



**Governing Council  
Meeting Agenda**

**Tuesday, October 26, 2021, 4:15pm**

Public Academy for Performing Arts Campus  
11800 Princess Jeanne Ave NE, Albuquerque, NM 87112, Room 2

NOTE: GC Meetings will be held in person beginning July, 2021.

Type of meeting: Community/Monthly

Chair: Elizabeth Roybal

Invited to Attend			
1. Elizabeth Roybal, President	5. Phil Krehbiel, GC Member	9. Virginia Wilmerding, Staff Representative	Scheduled Guests:
2. Lisa Miller, GC Vice President	6. Santana Gonzalez, GC Member	10. Rhonda Cordova, Business Manager	
3. Barbara CampBell, Secretary	7. Jessica Short, GC Member	11. Melanie Dunn-Chavez, Executive Director	Scheduled Absence:
4. Alexis Corbin, GC Member	8. Carol Torrez, Staff Representative		

Agenda Item	Presented by	Time
1. Call to Order, Roll Call (Quorum 4/7 voting members)	Chair	4:15p.m.
2. Welcome and Introductions	Chair	4:17p.m.
3. Approval of Agenda ACTION ITEM	All	4:19p.m.
4. Approval of Previous Meeting Minutes (9/28/21) ACTION ITEM	All	4:20p.m.
5. Open Forum for Public Comment (Form Required)	Chair	4:22p.m.
6. Budget & Finance Committee Report ACTION ITEM	Phil Krehbiel and Rhonda Cordova	4:25p.m.
a. September Financial Report		
b. BARS/Permanent Transfer ACTION ITEM		
c. POs over \$5,000		
d. Audit Update		
7. Executive Director's Report	Melanie Dunn-Chavez	4:35p.m.
a. Written Report, 40 <sup>TH</sup> Day Count		
8. Organizational Business	Chair  Lisa Miller	4:45p.m.
a. In-person Meeting Discussion ACTION ITEM		
b. Policy Review Prior to Public Comment ACTION ITEM		
c. Training Hours Update		
9. President's Report	Elizabeth Roybal	4:55p.m.
10. Other Announcements/Discussion	All	5:00p.m.
11. Adjourn		

**----- Statement on Open Forum for Public Comment -----**

The Governing Council welcomes public comments during the "Public Comment" portion of the governing council meeting agenda. Individuals wishing to make public comments shall complete a Public Comment form and submit it to the Council President prior to the "Public Comment" section of the meeting. Individual oral presentations will be limited to 5 minutes, unless extended by the Council President.

**----- Statement of Non-Discrimination -----**

Public Academy for Performing Arts does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. Persons requiring special accommodations should contact the administrative office at (505) 830-3128 Ext. 0 at least 24 hours prior to the meeting. The Title IX Coordinator is the Executive Director.

**---- Additional Information ----**

Audit Committee – Phil Krehbiel (Chair), Melanie Dunn-Chavez, Rhonda Cordova, Ruby Arispe, Jessica Short, Tamara Lopez  
Finance Committee – Phil Krehbiel (Chair), Rhonda Cordova, Melanie Dunn-Chavez, Barbara CampBell –8:00a.m.monthly, day of Council Meeting.  
Long-Range Planning – Lisa Miller (Chair), Melanie Dunn-Chavez, Naomi Montoya, Santana Gonzalez, Virginia Wilmerding  
Performing Arts Committee – Elizabeth Roybal (Chair), Alexis Corbin, Melanie Dunn-Chavez, Naomi Montoya, Santana Gonzalez  
Policy Review Committee – Lisa Miller (Chair), Melanie Dunn-Chavez, Virginia Wilmerding, Barbara CampBell, Jessica Short

