

Policy Review Committee – Mark Huntzinger (Chair), Melanie Dunn-Chavez, OPEN, Virginia Wilmerding, Lisa Miller

Public Academy for Performing Arts
Governing Council Meeting Minutes SPECIAL Meeting February 23,
2021

Date: 2/2/2021	Location: Due to current health conditions, meeting was conducted via Zoom	
Governing Council Meeting		
Time: 5:02-6:39 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) via Zoom, Alexis Corbin (voting member) via zoom		
Not in Attendance:		
Guests in Attendance as named in Zoom meeting: Melinda Forward, Justine Judway, Amy Lynn, Butts they/them, Theresa Palmer		
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, Alexis Corbin		Elizabeth Roybal
2. Welcome and Introductions of all governing council members present. Welcoming remarks by Elizabeth Roybal.		Elizabeth Roybal
3. Approval of Agenda Motion by Phil Krehbiel to approve the agenda seconded by Barbara CampBell. Roll call vote, Motion carried 7-0.		Elizabeth Roybal
4. Approval of Minutes 1/26/2021 Requested that extraneous portions of template be removed 2/2/2021 Requested that misspellings be fixed Motion by Phil Krehbiel and seconded by Mark Huntzinger to approve both sets of minutes as corrected. Roll call vote. Motion carried 7-0		Elizabeth Roybal
5. Open Forum for Public Comment None		
6. Budget and Finance Committee Report		
A. January Financial Report: Phil Krehbiel, Barbara CampBell, Melanie Chavez, and Rhonda Cordova met the morning of February 23, 2021. Financial report		

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and Budget summary was given by Phil Krehbiel. He provided the council with a list of reports the finance committee is requesting. The 13 reports being regularly reviewed by the committee are as follows:

For previous month:

- 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

Committee reported that we are about 11/8% ahead of the operational budget. This has been about the margin maintained all year.

Moved by Barb CampBell and seconded by Phil Krehbiel to approve the finance committee report. Roll call vote. Carried 7=0.

B. BARS

Bar ending in 00191b

The bar moves money to 4306 Cares Act Grant for school filters.

Moved by Phil Krehbiel and seconded by Barb CampBell to approve the bar. Roll call vote. Carried 7-0

- C. Teacher Sick Leave if COVID: an amendment was presented on the teacher sick leave policy to include 2 weeks of sick leave in case of COVID. Since this is an addendum to a policy, it needs to go to Public comment for 10 days. Special GC meeting will be held on March 5th to take action.
- D. Impact of in-person learning. Teachers who are coming into the building to service students in person in a 5:1 capacity are being given a 50.00 stipend. 80,000 was allocated for substitute teachers and is funding this initiative. No need for a BAR.

Public Academy for Performing Arts
draft Governing Council Meeting Minutes SPECIAL Meeting
March 5, 2021

Date: 3/5/2021	Location: Due to current health conditions, meeting was conducted via Zoom	
Governing Council Meeting		
Time: 5:02-7:22 pm	Facilitator: Elizabeth Roybal	
Invitees in Attendance: Elizabeth Roybal (voting member) via Zoom, Phil Krehbiel (voting member) via Zoom, Barbara CampBell (voting member) via Zoom , Santana Gonzalez (voting member) via Zoom, Alexis Corbin (voting member) Melanie Chavez (Executive Director) via Zoom, Carol Torrez (staff representative) via Zoom, Virginia Wilmerding (staff representative)via Zoom, Taryn Penny (student Council representative)		
Not in Attendance: Mark Huntzinger (voting member), Lisa Ulibarri-Miller (voting member), Rhonda Cordova (business manager)		
Guests in Attendance as named in Zoom meeting: Lola Roybal (acting secretary) via Zoom		
Discussion		Resource
1. Call to Order at 5:02 pm/ Roll Call, voting Members Liz Roybal, Barb CampBell, Alexis Corbin, Phil Krehbiel, Santana Gonzalez		Elizabeth Roybal
2. Welcome and Introductions of all governing council members present. Welcoming remarks by Elizabeth Roybal. Announcement that Lola Roybal will be acting secretary at meeting this evening. The PAPA policy and procedure for governing council meeting read and explained.		Elizabeth Roybal
3. Approval of Agenda <ul style="list-style-type: none">Motion by Phil Krehbiel to approve the agenda seconded by Alexis Corbin . Roll call vote, Motion carried 5-0.		Elizabeth Roybal

