



PUBLIC ACADEMY FOR PERFORMING ARTS

Governing Council

Meeting Agenda

Tuesday, March 29, 2022, 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 (2/22/22) ACTION ITEM	All	4:20p.m.
5. Open Forum for Public Comment (Form Required)		
6. Budget & Finance Committee Report ACTION ITEM	Phil Krehbiel and Rhonda Cordova	4:25p.m.
a. February Financial Report		
b. BARS/Permanent Transfer ACTION ITEM		
c. POs over \$5,000		
d. Modification of Substitute Schedule ACTION ITEM		
e. Preliminary Operational Budget		
7. Executive Director’s Report	Melanie Dunn-Chavez	4:35p.m.
a. Written Report		
8. Organizational Business	Elizabeth Roybal	4:45p.m.
a. Open Positions for 2022-23, Nominating Committee	Lisa Miller	
b. Policies for approval pending community input A.4, A.7, A.8, A.12, A. 13, A.19, C.12 ACTION ITEM		
9. President’s Report		
10. Other Announcements/Discussion		
11. Executive Session to Discuss Limited Personnel Matters	All	5:00p.m.
12. 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
Draft Governing Council Meeting Minutes
February 22, 2022**

Date: 02/22/2022	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), Lisa Ulibarri-Miller (voting member), Carol Torrez, (staff representative), Phil Krehbiel (voting member) via Zoom for COVID related reasons, Rhonda Cordova (business manager), Alexis Corbin (voting member) arrived at 4:20 .		
Not in Attendance:		
Guests in Attendance: NONE		
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
1. Approval of Agenda Motion by Lisa Ulibarri Miller to approve the agenda. Seconded by Jessica Short Roll call vote. Motion carried 6 in favor, 0 against.		Elizabeth Roybal
2. Approval of Minutes Moved by a motion by Jessica Short and seconded by Lisa Ulibarri Miller to approve the minutes from January 25, 2022. Roll call vote. Motion carried 6 in favor, 0 against.		Elizabeth Roybal
3. Open Forum – No requests were made		Elizabeth Roybal

**Public Academy for Performing Arts
Draft Governing Council Meeting Minutes
February 22, 2022**

None	
<p>4. Finance committee report Phil Krehbiel, Melanie Chavez, and Rhonda Cordova met the morning of February 18, 2022. Financial report and Budget summary were given to the GC 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>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 40% of the budget expended so through end of January 2022</p> <p>Approval of the Finance Committee report motion made by Santana Gonzalez second by Lisa Ulibarri Miller Roll Call vote, motion carried, 6 in favor 0 against.</p> <p>BARS : Presented to the GC by Rhonda Cordova. Approval of the BAR 001-047-2122-0020I, Motion Phil Krehbiel second, Barbara CampBell Roll Call Vote motion carried 6 in favor 0 against.</p>	Phil Krehbiel

**Public Academy for Performing Arts
Draft Governing Council Meeting Minutes
February 22, 2022**

Purchase orders over 5000— no new PO in January 2022	
<p>5. Executive Director report</p> <ul style="list-style-type: none"> Report sent to all members. Attached to minutes 	Melanie
<p>6. Organizational business</p> <p>7.</p> <p>Committee updates: 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>Trainings:</p> <p>All council members are responsible for training</p>	Liz Roybal

**Public Academy for Performing Arts
Draft Governing Council Meeting Minutes
February 22, 2022**

<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>8. Announcements/ Discussion</p> <p>Performing Arts: upcoming</p>	
<p>9. President's report:</p>	
<p>10. Executive Session</p> <p>At 5:25 Lisa Ulibarri Miller made the motion to close the meeting for the purpose of going into Executive Session pursuant to NMSA 10-15-1-H(2) with Phil Krehbiel making the second. The motion was passed 6-0 with a roll call vote. Limited personnel matters was the only topic addressed. At 6:37 Lisa Ulibarri Miller made a motion to come out of Executive Session with Liz Roybal making the second. The motion passed 6-0 by roll call vote.</p>	
<p>11. Adjournment</p> <p>12.</p> <p>13.</p> <p>14. Next regular meeting February 22, 2022</p>	Liz Roybal

Minutes taken Barbara CampBell. Draft typed on 3/20/2022

Public Academy for Performing Arts

Budget Summary Of Funds Report

Accounting Cycle: FY2022; End Date: 12/31/2021; Account Type: Expenditure; Show Prior Year Accounts: No; Created On: 1/19/2022 1:30:10 PM

