



**Governing Council  
Meeting Agenda**  
**Thursday, December 15, 2022, 4:15pm, Room 2**  
Public Academy for Performing Arts Campus  
11800 Princess Jeanne Ave NE, Albuquerque, NM 87112

Chair: Elizabeth Roybal

Type of meeting: Community/Monthly

Invited to Attend			Scheduled Guests:
1. Elizabeth Roybal, President	5. Phil Krehbiel, GC Member	9. Virginia Wilmerding, Staff Representative	Scheduled Absence:
2. Santana Gonzalez, Vice President	6. Issac Trujillo, GC Member	10. Rhonda Cordova, Business Manager	
3. Jessica Short, Secretary	7. Paul Paradise, GC Member	11. Melanie Dunn-Chavez, Executive Director	
4. Barbara CampBell, 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 (11/17/22) ACTION ITEM	All	4:20p.m.
5. Open Forum for Public Comment (Form Required)		
6. Budget & Finance Committee Report ACTION ITEM <ul style="list-style-type: none"> <li>a. October Financial Report</li> <li>b. BARS/Permanent Transfer ACTION ITEM</li> <li>c. POs over \$5,000</li> </ul>	Phil Krehbiel and Rhonda Cordova	4:25p.m.
7. Executive Director's Report <ul style="list-style-type: none"> <li>a. Written Report</li> <li>b. EDAC Report</li> <li>c. Out of State Travel Request</li> <li>d. APS Site Visit report</li> </ul>	Melanie Dunn-Chavez	4:35p.m.
8. Organizational Business <ul style="list-style-type: none"> <li>a. GC Training to date</li> </ul>	Liz Roybal	4:45p.m.
9. President's Report	Liz Roybal	4:50p.m.
10. Other Announcements/Discussion	Liz Roybal	4:55p.m.
11. Executive Session	Liz Roybal	5:00pm
12. Adjourn	Liz Roybal	

**----- 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, Jessica Short, Tamara Lopez  
Finance Committee – Phil Krehbiel (Chair), Rhonda Cordova, Melanie Dunn-Chavez, Barbara CampBell – 8:00a.m. monthly, Tuesday before Council Meeting.  
Long-Range Planning – Santana Gonzalez (Chair), Barbara CampBell, Melanie Dunn-Chavez, Naomi Montoya, Virginia Wilmerding, Paul Paradise  
Performing Arts Committee – Santana Gonzalez (Chair), Liz Roybal, Issac Trujillo, Melanie Dunn-Chavez, Naomi Montoya  
Policy Review Committee – Barbara CampBell (Chair), Melanie Dunn-Chavez, Virginia Wilmerding, Jessica Short, Paul Paradise



## Meeting MINUTES

**Thursday, November 17, 2022, 4:15 pm**  
 Public Academy for Performing Arts Campus  
 11800 Princess Jeanne Ave NE, Albuquerque, NM 87112, Room 2

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 and EDAC Rep	Scheduled Guests: <del>Tamara Lopez</del>
2. Santana Gonzalez, Vice President	6. Isaac Trujillo, GC Member	10. Rhonda Cordova, Business Manager	
3. Jessica Short, Secretary	7. Paul Paradise, GC Member	11. Melanie Dunn-Chavez, Executive Director	<b>Absent: Phil Krehbiel</b>
4. Barbara Campbell, GC Member	8. Carol Torrez, Staff Representative		

Agenda Item	Presented by	Time
1. Call to Order, Roll Call (Quorum 6/7 voting members)	Chair	4:17 pm
2. Welcome and Introductions  In attendance: Liz Roybal, Santana Gonzalez, Paul Paradise, Isaac Trujillo, Virginia Wilmerding, Rhonda Cordova, Carol Torrez, Tamara Lopez, Jessica Short, Anaya Gonzalez (NHS)	Chair	4:18 p.m.
3. Approval of Agenda ACTION ITEM  Approved Barbara Campbell – first, Isaac Trujillo– second, Roll Call vote 6/0 to Approve	All	4:19 p.m.
4. Approval of Previous Meeting Minutes (11/17/22) ACTION ITEM  Approved Barbara Campbell-First, Jessica Short- second, Roll Call vote 6/0 to Approve	All	4:20 p.m.
5. Open Forum for Public Comment (Form Required)  None		
a. Budget & Finance Committee Report ACTION ITEM b. October Financial Report c. BARS/Permanent Transfer ACTION ITEM - NONE d. POs over \$5,000 – 1 PO for Experience – Approved by roll call vote Santana Gonzalez – First, Isaac Trujillo – Second 6/0 approved  Budget and Finance Committee report was given by Barbara Campbell and Rhonda Cordova. Finance Meeting on 11/17/22 was attended by Phil Krehbiel, Barbara Campbell, Rhonda Cordova, and Melanie Chavez via Zoom. Report was approved. Santana Gonzalez- First, Isaac Trujillo -second, Roll Call vote 6/0 to Approve	Phil Krehbiel and Rhonda Cordova	4:22 p.m.