Public Academy for Performing Arts
draft Governing Council Meeting Minutes SPECIAL Meeting
March 13, 2021

Date: 3/13/2021	Location: Due to current health conditions, meeting was conducted via Zoom
Governing Council Meeting	
Time: 4:03-4:31 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) via Zoom, Alexis Corbin (voting member)	
Not in Attendance:	
Guests in Attendance as named in Zoom meeting: Amy Lynn, Ariana Dabria, Brittany Brinker, Colin Butts, Isis Lopez, Kahlil Simpson, Melinda Forward, Monica Maestas, Michael Power, Darian Muniz	
Discussion	Resource
1. Call to Order at 4:03 pm/ Roll Call, voting members Elizabeth Roybal, Phil Krehbiel, Barbara CampBell, Santana Gonzales, Lisa Ulibarri-Miller, Mark Huntzinger, Alexis Corbin	Elizabeth Roybal
2. Welcome and Introductions of all governing council members present. Welcoming remarks including Governing Council meeting procedures by Elizabeth Roybal.	Elizabeth Roybal
3. Approval of Agenda <ul style="list-style-type: none"> Motion by Barbara CampBell to approve the agenda seconded by Phil Krehbiel. Roll call vote, Mark Huntzinger's internet connection was unstable and he was absent for this vote, but returned to the meeting. Motion carried 6-0. 	Elizabeth Roybal
4. Executive director's report <p>Number of D and F grades went from 197 to 146 at reporting period. Most grades improved in terms of percentage. This is due to targeted support. Honor roll included 45% of students.</p> <p>For targeted support, 77 students attend regularly and meet with a teacher 2 times a day.</p> <p>Teachers have expanded office hours on Fridays.</p> <p>Panda U is scheduled. It will allow us to see our COVID safe practices in action</p> <p>New Student orientation April 5th. Scheduled to be in person.</p> <p>PED directive to return to in person learning by April 5th with social distancing to the greatest extent possible</p>	<p>Melanie Chavez</p> <p>Liz Roybal</p> <p>GC Members</p>

Public Academy for Performing Arts

Budget Summary Of Funds Report

Accounting Cycle: FY2021; End Date: 02/28/2021; Account Type: Expenditure; Show Prior Year Accounts: No; Created On: 3/17/2021 2:31:24 AM

Fund	Description	Adopted	Current	YTD Actual	YTD Budget	YTD Balance	Percent
11000	Operational	\$3,751,546.00	\$3,635,336.00	\$1,905,947.76	\$1,327,471.46	\$401,916.78	11%
21000	Food Services	\$155,000.00	\$155,000.00	\$27,792.29	\$52,969.39	\$74,238.32	
23000	Non-Instructional Support	\$230,000.00	\$266,941.05	\$28,938.32	\$24,323.46	\$213,679.27	
24106	Entitlement IDEA-B	\$103,458.00	\$103,458.00	\$57,200.69	\$46,277.69	(\$20.38)	
24153	English Language Acquisition	\$120.00	\$120.00	\$0.00	\$0.00	\$120.00	
24154	Teacher/Principal Training & Recruiting	\$19,360.00	\$19,360.00	\$13,291.17	\$3,696.24	\$2,372.59	
24301	CARES Act	\$114,633.00	\$78,557.00	\$52,423.83	\$20,313.55	\$5,819.62	
24306	CARES Act/Geer	\$11,536.00	\$11,536.00	\$0.00	\$7,531.94	\$4,004.06	
25152	Title XIX MEDICAID O/2 Years	\$31,000.00	\$57,779.61	\$14,452.59	\$3,906.70	\$39,420.32	
26207	CNM Foundation	\$3,800.00	\$5,767.13	\$1,254.25	\$1,000.00	\$3,512.88	
27103	TQM in Public Schools PED	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
27107	Literacy For Children @ Risk PED	\$5,026.00	\$5,026.00	\$0.00	\$0.00	\$5,026.00	
27109	Instructional Mats - GAA of 2019	\$18,995.00	\$18,995.00	\$13,520.50	\$257.00	\$5,217.50	
29130	Youth Chat Grant	\$5,735.30	\$5,735.30	\$0.00	\$500.00	\$5,235.30	
31200	Public School Capital Outlay	\$333,665.00	\$333,665.00	\$222,443.36	\$111,221.68	(\$0.04)	
31400	Special Capital Outlay-State	\$20,000.00	\$20,000.00	\$0.00	\$0.00	\$20,000.00	
31600	Capital Improvements HB-33	\$331,285.00	\$493,143.35	\$295,840.08	\$167,624.98	\$29,678.29	
31700	SB9 State Match	\$6,941.00	\$6,941.00	\$0.00	\$0.00	\$6,941.00	