Fund	Description	Adopted Budget as of 7/1/21	Revised Adopted Budget with Initial Budget BARs	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	\$70,841.55	\$3,981,537.55	\$83,188.00	\$4,064,725.55	\$2,048,255.58	\$1,415,805.20	\$517,476.77	\$600,664.77	14%	15%
21000	Food Services	\$62,000.00	\$62,000.00	\$28,077.41	\$90,077.41		\$90,077.41	\$59,898.77	\$27,814.81	\$2,363.83	\$2,363.83	3%	3%
23000	Non-Instructional Support	\$266,265.00	\$266,265.00	\$23,579.32	\$289,844.32		\$289,844.32	\$52,960.56	\$35,586.68	\$201,297.08	\$201,297.08	71%	69%
24106	Entitlement IDEA-B	\$90,576.00	\$90,576.00	\$0.00	\$90,576.00		\$90,576.00	\$47,672.14	\$34,103.10	\$8,800.76	\$8,800.76	10%	10%
24153	English Language Acquisition	\$75.00	\$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	\$19,967.00	\$0.00	\$19,967.00		\$19,967.00	\$1,579.00	\$1,168.02	\$17,219.98	\$17,219.98	86%	86%
24174	Carl D Perkins Secondary - Current	\$9,060.00	\$9,060.00	(\$9,060.00)	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	0%
24307	Social Emotional Learning	\$0.00	\$10,000.00	\$10,000.00	\$10,000.00		\$10,000.00	\$8,736.00	\$0.00	\$1,264.00	\$1,264.00	13%	13%
24308	CRSSA ESSER II	\$523,079.00	\$523,079.00	\$0.00	\$523,079.00		\$523,079.00	\$45,669.59	\$2,408.68	\$475,000.73	\$475,000.73	91%	91%
24309	CRSSA - Social Emotional Learning	\$0.00	\$15,000.00	\$15,000.00	\$15,000.00		\$15,000.00	\$0.00	\$0.00	\$15,000.00	\$15,000.00	100%	100%
24316	USDE CRRSA ESSER II Air Quality	\$0.00	\$4,570.00	\$4,570.00	\$4,570.00		\$4,570.00	\$4,563.00	\$0.00	\$7.00	\$7.00	0%	0%
24330	ARP ESSER III CDFA 84.425U	\$0.00	\$1,221,214.00	\$1,221,214.00	\$1,221,214.00		\$1,221,214.00	\$9,515.53	\$40,204.83	\$1,171,493.64	\$1,171,493.64	0%	100%
25152	Title XIX MEDICAID 0/2 Years	\$35,000.00	\$35,000.00	\$8,659.15	\$43,659.15		\$43,659.15	\$1,981.04	\$2,735.30	\$38,942.81	\$38,942.81	91%	89%
26207	CNM Foundation	\$6,000.00	\$6,000.00	(\$487.12)	\$5,512.88		\$5,512.88	\$500.00	\$0.00	\$5,012.88	\$5,012.88	91%	91%
27107	Literacy For Children @ Risk PED	\$8,956.00	\$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	\$9,850.40	\$9,850.40	\$9,850.40		\$9,850.40	\$8,609.80	\$0.00	\$1,240.60	\$1,240.60	0%	13%
29130	Youth Chat Grant	\$5,600.00	\$5,600.00	\$135.36	\$5,735.36		\$5,735.36	\$1,925.13	\$258.37	\$3,551.86	\$3,551.86	62%	62%
31200	Public School Capital Outlay	\$0.00	\$339,578.00	\$339,578.00	\$339,578.00		\$339,578.00	\$226,385.36	\$84,894.51	\$28,298.13	\$28,298.13	8%	8%
31400	Special Capital Outlay-State	\$20,000.00	\$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	\$378,016.00	\$132,956.20	\$510,972.20		\$510,972.20	\$223,809.20	\$153,991.19	\$133,171.81	\$133,171.81	26%	28%
31701	SB9 Ad Valorem	\$361,857.00	\$361,857.00	\$23,948.41	\$385,805.41		\$385,805.41	\$48,161.10	\$24,992.78	\$312,651.53	\$312,651.53	84%	81%
31703	SB-9 State Match Cash	\$12,338.00	\$12,338.00	\$12,537.00	\$24,875.00		\$24,875.00	\$0.00	\$3,739.90	\$21,135.10	\$21,135.10	85%	85%
Fund Totals		\$5,709,485.00	\$7,309,697.40	\$1,891,399.68	\$7,600,884.68	\$83,188.00	\$7,684,072.68	\$2,790,221.80	\$1,827,703.37	\$2,982,959.51	\$3,066,147.51	39%	40%

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: 001-047-2122-0021-I
Fund Type: General Fund / Capital
Outlay / Debt Service

Adjustment Type: Increase

Fiscal Year: 2021-2022

Entity Name: Public Academy for Performing Arts

Contact: Rhonda Cordova, Business Manager

Phone: 505-604-5056

Email: rhondacordova1000@outlook.com

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

Total Approved Budget (Flowthrough):

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 11000.0000.43202 \$24,253

Fund	Function	Object	Program	Location	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000 Operational	1000 Instruction	52111 Educational Retirement	1010 Regular Education (K-12) Programs	001047 Public Academy for Performing Arts	0000 No Job Class		\$24,253	\$24,253	
Sub Total							\$24,253		
Indirect Cost									
DOC. TOTAL							\$24,253		

Justification:

ERB Increase Allocation

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

3/2/2022 10:26:31 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: 001-047-2122-0026-I

Fund Type: Flowthrough

Adjustment Type: Increase

Fiscal Year: 2021-2022

Entity Name: Public Academy for Performing Arts

Contact: Rhonda Cordova, Business Manager

Phone: 505-604-5056

Email: rhondacordova1000@outlook.com

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

Total Approved Budget (Flowthrough):

FLOWTHROUGH ONLY

Budget Period: 07/01/2021

To: 06/30/2022

A. Approved Carryover:

B. Total Current Year Allocation:

D. Total Funding Available:

Revenue 24316.0000.41924 \$4,536

Fund	Function	Object	Program	Location	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
24316 USDE CRRSA ESSER II 84.425D SHARE ID - PED2431 6GY201 - Air Quality	2600 Operation & Maintenance of Plant	57332 Supply Assets (\$5,000 or less)	0000 No Program	001047 Public Academy for Performing Arts	0000 No Job Class	\$4,570	\$4,536	\$9,106	
Sub Total							\$4,536		
Indirect Cost									
DOC. TOTAL							\$4,536		

Justification:

Final allocation for FY2022

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

3/28/2022 6:50:19 PM

Adjustment History for Budget

Budget Public Academy for Performing Arts 2021-2022

Fund Code	Fund Name	Bar	Adjustment	Status Date	Board Approved	Adjustment	Status
11000	Operational	001-047-2122-0001-I	8/31/2021 8:53:51 AM	10/14/2021 8:33:05 AM	9/28/2021 12:00:00 AM	\$70,842.00	PED Approved BAR
21000	Food Services	001-047-2122-0002-I	9/18/2021 10:14:02 PM	10/13/2021 9:15:07 AM	9/28/2021 12:00:00 AM	\$3,077.00	PED Approved BAR
23000	Non-Instructional Support	001-047-2122-0003-I	9/19/2021 7:42:36 AM	10/13/2021 9:15:43 AM	9/28/2021 12:00:00 AM	\$23,579.00	PED Approved BAR
25152	Title XIX MEDICAID 0/2 Years	001-047-2122-0004-I	9/19/2021 7:45:20 AM	10/13/2021 10:30:33 AM	9/28/2021 12:00:00 AM	\$8,659.00	PED Approved BAR
26207	CNM Foundation	001-047-2122-0005-D	9/19/2021 7:47:32 AM	10/13/2021 10:31:00 AM	9/28/2021 12:00:00 AM	(\$487.00)	PED Approved BAR
27109	Instructional Materials - Special	001-047-2122-0006-IB	9/19/2021 7:49:54 AM	11/9/2021 8:35:06 AM	9/28/2021 12:00:00 AM	\$9,850.00	BAR Disapproved
29130	Appropriations School Based Health Center	001-047-2122-0007-I	9/19/2021 7:52:14 AM	10/13/2021 10:31:22 AM	9/28/2021 12:00:00 AM	\$135.00	PED Approved BAR
31600	Capital Improvements HB-33	001-047-2122-0008-I	9/19/2021 7:54:44 AM	10/13/2021 10:31:49 AM	9/28/2021 12:00:00 AM	\$132,956.00	PED Approved BAR
31701	Capital Improvements SB-9 Local	001-047-2122-0009-I	9/19/2021 7:56:51 AM	10/15/2021 8:57:50 AM	9/28/2021 12:00:00 AM	\$23,948.00	PED Approved BAR
31200	Public School Capital Outlay	001-047-2122-0010-IB	9/27/2021 3:53:15 PM	10/13/2021 10:31:49 AM	9/28/2021 12:00:00 AM	\$339,578.00	PED Approved BAR
21000	Food Services	001-047-2122-0011-I	10/26/2021 12:46:57 PM	11/22/2021 5:01:13 PM	10/26/2021 12:00:00 AM	\$25,000.00	BAR Disapproved
24307	CARES Act, GEEF, Social Emotional Learning (SEL)	001-047-2122-0012-IB	10/28/2021 4:24:48 PM	12/21/2021 8:20:28 AM	11/30/2021 12:00:00 AM	\$10,000.00	PED Approved BAR
27109	Instructional Materials - Special Appropriations	001-047-2122-0013-IB	11/29/2021 10:08:07 PM	2/25/2022 12:16:40 PM	1/25/2022 12:00:00 AM	\$9,850.00	PED Approved BAR
24316	USDE CRRSA ESSER II 84.425D SHARE ID -PED24316GY201 - Air Quality	001-047-2122-0014-IB	12/1/2021 9:36:31 AM	1/10/2022 2:16:36 PM	12/14/2021 12:00:00 AM	\$4,570.00	PED Approved BAR
24330	24330 - ARP ESSER III CDEA 84.425U	001-047-2122-0015-IB	12/8/2021 10:36:30 AM	1/21/2022 4:31:52 PM	12/14/2021 12:00:00 AM	\$1,221,214.00	PED Approved BAR
24174	Carl D Perkins Secondary - Current	001-047-2122-0016-D	1/10/2022 10:57:50 AM	2/10/2022 4:58:16 PM	1/25/2022 12:00:00 AM	(\$9,060.00)	PED Approved BAR
24309	CRRSA - Social Emotional Learning	001-047-2122-0017-IB	1/12/2022 10:55:43 AM	2/11/2022 1:09:51 PM	1/25/2022 12:00:00 AM	\$15,000.00	PED Approved BAR
21000	Food Services	001-047-2122-0018-I	1/17/2022 8:27:44 PM	1/24/2022 1:55:43 PM	10/26/2021 12:00:00 AM	\$25,000.00	PED Approved BAR
31703	SB-9 State Match Cash	001-047-2122-0019-I	1/25/2022 9:42:50 AM	2/3/2022 8:29:07 AM	1/25/2022 12:00:00 AM	\$12,537.00	PED Approved BAR
11000	Operational	001-047-2122-0020-I	2/10/2022 10:54:15 AM	3/8/2022 8:20:36 AM	2/22/2022 12:00:00 AM	\$58,935.00	PED Approved BAR
11000	Operational	001-047-2122-0021-I	3/2/2022 10:24:24 PM	3/2/2022 10:26:31 PM		\$24,253.00	BM Approved Direct BAR - Submitted to SP
24316	USDE CRRSA ESSER II 84.425D SHARE ID -PED24316GY201 - Air Quality	001-047-2122-0022-I	3/9/2022 11:14:11 AM	3/9/2022 11:14:11 AM		\$9,099.00	Flowthrough BAR Number Generated
24316	USDE CRRSA ESSER II 84.425D SHARE ID -PED24316GY201 - Air Quality	001-047-2122-0023-D	3/9/2022 2:24:54 PM	3/9/2022 2:24:54 PM		(\$9,099.00)	Flowthrough BAR Number Generated
24316	USDE CRRSA ESSER II 84.425D SHARE ID -PED24316GY201 - Air Quality	001-047-2122-0024-I	3/9/2022 2:36:28 PM	3/9/2022 2:36:28 PM		\$9,106.00	Flowthrough BAR Number Generated

Waiting
for APS
to delete
void
these

Public Academy for Performing Arts

Issued and Closed POs Report

Accounting Cycle: FY2022; PO Type: [All]; Purchase Order: [All]; Account Expression: ([Fund] >= "11000") ; Include Tax and Shipping: No; Include Closed POs: Yes; Show L Yes; Created On: 3/16/2022 10:58:19 AM