# Public Academy for Performing Arts

## Governing Council Meeting Minutes

### September 28, 2021

<b>Date:</b> 09/28/21	<b>Location:</b> Meeting was held in person on PAPA campus. Meetings may return to Zoom as appropriate for the prevailing health conditions.	
<b>Governing Council Meeting</b>		
<b>Time:</b> 4:15-5:15 pm	<b>Facilitator:</b> Lisa Ulibarri-Miller	
<b>Invitees in Attendance:</b> Lisa Ulibarri-Miller (voting member), Barbara CampBell (voting member), Rhonda Cordova (business manager), Virginia Wilmerding (staff representative), Santana Gonzalez (voting member), Alexis Corbin (voting member), Jessica Short (voting member), Melanie Chavez (Executive Director), Carol Torrez, (staff representative).		
<b>Not in Attendance:</b> Elizabeth Roybal (voting member), Phil Krehbiel (voting member),		
<b>Guests in Attendance:</b> Jillian Miller, Student for NHS		
<b>Discussion</b>		<b>Resource</b>
1. <b>Call to Order</b> at 4:18 pm/ Roll Call, voting members		Lisa Ulibarri-Miller
2. <b>Welcome and Introductions</b> of all governing council members present. Welcoming remarks including Governing Council meeting procedures by Lisa Ulibarri-Miller		Lisa Ulibarri-Miller
3. <b>Approval of Agenda</b> Motion by Jessica Short to approve the agenda as presented. Seconded by Santana Gonzalez Roll call vote. Motion carried 5 for 0 against		Lisa Ulibarri-Miller
4. <b>Approval of Minutes</b> Moved by Barbara CampBell and seconded by Jessica Short to approve the minutes from August 31, 2021. Roll call vote. Motion carried 5 for 0 against		Lisa Ulibarri-Miller
5. <b>Open Forum</b>  NONE		Lisa Ulibarri-Miller



**Public Academy for Performing Arts  
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<p><b>6. Finance committee report</b> Phil Krehbiel, Melanie Chavez, Barbara CampBell, and Rhonda Cordova met the morning of August 31, 2021. Financial report and Budget summary was given by Barbara 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><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>No concerns were noted at this time. Budget summary indicates +21%</p> <p>Audit is scheduled for the week of September 20.</p> <p>Approval, Moved Santana Gonzalez</p> <p>Second: Alexis Corbin Roll Call Vote 5 for 0 against</p> <p>BARS :</p>	<p>Barbara CampBell</p>

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<p>10 BARS were presented for Approval to the GC. They are attached to the documents sent to the GC prior to the meeting.</p> <p>Approval:</p> <p>Moved Barbara CampBell</p> <p>Seconded: Santana Gonzalez</p> <p>Roll call vote 5 for 0 against</p> <p>Purchase orders over 5000—reviewed by the GC</p>	
<p><b>7. Executive Director report</b></p> <ul style="list-style-type: none"> <li>• Report sent to all members.</li> <li>• Highlights: <ul style="list-style-type: none"> <li>○ APS Site Visit happened 9/17</li> <li>○ COVID <ul style="list-style-type: none"> <li>▪ 67% of all students are fully vaccinated</li> <li>▪ Vaccine clinics are on going</li> </ul> </li> <li>○ Staffing <ul style="list-style-type: none"> <li>▪ Office assistant and Academic Transition Specialist are on board</li> <li>▪ Social Studies, grad 6, 8 close to being filled</li> <li>▪ Math teacher to arrive week of 10/10. Admin subbing until then.</li> </ul> </li> <li>○ Review of testing data PY (COVID year)</li> </ul> </li> </ul>	<p>Melanie Dunn-Chavez</p>



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<p><b>8. Organizational business</b></p> <p>Policies returned from public comment, with no comments:</p> <p>H.1.1 and H.1.2.</p> <p>Accept: Moved to accept policy changes</p> <p>Moved: Barbara CampBell</p> <p>Seconded: Santana Gonzalez</p> <p>Roll Call Vote Motion Carried 5 for 0 against</p> <p><b>Committee updates:</b></p> <p>Audit Committee: Phil Krehbiel (chair), Melanie Dunn-Chavez, Rhonda Cordova, Ruby Arispe, Jessica Short</p> <p>Finance Committee: Phil Krehbiel (chair), Rhonda Cordova, Barbara CampBell, Melanie Dunn-Chavez,</p> <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><b>Trainings:</b></p> <p>All council members are responsible for training NM PED is struggling to get hours updated correctly. GC members to email Lisa Ulibarri-Miller with classes attended so NM PED can update all at one time.</p>	<p>Liz Roybal</p>

**Public Academy for Performing Arts  
Governing Council Meeting Minutes  
September 28, 2021**

GC meeting time and dates:  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	
<b>9. Announcements/ Discussion</b>  Performing Arts: upcoming  None	
<b>10. President's report:</b>  None	
<b>11. Executive Session</b>  Not required	
<b>12. Adjournment 5:26</b>  <b>13.</b>  <b>14.</b>  <b>15.</b> Next regular meeting October 26, 2021	Lisa Ulibarri-Miller

