



**Governing Council
Meeting Agenda**
Thursday, May 25, 4:15pm, Room 2
Public Academy for Performing Arts Campus
11800 Princess Jeanne Ave NE, Albuquerque, NM 87112

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: Tamara Lopez
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	Scheduled Absence: Melanie Chavez
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 (4/20/23, 4/29/23) ACTION ITEM	All	4:20p.m.
5. Open Forum for Public Comment (Form Required)	All	4:22p.m.
6. Budget & Finance Committee Report ACTION ITEM <ul style="list-style-type: none"> a. April Financial Report b. BARS/Permanent Transfer ACTION ITEM c. POs over \$5,000 d. Change in Instructional Hours ACTION ITEM e. Out of State Travel ACTION ITEM f. Anticipated Total Budget ACTION ITEM 	Phil Krehbiel and Rhonda Cordova	4:30p.m.
7. Executive Director's Report <ul style="list-style-type: none"> a. EDAC Report b. Written Report 	Melanie Dunn-Chavez	4:40p.m.
8. Organizational Business <ul style="list-style-type: none"> a. GC Training to Date b. Nomination Committee Report and Recommendation ACTION ITEM c. Business Manager Contract ACTION ITEM d. Matthews & Fox Professional Services ACTION ITEM 	Liz Roybal	4:45p.m.
9. President's Report	Liz Roybal	4:50p.m.
10. Other Announcements/Discussion	Liz Roybal	4:55p.m.
11. 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, Donna Krosnow, Jessica Short, Tamara Lopez
Finance Committee – Phil Krehbiel (Chair), Rhonda Cordova, Melanie Dunn-Chavez, Barbara CampBell, Paul Paradise –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, April 20, 2023, 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:
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	Absent:
4. Barbara Campbell, GC Member	8. Carol Torrez, Staff Representative		

Agenda Item	Presented by	Time
1. Call to Order, Roll Call (Quorum 7/7 voting members)	Chair	4:15 pm
2. Welcome and Introductions In attendance: Liz Roybal, Santana Gonzalez, Paul Paradise, Isaac Trujillo, Virginia Wilmerding, Rhonda Cordova, Carol Torrez, Jessica Short, Phil Krehbiel, Barbara Campbell, Melanie Dunn-Chavez, Anaya Gonzalez (NHS Student Rep)	Chair	4: 15 p.m.
3. Approval of Agenda ACTION ITEM Approved : Barb Campbell– first, Isaac Trujillo– second, Roll Call vote 7/7 to Approve	All	4:16 p.m.
4. Approval of Previous Meeting Minutes (3/30//23) ACTION ITEM Approved: Isaac Trujillo-First, Barb Campbell- second, Roll Call vote 7/7 to Approve	All	4:17 p.m.
5. Open Forum for Public Comment (Form Required) None	All	4:17 p.m.
6. Budget & Finance Committee Report ACTION ITEM <ul style="list-style-type: none"> a. March Financial Report b. BARS/Permanent Transfer ACTION ITEM c. POs over \$5,000 – 3 PO's <p>Budget and Finance Committee report was given by Phil Krehbiel. Finance Meeting on 4/20/23 was attended by Phil Krehbiel,Barbara Campbell, Paul Paradise,Rhonda Cordova, and Melanie Chavez via Zoom. Reports reviewed are as follows: Bank statement Journal entries Bank reconciliation Balance sheet Bank register Budget expense summary Comparative financial summary</p>	Phil Krehbiel, Barb Campbell, and Rhonda Cordova	4:18 p.m.

<p>Trial Balance Monthly balance forecast report Detailed budget to actual report BAR history report Purchase orders over \$5,000 Check report Approved vendors</p> <p>All reports and financials are in good shape. We are within budget and have 22% of total budget remaining.</p> <p>Report was approved: Phil Krehbiel- First, Barb Campbell -second, Roll Call vote 7/7 to Approve</p> <p>Rhonda Cordova presented the BARS (1) 0027-T: This was moving funds to cover IT expenses. Approved by roll call vote: Phil Krehbiel – 1st, Isaac Trujillo – 2nd Roll Call Vote to approve: 7/7</p> <p>PO's over \$5000 – None</p> <p>2023-24 Estimated Operating Budget ACTION ITEM - Phil Krehbiel asks about the fund balance (250k) Rhonda Cordova stated it will be presented at 0 because it will be allocated to other contracted services. Budget is set at 431 students (average), the goal is 450 students, we are currently slated at 491 students. Approved by roll call vote: Barb Campbell - 1st, Isaac Trujillo - 2nd 7/7 to approve.</p> <p>2023-24 Salary Schedule ACTION ITEM - Roll Call vote: Phil Krehbiel - 1st, Barbara Campbell - 2nd, 7/7 to approve.</p> <p>Out of State Travel ACTION ITEM - Cafeteria Services SNA ANC Conference - Roll Call Vote: Barbara Campbell - 1st, Jessica Short - 2nd, 7/7 to approve.</p>		
<p>6. Executive Director's Report</p> <ul style="list-style-type: none"> a. Written Report – Report given by Melanie Dunn-Chavez b. EDAC Report – Given by Dr. Virginia Wilmerding - EDAC discussed testing dates, also are reflecting on how EDAC went this past year, they would like for it to reflect the school departments better, and would like to look at the state statute to make sure EDAC is operating correctly. 	Melanie Dunn-Chavez	4:40 p.m.
<p>7. Organizational Business</p> <ul style="list-style-type: none"> a. GC Training to Date 	Liz Roybal	5:08 p.m.
<p>8. President's Report</p>	Liz Roybal	5:11 p.m.
<p>9. Other Announcements/Discussion – NONE</p>	Liz Roybal	5:12 p.m.