# Public Academy for Performing Arts

## Budget Summary Of Funds Report

Fund	Description	Adopted Budget as of 07/01/2022	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 of TOTAL ANTICIPATED
11000	Operational	\$4,413,375.00	\$4,413,375.00	\$15,844.65	\$4,429,219.65		\$4,429,219.65	\$1,488,802.23	\$2,679,074.50	\$261,342.92	\$261,342.92	6%	6%
21000	Food Services	\$105,000.00	\$105,000.00	\$76,651.75	\$181,651.75		\$181,651.75	\$51,442.08	\$80,418.57	\$49,791.10	\$49,791.10	27%	27%
23000	Non-Instructional Support	\$220,000.00	\$220,000.00	(\$9,836.94)	\$210,163.06		\$210,163.06	\$70,605.56	\$104,219.58	\$35,337.92	\$35,337.92	17%	17%
24106	Entitlement IDEA-B	\$67,318.00	\$67,318.00	\$0.00	\$67,318.00		\$67,318.00	\$32,091.11	\$65,084.22	(\$29,857.33)	(\$29,857.33)	-44%	-44%
24154	Teacher/Principal Training & Recruiting	\$24,581.00	\$24,581.00	\$0.00	\$24,581.00		\$24,581.00	\$3,225.25	\$0.00	\$21,355.75	\$21,355.75	87%	87%
24174	Carl D Perkins Secondary - Current	\$8,972.00	\$8,972.00	\$0.00	\$8,972.00		\$8,972.00	\$0.00	\$0.00	\$8,972.00	\$8,972.00	100%	100%
24308	CRSSA ESSER II	\$419,824.00	\$419,824.00	\$0.00	\$419,824.00	\$55,655.00	\$475,479.00	\$108,178.00	\$0.00	\$311,646.00	\$367,301.00	74%	77%
24309	CRSSA - Social Emotional Learning	\$0.00		\$0.00	\$0.00	\$15,000.00	\$15,000.00				\$15,000.00		100%
24330	ARP ESSER III CDFA	\$1,000,000.00	\$1,000,000.00	\$0.00	\$1,000,000.00	\$159,737.00	\$1,159,737.00	\$116,354.79	\$199,943.86	\$683,701.35	\$843,438.35	68%	73%
25153	Title XIX MEDICAID 3/21 Years	\$45,000.00	\$45,000.00	\$4,422.24	\$49,422.24		\$49,422.24	\$948.80	\$433.99	\$48,039.45	\$48,039.45	97%	97%
26207	CNM Foundation	\$4,513.00	\$4,513.00	\$0.00	\$4,513.00		\$4,513.00	\$500.00	\$500.00	\$3,513.00	\$3,513.00	78%	78%
27107	Literacy For Children @ Risk PED	\$3,930.00	\$3,930.00	\$1,096.00	\$5,026.00		\$5,026.00	\$0.00	\$0.00	\$5,026.00	\$5,026.00	100%	100%
27502	Career Technical Education Program (Pilot)	\$8,682.00	\$8,682.00	\$0.00	\$8,682.00		\$8,682.00	\$0.00	\$0.00	\$8,682.00	\$8,682.00	100%	95%
29130	Youth Chat Grant	\$2,500.00	\$2,500.00	\$2,593.45	\$5,093.45		\$5,093.45	\$4,769.27	\$1,046.08	(\$721.90)	(\$721.90)	-14%	0%
31200	Public School Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$354,378.00	\$354,378.00	\$147,657.50	\$206,720.50	(\$354,378.00)	\$0.00	0%	0%
31400	Special Capital Outlay-Slate	\$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%	91%
31600	Capital Improvements HB-33	\$352,468.00	\$352,468.00	\$59,114.73	\$411,582.73		\$411,582.73	\$10,621.55	\$411,101.93	(\$10,140.75)	(\$10,140.75)	-2%	-2%
31700	SB9 State Match	\$175.00	\$175.00	\$0.00	\$175.00		\$175.00	\$0.00	\$179.99	(\$4.99)	(\$4.99)	-3%	-3%
31701	SB9 Ad Valorem	\$383,034.00	\$383,034.00	\$109,126.07	\$492,160.07		\$492,160.07	\$95,509.83	\$113,243.60	\$283,406.64	\$283,406.64	58%	58%
31703	SB-9 State Match Cash	\$8,725.00	\$8,725.00	\$0.00	\$8,725.00	\$2,183.00	\$10,908.00	\$0.00	\$0.00	\$8,725.00	\$10,908.00	100%	100%
Fund Total		\$7,088,097.00	\$7,088,097.00	\$259,011.95	\$7,347,108.95	\$586,953.00	\$7,934,061.95	\$2,130,705.97	\$3,861,966.82	\$1,354,436.16	\$1,941,389.16	18%	24%

