

**Public Academy for Performing Arts
final Governing Council Meeting Minutes
April 27, 2021**

Date: 4/27/2021	Location: Due to current health conditions, meeting was conducted via Zoom	
Governing Council Meeting		
Time: 5:02-6:13 pm	Facilitator: Elizabeth Roybal	
Invitees in Attendance: Elizabeth Roybal (voting member) via Zoom, Mark Huntzinger (voting member) via Zoom (had some connection problems towards the end of the meeting), Phil Krehbiel (voting member) via Zoom, Lisa Ulibarri-Miller (voting member) via Zoom, Barbara Campbell (voting member) via Zoom arrived at 5:06 pm, 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: Debbie Candelaria, Melinda Forward, Michael Power		
Discussion	Resource	
<p>1. Call to Order at 5:02 pm/ Roll Call, voting members Elizabeth Roybal, Phil Krehbiel, Santana Gonzales, Lisa Ulibarri-Miller, Mark Huntzinger, Alexis Corbin</p> <p>Barbara Campbell arrived at 5:06</p>	Elizabeth Roybal	
<p>2. Welcome and Introductions of all governing council members present. Welcoming remarks including Governing Council meeting procedures by Elizabeth Roybal.</p>	Elizabeth Roybal	
<p>3. Approval of Agenda Motion by Mark Huntzinger to approve the agenda seconded by Phil Krehbiel. Roll call vote motion carried 6-0.</p>	Elizabeth Roybal	
<p>4. Approval of Minutes Mark Huntzinger had sent corrections for correcting the time format, “dragged to drafted”, and the appropriate abbreviation for CRRSAA. Phil Krehbiel also had the correction of dragged to drafted.</p> <p>Moved by Phil Krehbiel and seconded by Lisa Ulibarri-Miller to approve the minutes as corrected. Motion carried 6-0</p> <p>** It was thought that the minutes for the special meetings on March 5 and 13 had to be approved. However, they were finalized and approved at the March 30, 2021 meeting.</p>	Elizabeth Roybal	

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<p>5. Open Forum None</p>	<p>Elizabeth Roybal</p>
<p>6. Finance committee report Phil Krehbiel, Melanie Chavez, Barbara CampBell, and Rhonda Cordova met the morning of April 26, 2021. Financial report 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:</p> <p>For previous month:</p> <ul style="list-style-type: none"> • 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>Projected budget surplus is about 9.85% or \$350,000 after all encumbrances. PAPA is financially sound at this time.</p> <p>Barbara CampBell moved to approve the finance committee report. Seconded by Mark Huntzinger. Motion carried 7-0</p> <p>Bar ending 0021-IV is from a new federal grant. It will help to fund a teacher to help with SW and 504, update software needed for student studies, include a new portable as a fixed assets, include an additional shade structure for outdoor learning and additional chrome books.</p>	<p>Phil Krehbiel</p>

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<p>Bar ending 0022-D is to reduce the operational carryover.</p> <p>Moved by Barbara CampBell and seconded by Phil Krehbiel to approve both bars. Motion carried 7-0</p> <p>Purchase orders over 5000 Apple for updated computers School Outfitters</p> <p>PO's were reviewed</p> <p>Quarterly report will be presented at a meeting next week</p> <p>Budget review This part of the budget is operational only. PAPA submits to APS, APS submits to the state. This budget is constructed with our best guess as to funding per student.</p> <p>The full budget is compiled by Mel and Rhonda and must be submitted in May.</p> <p>Budget is based on 7, 976.95 per student. Budget includes a 1.5% raise for most staff members. Some raises that are larger are due to anticipated tier changes. We are required to have a 1 month carryover at the end of the year, per APS. This amount is included in the budget.</p> <p>Phil Krehbiel moved that we approve the 2021-2022 operational budget. Barbara CampBell seconded. Motion carried 7-0</p>	
<p>7. Executive Director report</p> <ul style="list-style-type: none"> *Return to in person learning is going well *Choir and band can now be inside with 9 ft social distancing. *Surveillance testing of 1% of student population with parent permissions *3rd Q had 50% of students with an F. Now we are closer to 20% *Fire drills and Shelter in Place drills have happened. *Equity Council and SAC/SHAc have met *PTSO elected new officers 	Mel

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<p>*Foundation planning 20 year reunion</p> <p>*NMPED has forgiven some domains for completion for teacher evaluations</p> <p>*Site Visit will report on next week. All green</p> <p>*Upcoming Spring Dance Show and Graduation</p> <p>May 13th is the last day of school.</p>	
<p>8. Organizational business</p> <p>Nominating committee led by Michael Power. Recommending Jessica Short for Governing Council.</p> <p>Performing Arts meeting Wednesday May 26th. Details to be announced</p>	Liz Roybal
<p>9. Announcements/ Discussion</p> <p>None</p>	
<p>10. Executive Session</p> <p>Lisa Miller moved “we close this meeting for limited personnel matters as specified in NMSA 10-15-1-H(2). Time 6:05 pm</p> <p>Roll call vote. Motion carried 7-0</p> <p>At 6:11 Liz Roybal moved that “matters discussed in the closed meeting were limited to limited personnel matters, no action was taken. Roll call vote. Motion carried 6-0</p> <p>Continuation of Executive Director’s contract requires action.</p> <p>Barbara CampBell moved to extend Director Chavez’s contract for the upcoming 2021-2022 school year. Seconded by Phil Krehbiel. Motion carried 7-0</p>	
<p>11. Adjournment 6:13pm</p>	Liz Roybal

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Next regular meeting May 25 th , 5pm	
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Minutes taken by Lisa Ulibarri-Miller. Draft typed on 5.1.2021