10. Executive Session to Discuss Limited Personnel Matters - At Jessica Short made the motion to close the meeting for the purpose of going into Executive Session pursuant to NMSA 10-15-1-H (2) with Barbara Campbell making the second. The motion was passed with a roll call vote. Limited Personnel Matters were the only topic addressed. At Jessica Short made a motion to come out of Executive Session with making the second. The motion passed by roll call vote.	Liz Roybal	5: 14 p.m.
11. Executive Director Search : Motion was made to offer the position of Executive Director to Lisa Ulibarri Miller. Liz Roybal - 1st, Isaac Trujillo - 2nd, roll call vote to approve 7/7	Liz Roybal	
k. Adjourn	Liz Roybal	5:36 p.m.

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

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

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----- 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



Meeting MINUTES

Saturday, April 29, 2023, 10:30 am

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

Type of meeting: Emergency

Chair: Elizabeth Roybal

Invited to Attend			
1. Elizabeth Roybal, President	5. Phil Krehbiel, GC Member	9. Melanie Dunn-Chavez, Executive Director	Scheduled Guests:
2. Santana Gonzalez, Vice President	6. Isaac Trujillo, GC Member		
3. Jessica Short, Secretary	7. Paul Paradise, GC Member		Absent: Jessica Short, Barbara Campbell, Rhonda Cordova
4. Barbara Campbell, GC Member	8. Rhonda Cordova, Business Manager		

Agenda Item	Presented by	Time
1. Call to Order, Roll Call (Quorum 5/7 voting members)	Chair	10:30 am
2. Welcome and Introductions In attendance: Liz Roybal, Santana Gonzalez, Paul Paradise, Isaac Trujillo, Phil Krehbiel, Melanie Dunn-Chavez	Chair	
3. Approval of Agenda ACTION ITEM Approved : Phil Krehbiel– first, Santana Gonzalez– second, Roll Call vote 5/7 to Approve a. Approval of Out of State Travel ACTION ITEM - Sending 6th-grade teachers to attend a training in Phoenix AZ in July to learn about responsive classroom management also to benefit PAPA THRIVES (SEL). Approved: Phil Krehbiel - 1st, Santana Gonzalez - 2nd Roll call vote 5/7 to approve	All	
4. Executive Session Liz Roybal moves to close the meeting for the purpose of going into Executive Session pursuant to NMSA 10-15-1-H(2) to discuss limited personnel matters. Phil Krehbiel seconds Roll Call Vote approved: 5/7 Exit Executive Session: Liz Roybal moves to come out of executive session “Pursuant to NMSA 10-15-1-H(2) limited personnel matters were the only topic addressed. No action was taken and no action needs to be taken.” Roll Call Vote approved: 5/7	All	
5. Executive Director Search ACTION ITEM Due to the first candidate declining a movement was made to offer the Executive Director position to Tamara Lopez. Phil Krehbiel moved that we offer Tamara Lopez the position of 2023-2024 Executive Director on a one-year contract with the salary that was budgeted for in the budget. Paul Paradise seconded. Motion carried 5/0		

