



**Governing Council  
Meeting Agenda**

**Tuesday, November 30, 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 (10/26/21) 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. October Financial Report		
b. BARS/Permanent Transfer ACTION ITEM		
c. POs over \$5,000		
7. Executive Director's Report	Melanie Dunn-Chavez	4:35p.m.
a. Written Report		
8. Organizational Business	Chair	4:45p.m.
a. D.1 Budget Process Policy for Approval ACTION ITEM	Lisa Miller	
b. President's Report		
9. Other Announcements/Discussion	Elizabeth Roybal	4:55p.m.
10. Adjourn	All	5:00p.m.

**----- 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.  
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**  
**Draft Governing Council Meeting Minutes**  
**October 26, 2021**

<b>Date:</b> 10/26/2021	<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> Elizabeth Roybal	
<b>Invitees in Attendance:</b> Elizabeth Roybal (voting member), Barbara CampBell (voting member), Virginia Wilmerding (staff representative), Santana Gonzalez (voting member, Jessica Short (voting member), Melanie Chavez (Executive Director),.		
<b>Not in Attendance:</b> 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		
<b>Guests in Attendance:</b> Student Council Representatives, Morgan Arthur and Jacob Peltz		
<b>Discussion</b>		<b>Resource</b>
1. <b>Call to Order</b> at 4:16 pm/ Roll Call, voting members		Elizabeth Roybal
2. <b>Welcome and Introductions</b> of all governing council members present. Welcoming remarks including Governing Council meeting procedures by Elizabeth Roybal.		Elizabeth Roybal
3. <b>Approval of Agenda</b> 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. <b>Approval of Minutes</b> 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



**Public Academy for Performing Arts  
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October 26, 2021**

<p><b>5. Open Forum</b></p> <p>None</p>	<p>Elizabeth Roybal</p>
<p><b>6. Finance committee report</b></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><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 +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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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.

Purchase orders over 5000-- none

**7. Executive Director report**

- Report sent to all members.
- Highlights:
  - 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

**8. Organizational business**

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.

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 reports, then 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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<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</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><b>9. Announcements/ Discussion</b></p> <p>Performing Arts: upcoming</p>	
<p><b>10. President's report:</b></p>	
<p><b>11. Executive Session</b></p> <p>Not required</p>	
<p><b>12. Adjournment</b></p> <p><b>13.</b></p> <p><b>14.</b></p> <p><b>15.</b> Next regular meeting November 30, 2021</p>	<p>Liz Roybal</p>



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

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

# Public Academy for Performing Arts

## Budget Summary Of Funds Report

Accounting Cycle: FY2022; End Date: 10/31/2021; Account Type: Expenditure; Show Prior Year Accounts: No; Created On: 11/16/2021 10:24:15 PM