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: 001-047-2223-0016  
Fund Type: Flowthrough

Adjustment Type: Increase

Fiscal Year: 2022-2023

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: 07/01/2022

To: 06/30/2023

A. Approved Carryover:

B. Total Current Year Allocation:

D. Total Funding Available:

Revenue 24330.0000.41924 \$159,737

Fund	Function	Object	Program	Location	Job Class	Present Budget	Adj Amt Exp	Adj Budget	
24330 24330 - ARP ESSER III CDFA 84.425U	2600 Operation & Maintenance of Plant	57331 Fixed Assets (more than \$5,000)	0000 No Program	001047 Public Academy for Performing Arts	0000 No Job Class		\$159,737	\$159,737	
						Sub Total	\$159,737		
						Indirect Cost			
						DOC. TOTAL	\$159,737		

**Justification:**

Carryover balance for FY2023

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	12/14/2022 4:08:41 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: 001-047-2223-0017  
Fund Type: Flowthrough

Adjustment Type: Increase

Fiscal Year: 2022-2023

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: 07/01/2022

To: 06/30/2023

A. Approved Carryover:

B. Total Current Year Allocation:

D. Total Funding Available:

Revenue 24308.0000.41924 \$55,655

Fund	Function	Object	Program	Location	Job Class	Present Budget	Adj Amt Exp	Adj Budget	
24308 CRRSA, ESSER II	2600 Operation & Maintenance of Plant	57331 Fixed Assets (more than \$5,000)	0000 No Program	001047 Public Academy for Performing Arts	0000 No Job Class	\$163,625	\$55,655	\$219,280	
Sub Total							\$55,655		
Indirect Cost									
DOC. TOTAL							\$55,655		

**Justification:**

Carryover Balance for FY2023

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	12/14/2022 4:09:57 PM

# Public Academy for Performing Arts

## Issued and Closed POs Report

Accounting Cycle: FY2023; PO Type: [All]; Vendor: [All]; Purchase Order: ([Fund] >= "11000") ; Include Tax and Shipping: No; Include Closed POs: Yes; Show Detail: Yes; Created On: 11/7/2022 2:15:44 PM