Minutes taken Barbara CampBell. Draft typed on 9/29/2021

# Public Academy for Performing Arts

## Budget Summary Of Funds Report

Accounting Cycle: FY2022; End Date: 09/30/2021; Account Type: Expenditure; Show Prior Year Accounts: No; Created On: 10/18/2021 7:36:09 PM

Fund	Description	Adopted Budget	Approved BARS	Current Budget	Pending Budget/BARS	Total Anticipated Budget	YTD Actuals	YTD Payable/Encumber	Unencumbered Budget Balance	Unencumbered Anticipated Budget	Percent Remaining	Percent Remaining of TOTAL ANTICIPATED
11000	Operational	\$3,910,696.00		\$3,910,696.00	<b>\$70,841.55</b>	\$3,981,537.55	\$632,448.29	\$2,608,859.09	\$669,388.62	\$740,230.17	17%	19%
												Revised Carry over balance
21000	Food Services	\$62,000.00		\$62,000.00	\$3,077.41	\$65,077.41	\$14,329.95	\$73,319.67	(\$25,649.62)	(\$22,572.21)	-41%	-35%
23000	Non-Instructional Support	\$266,265.00		\$266,265.00	\$23,579.32	\$289,844.32	\$20,934.17	\$24,962.14	\$220,368.69	\$243,948.01	83%	84%
24106	Entitlement IDEA-B	\$90,576.00		\$90,576.00		\$90,576.00	\$13,573.53	\$67,519.56	\$9,482.91	\$9,482.91	100%	100%
24153	English Language	\$75.00		\$75.00		\$75.00	\$0.00	\$0.00	\$75.00	\$75.00	100%	100%
24154	Teacher/Principal Training & Recruiting	\$19,967.00		\$19,967.00		\$19,967.00	\$1,135.00	\$225.00	\$18,607.00	\$18,607.00	93%	93%
24174	Carl D Perkins Secondary - Current	\$9,060.00		\$9,060.00		\$9,060.00	\$0.00	\$0.00	\$9,060.00	\$9,060.00	100%	100%
24307	Social Emotional Learning	\$0.00		\$0.00		\$0.00	\$8,736.00	\$2,343.34	(\$11,079.34)	(\$11,079.34)	0%	0%
24308	CRSSA ESSER II	\$523,079.00		\$523,079.00		\$523,079.00	\$25,918.21	\$18,792.71	\$478,368.08	\$478,368.08	91%	91%
25152	Title XIX MEDICAID 0/2	\$35,000.00		\$35,000.00	\$8,659.15	\$43,659.15	(\$2,412.84)	\$1,606.72	\$35,806.12	\$44,465.27	102%	102%
26207	CNM Foundation	\$6,000.00		\$6,000.00	(\$487.12)	\$5,512.88	\$0.00	\$0.00	\$6,000.00	\$5,512.88	100%	100%
27107	Literacy For Children @ Risk PED	\$8,956.00		\$8,956.00		\$8,956.00	\$0.00	\$0.00	\$8,956.00	\$8,956.00	100%	100%
27109	Instructional Mats - GAA of 2019	\$0.00		\$0.00	\$9,850.40	\$9,850.40	\$8,609.80	\$0.00	(\$8,609.80)	\$1,240.60	0%	13%
29130	Youth Chat Grant	\$5,600.00		\$5,600.00	\$135.36	\$5,735.36	\$0.00	\$145.76	\$5,454.24	\$5,589.60	97%	97%
31200	Lease Assistance				\$339,578.00	\$339,578.00	\$0.00	\$0.00	\$0.00	\$339,578.00	0%	100%
31400	Special Capital Outlay-	\$20,000.00		\$20,000.00		\$20,000.00	\$0.00	\$0.00	\$20,000.00	\$20,000.00	100%	100%
31600	Capital Improvements HB-	\$378,016.00		\$378,016.00	\$132,956.20	\$510,972.20	\$105,796.66	\$271,000.00	\$1,219.34	\$134,175.54	-28%	26%
31701	SB9 Ad Valorem	\$361,857.00		\$361,857.00	\$23,948.41	\$385,805.41	\$23,204.75	\$27,083.68	\$311,568.57	\$335,516.98	86%	87%
31703	SB-9 State Match Cash	\$12,338.00		\$12,338.00		\$12,338.00	\$0.00	\$0.00	\$12,338.00	\$12,338.00	100%	100%
Fund Totals		\$5,709,485.00	\$0.00	\$5,709,485.00	\$612,138.68	\$6,321,623.68	\$852,273.52	\$3,202,366.47	\$1,654,845.01	\$2,266,983.69	29%	36%