Fund	Description	Adopted Budget	Approved BARs	Current Budget	Pending Budget/B ARs	Total Anticipated Budget	YTD Actuals	YTD Payable/Encumber	Unencumbered Budget Balance	Unencumbered Anticipated Budget	Percent Remaining	Percent of TOTAL ANTICIPATED
11000	Operational	\$3,910,696.00	\$70,841.55	\$3,981,537.55		\$3,981,537.55	\$919,115.82	\$2,356,108.99	\$706,312.74	\$706,312.74	18%	18%
21000	Food Services	\$62,000.00	\$3,077.41	\$65,077.41	\$25,000.00	\$90,077.41	\$25,474.24	\$62,209.88	(\$22,606.71)	\$2,393.29	-35%	3%
23000	Non-Instructional Support	\$266,265.00	\$23,579.32	\$289,844.32		\$289,844.32	\$30,811.61	\$20,172.06	\$238,860.65	\$238,860.65	82%	82%
24106	Entitlement IDEA-B	\$90,576.00	\$0.00	\$90,576.00		\$90,576.00	\$20,390.35	\$61,345.52	\$8,840.13	\$8,840.13	10%	10%
24153	English Language Acquisition	\$75.00	\$0.00	\$75.00		\$75.00	\$0.00	\$0.00	\$75.00	\$75.00	100%	100%
24154	Teacher/Principal Training & Recruiting	\$19,967.00	\$0.00	\$19,967.00		\$19,967.00	\$1,135.00	\$285.00	\$18,547.00	\$18,547.00	93%	93%
24174	Carl D Perkins Secondary - Current	\$9,060.00	\$0.00	\$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	\$10,000.00	\$10,000.00	\$8,736.00	\$915.33	(\$9,651.33)	\$348.67	0%	3%
24308	CRSSA ESSER II	\$523,079.00	\$0.00	\$523,079.00		\$523,079.00	\$27,318.70	\$17,392.22	\$478,368.08	\$478,368.08	91%	91%
25152	Title XIX MEDICAID 0/2 Years	\$35,000.00	\$8,659.15	\$43,659.15		\$43,659.15	\$1,164.29	\$1,725.60	\$40,769.26	\$40,769.26	93%	93%
26207	CNM Foundation	\$6,000.00	(\$487.12)	\$5,512.88		\$5,512.88	\$0.00	\$0.00	\$5,512.88	\$5,512.88	100%	100%
27107	Literacy For Children @ Risk PED	\$8,956.00	\$0.00	\$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	\$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	\$135.36	\$5,735.36		\$5,735.36	\$300.00	\$410.26	\$5,025.10	\$5,025.10	88%	88%
31200	Public School Capital Outlay		\$339,578.00	\$339,578.00		\$339,578.00	\$0.00	\$0.00	\$339,578.00	\$339,578.00	100%	100%
31400	Special Capital Outlay-State	\$20,000.00	\$0.00	\$20,000.00		\$20,000.00	\$0.00	\$0.00	\$20,000.00	\$20,000.00	100%	100%
31600	Capital Improvements HB-33	\$378,016.00	\$132,956.20	\$510,972.20		\$510,972.20	\$106,800.39	\$271,000.00	\$133,171.81	\$133,171.81	26%	26%
31701	SB9 Ad Valorem	\$361,857.00	\$23,948.41	\$385,805.41		\$385,805.41	\$24,454.75	\$25,973.67	\$335,376.99	\$335,376.99	87%	87%
31703	SB-9 State Match Cash	\$12,338.00	\$0.00	\$12,338.00		\$12,338.00	\$0.00	\$0.00	\$12,338.00	\$12,338.00	100%	100%
Fund Totals		\$5,709,485.00	\$602,288.28	\$6,311,773.28	\$44,850.40	\$6,356,623.68	\$1,174,310.95	\$2,817,538.53	\$2,319,923.80	\$2,364,774.20	37%	37%



Must submit backup for all BARs,  
except transfers of funds for SEG or  
direct grants

**STATE OF NEW MEXICO**  
**PUBLIC EDUCATION DEPARTMENT**  
300 Don Gaspar Santa Fe, NM 87501-2786  
**Budget Adjustment Request**

Doc. ID: 001-047-2122-0012-IB

Fund Type: Flowthrough

Adjustment Type: Initial Budget

Fiscal Year: 2021-2022

Entity Name: Public Academy for Performing Arts

Adjustment Changes Intent/Scope of Program Yes or No?: No

Contact: Rhonda Cordova, Business Manager

Total Approved Budget (Flowthrough):

Phone: 505-604-5056

Email: rhondacordova1000@outlook.com

**FLOWTHROUGH ONLY**

Budget Period: 07/01/2021

To: 06/30/2022

A. Approved Carryover:

B. Total Current Year Allocation:

D. Total Funding Available:

Revenue 24307.0000.41924 \$10,000

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
24307 CARES Act, GEERF, Social Emotional Learning (SEL)	1000 Instruction	51300 Additional Compensation	1010 Regular Education (K- 12) Programs	1411 Teachers- Grades 1-12		\$10,000	\$10,000	
					Sub Total	\$10,000		
					Indirect Cost			
					DOC. TOTAL	\$10,000		

**Justification:**

SEL Allocation carryover from prior year

Compliance with Sections 10-15-1 and 22-8-12, NMSA, 1978 Compilation:

A. The requested budget/changes were authorized at a scheduled Board of Education or Governance Council meeting open to the public on:

B. Justification for the transfer: Explanation such as "underbudgeted", "insufficient budget", or "needed to close out Project" ARE NOT ACCEPTABLE. Attach additional sheets if necessary.