PO Number	Type	Vendor Name	Date Issued	Status	Days Outstanding	PO Amount	Invoiced Amount	Unencumbered Amount	Remaining Encumbrance
2021-004	Dollar	PNM	7/1/2020	Issued	623	\$10,495.22	\$2,133.91	\$2,133.91	\$8,361.31
2021-005	Dollar	ABCWUA	7/1/2020	Issued	623	\$6,445.75	\$3,360.85	\$3,360.85	\$3,084.90
2021-111-1	Dollar	APS	7/1/2020	Closed		\$94,386.74	\$0.00	\$94,386.74	\$0.00
2021-111-2	Dollar	APS	7/20/2021	Closed		\$96,805.46	\$96,805.46	\$96,805.46	\$0.00
2022-003-1	Dollar	BYU Continuing Education	7/2/2021	Issued	257	\$7,000.00	\$3,585.00	\$3,585.00	\$3,415.00
2022-007	Regular	NMPSIA	7/1/2021	Closed		\$66,989.00	\$66,989.00	\$66,989.00	\$0.00
2022-008	Dollar	ABCWUA	7/1/2021	Issued	258	\$38,000.00	\$22,187.39	\$22,187.39	\$15,812.61
2022-013	Dollar	APS	7/1/2021	Closed		\$355,153.00	\$0.00	\$355,153.00	\$0.00
2022-014	Dollar	PNM	7/1/2021	Issued	258	\$35,000.00	\$24,551.97	\$24,551.97	\$10,448.03
2022-015	Dollar	NM Gas Company	7/1/2021	Closed		\$15,000.00	\$10,352.21	\$15,000.00	\$0.00
2022-015-1	Dollar	NM Gas Company	7/1/2021	Issued	258	\$17,600.00	\$5,912.82	\$5,912.82	\$11,687.18
2022-016	Dollar	Matthews Fox, P.C.	7/1/2021	Issued	258	\$5,000.00	\$162.66	\$162.66	\$4,837.34
2022-017	Dollar	Moss Adams LLP	7/1/2021	Closed		\$15,000.00	\$13,214.69	\$15,000.00	\$0.00
2022-018	Dollar	Harris School Solutions	7/1/2021	Issued	258	\$13,000.00	\$11,534.91	\$11,534.91	\$1,465.09
2022-019	Dollar	PowerSchool Group, LLC	7/1/2021	Issued	258	\$8,000.00	\$5,395.39	\$5,395.39	\$2,604.61
2022-020	Regular	Rhonda Cordova	7/1/2021	Issued	258	\$64,725.12	\$45,846.96	\$45,846.96	\$18,878.16
2022-025	Dollar	Central Region Educational Cooperative	7/1/2021	Issued	258	\$47,112.19	\$22,735.62	\$22,735.62	\$24,376.57
2022-026	Dollar	CES	7/1/2021	Issued	258	\$26,538.93	\$15,650.52	\$15,650.52	\$11,371.08
2022-027	Dollar	CNM	7/1/2021	Issued	258	\$8,000.00	\$3,516.16	\$3,516.16	\$4,483.84
2022-028	Dollar	ACES	7/1/2021	Issued	258	\$20,000.00	\$8,723.29	\$8,723.29	\$11,276.71
2022-030	Regular	Southwest Copy Systems	7/13/2021	Closed		\$6,923.28	\$0.00	\$6,923.28	\$0.00
2022-030-1	Regular	Southwest Copy Systems	7/1/2021	Issued	258	\$7,923.28	\$5,298.09	\$6,192.46	\$1,730.82
2022-037	Dollar	Labatt Food Service	7/1/2021	Issued	258	\$53,000.00	\$44,709.98	\$44,709.98	\$8,290.02
2022-045	Regular	Shamrock Supply	7/14/2021	Closed		\$5,172.50	\$5,172.50	\$5,172.50	\$0.00
2022-049	Regular	Sweetwater	7/15/2021	Closed		\$5,753.93	\$0.00	\$5,753.93	\$0.00
2022-049-1	Dollar	Sweetwater	7/15/2021	Closed		\$5,753.93	\$5,753.93	\$5,753.93	\$0.00
2022-066	Dollar	APS	7/1/2021	Closed		\$386,500.00	\$9,994.93	\$386,500.00	\$0.00

2022-066 b	Dollar	APS		9/30/2021	Issued	167	\$271,000.00	\$211,268.67	\$211,268.67	\$59,731.33
2022-081	Regular	Best Buy Business Advantage		8/9/2021	Closed		\$5,670.00	\$5,670.00	\$5,670.00	\$0.00
2022-085	Dollar	ACES		8/11/2021	Issued	217	\$6,000.00	\$437.85	\$437.85	\$5,562.15
2022-094	Regular	Best Buy Business Advantage		8/17/2021	Closed		\$9,450.00	\$9,450.00	\$9,450.00	\$0.00
2022-099	Regular	Best Buy Business Advantage		8/18/2021	Closed		\$5,292.00	\$5,292.00	\$5,292.00	\$0.00
2022-117	Regular	Apple Education Sales		8/24/2021	Closed		\$11,472.00	\$0.00	\$11,472.00	\$0.00
2022-117-1	Regular	Apple Education Sales		9/3/2021	Closed		\$5,116.00	\$5,116.00	\$5,116.00	\$0.00
2022-134	Regular	Amazon.com		8/31/2021	Closed		\$17,218.97	\$0.00	\$17,218.97	\$0.00
2022-134-1	Regular	Amazon.com		8/31/2021	Closed		\$17,293.22	\$17,293.22	\$17,293.22	\$0.00
2022-150	Regular	Berry Medics		9/9/2021	Closed		\$7,980.00	\$0.00	\$7,980.00	\$0.00
2022-189	Regular	Public Charter Schools of New Mexico		10/6/2021	Closed		\$5,000.00	\$5,000.00	\$5,000.00	\$0.00
2022-252	Regular	Josten's		11/5/2021	Issued	131	\$9,960.00	\$3,158.00	\$3,320.00	\$6,640.00
2022-262	Regular	APS Board of Education		11/19/2021	Closed		\$339,578.04	\$226,385.36	\$339,578.04	\$0.00
2022-262-1	Regular	APS Board of Education		1/31/2022	Issued	44	\$84,894.51	\$28,298.17	\$28,298.17	\$56,596.34
2022-357	Regular	B&H Photo Video		1/27/2022	Closed		\$7,000.00	\$0.00	\$7,000.00	\$0.00
2022-467	Regular	Best Buy Business Advantage		3/9/2022	Closed		\$6,690.00	\$0.00	\$6,690.00	\$0.00
2022-467-1	Regular	Best Buy Business Advantage		3/9/2022	Issued	7	\$6,690.00	\$0.00	\$0.00	\$6,690.00
Sub Total							\$2,237,583.07	\$950,957.51	\$1,960,239.98	\$277,343.09

**Public Academy for Performing Arts
Salary Schedule for Substitute Teachers
Temporary Covid Relief Schedule
2021-2022**

Pending GC Approval

HS	AA	BA/BS	Teacher/Retiree	LT
\$15.00	\$18.50	\$22.00	\$25.50	Current pay + 1 extra hour per week

Prior Schedule

HS	AA	BA/BS	Teacher/Retiree	LT
\$11.50	\$13.50	\$15.50	\$18.00	Current pay + 1 extra hour per week



