

Public Academy for Performing Arts

Governing Council

Meeting Agenda

Tuesday, September 28, 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 | 8. Virginia Wilmerding, Staff Representative |
| 2. Lisa Miller, GC Vice President | 9. Carol Torrez, Staff Representative |
| 3. Barbara CampBell, Secretary | 10. Melanie Dunn-Chavez, Executive Director |
| 4. Alexis Corbin, GC Member | 11. Rhonda Cordova, Business Manager |
| 5. Phil Krehbiel, GC Member | Scheduled Absence: |
| 6. Santana Gonzalez, GC Member | Scheduled Guests: |
| 7. Jessica Short, GC Member | |

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 (8/31/21) **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. August Financial Report
 - b. BARS/Permanent Transfer **ACTION ITEM**
 - c. POs over \$5,000
 - d. Audit Update
7. Executive Director's Report.....Melanie Chavez.....4:35p.m.
 - a. Written Report
 - b. Possible Board Resolution for Reserve Funds -- LFC, enrollment down, cash balances up, protect carryover in future
 - c. Upcoming Events
8. Organizational BusinessChair.....4:45p.m.
 - a. Policy Review Prior to Public Comment **ACTION ITEM**..... Lisa Miller.....
 - b. Policies for approval: H.1.1 and H.1.2 Student Discipline Policy
ACTION ITEM..... Lisa Miller.....
 - c. Training Hours Update
9. President's Report.....Elizabeth Roybal.....4:55p.m.
10. Other Announcements/DiscussionAll.....5:00p.m.
11. Adjourn.....Chair

---- 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 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
Draft Governing Council Meeting Minutes
August 31, 2021

Date: 08/31/21	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: 4:17-5:28 pm	Facilitator: Elizabeth Roybal	
Invitees in Attendance: Elizabeth Roybal (voting member), Lisa Ulibarri-Miller (voting member), Barbara CampBell (voting member), Phil Krehbiel (voting member) arrived 5:00. Rhonda Cordova (business manager), Virginia Wilmerding (staff representative), Santana Gonzalez (voting member, Alexis Corbin (voting member) Melanie Chavez (Executive Director)		
Not in Attendance: Jessica Short		
Guests in Attendance: Jacob Houtz, Mrs. Montoya		
Discussion		Resource
1. Call to Order at 4:19 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 Lisa Ulibarri-Miller to approve the agenda as presented. Seconded by Alexis Corbin. Roll call vote. Motion carried 5-0		Elizabeth Roybal
4. Approval of Minutes Moved by Santana Gonzalez and seconded by Barbara CampBell to approve the minutes from July 27, 2021. Roll call vote. Motion carried 5-0		Elizabeth Roybal
5. Open Forum		Elizabeth Roybal

**Public Academy for Performing Arts
Draft Governing Council Meeting Minutes
August 31, 2021**

None	
<p>6. Finance committee report 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. 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>No concerns were noted at this time.</p> <p>Audit is scheduled for the week of September 20.</p> <p>Approval, Moved Lisa Ulibarri-Miller</p> <p>Second: Santana Gonzalez</p> <p>BARS : None</p>	Phil Krehbiel

**Public Academy for Performing Arts
Draft Governing Council Meeting Minutes
August 31, 2021**

<p>Roll call vote motion carried 5-0</p> <p>Purchase orders over 5000-- reviewed</p>	
<p>7. Executive Director report</p> <ul style="list-style-type: none">• Report sent to all members.• Highlights:• Jump Start went well for beginning of school year.• Senior Parking Spaces have been painted• We are serving about 200 lunches per day, with the USDA grant which allows for free lunch for all students.	<p>Melanie</p>
<p>8. Organizational business</p> <p>The following policy changes were posted and there was no public comment.</p> <p>A.15.1 Public Hearing based on statue NMSA 22-8-10 Was Approved</p> <p>A.16 Council agenda, adjusted to read that it will be available 36 hours instead of 24 hours prior to the meeting Was Approved</p> <p>C.5 Added Zero tolerance and Cannabis policy requirements Was Approved</p> <p>E.7.4 Updated to reflect students with appropriate training can self-carry asthma and anaphylaxis medications Was Approved</p>	<p>Liz Roybal</p>