ALL TRANSFER BARS MUST NET OUT TO ZERO ON THE DOC. TOTAL LINE.

**Approvals by Digital Signature**

Name

Role

Date

Rhonda Cordova

Business Manager

11/29/2021 10:28:56 PM



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 November 2021**

### **• Operations, Facility**

- Updated calendar – new Spring Dance dates
- APS Site In-Person Visit
- Portable should be in by January.
- SEL Team (Social Emotional Learning) meetings monthly, progress on shared vision, activities/changes – 3 year roll out. Awarded \$15,000 grant (second one)
- SAC/SHAC (School Advisory Council/School Health Advisory Council) meeting – planning vaping prevention activities
- Equity Council making progress toward PED outline of steps/activities
- 2021 Graduation Cohort = 97%

### **• COVID**

- About 70% of all students are fully vaccinated,
- Superintendent Meeting 10/21 – new Toolkit next week, Test to Stay program, vaccines under 12 anticipated early November

### **• Foundation and PTSO**

- 20<sup>th</sup> Anniversary Gala January 14, 2022. Mark your calendars!!
- Poinsettias! A great holiday gift for friends and family. The PTSO is selling poinsettias again this year. Orders can be placed online on our website: <https://sites.google.com/view/papaptsso/events> Plants can be picked up at the school on Monday, November 29 from 3:00-4:00pm. Thank you for supporting the school!

### **• Events + Performing Arts**

- One, Two, Three Play by Thespians. Atlee Musgrave wrote and produced.
- 20 students performed in NM Ballet Company's Nutcracker.
- Wider variety of students who made All-State in Music than in years pas – 2 Choir, 3 guitar, 1 Band and 1 Orchestra
- 6 musicians were selected for Albuquerque District 7 Honor Band Groups
- Spotlight during lunch – student performers
- NJHS Sunset with hot air balloon
- Student Council Craft Fair
- November Spotlight
- Destany Ruiz won October Future Voices for photography
- Judging for Art/Poetry Contest ends Tuesday.
- Blood Drive, sponsored by NHS, on Thursday, 12/16
- Graduation – UNM Sub Ballroom 6:30pm, May 13

### **• Academics/Performing Arts**

- Honor Roll from Q1 – 58% of students earned all As or all As and Bs
- Q2 Progress Reports went out, meeting with students and parents in need of support



- o Semester 1 ends 12/17/21

## UPCOMING EVENTS

<https://docs.google.com/spreadsheets/d/1wq6NmWoZg2J3Rhi88JI3pAKmSAF-IHtqMUPDsyHtgFc/edit?usp=sharing>