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 March 2022

• Academics, Operations

- No extra days needed for snow days. We have plenty on instructional hours.
- Quarter 3 Honor Roll - 6th 35, 7th 28, 8th 31, 9th 26, 10th 26, 11th 24, 12th 33 = 203 = 48%
- Quarter 3 Fs – 6th 11, 7th 16, 8th 10, 9th 13, 10th 9, 11th 9, 12th 3 = 71 = 16%
- Interventions – Get Your Work Done NHS activity scheduled for April Tues., 4/19
- APS Site Visit – April 5
- Spring Budget Workshop – April 6-8
- MS Dance – great decorations, kids had fun
- Portables – looked at and ordered two (one APS, one PFSA), plans to put in place
- Walk-in Refrigerator – 3 quotes, repairs begin Monday, 3/28
- Entering course requests, back ups to prepare PowerSchool, master schedule
- PAWtential (PAPA Assessment Week) Tuesday, 4/12 & Wednesday, 4/13
 - Stated-mandated assessments NM MSSA ELA & Math (6-8), NM ASR Science (8, 11), SAT (11), Pre-Act (9, 10)
 - Breakfast, yoga, test, then pm activities. Each grade has theme (6 – communication skills, 7th culture, 8th professional dress/represent best self, 9th drug use, 10th – 12th drug use, mental health, suicide prevention), presenters from Equity Alliance, Nic Newling Mental Health speaker from Australia, Philippine traditions, Aztec dancers ??, Warehouse 508. art, dance, music, poetry, Panda Games, acting.
 - Senor Cap Decorating, lunch and Mental Health/Suicide Prevention

• Performing Arts

- Kudos in Music – MPA ratings , growth on performance assessment, Les Chanteuses invited to perform at Carnegie Hall in 2023. Fundraising plans underway.
- Kudos in Film
- Spring Dance – Filmed, On The Stage scheduled to air early April
- Hummingbird Field Trip
- Flamenco Performance Mountainair, 4/3
- Creating, Producing, Connecting dance + film collaborative 4/5
- Guitar Solo and Ensemble 4/16
- Advanced Orchestra MPA 4/22

• COVID

- 0% positivity rate last few weeks.
- Updated Toolkit, continue to follow

• UPCOMING EVENTS

PAPA's calendar on the website is now linked to the office calendar and is up-to-date.

4/1 Honor Roll Ice-cream Social	4/20 Piano Concert	5/10 or 5/12 All School Awards Rodey
4/7-9 Putnam County Spelling Bee,	4/22 Guitar Concert	5/13 Graduation
Musical Theatre	4/23 Prom	5/18 8 th grade awards
4/14 Senior Showcase	4/28-30 The Strange Case of Dr. Jekyll and Mr. Hyde, Thespian	5/19 Last day of school



Public Academy for Performing Arts

STARS

120th Day – January 5, 2022

Total Students = 432

(Budget – 447)

(Female Students = 311 and Male Students = 123)

06th Grade = 66

07th Grade = 68

08th Grade = 70

09th Grade = 67

10th Grade = 62

11th Grade = 48

12th Grade = 51

Ethnicity

Asian = 06, American Indian/Alaskan Native = 06, Black or African American = 17, Caucasian = 158, Hispanic/Latino = 242 and Native Hawaiian/Other Pacific Islander = 03

Special Education - 45

AU = 04

OHI = 07 and SLD = 36

All formatting may be updated to match

All punctuation, spelling, grammar may be updated

A.4 GOVERNING COUNCIL POWERS AND RESPONSIBILITIES

The primary powers and duties of the Governing Council are to:

- Hire, evaluate and terminate the Executive Director;
- review and approve the budget for PAPA, and any line-item changes to the **budget through Budget Adjustment Requests (BARS)**;
- review and approve all policies for PAPA;
- review and approve facilities plans for PAPA;
- approve the strategic plan for PAPA; and

The Executive Director and other PAPA employees shall implement the policies and procedures, facilities plans, and budget adopted by the Council, under the direction and supervision of the Executive Director. The Council shall not be involved in the day-to-day operations of the school.

A.7.1 Members:

(updated 11/29/2016)

The Governing Council is intended to be a collaborative body and members are not intended to represent particular constituencies, but should recognize and pursue the best interests of the school as a whole. It is, however, recognized that diverse groups exist, and it is advisable to draw membership from all areas. The Governing Council shall consist of not less than five (5) and not more than seven (7) voting members consisting of Parent Members and Community Members.

Non-voting members of the Governing Council **shall** include: up to three faculty/staff members, and two student members.

A.7.1.1 Training New and Returning Governing Council Members:

(updated September 26, 2017) **updated xxx 2022**

~~New Mexico Administrative Code (NMAC) Section 6.80.5 et seq. adds restrictions on new members. New members cannot vote on any items of business until they complete the training outlined in the NMAC or are issued a waiver by the Public Education Department (PED). New members who have not completed the training or who have not obtained a waiver may participate in all aspects of the board except for voting.~~

This is an amendment to 6.80.5 NMAC, Sections 1, 7, 8, 9, 10, 11, 12, and 13 effective 7/14/2020

Within the first fiscal year of service, new governing council members will complete a minimum of 10 hours of training in accordance with NM Public Education Department guidelines. These hours are comprised of: 2 hours of ethics, 2 hours of charter school fiscal requirements, one hour of academics and evaluating academic data, one hour of open government legal and organizational performance requirements, one hour on equity and culturally linguistic practices, and three hours as identified by the governing council and may be the PAPA governing Council onboarding training.

Returning Governing Council members must complete a minimum of 8 hours of annual training as prescribed by the NM Public Education Department. These hours are comprised of: 1 hours of ethics, 3 hours of charter school fiscal requirements, 2 hours of academics and evaluating academic data, one hour of open government legal and organizational performance requirements, and one hour on equity and culturally linguistic practices.

A.7.2 Selection/Election.

a) **Faculty/Staff Members** will be selected by the Faculty/Staff in accordance with procedures agreed to by a majority of faculty/staff members. The faculty/staff membership should reflect performing arts and academic areas as well as from high school and middle school. Ideally, representation should be by one academic middle school teacher, one academic high school teacher and one performing arts teacher. The faculty/staff is requested to take this into consideration when selecting/electing faculty members. The Faculty/Staff members are non-voting members, acting as advisors to the Governing Council. Faculty/staff members serve for one year and are not term limited.

b) Parent/Community Member Election Process:

- i) On or before the first Governing Council meeting in February, the Council shall appoint a Nominating Committee, which shall consist of:
 - (a) at least one voting member of the Governing Council who is not eligible to serve on the Council the following year; if available.
 - (b) two members of the faculty/staff who will not serve on the Council the following year (one of the faculty/staff members will chair the committee and report to the Governing Council);
 - (c) at least one parent or community member who is not currently on the Governing Council, not employed by PAPA in any capacity (including a spouse/domestic partner) and will not serve on the Council the following year.