**PUBLIC ACADEMY FOR PERFORMING ARTS**

11800 Princess Jeanne Ave., NE / Albuquerque, NM 87112 / (T) 505-830-3128 / (F) 505-830-9930 / [www.paparts.org](http://www.paparts.org)  
Melanie L. Dunn-Chavez, Executive Director

**Executive Director's Report  
October 2021**

- **Operations, Facility**

- APS Site In-Person Visit rescheduled for mid-November
- No new information on portables or building
- Cabinets, stove and sink in lounge are out. Ordered new sink, plumbers are working on installing. Replace/repair drywall and hopefully fewer roaches.

- **COVID**

- 67% of all students are fully vaccinated,
- Another COVID and Flu vaccination clinic on 10/27.
- Superintendent Meeting 10/21 – new Toolkit next week, Test to Stay program, vaccines under 12 anticipated early November

- **Foundation - Naomi**

- Panning 20<sup>th</sup> Anniversary Gala. Bank transfer complete. Need to file taxes.

- **Events + Performing Arts**

- Fall Ball NJHS + Stu Council
- Camerata performed at Expo NM for art show
- Senior Showcase Panel 10/11
- PAPA HS Film to Jean Cocteau Santa Fe Film Festival 10/14 (45 students)
- Rail Runner Express Art Contest winners with photo shoot – Bryce Johnson, Charlie Nava, Giovanna Vanetsky, Leslie Bello-Garcia, Lizzeth Bermudez, Sarah West, Taliana Vargas
- Spotlight during lunch – student performers
- Panda BamBOO
- Headshot retakes
- 10/29 Honor Roll Eye Scream Social, Movie Night

- **Staffing**

- Geometry teacher is here!
- Social Studies teacher is here!

- **Academics/Performing Arts**

- Administered PSAT (for grad, NMSQT) 90 students
- MLSS training and training for staff
- Inservice, student staffing, data analysis
- Q2 began 10/12. 40<sup>th</sup> Day
- Report cards 51 students with Fs, meeting with parents, students and teachers (if available) this wee

**UPCOMING EVENTS**

<https://docs.google.com/spreadsheets/d/1wq6NmWoZg2J3Rhi88Jl3pAKmSAF-lHtqMUPDsyHtqFc/edit?usp=sharing>



**Public Academy for Performing Arts**

# **STARS**

**40<sup>th</sup> Day - October 13, 2021**

**Total Students = 434**

**(Budget - 447)**

**(Female Students = 311 and Male Students = 123)**

**06<sup>th</sup> Grade = 64**

**07<sup>th</sup> Grade = 69**

**08<sup>th</sup> Grade = 69**

**09<sup>th</sup> Grade = 69**

**10<sup>th</sup> Grade = 61**

**11<sup>th</sup> Grade = 50**

**12<sup>th</sup> Grade = 52**

## **Ethnicity**

**Asian = 04, American Indian/Alaskan Native = 06, Black or African American = 16, Caucasian = 165, Hispanic/Latino = 24 and Native Hawaiian/Other Pacific Islander = 03**

## **Special Education - 47**

**AU = 04**

**OHI = 07 and SLD = 36**

### 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 first quarter of the calendar year, prior to the development of the budget. The Governing Council approves the budget in phases. Phase 1 is based upon SEG (State Equalization Guarantee) funding. Phase 1 of the budget will be submitted to the Charter authorizer for approval.** ~~Once approved by the Governing Council, the operating budget is reviewed and approved by APS and included separately in the~~ **Once approved,** proposed increases, decreases and adjustments 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 for approval. ~~budget submission to the State Department of Education pursuant to the Public School Finance Act and the 1999 Charter Schools Act.~~

~~Proposed increases, decreases and adjustments 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 for approval. Once all approvals are in place, the change is recorded in PAPA'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 reports them to APS~~ **the authorizer** by the designated deadline.

Update bylaws to change "APS" to "Authorizer" which more accurately reflects our relationship with our authorizer.



## Public Academy for Performing Arts

[illegible]

**Changes to Board Information, please email [charter.schools@state.nm.us](mailto:charter.schools@state.nm.us)**



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