**Public Academy for Performing Arts
Draft Governing Council Meeting Minutes
August 31, 2021**

H.2.15 Dress code adjustments to protect hair styles and cultural/religious hair styles Was Approved

H.7 Dress code revisions Was Approved

D.1 Budget Process: Includes dates for adopting budget and holding public meetings. Out for Public Comment

C. 6 Staff Conduct with Students Was Approved

Accept: Moved – Alexis Corbin

Moved:

Seconded: Moved – Barbara CampBell Motion Carried via roll call vote

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,

Long-range Planning: Lisa Ulibarri-Miller (chair), Melanie Dunn-Chavez, Naomi Montoya, Santana Gonzales, Ginny Wilmerding

Performing Arts: Liz Roybal (chair), Alexis Corbin, Melanie Dunn-Chavez, Naomi Montoya, Santana Gonzales

Policy Review: Lisa Ulibarri-Miller (chair), Melanie Dunn-Chavez, Virginia Wilmerding, Barbara Campbell, Jessica Short

Trainings:

All council members are responsible for training

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

**Public Academy for Performing Arts
Draft Governing Council Meeting Minutes
August 31, 2021**

9. Announcements/ Discussion	
10. President's report:	
11. Executive Session Not required	
12. Adjournment Meeting Adjourned 5:28pm 13. 14. 15. Next regular meeting August 31, 2021	Liz Roybal

Minutes taken Barbara CampBell. Draft typed on 9/15/2021

Public Academy for Performing Arts

Budget Summary Of Funds Report

Accounting Cycle: FY2022; End Date: 07/31/2021; Account Type: Expenditure; Show Prior Year Accounts: No; Created On: 8/31/2021 10:15:11 AM

Fund	Description	Adopted	Current	Pending Budget/BARS	YTD Actuals	Payable/Encumbr	YTD	Unencumbered Budget Balance	Budget balance with Pending Budget/BARS	Percent Remainin g	Percent Remainin g
11000	Operational	\$3,910,696.00	\$3,910,696.00	\$67,541.06	\$356,403.41	\$2,771,263.50		\$783,029.09	\$850,570.15	0.20	0.21
21000	Food Services	\$62,000.00	\$62,000.00	\$3,077.41	\$8,327.82	\$79,293.80		(\$25,621.62)	(\$22,544.21)	-0.41	-0.35
23000	Non-Instructional Support	\$266,265.00	\$266,265.00	\$23,579.32	\$14,329.30	\$15,666.65		\$236,269.05	\$259,848.37	0.89	0.90
24106	Entitlement IDEA-B	\$90,576.00	\$90,576.00		\$6,789.07	\$74,743.70		\$9,043.23	\$9,043.23	0.10	0.10
24153	English Language Acquisition	\$75.00	\$75.00		\$0.00	\$0.00		\$75.00	\$75.00	1.00	1.00
24154	Teacher/Principal Training & Recruiting	\$19,967.00	\$19,967.00		\$0.00	\$0.00		\$19,967.00	\$19,967.00	1.00	1.00
24174	Carl D Perkins Secondary - Current	\$9,060.00	\$9,060.00		\$0.00	\$0.00		\$9,060.00	\$9,060.00	1.00	1.00
24307	Social Emotional Learning	\$0.00	\$0.00		\$0.00	\$0.00		\$0.00	\$0.00	0.00	0.00
24308	CRSSA ESSER II	\$523,079.00	\$523,079.00		\$15,586.45	\$26,969.87		\$480,522.68	\$480,522.68	0.92	0.92
25152	Title XIX MEDICAID 0/2 Years	\$35,000.00	\$35,000.00	\$8,659.15	(\$2,493.08)	\$1,434.27		\$36,058.81	\$44,717.96	1.03	1.02
26207	CNM Foundation	\$6,000.00	\$6,000.00	(\$487.12)	\$0.00	\$0.00		\$6,000.00	\$5,512.88	1.00	1.00
27107	Literacy For Children @ Risk PED	\$8,956.00	\$8,956.00		\$0.00	\$0.00		\$8,956.00	\$8,956.00	1.00	1.00
27109	Instructional Mats - GAA of 2019	\$0.00	\$0.00	\$9,850.40	\$4,663.00	\$1,507.00		(\$6,170.00)	\$3,680.40	0.00	0.37
29130	Youth Chat Grant	\$5,600.00	\$5,600.00	\$135.36	\$0.00	\$145.76		\$5,454.24	\$5,589.60	0.97	0.97
31200	Lease Assistance			\$333,665.00	\$0.00	\$0.00		\$0.00	\$333,665.00	0.97	1.00
31400	Special Capital Outlay-State	\$20,000.00	\$20,000.00		\$0.00	\$0.00		\$20,000.00	\$20,000.00	1.00	1.00
31600	Capital Improvements HB-33	\$378,016.00	\$378,016.00	\$132,956.20	\$103,371.52	\$379,933.94		(\$105,289.46)	\$27,666.74	-0.28	0.05
31701	SB9 Ad Valorem	\$361,857.00	\$361,857.00	\$23,948.41	\$12,580.81	\$42,870.52		\$306,405.67	\$330,354.08	0.85	0.86
31703	SB-9 State Match Cash	\$12,338.00	\$12,338.00		\$0.00	\$0.00		\$12,338.00	\$12,338.00	1.00	1.00
									\$0.00		
Fund Totals		\$5,709,485.00	\$5,709,485.00	\$602,925.19	\$519,558.30	\$3,393,829.01		\$1,796,097.69	\$2,399,022.88	0.31	0.38