PO Number	Type	Vendor Name	Date Issued	Status	Days Outstanding	PO Amount	Invoiced Amount	Unencumbered Amount	Remaining Encumbrance
2022-008	Dollar	ABCWUA	7/1/2021	Issued	530	\$5,128.71	\$0.00	\$0.00	\$5,128.71
2022-015-1	Dollar	NM Gas Company	7/1/2021	Closed		\$6,144.85	\$0.00	\$6,144.85	\$0.00
2022-028	Dollar	ACES	7/1/2021	Issued	530	\$7,047.95	\$0.00	\$0.00	\$7,047.95
2022-066 b-1	Dollar	APS	5/1/2022	Issued	226	\$54,255.48	\$6,449.05	\$6,449.05	\$47,806.43
2022-542-2	Dollar	Wilson & Company	4/12/2022	Issued	245	\$33,252.55	\$22,798.71	\$22,798.71	\$10,453.84
2023-002	Dollar	Moss Adams LLP	7/5/2022	Issued	161	\$19,781.00	\$16,813.85	\$16,813.85	\$2,967.15
2023-003	Regular	EGSM Inc.	7/1/2022	Issued	165	\$11,405.41	\$0.00	\$0.00	\$11,405.41
2023-004	Regular	Rio Conchos Corporation	7/1/2022	Closed		\$256,723.08	\$0.00	\$256,723.08	\$0.00
2023-004-1	Dollar	Rio Conchos Corporation	7/1/2022	Issued	165	\$256,723.08	\$179,706.16	\$179,706.16	\$77,016.92
2023-009	Regular	NMPSIA	7/1/2022	Closed		\$69,382.00	\$69,382.00	\$69,382.00	\$0.00
2023-010	Regular	APS Board of Education	7/1/2022	Issued	165	\$354,378.00	\$177,189.00	\$177,189.00	\$177,189.00
2023-011	Dollar	APS	7/1/2022	Issued	165	\$367,468.00	\$4,870.38	\$4,870.38	\$362,597.62
2023-012	Dollar	PNM	7/1/2022	Issued	165	\$35,000.00	\$15,264.08	\$15,264.08	\$19,735.92
2023-013	Dollar	ABCWUA	7/1/2022	Issued	165	\$38,000.00	\$16,788.05	\$16,788.05	\$21,211.95
2023-014	Regular	NM Gas Company	7/1/2022	Closed		\$25,000.00	\$0.00	\$25,000.00	\$0.00
2023-014A	Regular	NM Gas Company	7/1/2022	Closed		\$25,000.00	\$0.00	\$25,000.00	\$0.00
2023-014B	Regular	NM Gas Company	7/1/2022	Closed		\$25,000.00	\$360.45	\$25,000.00	\$0.00
2023-014C	Dollar	NM Gas Company	7/1/2022	Issued	165	\$25,000.00	\$5,110.08	\$5,110.08	\$19,889.92
2023-016	Dollar	Matthews Fox, P.C.	7/1/2022	Issued	165	\$5,000.00	\$923.37	\$923.37	\$4,076.63
2023-017	Dollar	Harris School Solutions	7/1/2022	Issued	165	\$13,000.00	\$11,747.00	\$11,747.00	\$1,253.00
2023-018	Dollar	PowerSchool Group, LLC	7/1/2022	Issued	165	\$8,000.00	\$0.00	\$0.00	\$8,000.00
2023-019	Dollar	CNM	7/1/2022	Closed		\$6,000.00	\$0.00	\$6,000.00	\$0.00
2023-019-1	Dollar	CNM	7/1/2022	Issued	165	\$10,000.00	\$2,912.20	\$2,912.20	\$7,087.80
2023-020	Regular	Rhonda Cordova	7/1/2022	Issued	165	\$64,650.00	\$29,631.25	\$29,631.25	\$35,018.75
2023-025	Dollar	Central Region Educational Cooperative	7/27/2022	Issued	139	\$47,112.19	\$14,109.12	\$14,109.12	\$33,003.07
2023-026	Dollar	CES	7/1/2022	Issued	165	\$39,500.00	\$9,490.40	\$9,490.40	\$30,009.60
2023-027	Dollar	ACES	7/1/2022	Issued	165	\$20,000.00	\$5,429.86	\$5,429.86	\$14,570.14
2023-029	Regular	Southwest Copy Systems	7/1/2022	Issued	165	\$8,200.00	\$3,578.28	\$4,600.00	\$3,600.00
2023-037	Dollar	Labatt Food Service	7/1/2022	Issued	165	\$68,000.00	\$32,300.60	\$32,300.60	\$35,699.40
2023-044	Dollar	BYU Continuing Educaiton	7/1/2022	Issued	165	\$7,000.00	\$165.00	\$165.00	\$6,835.00
2023-054	Regular	IXL	7/14/2022	Closed		\$5,795.00	\$5,795.00	\$5,795.00	\$0.00
2023-066	Dollar	Baum's Music	7/19/2022	Issued	147	\$5,000.00	\$0.00	\$0.00	\$5,000.00
2023-076	Regular	McGraw Hill	7/21/2022	Closed		\$5,765.97	\$5,765.97	\$5,765.97	\$0.00
2023-084	Regular	Accountability and Compliance Resources LLC	8/3/2022	Closed		\$5,000.00	\$478.97	\$5,000.00	\$0.00
2023-084A	Dollar	Accountability and Compliance Resources LLC	8/3/2022	Issued	132	\$5,000.00	\$1,436.91	\$1,436.91	\$3,563.09
2023-103	Regular	AnchorBuilt	8/12/2022	Closed		\$76,310.09	\$0.00	\$76,310.09	\$0.00
2023-103-1	Dollar	AnchorBuilt	8/12/2022	Issued	123	\$76,310.09	\$58,678.69	\$58,678.69	\$17,631.40
2023-114	Dollar	Summit Fire and Secuirty	8/23/2022	Closed		\$37,963.06	\$0.00	\$37,963.06	\$0.00
2023-114-1	Dollar	Summit Fire and Secuirty	8/23/2022	Issued	112	\$37,963.06	\$0.00	\$0.00	\$37,963.06
2023-146	Regular	The Center for Culturally Responsive Teaching and Learning	9/1/2022	Closed		\$6,000.00	\$3,500.00	\$6,000.00	\$0.00
2023-163	Regular	Hudson, Su	9/12/2022	Closed		\$9,456.22	\$8,645.67	\$9,456.22	\$0.00
2023-170	Regular	Josten's	9/19/2022	Issued	85	\$14,960.00	\$3,320.00	\$3,320.00	\$11,640.00
2023-180	Dollar	NM Gas Company	7/1/2022	Closed		\$25,000.00	\$0.00	\$25,000.00	\$0.00
2023-195	Regular	Hostelling International Santa Monica	9/29/2022	Closed		\$5,355.72	\$2,677.86	\$5,355.72	\$0.00
2023-213	Regular	Group Experience	10/12/2022	Closed		\$46,000.00	\$23,000.00	\$46,000.00	\$0.00
2023-213-1	Regular	Group Experience	10/12/2022	Issued	62	\$33,620.00	\$12,000.00	\$12,000.00	\$21,620.00
2023-245	Regular	UNM Public Events	11/3/2022	Issued	40	\$5,000.00	\$3,000.00	\$3,000.00	\$2,000.00