31701	SB9 Ad Valorem	\$337,790.00	\$373,718.03	\$100,242.91	\$20,768.59	\$252,706.53	
31703	SB-9 State Match Cash	\$10,758.00	\$10,758.00	\$1,653.13	\$0.00	\$9,104.87	
Fund Totals		\$5,490,648.30	\$5,601,836.47	\$2,735,000.88	\$1,787,862.68	\$1,078,972.91	

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<p>7. Executive director's report</p> <p>A. Written report Highlights: Lottery window Open Inspections met. Quarterly assessment data: Math and ELA growth not met Equity council will be submitting policy proposals to the policy committee Foundation meeting: Finalizing bylaws Observations: ongoing Nurse presented to staff on COVID safe procedures Open house tonight Intent to return from students positive with only 9 not returning</p> <p>B. Events for the remainder of 2020-2021 School year</p> <p>Senior showcase Spring Dance show Registration for next year: Panda U Spring concerts Graduation Awards Ceremony</p> <p>C. Student In person support 5:1</p> <p>19 teachers are currently participating, receiving 50.00 stipend</p> <p>58 students are currently participating</p> <p>Geared towards students with low grades, students with IEP, 504, SAT, and students identifying as struggling for any reason</p> <p>Cost of program to school is estimated between 30 and 40 thousand which is covered in the money allocated for substitutes</p> <p>D. Activity Fees</p> <p>Students will receive credits towards next year for activity fees paid this year. Students leaving the school and seniors will receive refunds.</p> <p>E. SY 2021-22 Back to School Plans</p>	<p>Melanie Chavez</p>
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<p>NMPED has advised schools to plan for hybrid instruction in the fall and to offer a continued virtual option</p> <p>F. Purchase order review: NONE</p>	
<p>8. Organizational business</p> <p>A. Policy reviews revision of sections A.13.1, A.13.2, A.13.3, A.13.6, A.13.7 Policies were reviewed after public comment period. No comments reported. No further discussion Moved by Barbara CampBell and seconded by Phil Krehbiel to accept the policy changes. Roll call vote. Approved 7-0</p> <p>B. Performing Arts Committee Summary: Committee met and discussed further uses for outdoor dance area. Will look into a choir shell or outdoor practice area for band/ orchestra/ choir.</p> <p>C. Nominating committee: Michael Power, Mark Huntzinger, Doug Feery and working on finding community member.</p>	
<p>9. President's Report</p> <p>None</p>	<p>Elizabeth Roybal</p>
<p>10. Other Announcements/ Discussion</p> <p>None</p>	<p>Elizabeth Roybal</p>
<p>11. Executive session to discuss limited personnel matters</p> <p>6:08 Moved by Lisa Ulibarri-Miller that we "close the meeting for the purpose of going into Executive Session pursuant to NMSA 10-15-1-H(2) to discuss limited personnel matters. Seconded by Alexis Corbin. Roll call vote. Approved 7-0</p>	

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<p>6:38 Moved by Lisa Ulibarri-Miller and seconded by Mark Huntzinger that we come out of Executive Session. Roll call vote. 7-0.</p> <p>Pursuant to NMSA 10-15-1-H(2) Limited personnel matters were the only topic addressed. No action was taken and no action needs to be taken.</p> <p>Meeting adjourned 6:39pm</p> <p>Special Meeting March 5, 2021</p> <p>Regular Meeting March 30, 2021</p>	
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Minutes taken by Lisa Ulibarri-Miller. Draft typed on 2.7.2021

Finalized with spelling corrections, February 23, 2021. Lisa M. Ulibarri-Miller, GC Vice-President and Acting Secretary

