

**Public Academy for Performing Arts
Draft Governing Council Meeting Minutes
October 26, 2021**

Date: 10/26/2021	Location: Meeting was held in person on PAPA campus. Meetings may return to Zoom as appropriate for the prevailing health conditions.	
Governing Council Meeting		
Time: 4:15-5:15 pm	Facilitator: Elizabeth Roybal	
Invitees in Attendance: Elizabeth Roybal (voting member), Barbara CampBell (voting member), Virginia Wilmerding (staff representative), Santana Gonzalez (voting member, Jessica Short (voting member), Melanie Chavez (Executive Director),.		
Not in Attendance: Lisa Ulibarri-Miller (voting member), , Carol Torrez, (staff representative), Phil Krehbiel (voting member) arrived via zoom 4:45, Rhonda Cordova (business manager) arrived via zoom 4:30, Alexis Corbin (voting member) via zoom, potential COVID exposure		
Guests in Attendance: Student Council Representatives, Morgan Arthur and Jacob Peltz		
Discussion		Resource
1. Call to Order at 4:16 pm/ Roll Call, voting members		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 Motion by Barbara CampBell to approve the agenda with the audit update section removed. Seconded by Santana Gonzalez Roll call vote. Motion carried 5 in favor, 0 against.		Elizabeth Roybal
4. Approval of Minutes Moved by Jessica Short and seconded by Santana Gonzalez to approve the minutes from July 27, 2021. Roll call vote. Motion carried 5 in favor, 0 against.		Elizabeth Roybal

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<p>5. Open Forum</p> <p>None</p>	<p>Elizabeth Roybal</p>
<p>6. Finance committee report</p> <p>Phil Krehbiel, Melanie Chavez, and Barbara CampBell met the morning of October 26, 2021. Financial report and Budget summary was given to the GC by Barb CampBell. She 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>No concerns were noted at this time. Budget summary indicates +11%</p> <p>Approval of the Finance Committee report motion made by Santana Gonzalez, second by Jessica Short. Roll Call vote, motion carried, 5 in favor 0 against.</p>	<p>Phil Krehbiel</p>

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<p>BARS : Presented to the GC by Rhonda Cordova BAR ending 001-I. Approval of the BAR Motion Santana Gonzalez, second, Jessica Short. Roll Call Vote motion carried 5 in favor 0 against.</p> <p>Purchase orders over 5000-- none</p>	
<p>7. Executive Director report</p> <ul style="list-style-type: none"> • Report sent to all members. • Highlights: <ul style="list-style-type: none"> ○ 40 day count 434, two new student bring the count to 436. NM PED will hold schools harmless for the 2021/2022 school year, but this may impact us next year for budgeting and staff purposes. ○ PAPA BamBoo was a success, well attended and student organizations were able to raise funds in excess of \$8,500. ○ PAPA is fully staffed. ○ 	Melanie
<p>8. Organizational business</p> <p>In person meetings vs meeting via zoom was discussed. The motion was made to allow attendance to meeting via zoom for COVID related issues only. The physical attendance of PAPA GC meeting is vital to maintaining the GC connection to the school, and was balanced against the safety of GC members. It was determined that attendance via zoom would be acceptable for COVID related reasons only.</p>	Liz Roybal

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The motion was made by Barbara CampBell, seconded by Santana Gonzalez. A roll call vote approved the motion 5 in favor and 0 against.

The following policy changes were posted and there was no public comment.

D.1 Budget Process:

PAPA will prepare and adopt an annual budget in accordance with statutory requirements. The budget is prepared under the direction of the Executive Director and must be approved by the Governing Council. An open forum for the budget will be held in the first quarter of the calendar year, prior to the development of the budget. The Governing Council approve the budget in phases. Phase 1 is based upon the SEG (State Equalization Guarantee) funding. Phase 1 of the budget will be submitted to the charter authorizer for approval. Once approved, proposed increases, decreases and adjustment to the finalized budget must be approved by the governing Council Upon such approval, the proposed budget changes must be presented to the State Department of Education pursuant to the Public School Finance Act and the 1999 Charter Schools Act.

Once all approvals are in place, the change is recorded in PAP's Financial Management System and the adjustment is made to the original budget. Upon completion of the final close for each fiscal year, PAPA determines the actual cash balances for all funds and repots, the to the authorizer by the designated deadline.

Accept: Moved Barbara CampBell

Seconded: Santana Gonzalez

Roll Call Vote: Motion carries 5 in favor and 0 against.

Committee updates:

Audit Committee: Phil Krehbiel (chair), Melanie Dunn-Chavez, Rhonda Cordova, Ruby Arispe, Jessica Short

Finance Committee: Phil Krehbiel (chair), Rhonda Cordova, Barbara CampBell, Melanie Dunn-Chavez,

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Draft Governing Council Meeting Minutes
October 26, 2021**

<p>Long-range Planning: Lisa Ulibarri-Miller (chair), Melanie Dunn-Chavez, Naomi Montoya, Santana Gonzales, Ginny Wilmerding</p> <p>Performing Arts: Liz Roybal (chair), Alexis Corbin, Melanie Dunn-Chavez, Naomi Montoya, Santana Gonzales</p> <p>Policy Review: Lisa Ulibarri-Miller (chair), Melanie Dunn-Chavez, Virginia Wilmerding, Barbara Campbell, Jessica Short</p> <p>Trainings:</p> <p>All council members are responsible for training</p> <p>GC meeting time and dates:</p> <p>4:15 pm 7/27, 8/31, 9/28, 10/26, 11/30, 12/14, 1/25, 2/22, 3/29, 4/26, 5/31, 6/28</p>	
<p>9. Announcements/ Discussion</p> <p>Performing Arts: upcoming</p>	
<p>10. President's report:</p>	
<p>11. Executive Session</p> <p>Not required</p>	
<p>12. Adjournment</p> <p>13.</p> <p>14.</p> <p>15. Next regular meeting November 30, 2021</p>	Liz Roybal

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Minutes taken Barbara CampBell. Draft typed on 10/27/2021