\$6,312,410.19

Public Academy for Performing Arts

Issued and Closed POs Report

Accounting Cycle: FY2022; PO Type: [All]; Vendor: [All]; Purchase Order: [All]; Account: Expression: ([Fund] >= "11000"); Include Tax and Shipping: No; Include Closed POs: Yes; Show Detail: Yes; Created On: 9/19/2021 6:21:33 PM

PO Number	Type	Vendor Name	Shipping Destination	Date Issued	Status	Days Outstanding	PO Amount	Invoiced Amount	Unencumbered Amount	Remaining Encumbrance
2022-094	Regular	Best Buy Business Advantage	PAPA	8/17/2021	Closed		\$9,450.00	\$9,450.00	\$9,450.00	\$0.00
2022-099	Regular	Best Buy Business Advantage	PAPA	8/18/2021	Closed		\$5,292.00	\$5,292.00	\$5,292.00	\$0.00
2022-117	Regular	Apple Education Sales	PAPA	8/24/2021	Closed		\$11,472.00	\$0.00	\$11,472.00	\$0.00
2022-117-1	Regular	Apple Education Sales	PAPA	9/3/2021	Issued	16	\$5,116.00	\$0.00	\$0.00	\$5,116.00
2022-134	Regular	Amazon.com	PAPA	8/31/2021	Closed		\$17,218.97	\$0.00	\$17,218.97	\$0.00
2022-134-1	Regular	Amazon.com	PAPA	8/31/2021	Issued	19	\$17,293.22	\$0.00	\$0.00	\$17,293.22
2022-150	Regular	Berry Medics	PAPA	9/9/2021	Issued	10	\$7,980.00	\$0.00	\$0.00	\$7,980.00

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: 001-047-2122-0001-I

Fund Type: General Fund / Capital
Outlay / Debt Service

Adjustment Type: Increase

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: Jul 1 2021 12:00AM

To: Jun 30 2022 12:00AM

A. Approved Carryover:

B. Total Current Year Allocation:

D. Total Funding Available:

Revenue 11000.0000.11111 \$67,541

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000 Operational	2100 Support Services-Students	51100 Salaries Expense	0000 No Program	1214 Guidance Counselors/Social Workers		\$40,000	\$40,000	0.66
11000 Operational	2100 Support Services-Students	51100 Salaries Expense	0000 No Program	1216 Health Assistants		\$27,541	\$27,541	1.00
Sub Total						\$67,541		1.66
Indirect Cost								
DOC. TOTAL						\$67,541		