The Governing Council shall provide to the nominating committee the minimum number of Parent and Community members the nominating committee should recommend.

Incumbent Governing Council members whose term(s) are expiring are required to submit an application to the nominating committee if they wish to remain on the Governing Council.

ii) The Nominating Committee shall meet thereafter and solicit applications, recruit potential candidates, and screen applicants and recruits for each of the Parent Member and Community Member positions on the Council to be filled.

iii) The Nominating Committee shall generally recommend a slate of candidates based upon their professional skills, demonstrated collaborative and problem-solving skills and attitudes, their ability and willingness to devote substantial time and energy to serving on the Council and their willingness and ability to devote their time and energy to acting for the best interests of PAPA as a whole, rather than the interests of any particular interest group.

iv) The Nominating Committee will submit all applicants and their slate of recommended candidates to the Council during the March Governing Council Meeting.

v) The Executive Committee may interview selected candidates from the list of all applicants.

vi) During the April meeting the Governing Council will decide on a preliminary slate of candidates to fill each open or opening voting member positions.

The preliminary slate of candidates will be provided to all PAPA parents via e-mail and web posting.

If there is more than one candidate for any Parent Member or Community Member Position, either by the Governing Council not deciding on a preliminary slate or because a nominating petition has been submitted in accordance with vi) below, the Council shall arrange for an election to be held with respect to the contested position(s) Before the Council meeting in May.

vii) Any person who desires to be considered for one of the Parent Member or Community Member Positions on the Council, and who has not been included on the Governing Council's preliminary slate of candidates may initiate a ballot petition. The ballot petition must be signed by at least 50 (fifty) PAPA families and is to be presented to the Executive Director no later than one week after the Council meeting in April where the preliminary slate was made. The chair of the nominating committee will examine and verify all ballot petitions for compliance with this policy.

viii) If a ballot petition is successful, a general election ballot containing the names of all persons with successful ballot petitions and the name(s) of the preliminary slate of Governing Council members will be prepared for the general election. With respect to each of the voting member positions, each student's family shall be entitled to complete one (1) ballot. A general election will be held the week before the May meeting with voting to occur over two (2) school days. If the scheduled May meeting is after the school year, the election will be held two weeks prior to the end of the school year. The election will be facilitated by the nominating committee

chair. It will consist of a secret, written ballot. Voters must be present and sign in in order for their ballot to be counted. The ballot results will be presented to the Governing Council at the May meeting.

ix) During the May Governing Council meeting, the Council shall vote to approve or disapprove, as a whole, the slate of candidates or the candidates elected (if any). Upon approval, all such candidates shall be immediately seated as members of the Council for the relevant terms. If such candidates are disapproved by the Council as a whole, the Council shall reconvene the Nominating Committee to develop a new slate of candidates for the uncontested positions.

x) The Council members who will end their terms may remain through the August meeting to assist the new members in transition. During the May to August period, the Governing Council voting membership automatically expands to accommodate the outgoing and incoming members.

c. The High School and Middle School Student Council Presidents will be included on the Governing Council as a non-voting members acting in an advisory role.

This process can be used at any time to fill an unexpected governing council vacancy.

A.8 REMOVAL OF COUNCIL MEMBERS FOR BREACH OF RESPONSIBILITIES

A. Governing Council members are expected to regularly attend Council meetings. If a Council member anticipates that he or she will not be able to attend a meeting, the Council member shall notify the President of the Council and/or the Executive Director of his or her impending absence in advance of the meeting. If a Council member, as a result of an emergency or illness, is unable to notify the President of the Council and/or the Executive Director in advance that he or she will be unable to attend a meeting, the Council member shall notify the Council President and the Executive Director within 24 hours following the meeting of the reason for his or her absence.

B. If a member of the Governing Council misses four consecutive monthly meetings or four out of eight consecutive monthly meetings, the office of such member may be declared vacant by a vote of ~~three-fourths of the remaining voting members~~ **majority plus one member** of the **voting Council members**.

C. If a member of the Governing Council knowingly violates any policy or procedure adopted by the Governing Council, the office of such member may be declared vacant by a vote of ~~three-fourths of the remaining voting members of the Council~~ **majority plus one member** of the **voting Council members**.

D. Any vacancy of an office on the Governing Council created pursuant to this section shall be filled in accordance with section A.7.6. Any member of the Governing Council who has his or her office declared vacant or vacated pursuant to this section A.8 shall not be eligible for

appointment or election to the Governing Council until the term for which he or she was originally elected or appointed has expired.

E. No office of a member of the Governing Council shall be declared vacant under this section for any absence or other event that occurred prior to the date of adoption of this section.

A.12.1 Council Officer elections and duties, General Council member duties

The officers of the PAPA Governing Council are comprised of a President, Vice-President, and Secretary. Additional officers may be added to the Council, should the Governing Council deem it necessary. All officers are elected annually. There is no term of office limit. The duties of certain officers are set forth herein. When the incumbent of an office is unable to perform the duties thereof or when there is no incumbent of an office (both such situations referred to hereafter as the "absence" of the Officer), the duties of the office shall, unless otherwise provided by the Governing Council or these policies, be performed by the next Officer set forth in the following sequence: President, Vice-President and Secretary.

1. President. The responsibilities of the President include but are not limited to the following

- a. Preside at all meetings
- b. Appoint committee members with approval of the Governing Council.
- c. Sign legal documents as required by law
- d. Develop the agenda for the Governing Council meetings in collaboration with all committee chairs and the Executive Director.
- e. Act for, or on behalf of, the Governing Council with prior specific authority from a majority of the Governing Council.
- f. Consider all communication addressed to the President for appropriate action, which may include consulting with legal counsel and /or the Governing Council.
- g. Attend school events, to the greatest extent possible, as a representative of Governing Council.
- h. Work with the business manager and school finance department as a reviewer of paid invoices and check signer.
- i. Chair at least one committee. May not be a finance committee member.
- g. Perform such other duties as may be prescribed by the Governing Council.

2. Vice President The responsibilities of the Vice- President include but are not limited to the following:

- a. Perform the duties of the President in the absence of the President or at the request of the President.

