: The following BARS were made: • Function 1000: an internal maintenance BAR; Mark Huntzinger made a motion to approve this specific BAR with Phil Krehbiel making the second. The motion carried 6-0. • 0034-I: \$95,099.00 an increase coming from HB33 monies for SUV Shed and tech purchases Jennifer Lopez moved to approve the above BAR. Phil Krehbiel made the second with the motion carrying 6-0. c. Part-time Employee NMPSIA Resolution: The new rule from NMPSIA is	Phil Krehbiel, Rhonda Cordova, Barbara CampBell Rhonda Cordova

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Governing Council Meeting Minutes May 26, 2020

to provide insurance for all employees who work at least 20 hours a week. This is a change from 15 hours a week. Mark Huntzinger made a motion to continue offering insurance for our employees who work 15 hours a week. The motion was seconded by Alexis Corbin and carried 6-0.	Rhonda Cordova
<p>7. Executive Director's Report</p> <p>a) Written Report: The virtual graduation was very well received. We fielded many phone calls and emails thanking us for making it a special event in spite of the circumstances. We had a 92.5% graduation rate of this year's cohort compared to a 73.7% graduation rate in APS's traditional schools. We will be hosting an online summer school through BYU. We may also conduct a Math Boot Camp.</p> <p>b) Parent/Student Handbook 2020-21: Very few changes are necessary, but we are making adjustments where needed.</p> <p>c) 2020-21 Planning: We have created 3 different scenarios by which school may be conducted next year: face-to-face, online, or a blended version. Any of these scenarios will be very difficult for our arts classes. Also, a few teachers have reservations about teaching face-to-face.</p> <p>d) Performance Framework—Site Visit April, 2020: We met all requirements except 2 which were out of our control. One was a change the classification of audit findings and the other dealt with the timing and amount of funds in accounts. Do we have enough reserve?</p> <p>e) APS Charter Contract and Mission Specific Goals ACTION ITEM: Melanie Chavez is working with Dr. Escobedo on finalizing our Contract. She is working to his specifications. Evidence documenting our performance was attached to our renewal contract. The mission specific goals on the performance contract state that PAPA students will increase their knowledge and skills in the performing arts and that teachers will integrate performing arts into the core content. Phil Krehbiel made the motion to accept the contract. Alexis Corbin made the second. The motion passed 6-1. Mark Huntzinger voted no. He objected to not being able to view the evidence that documented the school's adherence to the contract at this meeting. Also, the contract states that the PAPA GC serves as a Board of Finance when, in reality, the APS Board is our Board of Finance.</p>	Melanie Chavez
<p>8. Organizational Business</p> <p>a) Names are being collected as possible replacements for Jennifer Lopez, whose position on the Council as a community member ends in June.</p>	Elizabeth Roybal
9. President's Report: none	Elizabeth Roybal
10. Other Announcements/Discussion: None.	Elizabeth Roybal
11. Executive Session for limited personnel matters: At 5:13 Jennifer Lopez made the motion to close the meeting for the purpose of going into Executive Session pursuant to NMSA 10-15-1-H(2) with Barbara Campbell making the second. The motion was passed 6-0 with a roll call vote. Limited personnel matters was the only topic addressed. At 6:13 Jennifer Lopez made a motion to come out of Executive Session with Phil Krehbiel making the second. The motion passed 7-0 by roll call vote.	Elizabeth Roybal

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12. Action Resulting from Executive Session: The Executive Director's evaluation was completed.			Elizabeth Roybal
13. Adjourn: We adjourned at 6:14. The next meeting will be on June 30, 2020, at 4:15.			
Status			Action Item
		Resource	Due Date

Budget Report as of June 28, 2020

OPERATIONAL

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>	<u>% to Budget</u>
\$3,478,001.75	(\$3,273,208.80)	(\$43,031.84)	\$161,761.11	7%

INSTRUCTIONAL MATERIALS

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$12,550.47	(\$12,550.47)	\$0.00	\$0.00