Justification:

Carryover Balance

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

8/31/2021 4:34:43 PM

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: 001-047-2122-0002-I

Fund Type: General Fund / Capital
Outlay / Debt Service

Adjustment Type: Increase

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: Jul 1 2021 12:00AM

To: Jun 30 2022 12:00AM

A. Approved Carryover:

B. Total Current Year Allocation:

D. Total Funding Available:

Revenue 21000.0000.11111 \$3,077

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
21000 Food Services	3100 Food Services Operations	56116 Food	0000 No Program	0000 No Job Class	\$35,000	\$3,077	\$38,077	
Sub Total						\$3,077		
Indirect Cost								
DOC. TOTAL						\$3,077		

Justification:

Add'l Carryover balance 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

<u>Name</u>	<u>Role</u>	<u>Date</u>
Rhonda Cordova	Business Manager	9/19/2021 7:44:40 AM

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: 001-047-2122-0003-I

Fund Type: General Fund / Capital
Outlay / Debt Service

Adjustment Type: Increase

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: Jul 1 2021 12:00AM

To: Jun 30 2022 12:00AM

A. Approved Carryover:

B. Total Current Year Allocation:

D. Total Funding Available:

Revenue 23000.0000.11111 \$23,579

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
23000 Non-Instructional Support	1000 Instruction	56118 General Supplies and Materials	1010 Regular Education (K- 12) Programs	0000 No Job Class	\$266,265	\$23,579	\$289,844	
Sub Total						\$23,579		
Indirect Cost								
DOC. TOTAL						\$23,579		

Justification:

Add'l carryover balance from prior year

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

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

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

<u>Name</u>	<u>Role</u>	<u>Date</u>
Rhonda Cordova	Business Manager	9/19/2021 7:44:15 AM

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: 001-047-2122-0004-I

Fund Type: Direct Grant

Adjustment Type: Increase

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: Jul 1 2021 12:00AM

To: Jun 30 2022 12:00AM

A. Approved Carryover:

B. Total Current Year Allocation:

D. Total Funding Available:

Revenue 25152.0000.11112

\$8,659

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
25152 Title XIX MEDICAL D 0/2 Years	2100 Support Services-Students	57332 Supply Assets (\$5,000 or less)	0000 No Program	0000 No Job Class		\$8,659	\$8,659	
					Sub Total	\$8,659		
					Indirect Cost			
					DOC. TOTAL	\$8,659		

Justification:

Add'l Carryover balance

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

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

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

9/19/2021 7:46:46 AM

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: 001-047-2122-0005-D

Fund Type: Direct Grant

Adjustment Type: Decrease

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: Jul 1 2021 12:00AM

To: Jun 30 2022 12:00AM

A. Approved Carryover:

B. Total Current Year Allocation:

D. Total Funding Available:

Revenue 26207.0000.11112 (\$487)

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
26207 CNM Foundation	1000 Instruction	55915 Other Contract Services	1010 Regular Education (K- 12) Programs	0000 No Job Class	\$6,000	(\$487)	\$5,513	
					Sub Total	(\$487)		
					Indirect Cost			
					DOC. TOTAL	(\$487)		

Justification:

Reduction in estimated carryover balance

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:

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

<u>Name</u>	<u>Role</u>	<u>Date</u>
Rhonda Cordova	Business Manager	9/19/2021 7:49:02 AM

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: 001-047-2122-0006-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 27109.0000.11111

\$9,850

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
27109 Instructional Materials - Special Appropriations	1000 Instruction	56111 Instructional Materials Cash - 50% Textbooks	1010 Regular Education (K- 12) Programs	0000 No Job Class		\$9,850	\$9,850	
					Sub Total	\$9,850		
					Indirect Cost			
					DOC. TOTAL	\$9,850		

Justification:

Carryover balance 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

9/19/2021 7:51:35 AM

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: 001-047-2122-0007-I
Fund Type: Direct Grant

