

**Public Academy for Performing Arts  
Draft Governing Council Meeting Minutes  
May 25, 2021**

<b>Date:</b> 5/252021	<b>Location:</b> Due to current health conditions, meeting was conducted via Zoom	
<b>Governing Council Meeting</b>		
<b>Time:</b> 5:00-5:49 pm	<b>Facilitator:</b> Elizabeth Roybal	
<b>Invitees in Attendance:</b> 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, arrived 5:05pm) 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		
<b>Not in Attendance:</b>		
<b>Guests in Attendance as named in Zoom meeting: Debbie Candelaria, Melinda Forward, Michael Power</b>		
<b>Discussion</b>	<b>Resource</b>	
<p>1. <b>Call to Order</b> at 5:00 pm/ Roll Call, voting members Elizabeth Roybal, Phil Krehbiel, Santana Gonzales, Mark Huntzinger, Alexis Corbin, Barbara CampBell</p> <p>Lisa Ulibarri-Miller arrived at 5:05</p>	Elizabeth Roybal	
<p>2. <b>Welcome and Introductions</b> of all governing council members present. Welcoming remarks including Governing Council meeting procedures by Elizabeth Roybal.</p>	Elizabeth Roybal	
<p>3. <b>Approval of Agenda</b> Motion by Mark Huntzinger to approve the agenda seconded by Phil Krehbiel. Roll call vote motion carried 6-0.</p>	Elizabeth Roybal	
<p>4. <b>Approval of Minutes</b> Phil Krehbiel asked that Barbara CampBell be marked as present for the April Finance committee meeting.</p> <p>Moved by Phil Krehbiel and seconded by Barbara CampBell to approve the minutes as corrected. Motion carried 6-0</p>	Elizabeth Roybal	

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<p><b>5. Open Forum</b> None</p>	<p>Elizabeth Roybal</p>
<p><b>6. Finance committee report</b> Phil Krehbiel, Melanie Chavez, Barbara CampBell, and Rhonda Cordova met the morning of May 25, 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><b>For previous month:</b></p> <ul style="list-style-type: none"> <li>• Bank Statement</li> <li>• Bank Reconciliation</li> <li>• Journal Entries</li> <li>• Balance Sheet Report (showing assets and liabilities for all accounts)</li> <li>• Bank Account Register (showing all checks written)</li> <li>• Budget Summary of Funds Report (showing a summary of budgeted expenses versus actual, offset by encumbrances)</li> <li>• Comparative Financial Statements – summary (revenues and expenses, all funds, last fiscal year, and current fiscal year)</li> <li>• Comparative Financial Statements – detail (revenues and expenses, all funds, last fiscal year, and current fiscal year)</li> <li>• Trial Balance Report (all transactions)</li> <li>• Monthly Balance Forecast Report – summary (actual revenues and expenses by month compared to the budget)</li> <li>• Account Balance Report – detailed (actual revenues and expenses, and encumbrances, compared to the budget)</li> <li>• Budget Adjustment Request (BARS) History Report</li> <li>• Purchase Orders of \$5,000 or more, current fiscal year</li> </ul> <p>.</p> <p>No concerns were noted at this time.</p> <p>Phil Krehbiel moved to approve the finance committee report. Seconded by Barbara CampBell. Motion carried 7-0</p> <p>Bar ending 0024-IB SEL grant 10,000 for PD, stipends, etc.</p> <p>Bar ending 0025-D Activities fund adjusted by 60,768: adjusted to actual numbers</p> <p>Bar ending 0026-D CNM dual credit adjustment of 1500.00</p>	<p>Phil Krehbiel</p>

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<p>Bar ending 0027-D Adjustment of 6,767 to reduce carryover</p> <p>Moved by Barbara CampBell and seconded by Mark Huntzinger to approve both bars. Motion carried 7-0</p> <p>Purchase orders over 5000 Best Buy 6570.00 for Chromebooks</p> <p>PO's were reviewed</p> <p>Quarterly reports were shared with board. Rhonda is available to answer questions. These reports are required by the state and all financial documents are in agreement.</p>	
<p><b>7. Executive Director report</b></p> <ul style="list-style-type: none"> <li>• 4<sup>th</sup> Quarter 11% Fs overall second semester failing grades were about 10%</li> <li>• BYU: Summer school opportunity to make up credits.</li> <li>• Held graduation and 8<sup>th</sup> grade promotion.</li> <li>• Facility: Capital master plan meeting: recalculating, HVAC upgrade will not push us down the list</li> <li>• Upgraded wireless at school.</li> <li>• Increased building security with some cameras, fence to be installed at service area, fence along back alley ... total cost about 25,000.</li> <li>• Meeting with Senator Linda Lopez</li> <li>• Dress code discussion (consider alignment between Policy handbook and student handbook</li> <li>• Review site visit results: looked at liquidity and SPED portion.</li> <li>• Need a policy on the teaching of religion.</li> </ul>	<p>Melanie</p>

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<p><b>8. Organizational business</b></p> <p>Members met with Jessica Short via Zoom. Recommendation is that she join GC.</p> <p>Mark Huntzinger moved that Jessica Short be invited to become a Governing Council member. Seconded by Barbara CampBell.</p> <p>Motion carried 7-0</p>	Liz Roybal
<p><b>9. Announcements/ Discussion</b></p> <p>Performing Arts Committee meeting 5/26/2021 via zoom</p>	
<p><b>10. President's report:</b></p> <p>None</p>	
<p><b>11. Executive Session</b></p> <p>Not required</p>	
<p><b>12. Adjournment 5:49 pm</b></p> <p>Next regular meeting June 29, 2021</p>	Liz Roybal

Minutes taken by Lisa Ulibarri-Miller. Draft typed on 5.29.2021