Food Services

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$146,916.00	(\$43,093.12)	\$0.00	\$103,822.88 <i>Cash balance \$40,877</i>

Activities

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$227,840.00	(\$91,945.15)	(\$4,636.03)	\$131,258.82

IDEA B

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$95,973.00	(\$95,800.90)	\$0.00	\$172.10

Teacher/Principal Training

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$25,774.00	(\$25,207.67)	(\$50.62)	\$515.71

Medicaid

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$29,186.74	(\$2,281.75)	(\$5,342.16)	\$21,562.83

CNM

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$4,767.13	(\$2,500.00)	(\$1,500.00)	\$767.13

Dual Credit

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$3,628.45	(\$3,628.45)	\$0.00	\$0.00

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	(\$5,511.87)	(\$39.98)	\$20,442.65

Youth Chat Grant

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$5,419.91	(\$3,284.61)	\$0.00	\$2,135.30

Lease Assistance

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$317,972.00	(\$317,972.04)	\$0.00	(\$0.04)

HB33

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$374,088.97	(\$296,695.30)	(\$13,220.76)	\$64,172.91
			\$95,099.00 <i>BAR 0034-I</i>
			\$159,271.91

SB9 State Match (31700)

<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>
\$266,507.45	(\$69,028.76)	(\$13,868.03)	\$183,610.66

SB9 State Match - Cash (31703)

<u>Budget</u>	<u>Actuals</u>	<u>Encumbrances</u>	<u>Balance</u>
\$10,758.00	\$0.00	\$0.00	\$10,758.00

Executive Director's Report
June 25, 2020

- BYU Summer School – 13 students enrolled first session, 7 in second
- SchoolMessenger system for mass text, email and phone messages including attendance and balances due. Training, data entry and ready to launch Opt-in Text Message this week.
- Guidance and Capacity Building Team - Purpose: To improve capacity (delivery, use and support) and consistency for virtual, blended and face-to-face learning for teachers, students and parents. Three sub-teams to help standardize school and support teachers, parents and students – Team A = Develop libraries of general support with video tutorial libraries for teachers (PowerTeacher, Google Classroom, KAMI), parents (Google Classroom, PowerSchool), students (Google Classroom, PowerSchool), Team B = identify needs and encourage department consistency with teaching tools, Team C = collect/create videos for Tier 2 and 3 intervention in virtual settings.
- Final registration planned, all forms electronic, translated all forms into Spanish. Forms filled prior to registration and SignUpGenius will be used to decrease wait times and number of people on campus at the same time.
- No Boot Camp for Math
- Detailed monthly calendar of events, due dates, etc. in process.
- APS Renewal of Charter finalized, authorized until 2025
- AC in office still not fixed, hopefully in next week or two
- Hired Hip Hop teacher who is a PAPA graduate, studied at UNM
- Equity Council Framework due this week (Martinez-Yazzie) in process
- Three day of in-service nearly ready. Kagan Cooperative Learning workshop on day 2.
- APS Lease Pilot study resurrected again. Will participate.
- Custodian hired for extended hours
- Legislative session – Rhonda will explain. Need to be careful, 2020-21 may be okay but ongoing concerns with upcoming years.

COVID Planning

- Zoom staff meeting held Monday, 6/29 (voluntary) to discuss 2020-21 year and PED guidance
- Plan for blended/hybrid learning beginning in August with COVID safety protocol identified, items ordered. Calendar modified with A/B days designated. Students split into groups (same families in same group, largest class so far is 17 – will try to re-arrange schedules or re-assign group). A Group = M, W, every other F; B Group T, R, every other F.
- Will offer BYU fully online program to students at high risk and families who fear in-person learning
- Letter to parents explaining COVID precautions and school next year
- COVID updates to Employee/Staff handbook and Student Handbook in progress.
- Plans for high risk staff with COVID concerns, prototype barrier
- Staff and students screened daily – fillable Google Form and temperature checks. Isolate/send home anyone with fever, prohibit entry to campus if symptoms of COVID.
- School closed for approx. 2 days if someone is COVID+. Classes go virtual. Deep cleaning.
- All must wear masks, social distance.
- Passing periods/halls marked clockwise with most students passing to class outside.
- Classroom seating to follow 6' distance between students.
- Students sanitize hands upon entry to classroom, sanitize work area before leaving classroom.
- Nightly sanitizing of all classrooms, halls, shared spaces. Restrooms cleaned 3x/day.
- Choir and band space is sufficient for ½ class sizes. Dance classes – still working on plan – looking at changing Orchestra to later in day to allow dance to use Choir/Orchestra building during non-choir classes. May use bb courts outside. Spoke with APS re: structure – too expensive. Dance floor outside with potential damage is a problem.
- Teach students procedures during Jump Start, PAPAfest and first few weeks.
- Food service – same as usual but make sack lunches for virtual days. Hand out end of 7th period.