Adjustment Type: Increase

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: Jul 1 2021 12:00AM

To: Jun 30 2022 12:00AM

A. Approved Carryover:

B. Total Current Year Allocation:

D. Total Funding Available:

Revenue 29130.0000.11112

\$135

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
29130 School Based Health Center	1000 Instruction	55915 Other Contract Services	1010 Regular Education (K- 12) Programs	0000 No Job Class	\$5,600	\$135	\$5,735	
Sub Total						\$135		
Indirect Cost								
DOC. TOTAL						\$135		

Justification:

Add'l carryover balance from FY21

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

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

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

9/19/2021 7:54:36 AM

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: 001-047-2122-0008-I

Fund Type: General Fund / Capital
Outlay / Debt Service

Adjustment Type: Increase

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: Jul 1 2021 12:00AM

To: Jun 30 2022 12:00AM

A. Approved Carryover:

B. Total Current Year Allocation:

D. Total Funding Available:

Revenue 31600.0000.11111 \$132,956

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
31600 Capital Improvem ents HB- 33	4000 Capital Outlay	55913 Contracts – Inter-agency/REC	0000 No Program	0000 No Job Class	\$374,464	\$132,956	\$507,420	
					Sub Total	\$132,956		
					Indirect Cost			
					DOC. TOTAL	\$132,956		

Justification:

Add'l Carryover Balance

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

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

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

9/19/2021 7:56:26 AM

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: 001-047-2122-0009-I

Fund Type: Flowthrough

Adjustment Type: Increase

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 31701.0000.11111 \$23,948

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
31701 Capital Improvem ents SB-9 Local	4000 Capital Outlay	57332 Supply Assets (\$5,000 or less)	0000 No Program	0000 No Job Class	\$313,357	\$23,948	\$337,305	
					Sub Total	\$23,948		
					Indirect Cost			
					DOC. TOTAL	\$23,948		

Justification:

Add'l Carryover balance

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

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

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

9/19/2021 7:58:18 AM

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: 001-047-2122-0010-IB

Fund Type: General Fund / Capital
Outlay / Debt Service

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: Jul 1 2021 12:00AM

To: Jun 30 2022 12:00AM

A. Approved Carryover:

B. Total Current Year Allocation:

D. Total Funding Available:

Revenue 31200.0000.43209 \$339,578

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
31200 Public School Capital Outlay	4000 Capital Outlay	54610 Rental - Land and Buildings	0000 No Program	0000 No Job Class		\$339,578	\$339,578	
					Sub Total	\$339,578		
					Indirect Cost			
					DOC. TOTAL	\$339,578		

Justification:

Award letter for FY 2022

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

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

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

9/27/2021 3:55:05 PM



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

Executive Director's Report September 2021

- **Operations, Facility**

- APS Site Virtual Visit happened 9/17
<https://docs.google.com/presentation/d/11yAcqho6gl4voeM28ADQZZsZc-3sRpSycBiO0EFgCW4/edit?usp=sharing>
- APS Site Visit In Person Walk Through mid-October
- Portables delayed until end of semester 1
- APS special project to remove/replace oven, sink and counters in lounge to combat roaches
- Security project delayed until November

- **COVID**

- 67% of all students are fully vaccinated, 24 (5%) of eligible students said no)
- 2 COVID vaccination clinics, another Oct 6 combined with flu vaccination.

- **Foundation - Naomi**

- Meeting scheduled September 24. Will plan for transferring bank information and 20th Anniversary Gala.

- **Events + Performing Arts**

- Senior Showcase Panel 9/22 – all students on target, Juliana Gorena (Class of 2020) was guest presenter for dance classes
- Guest artist for Guitar 9/17
- Warehouse 508 at PAPA during lunch early September
- Booking venues for events
- FAFSA workshops began and will continue through fall for seniors and their parents
- Senior Sunrise – about 2/3 of seniors attended

- **Staffing**

- Office assistant and Academic Transition Specialist on board
- Position for 6, 8 Social Studies close to being filled
- Geometry teacher should be here the week of Oct 10, kids transitioning, admin and short term sub are subbing until she arrives

- **Academics/Performing Arts**

- Progress reports – 74 students with Fs. Meetings with all of them to plan for improvement. Also met with students with >1 D (8).
- Data from summative assessment last year
- Data from quarterly assessments this year

