

**Public Academy for Performing Arts
Governing Council Meeting Minutes December 15, 2020**

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| Date: 12/15/2020 | Location: Due to current health conditions, meeting was conducted via Zoom | |
| Governing Council Meeting | | |
| Time: 5:01-6:02 pm | Facilitator: Elizabeth Roybal | |
| Invitees in Attendance: Elizabeth Roybal (voting member) via Zoom, Mark Huntzinger (voting member) via Zoom, Phil Krehbiel (voting member) via Zoom, Lisa Ulibarri-Miller (voting member) via Zoom, Barbara CampBell (voting member) via Zoom , Melanie Chavez (Executive Director) via Zoom, Rhonda Cordova (business manager) via Zoom, Carol Torrez (staff representative) via Zoom, Virginia Wilmerding (staff representative)via Zoom, Santana Gonzalez (voting member), | | |
| Not in Attendance: Alexis Corbin (voting member) | | |
| Guests in Attendance: Justine Judway, Taryn Penny, Alivia Abernathy | | |
| Discussion | | Resource |
| 1. Call to Order at 5:01 pm/ Roll Call, voting members Elizabeth Roybal, Phil Krehbiel, Barbara CampBell, Santana Gonzales, Lisa Ulibarri-Miller, Mark Huntzinger | | Elizabeth Roybal |
| 2. Welcome and Introductions of all present. | | Elizabeth Roybal |
| 3. Approval of Agenda <ul style="list-style-type: none"> • Motion by Barbara CampBell to approve the agenda seconded by Phil Krehbiel. Motion carried 6-0. | | Elizabeth Roybal |
| 4. Approval of Prior Meeting Minutes <ul style="list-style-type: none"> • Mark Huntzinger requested “color” be replaced with “cover”. Correction was made. • Motion by Mark Huntzinger to approve the minutes as amended, seconded by Lisa Ulibarri-Miller. Motion carried 6-0. | | Elizabeth Roybal |
| 5. Public Comment - none | | Elizabeth Roybal |

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| <p>6. Budget and Finance Committee Report:</p> <p>a. Financial Report: Phil Krehbiel, Barbara CampBell, Melanie Chavez, and Rhonda Cordova met the morning of December 15, 2020. Phil Krehbiel delivered the report. The committee reviewed the following reports:</p> <p>Bank Statement; Bank Reconciliation; Journal Entries; Balance Sheet Report (showing assets and liabilities for all accounts); Bank Account Register (showing all checks written); Budget Summary of Funds Report (showing a summary of budgeted expenses versus actual, offset by encumbrances); Comparative Financial Statements – summary (revenues and expenses, all funds, last fiscal year and current fiscal year); Comparative Financial Statements – detail (revenues and expenses, all funds, last fiscal year and current fiscal year); Trial Balance Report (all transactions); Monthly Balance Forecast Report – summary (actual revenues and expenses by month compared to the budget); Account Balance Report – detailed (actual revenues and expenses, and encumbrances, compared to the budget); Budget Adjustment Request (BARS) History Report; Purchase Orders of \$5,000 or more, current fiscal year;</p> <p>The committee was satisfied with these reports as an accurate depiction of PAPA’s financial status.</p> <p>There was a discussion of the CARES act and adjustments that had been previously made and that were proposed.</p> <p>It was moved by Mark Huntzinger to approve the Finance Report. Seconded by Barb CampBell. Motion carried 6-0.</p> <p>b. BARS/Permanent Transfer: The following bars were presented 0018-D To adjust CARES Act and taken from salaries</p> <p>Barbara CampBell moved to approve the bar, seconded by Phil Krehbiel. Motion carried 6-0.</p> | <p>Phil Krehbiel, Rhonda Cordova, Barbara CampBell</p> <p>Rhonda Cordova</p> |
| <p>7. Executive Director’s Report: see complete report</p> <p>Highlights: Site Visit: Meeting to finalize is tomorrow. Report had a few errors. Melanie Chavez reported the corrections to be made. Minor issues with SPED in terms of wording and dates on IEP.</p> | <p>Melanie Chavez</p> |

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COVID: Had one person who had been on campus test positive. Protocols were followed, those potentially affected were notified.

New guidance from PED. No students on campus until after January 18th. This also comes with the condition that 10% of the staff regularly on campus go through random COVID screening. Surveillance testing needs to happen for at least 2 weeks prior to students returning in any capacity. Vault testing will be used.

Discussions of hybrid schedule with staff continue. Split decision on whether Wednesday or Friday will be the planning day and whether or not students will attend on an AB or AABB schedule.

PED has recommended grading adjustments for equitable grading. Staff has made adjustments.

Dance floor is built, but not completely finished.

Lottery will be completely online. Some discussion about advertising.

Staff conducted survey with students to better inform second semester.

See complete report in file.

8. Purchase orders over \$5000.00 were reviewed by the council. Rhonda Cordova will send out year to date document.

9. Organizational Business

Policy committee has been asked to review the verbiage of "voting" included in policies referencing committees.

Policy committee asked the Finance committee to review section D of the policy manual.

President's report: Liz Roybal reminded council members to represent PAPA at performances. She also reminded members to be sure they are on at least 1 committee.

10. Executive Session: not held this meeting.

Meeting adjourned 6:02 pm

Next meeting January 26, 2021 5:00 pm via Zoom

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| 8. President's report Finishing up training . | | Elizabeth Roybal | |
| F) Other Announcements/Discussion: None. | | Elizabeth Roybal | |
| Executive Session: Not needed | | Elizabeth Roybal | |
| G) Adjourn: We adjourned at 7:22 The next meeting will be November 24, 2020 at 5pm. | | | |
| Status | | Action Item | |
| | | Resource | Due Date |