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 December 15, 2022

### OPERATIONAL

- Portables – Band is still not ready. Leak was fixed, waiting for final inspection. Anchorbuilt working on dance portable. Project cost increased last week by \$179,000 due to draining re-design and dirt work. Will use HB33 \$. Leak
- COVID #s up this week, continuing deep cleaning, encouraging hand washing and sanitizing each period
- Vaccine clinics Dec 1 successful, more vaccinations given and group was faster

### VISIBILITY

- Public Charter Schools of NM – students performed Fri 12/9 at PCSNM conference
- Performance at Janet Kahn 11/18
- KRQE here 12/7 to film Les Chanteuses
- Student Council Craft Fair 11/19
- Flamenco performed in Cuba, NM w/La Emi and Company 12/6

*Great Abz  
Chamber -  
Christmas Reception  
Last night*

### ACADEMICS

- Report shows 53 with Fs. Down from 167 at progress report. Student and parent meetings, 8<sup>th</sup> period Lite help with NHS students, required Study Hall during lunch (3 and 3 locations), 8<sup>th</sup> period in Café and during in-service for students with low grades. Inservice study hall – about 40 students attended.
- 21 suspensions (19 drugs, 3 other, 4 students left PAPA, no expulsions) to date.
  - Attendance contest with frequent absences and tardies. Results are amazing! Approx. 50% improved tardies. Graffiti but no tardies – story....

### ARTS

- Arts News
  - All State audition results --
  - Honor Guitar concert 11/17
  - Concerts/Performances – HS musical, guitar, piano, band, orchestra, film and choir (12/12). Art displayed at each.
  - Art - holiday postcard fundraiser.
  - Art – PAPA art students at UNM Continuing Education Craft Fair 11/19
  - Spotlight during lunch 12/13
  - Flamenco performed in Cuba, NM w/La Emi and Company
  - Student filming with Hulu for Disney film

### TRAINING

In-service 11/21, 12/16, 1/3 – Culturally and Linguistically Relevant Teaching and Learning -- book study, PLC/vertical/horizontal meetings, SAT/Equity/MLSS training, Senior Showcase Arts Panels and Artist/Bio workshops, arts integration, BIP

- Math Department whole day teaming – reviewed data, identified power standards and low standard to focus on, prior skill identification and agreements on diagnostics, intervention
- PLC/Student Staffing (2x/month) –. 8<sup>th</sup> Period Light – continues to work well, NHS tutoring students in Café.
- Formal observations complete

### ACTIVITIES

- Intent to Return forms out
- PAPAfest, Take 2 – Activities (SPBS) identify/practice PAPA pillars, re-establish/re-norm behavioral, academic and performance expectations in classroom; drug prevention activities

### Upcoming Events

12/16 - End of Semester 1, Senior Showcase Panel, Inservice (CLR first thing in am)