Executive Director out of office – Oct 15 and 18

UPCOMING EVENTS

20 Audit begins
 9/28 GC meeting
 10/1 MS Fall Ball
 10/6 Quarter 1 ends, COVID and Flu Shot Clinic
 10/7, 10/8 Fall Break
 10/11 Inservice, Senior Showcase progress, no school grades 6-11
 10/13 PSAT, grade 10, select grade 11
 10/14 Film field trip
 10/15-10/18 Hummingbird Field Trip
 10/19 Senior ad purchase deadline
 10/20 Flamenco field trip to UNM Dance
 10/22 Panda BamBOO Festival
 10/26 **Headshot retakes (GC – please get photo in the am if not done already)**
 10/29 Honor Roll Eye Scream Social, Movie Night

NM MSSA, PSAT and SAT scores 2020-21

NM MSSA Grade/ Cohort	Reading % On Target	Reading Goal	Language/ Writing % On Target	Language/ Writing Goal	Math % On Target	Math Goal
6th- class of 2028	No data	50%	No data	50%	No data	20%
7th- class of 2027	64%	74%	77%	85%	20%	30%
8th- class of 2026	64%	74%	69%	79%	28%	38%
9th- class of 2025	66%	Will not test	82%	Will not test	27%	Will not test
10th- class of 2024	No data	PSAT 515				PSAT
11th- class of 2023 PSAT	PAPA Composite 968 US 50th percentile 940-970		EBRW PAPA 511 CCR 430	EBRW 540 SAT	Math PAPA 457 CCR 480	Math 515 SAT
12th- class of 2022 SAT	PAPA Composite 1045 US 50th percentile 1010		EBRW PAPA 540 CCR 480		Math PAPA 505 CCR 530	

Core Courses Baseline Data (Beg of Year) 2021-22

SUBJECT	Pre-test (baseline) % Correct	Semester 2 Post-test % Correct	YTD (Pre-test to Post-test) % Growth	Met/Did Not Meet Goal (6% growth)
Social Studies	43%			
Science	37%			
Reading/Language	52% (Read) 55% (Writ/Lang) MS 68% HS			
Math	6% MS 19% HS			
Foreign Lang	40%			

Performing Arts Baseline Data - Content Knowledge Beg of Year 2021-22

PERFORMING ARTS SUBJECT	Pre-test (baseline) % Correct	Semester 2 Post-test % Correct	YTD (Pre-test to Post-test) % Growth	Met/Did Not Meet Goal (6% growth)
ART	61%			
ACTING	Act Camera 77 Tech Theatre 63 Act Theat			
FILM				
DANCE	48%			
MUSIC	31%			

SAMPLE Charter School
Governing Council
Date

- **Total Revenue vs. Cash Balance**
 - *Include Graph that shows historical trend*
- **Intended Use**
 - *Paragraph or Two Explaining the Intended Use*
 - *Example: SAMPLE Charter School has a Governing Council policy to maintain Cash Balances at 5%. This has allowed us to look for a permanent home. We have located a facility at 3420 Escobedo Blvd. NE and the cash balance will allow us to enter into a Lease Purchase of this facility.*
 - *Include Photo and Map*
- **Resolution from Governing Council**

GOVERNING COUNCIL

SAMPLE Charter School ♦ Albuquerque, New Mexico

Resolution

PROVIDING THAT THE SAMPLE CHARTER SCHOOL GOVERNING COUNCIL ENTER ITS APPEARANCE AND INDICATE ITS SUPPORT OF THE INTENDED USE OF THE CASH RESERVES.

WHEREAS, TEXT; and

WHEREAS, TEXT ; and

WHEREAS, TEXT; and

NOW, THEREFORE, BE IT RESOLVED TEXT.

BE IT FURTHER RESOLVED TEXT.

BE IT FURTHER RESOLVED TEXT.

ADOPTED and signed this XXst day of September, 2021.

NAME, President

NAME, Vice President

NAME, Secretary

NAME, Member

NAME, Member

NAME, Member

NAME, Member