Tuesday, 11/30 - HS Musical Cabaret - Chill Factor 6:30, NTS Black Box Theatre

Wednesday, 12/1 - Piano Concert 6:00, Cafe

Monday, 12/6 - Guitar Concert 6:00, Cafe

Tuesday, 12/7 - Guitar Concert 6:00, Cafe

Wednesday, 12/8 - Holiday Stroll 6:30 – combined music concert with art show

Thursday, 12/9 - Beginning Band Concert, Choir Bldg

Friday, 12/10 - Beginning Orchestra Concert, Choir Bldg

Saturday, 12/11 - PTSO Chipotle Fundraiser Menaul

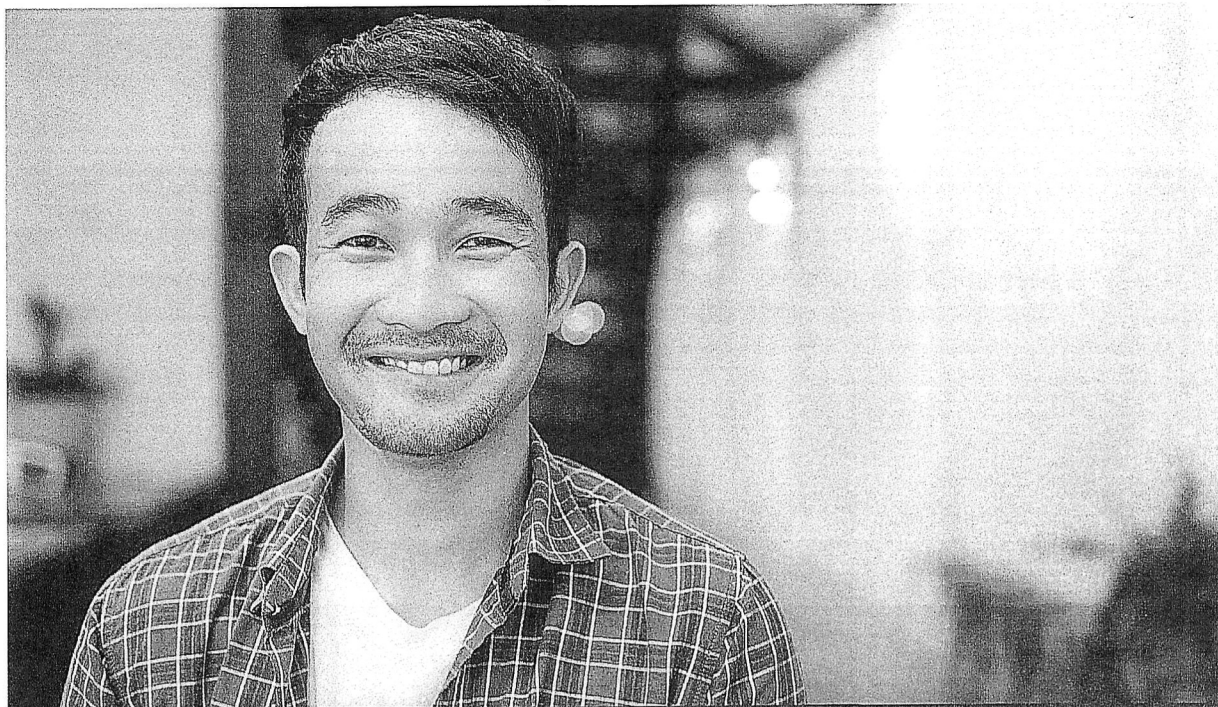
Monday, 12/13 - Thursday, 12/16 Semester Finals (required for all classes -- may use quarterly as semester exam).

Tuesday, 12/14 - GC meeting 4:15, rm 2

Thursday, 12/16 – NHS Blood Drive (see flyer)

Friday, 12/17 - Inservice, semester 1 grades due, end of Semester 1





**Blood Drive**  
**Public Academy for Performing Arts**  
**Thursday, Dec. 16**  
**9:00 AM - 2:00 PM**

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bigger than yourself

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# Public Academy for Performing Arts

2021-2022 School Calendar  
(updated 11/19/21, changes in bold at bottom)

July '21						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August '21						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September '21						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October '21						
Su	M	Tu	W	Th	F	S
					1	2
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November '21						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December '21						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January '22						
Su	M	Tu	W	Th	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February '22						
Su	M	Tu	W	Th	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
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27	28					

March '22						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
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27	28	29	30	31		

April '22						
Su	M	Tu	W	Th	F	S
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10	11	12	13	14	15	16
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24	25	26	27	28	29	30

May '22						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June '22						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

18 Student, 1 Teacher

14 Student, 1 Teacher S2: 86, 4 2021-22: 168, 11

	Registration
	In-service, no school for students
	First/last days of school
	Jump Start/New Stu Orient

	Spring Dance Tech 3/1, 3/2, Spring Dance 3/3-3/5
	Holiday/vacation, no school for all
	Graduation, full day for all, <b>no 8<sup>th</sup> period</b>
	All School Awards, 1pm release