**12/17 - Modern Band Performance Fusion time 12pm**

12/19 - 1/2 - Winter Break

1/3 – Inservice, report card printed

1/4 – Semester 2 begins, PAPAfest Take II



Albuquerque Public Schools  
Office of Innovation and School Choice

Public Academy for Performing Arts - Fall Site Visit 2022-23

Academic Performance	
	<b>Student Achievement</b> 1) What analysis did you conduct of your proficiency results? a) Cohort analysis (Example to compare 7th graders to how they performed in 6th grade) b) Item Analysis 2) What immediate changes did you implement after this analysis? 3) Complete student proficiency projections by subject and sub-group in google document.
For Spring Site Visit	<b>Student Growth</b> 1) What analysis did you conduct of your lowest performing students a) Examples: Graphs/analysis/written communication to staff. 2) What analysis did you conduct of your Highest performing students a) Examples: Graphs/analysis/written communication to staff. 3) What analysis have you done in comparing your student performance to other schools/districts/state? a) What were your key takeaways?
	<b>Mission Specific Goals</b> 1) Provide goal statements for your current two mission specific goals. a) <i>If you don't have or know your two mission specific goals, go to step 3.</i> 2) Provide any data from the last school-year (ex. Graph/Analysis). a) If no new data is available from spring site visit, use the same data/graph 3) Provide any new mission specific goals or revisions to your current goals.
	<b>Evidence of Knowledge Gained</b> 1) What are the top 3 data indicators of academic success to your school? a) Example: Short Cycle Assessments/Units of Inquiry 2) What are the top 3 data indicators that demonstrate the successful implementation of your mission?
	<b>Strategic Planning</b> 1) What strategic changes did you make as a result of your student achievement results? 2) What specific adult behavior changes are you focusing on for improvement in academic achievement? 3) What strategic changes have you made to the implementation of the core mission of your school throughout all academics?
For Spring Site Visit	<b>Strategic Planning</b> 1) What strategic changes did you make as a result of your student achievement results from the fall semester? 2) What specific adult behavior changes are you focusing on for improvement in academic achievement from the fall semester? 3) After comparing your student performance to other schools/districts/state, what changes did you make?

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Public Academy for Performing Arts - Fall Site Visit 2022-23

<i>For High Schools Only</i>	<b>Graduation</b> 1) What analysis did you conduct of your graduation rates? a) Examples: Graphs/analysis/written communication to staff. 2) What strategic changes did you make as a result of your analysis? 3) Complete graduation projections by school and sub-group in google document.
<i>For High Schools Only For Spring Site Visit</i>	<b>Graduation</b> 1) What analysis have you conducted to ensure students are on track to graduation? a) Examples: Graphs/analysis/written communication to staff. 2) What measurements of post-secondary success do you use? a) If you currently do not measure this, what are some data indicators that you could collect?
<b>Educational Plan</b>	
<i>For Spring Site Visit</i>	<b>Mission of the School</b> 1) Review the original education program and mission that was proposed. 2) What changes do you need to make to realign to the mission or what changes need to be made to demonstrate the current/future mission of the school?
	<b>Attendance</b> 1) Describe highlights of your school attendance plan submitted to PED? 2) How will this plan improve attendance?
<i>For Spring Site Visit</i>	<b>Multi-Tiered Layered System of Supports (MLSS)</b> 1) Describe highlights of your school MLSS plan submitted to PED? 2) How will this plan improve academic achievement?
	<b>Social/Emotional Support of Students</b> 1) Describe how you have supported students' social/emotional needs. 2) How has your support changed over the past 3 years? 3) What is the future of social/emotional support of students?
<i>For Spring Site Visit</i>	<b>Discipline Policies and Practices</b> 1) Describe or Provide a copy of the data that you used to analyze discipline. 2) Describe any changes you have made to your discipline policy or practice as a result of analyzing that data.
<i>For Spring Site Visit</i>	<b>Controversial Issues</b> 1) Provide a copy of your instruction of controversial issues policy
<i>For Spring Site Visit</i>	<b>English Learners</b> 1) Describe how you have supported English Learners. 2) Updated Protocol for the Spring
<b>Governing Council - For the following items please provide the information in the Google Document, located on the Google Drive titled "Governing Council Information."</b>	
	<b>Bylaws/Policies</b>
	<b>Membership/Regular Meetings</b>
	<b>Training</b>
	<b>Oversight of School Management</b>
<b>Employees</b>	



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Public Academy for Performing Arts - Fall Site Visit 2022-23