- b. Attend school events, to the greatest extent possible, as a representative of Governing Council.
- c. Work with the business manager and school finance department as a reviewer of paid invoices and check signer.
- d. Chair at least one committee. May not be a finance committee member.
- e. In the event a vacancy occurs in the Presidency, the Vice-President will act in the capacity of the President until the office has been filled by a vote of the Governing Council.

3. Secretary: The responsibilities of the Secretary include but are not limited to the following:

- a. Keep the minutes of the Governing Council meetings.
- b. Be responsible for sending out the Governing Council minutes for review within 10 days of meeting.
- c. Assure that all notices are given in accordance with the provisions of the Charter, Governing Council policies, and as required by law.
- d. Countersign, when required, all authorized bonds, contracts, deeds, leases, or other legal instruments.
- e. Ensuring the draft minutes and final minutes are shared with the Executive Director so they can be posted appropriately on the PAPA website.
- f. Other duties as from time to time may be assigned to the Secretary by the Governing Council.
- g. Attend school events, to the greatest extent possible, as a representative of Governing Council.
- h. Chair and/or be a member of at least one committee.
- i. The Council may appoint a designee to assist with the responsibilities of the Secretary.

4. General Members: The responsibilities of the general Governing Council members include but are not limited to the following:

- a. Ensuring PAPA exercises due diligence with all public monies by reviewing budgeting and spending practices regularly
- b. Attending all regularly scheduled governing council meetings to the greatest extent possible. Lack of attendance can be considered vacating the office.
- c. Supporting PAPA and its mission by attending at least one event or performance annually.
- d. Participate and/ or chair at least one committee.

A.13.1 Executive Committee

(2/23/2021 update)

The Executive Committee is composed of the Council officers as ~~voting~~ **active, participatory** members, with the Executive Director and Business Manager as advisors.

The Executive Committee shall have authority to make decisions which (i) are, in the judgment of the Executive Director and/or the Council President, required to be made before the next regular or special meeting of the Council, or (ii) are delegated to the Executive Committee by the Council.

The Executive Committee, **upon request**, shall also work with the Executive Director **and Council President** to set the agenda for Council meetings.

A report of decisions made by the Executive Committee shall be made at the next regular or special Governing Council meeting.

A.13.2 Finance Committee

(2/23/2021 update)

The Finance Committee is composed of up to five members and will include two voting Governing Council members and may include a member (not on the Governing Council or a school employee) who are the ~~voting~~ **active, participatory** members. The non-Governing Council member is recommended to have a financial, accounting, or management background. The Business Manager and the Executive Director shall be ~~non-voting~~ **advisory** members.

In accord with Section D.5 of this Policy Handbook, Governing Council check signatories may not be members of the Finance Committee.

The Finance Committee shall review the financial records of PAPA monthly to ensure compliance with the record-keeping and separation of duties requirements of this Policy Handbook, and to ensure that revenues and expenditures are in reasonable compliance with the annual budget approved by the Governing Council.

The Finance Committee shall report to the Governing Council at least monthly on the financial status of PAPA, compliance with the approved budget, and compliance with all financial procedures mandated by this Policy Handbook.

The Finance Committee shall have the authority to make recommendations to the Governing Council about any matter that comes to its attention affecting the financial affairs of PAPA.

A.13.3 Audit Committee

(2/23/2021 update)

Audit Committee is composed of a minimum of six members. The ~~voting~~ **active, participatory** members are a minimum of two voting **Governing Council members**, one parent or community member who has accounting experience, and one parent. The Executive Director and the

Business Manager are ~~non-voting~~ **advisory** members. The Audit Committee meets as required to review the annual audit findings and shall review the finance and personnel practices of the business office at least once per semester.

A.13.4 Long-Range Planning Committee

(2/23/2021 update)

The Long-Range Planning Committee composition is open and will consist of a minimum of one Council member, members from the parents, community, and faculty/staff. All members of the Long-Range Planning Committee are ~~voting~~ **active, participatory** members in this committee. The object is to recommend goals for improvements in facilities and arts/academic programs.

A.13.5 Arts Committee

(2/23/2021 update)

The Arts Committee composition is open and will include the Performing Arts Director and volunteers from the Council, parents, community, and faculty/staff. All members of the Arts Committee are ~~voting~~ **active, participatory** members in this committee. The objective is to recommend goals for promoting the arts.

A.13.6 Policy Committee

(2/23/2021 update)

The Policy Committee composition is open and will include the Executive Director, a minimum of one voting Council member, parents, community, and faculty/staff. All members of the Policy Committee are ~~voting~~ **active, participatory** members. The objective is to continually review policy and make policy recommendations to the Governing Council.

A.13.7. Ethics Committee:

(2/23/2021 update)

The PAPA Ethics Committee shall be composed of three ~~voting~~ **active, participatory** members, one of whom shall be a Governing Council member appointed by the Governing Council as the chair, and two other members (who may be parents, staff members, or disinterested community members) who the Council believes will be able to evaluate potential conflicts of interest objectively and in the best interests of PAPA. The Ethics Committee is not a standing Committee.

A.19 COUNCIL MINUTES

A record of all actions of the Council will be set forth in the official minutes of the Council.

The minutes will be kept on file as the permanent official records of PAPA. Recordings of all open meetings will be on file for one year. **The Council will maintain a separate handbook of resolutions passed by the Council. The Council will also maintain an indexed record of action.** (This is stated as an Executive Director duty as well)

A.19.1 PROCEDURE: COUNCIL MINUTES AND RECORDS

The Council Secretary shall take the minutes of all Council meetings and provide a written copy thereof for approval at the next Council meeting. **In accordance with the Open Meetings Act, draft minutes will be posted no later than 10 days after the meeting. Both draft and final minutes will be posted by the Executive Director on the PAPA website with final minutes having access for at least one year.** The Executive Director shall maintain the handbook of resolutions passed by the Council and the indexed record of action.

PURCHASING RULES AND REGULATIONS

NMSA 1978, Sections 13-1-21 and 13-1-22; 13-1-28 through 13-1-47; 13-1-48 through 13-1-100.1; 13-1-102 through 13-199; 13-1C-1 through 13-1C-7; 13-4-1 through 13-4-11; 13-4-12 through 13-4-24; 13-4-31 through 13-4-43; 13-4A-1 through 13-4A-11; 13-4B-1 through 13-4C-3; 13-4C-1 through 13-4C-11; 13-4D-1 through 13-4D-8; 13-5-3 through 13-5-3.1; 13-6-1 through 13-6-8; with the below changes and clarifications are hereby incorporated by reference as part of the PAPA Procurement Policy.