PUBLIC ACADEMY FOR PERFORMING ARTS ACADEMIC CALENDAR 2020-21

Semester 1

Jul-20							Aug-20							Sep-20						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
			1	2	3	4							1			1b	2a	3b	4b	5
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8b	9a	10b	11a	12
12	13	14	15	16	17	18	9	10	11b	12a	13b	14a	15	13	14a	15b	16a	17b	18b	19
19	20	21	22	23	24	25	16	17a	18b	19a	20b	21b	22	20	21a	22b	23a	24b	25a	26
26	27	28	29	30	31		23	24a	25b	26a	27b	28a	29	27	28a	29b	30a			
							30	31a												
0							16 8a, 7b (1 jump start, 3 inservice)							21 10a, 11b						
Oct-20							Nov-20							Dec-20						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
				1b	2b	3	1	2a	3	4a	5b	6b	7			1b	2a	3b	4a	5
4	5a	6b	7a	8	9	10	8	9a	10b	11a	12b	13a	14	6	7a	8b	9a	10b	11b	12
11	12	13b	14a	15b	16a	17	15	16a	17b	18a	19b	20b	21	13	14a	15b	16a	17b	18	19
18	19a	20b	21a	22b	23b	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26a	27b	28a	29b	30a	31	29	30a						27	28	29	30	31		
19 9a, 10b (1 inservice)							15 8a, 7b (2 inservice)							13 6a, 7b (1 inservice) S1 = 41a, 42b						

Semester 2

Jan-21							Feb-21							Mar-21						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
					1	2		1a	2b	3a	4b	5a	6		1a	2b	3a	4b	5a	6
3	4	5b	6a	7b	8a	9	7	8a	9b	10a	11b	12b	13	7	8	9b	10a	11b	12b	13
10	11a	12b	13a	14b	15a*	16	14	15	16b	17a	18b	19a	20	14	15a	16b	17a	18b	19a	20
17	18	19b	20a	21b	22a	23	21	22a	23b	24a	25b	26b	27	21	22	23	24	25	26	27
24	25a	26b	27a	28b	29b	30	28							28	29a	30b	31a			
31																				
18 9a, 9b (1 inservice)							19 9a, 10b (1 inservice)							17 9a, 8b (1 inservice)						

Apr-21							May-21							Jun-21						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
				1b	2	3							1			1	2	3	4	5
4	5	6b	7a	8b	9a	10	2	3a	4b	5a	6b	7a	8	6	7	8	9	10	11	12
11	12a	13b	14a	15b	16b	17	9	10a	11b	12a	13b	14	15	13	14	15	16	17	18	19
18	19a	20b	21a	22b	23a	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
25	26a	27b	28a	29b	30a*		23	24	25	26	27	28	29	27	28	29	30			
							30	31												

21 10a, 10b (1 New Student Orientation)

9 5a, 4b Semester 2 = 42a, 41b

Total: 168



Registration



School Closed Holiday



Teacher Inservice, no school students



Jump Start (new students), New Student Orientation



First and Last Day of School 8/11 & 5/13



Dance Tech/Registration/Student Support



½ Day Graduation 5/7 & ½ last day



Make up day (if needed)