<i>For Spring Site Visit</i>	<b>Licensure</b> <ul style="list-style-type: none"> <li>Will be measured through STARS Report</li> </ul>
<i>For Spring Site Visit</i>	<b>Employee Rights</b> <ul style="list-style-type: none"> <li>Provide a link to your employee handbook.</li> </ul>
<i>For Spring Site Visit</i>	<b>Background Checks</b> <ul style="list-style-type: none"> <li>Provide your Background Check Policy</li> </ul>
	<b>Professional Development Plan</b> <ul style="list-style-type: none"> <li>Describe your professional development plan for teachers, staff, and school leaders.</li> <li>Describe how this is aligned to your analysis of student achievement.</li> <li>What changes, if any, have you made to teacher/staff evaluation?</li> </ul>
<b>Operations</b>	
<i>For Spring Site Visit</i>	<b>Lottery Processes</b> Provide links/documents of any marketing material used for recruiting, any marketing videos used for recruiting, lottery application, and school enrollment.
<i>For Spring Site Visit</i>	<b>Facilities</b> <ul style="list-style-type: none"> <li>Provide an update on your facility. (ex. Renovating an area, upgrades, improvements, or expansion)</li> </ul>
<i>For Spring Site Visit</i>	<b>Safe School Plan</b> <ul style="list-style-type: none"> <li>Will be measured as schools turn in their site safety plan on December 4.</li> </ul>
<i>For Spring Site Visit</i>	<b>Transparency</b> <ul style="list-style-type: none"> <li>Provide a link to the sunshine portal on your website.</li> <li>Provide a link to the 2019-20 performance framework on your website.</li> </ul>
<i>For Spring Site Visit</i>	<b>Education Technology Plan</b> <ul style="list-style-type: none"> <li>Describe your education technology plan to support student learning.</li> </ul>

	Meets
	Working to Meet
	Does Not Meet

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2022-23 Fall Site Visit Report

Charter School Name: PAPA  
Date of Site Visit: September 26, 2022

	Meets
	Working to meet
	Does not meet

### Financial Performance

This portion will contain data calculated by Charter School Business Manager

1. Current Ratios - Measures the school's ability to pay its debt as they come due. Ratio should be greater than 1:1 and not less than or equal to 0.9
2. Liquidity - Measures the school's ability to pay its obligations over the next 12 months. School should have at least 1 month and not less than .5 months
3. Total Margin - Measures the deficit or surplus a school yields out of its total revenues. Three year should be positive and most recent year is positive
4. Special Education Maintenance Of Effort (MOE) - School YTD expenditures must be equal to or greater than previous year or meet one of the three allowable exceptions

### Financial Compliance

	<b>Audit Findings</b> <ul style="list-style-type: none"> <li>• Upload current approved Correction Action Plan 2020-21 CAP. Update to include artifacts of the implementation of the CAP <ul style="list-style-type: none"> <li>○ Example: Updated Internal control policies and procedures</li> </ul> </li> <li>• Is number of audit finding 2 or less – No 3 findings</li> <li>• Have repeat audit findings been cleared from previous year - Yes</li> <li>• Are there any significant deficiencies or material weakness audit findings - None</li> </ul>
	<b>Chief Procurement Officer Compliance</b> <ul style="list-style-type: none"> <li>• Melanie Dunn-Chavez, license expires July 31, 2023 <ul style="list-style-type: none"> <li>○ Is CPO registered with NM General Services Department - Yes</li> </ul> </li> </ul>
	<b>Business Official License</b> <ul style="list-style-type: none"> <li>• Rhonda Cordova, license expires June 30, 2025</li> </ul>
	<b>Audit and Finance Committee</b> <ul style="list-style-type: none"> <li>• Audit committee – <ul style="list-style-type: none"> <li>○ Two members of GC- Phil Krehbie, JShort</li> <li>○ One parent - TLopez</li> <li>○ One volunteer with financial expertise DKrasnow</li> </ul> </li> <li>• Finance committee – at least two members of the GC - PKrehbie, BCampbell</li> </ul>
	<b>Financial Reports posted on Website-</b> <ul style="list-style-type: none"> <li>• Charter School Business Manager to review independently: <ul style="list-style-type: none"> <li>○ Link to Sunshine portal present -Yes</li> </ul> </li> </ul>



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2022-23 Fall Site Visit Report

	<ul style="list-style-type: none"> <li>○ Governing Council minutes from most recent GC meeting posted Most recent August 2022</li> <li>○ Financial Reports presented to GC posted on website – August 2022</li> <li>○ BARS have been approved by GC and noted in minutes – Yes</li> <li>○ Disbursements have been approved by GC and noted in minutes - Yes</li> </ul>
	<b>Special Ed Maintenance of Effort-</b> <ul style="list-style-type: none"> <li>● Is school on target for FYE compliance?</li> </ul>