This policy supersedes and rescinds all previous policies on this subject matter.

The procurement flow chart included with this resolution provides the basis of procurement decision making.

§ 13-1-37. Definition; central purchasing office

Compliance with 22-21-1 NMSA 1978. Prohibiting sales to the department, to school districts and to school personnel; exception; penalty and the Governmental Conduct Act (NMSA 1978, Chapter 10, Article 16).

PAPA shall not purchase, directly or indirectly, anything from a member of the Governing Body or a school employee.

ATTACHMENT

Procurement Flow Chart

C.12.1 EXECUTIVE DIRECTOR'S EVALUATION

(Updated October 29, 2019) **(updated....)** Based on N.M. Code R. § 6.69.3.8

6.69.3.8 NMAC - Rp, 6.69.3.8 NMAC, 07-01-08

An effective working relationship between the Executive Director and the Council is essential to the successful operation of PAPA. ~~The development and maintenance of such a relationship may be assisted by a periodic review of the Executive Director's diverse responsibilities accompanied by an appraisal of the Executive Director's performance.~~

In order to facilitate clear expectations and communication in this relationship an annual review of the Executive Director's diverse responsibilities accompanied by an appraisal of the Executive Director's performance will be conducted.

Based on criteria set forth by the New Mexico Public Education Department to include the domains of Fiscal Responsibility, Building Maintenance, Staff Relationships and Communication, Community Relationships and Communication, and Instructional Leadership. These domains will be evaluated as Innovating, Applying, Developing, and Not Demonstrating in alignment with the NMPED Elevate NM Criteria. At the beginning of the contract year, the Governing Council and Executive Director will develop mutually agreed upon Professional Development goals for the year which may align with the previous categories. The Executive Director will provide the Council with a written reflection on goals by the meeting before Winter Break. The Council will provide the Director feedback by the first meeting after Winter Break. The final reflection is due to the Council in March. Finally, an annual survey will be shared by the Governing Council to the staff. With this data, the Council will evaluate the Executive Director's performance, effectiveness, and progress towards the previous year's goals. The Governing Council will provide the Executive Director with a written Evaluation prior to the end of the school year and the following contract year.

~~Based on a process and criteria that is based on Public Education Department guidance, that are mutually agreeable to the Council and Executive Director, the Council will evaluate the Executive Director's effectiveness. The evaluation document and procedures to be used will be reviewed and approval annually by the Council and the Executive Director.~~

Activity Funds

There are two types of activity funds:

1. Student Activity Funds:

- a. Generate revenue for the campus general fund;
- b. Are administered by the Executive Director;
- c. Are accounted for by the secretary of the Student Body or designee; and
- d. Generally can be taken by PAPA into its general fund.

2020 New Mexico Statutes

Chapter 22 - Public Schools

Article 5 - Local School Boards

Section 22-5-16 - Advisory school councils; creation; duties.

Universal Citation: NM Stat § 22-5-16 (2020)

A. Each public school shall create an advisory "school council" to assist the school principal with school-based decision-making and to involve parents in their children's education.

B. A school council shall be created and its membership elected in accordance with local school board rule. School council membership shall reflect an equitable balance between school employees and parents and community members. At least one community member shall represent the business community, if such person is available. The school principal may serve as chairman. The school principal shall be an active member of the school council.

C. The school council shall:

(1) work with the school principal and give advice, consistent with state and school district rules and policies, on policies relating to instructional issues and curricula and on the public school's proposed and actual budgets;

(2) develop creative ways to involve parents in the schools;

(3) where appropriate, coordinate with any existing work force development boards or vocational education advisory councils to connect students and school academic programs to business resources and opportunities; and

(4) serve as the champion for students in building community support for schools and encouraging greater community participation in the public schools.

History: 1978 Comp., § 22-5-16, enacted by Laws 2003, ch. 153, § 27.

<https://law.justia.com/codes/new-mexico/2020/chapter-22/article-5/section-22-5-16/>

PAPA Executive Director Advisory Council

In accordance with NM Stat § 22-5-16 (2020), PAPA will maintain an Advisory Council.

Membership: Membership of the Advisory Council will include at a minimum the Executive Director, one high school teacher, one middle school teacher, one Arts teacher, one middle school student representative, one high school student representative and one parent. Ideally, this council will include: 1 teacher from each department both academic and arts, the Executive Director, one middle school student representative, one high school student representative, and up to 3 parent or community representatives.

All staff members will serve for one year and must be elected by their colleagues. Parent and community members may be volunteers and their membership shall be approved by a simple majority of school elected council members.

Duties:

- (1) work with the school principal and give advice, consistent with state and school district rules and policies, on policies relating to instructional issues and curricula and on the public school's proposed and actual budgets;
- (2) develop creative ways to involve parents in the schools;
- (3) where appropriate, coordinate with any existing work force development boards or vocational education advisory councils to connect students and school academic and arts programs to business resources and opportunities; and
- (4) serve as the champion for students in building community support for schools and encouraging greater community participation in PAPA.

Meetings shall be advertised on the PAPA website and held on a regular monthly basis. This council may examine issues under the purview of the Governing Council, but its decisions do not supersede any Governing Council actions.

Sign in Sheet for GC Meeting

Date: 3/29/22

Name	Title
1 <u>Darban Kempbell</u>	<u>GC Secretary</u>
2 <u>Shonda Gordon</u>	<u>Business Mgr.</u>
3 <u>Michael R. King</u>	<u>Exec Dir</u>
4 <u>Phil Keshishian</u>	<u>GC</u>
5 <u>Alexis Corbin</u>	<u>GC</u>
6 <u>Vanessa</u>	<u>GC</u>
7 <u>Garry Wilmerby</u>	<u>Facilities Rep</u>
8 <u>Liz ROYBAL</u>	<u>GC</u>
9 <u>[Signature]</u>	<u>Facilities Rep</u>
10 <u>Santana Gonzalez</u>	<u>GC</u>
11 <u>Lisa Wilbarri-miller</u>	<u>GC</u>
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