**Financial Audit**

	<b>Bank Reconciliation</b> <ul style="list-style-type: none"> <li>● Upload August 2022 approved bank reconciliation and balance sheet <ul style="list-style-type: none"> <li>○ Verify Bank Reconciliation and Balance Sheet</li> <li>○ Are outstanding items on bank reconciliation stale dated per school policy or one year? None Noted</li> <li>○ Are bank reconciliations being reviewed and approved by independent person? Reviewed and approved by Finance Committee</li> </ul> </li> </ul>
	<b>Federal Funds -</b> <ul style="list-style-type: none"> <li>● Upload detailed list of expenditures for funds <b>24308</b> and <b>24330</b> <ul style="list-style-type: none"> <li>○ Have RfR's for each fund been submitted - Not this year..</li> <li>○ What is % expended life to date 24308 9%, 24330 7%</li> <li>○ What has been purchased with funding – List provided</li> <li>○ Percentage of 20% evidence based funding for 24330 expended to date – 7%</li> </ul> </li> </ul>
	<b>Purchase Orders</b> <ul style="list-style-type: none"> <li>● Upload accounts payable packet that includes PO, Invoice, and check prior to site visit – Reviewed Best Buy, Moss Adams, and National Hispanic Cultural Center</li> </ul>
	<b>Payroll Reports</b> <ul style="list-style-type: none"> <li>● Upload reports that correspond to August 2022 bank reconciliation for verification of date of submission and amounts <ul style="list-style-type: none"> <li>○ CRS-1 report due 25<sup>th</sup> of the following month – Paid 9/22/22</li> <li>○ Educational Retirement Board (ERB) due 15<sup>th</sup> of each month Paid 9/15/22</li> <li>○ Retiree Health Care (RHC) due 10<sup>th</sup> of each month Paid 9/9/22</li> <li>○ New Mexico Public School Insurance Authority (NMPSIA) due 10<sup>th</sup> of each month Paid 9/9/22</li> </ul> </li> </ul>
	<b>Cash Receipts</b> <ul style="list-style-type: none"> <li>● Cash receipt journal from accounting system (to date of upload) <ul style="list-style-type: none"> <li>○ Cash receipt, bank deposit receipt, and corresponding bank statement – Reviewed deposits on 7/6/22, 8/19/22, and 8/5/22</li> <li>○ Are deposits being made within 24 hours of receipt</li> </ul> </li> </ul>
	<b>Journal Entries</b> <ul style="list-style-type: none"> <li>● JE's and supporting documentation for the month of August 2022 <ul style="list-style-type: none"> <li>○ Are JE's being approved by second party – Being approved by Finance Committee</li> </ul> </li> </ul>



PAPA

Board Member Name	Position	Term Start	Department Assigned Course Code	Fiscal Requirements 3 Hours Required	Academic Data 2 Hour Required	Open Government/ Org. Performance 1 Hour Required	Ethics/ Responsibilities 1 Hour Required	Equity/Cultural Linguistically Responsive Practices 1 Hour Required	New Member Training 7 Hours	*School Specific Onboarding 2019- PAPA_OB	TOTAL HOURS	Email address
Liz Roybal	President	<FY18	FFY23.1; FFY23.2; AUFY23a/AUFY23b	2	2						4	lroybal@paparts.org
Santana Gonzalez	Vice President	FY21	AUFY23a/AUFY23b; ECLRFY23; OGLOP23; REFY23; FFY23.1; FFY23.2	2	2	1	1	1			7	santanag505@gmail.com
Phil Krehbiel		<FY18	FFY23.1; ECLRFY23; FFY23.3; AUFY23a/AUFY23b; OGLOPFY23	2	2	1		1			6	pkrehbiel@paparts.org
Barbara Campbell		FY20	ECLRFY23; OGLOP23; REFY23; AUFY23a/AUFY23b; FFY23.1; FFY23.2; FFY23.3	3	2	1	1	1	1		8	bcampbell@pmmcpcpa.com
Jessica Short	Secretary	FY21	OGLOP23/REFY23			1	1	1			2	shortjessica21@edu
Issac Trujillo		FY23	ECLRFY23; IntroFY23					1	1	7	8	issactrujillo@gmail.com
Paul Paradise		FY23									0	pepnm3050@gmail.com / pparadise@paparts.org
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Lisa Ulibarri-Miller	Resigned											
Alexis Corbin	Resigned											



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