6. Adjourn

11:24 am

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 EARS	Approved EARS	Current Budget	Pending Budget EARS	Total Adopted Budget	YTD Actuals	YTD Payable Estimated	Unreimbursed Budget Balance	Unreimbursed Anticipated Budget	Percent Remaining	Percent Remaining of Original Anticipated Budget
11000	Operational	\$4,413,375.00	\$4,413,375.00	\$74,039.65	\$4,487,414.65		\$4,487,414.65	\$2,918,070.70	\$989,641.95	\$579,702.00	\$579,702.00	13%	13%
21000	Food Services	\$105,000.00	\$105,000.00	\$76,651.75	\$181,651.75		\$181,651.75	\$112,299.36	\$29,751.85	\$39,600.54	\$39,600.54	22%	22%
23000	Non-Instructional Support	\$220,000.00	\$220,000.00	\$99,906.06	\$319,906.06		\$319,906.06	\$237,339.97	\$60,359.56	\$22,206.53	\$22,206.53	7%	7%
24106	Entitlement IDEA-B	\$67,318.00	\$67,318.00	\$0.00	\$67,318.00		\$67,318.00	\$56,184.72	\$8,447.15	(\$313.87)	(\$313.87)	0%	0%
24154	Teacher/Principal Training & Recruiting	\$24,581.00	\$24,581.00	\$0.00	\$24,581.00		\$24,581.00	\$11,735.48	\$970.51	\$11,875.01	\$11,875.01	48%	48%
24174	Carl D Perkins Secondary - Current	\$8,972.00	\$8,972.00	\$0.00	\$8,972.00	(\$8,972.00)	\$0.00	\$0.00	\$0.00	\$8,972.00	\$0.00	100%	#DIV/0!
24308	CRSSA ESSER II	\$419,824.00	\$419,824.00	\$55,655.00	\$475,479.00		\$475,479.00	\$378,029.99	\$95,732.43	\$1,716.58	\$1,716.58	0%	0%
24309	CRSSA - Social Emotional Learning	\$0.00	\$15,000.00	\$15,000.00	\$15,000.00		\$15,000.00	\$3,810.90	\$300.00	\$10,889.10	\$10,889.10	73%	73%
24330	ARP ESSER III CDEA 84.425U	\$1,000,000.00	\$1,000,000.00	\$159,737.00	\$1,159,737.00	\$62,898.00	\$1,222,635.00	\$386,446.40	\$110,592.54	\$662,698.06	\$725,586.06	57%	59%
24346	Individuals With Disabilities Act		\$17,336.00	\$17,336.00	\$17,336.00		\$17,336.00	\$17,336.00	\$0.00	\$0.00	\$0.00	0%	0%
25153	Title XIX MEDICAID 3/21 Years	\$45,000.00	\$45,000.00	\$4,422.24	\$49,422.24		\$49,422.24	\$3,457.14	\$440.99	\$45,524.11	\$45,524.11	92%	92%
26207	CNM Foundation	\$4,513.00	\$4,513.00	\$0.00	\$4,513.00	(\$1,500.00)	\$3,013.00	\$500.00	\$500.00	\$3,513.00	\$2,013.00	78%	67%
27107	Literacy For Children @ Risk PED	\$3,930.00	\$3,930.00	\$1,096.00	\$5,026.00		\$5,026.00	\$4,004.19	\$1,021.81	\$0.00	\$0.00	0%	0%
27201	Literacy For Children @ Risk PED	\$0.00	\$4,614.00	\$4,614.00	\$4,614.00		\$4,614.00	\$0.00	\$0.00	\$4,614.00	\$4,614.00	100%	100%
27502	Career Technical Education Program (Pilot)	\$8,682.00	\$8,682.00	(\$8,682.00)	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	95%
29130	Youth Chat Grant	\$2,500.00	\$2,500.00	\$2,593.45	\$5,093.45		\$5,093.45	\$6,116.64	\$1,092.90	(\$2,116.09)	(\$2,116.09)	-42%	0%
31200	Public School Capital Outlay	\$0.00	\$354,378.00	\$354,378.00	\$354,378.00		\$354,378.00	\$296,315.00	\$59,063.00	\$0.00	\$0.00	0%	0%
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%	91%
31600	Capital Improvements HB-33	\$352,468.00	\$352,468.00	\$59,114.73	\$411,582.73		\$411,582.73	\$234,401.41	\$187,322.07	(\$10,140.75)	(\$10,140.75)	-2%	-2%
31700	SB9 State Match	\$175.00	\$175.00	\$0.00	\$175.00		\$175.00	\$174.44	\$0.00	\$0.56	\$0.56	0%	0%
31701	SB9 Ad Valorem	\$383,034.00	\$383,034.00	\$109,126.07	\$492,160.07		\$492,160.07	\$166,512.00	\$62,110.97	\$263,537.10	\$263,537.10	54%	54%
31703	SB-9 State Match Cash	\$8,725.00	\$8,725.00	\$20,181.41	\$28,906.41		\$28,906.41	\$0.00	\$0.00	\$28,906.41	\$28,906.41	100%	100%
Fund Totals		\$7,088,097.00	\$7,479,425.00	\$1,045,169.36	\$8,133,266.36	\$52,426.00	\$8,185,692.36	\$4,834,734.34	\$1,607,347.73	\$1,691,184.29	\$1,743,610.29	21%	21%

Public Academy for Performing Arts

Issued and Closed POS Report

Accounting Cycle: F12023; PO Type: [All]; Purchase Order: [All]; Account Expression: ([FUND] >= 11000) ; include Tax and Shipping: no; include Closed POS: yes; show Detail: Yes; Created On: 5/16/2023 9:50:41 AM

PO Number	Type	Vendor Name	Date Issued	Status	Days Outstanding	PO Amount	Invoice Amount	Unencumbered Amount	Remaining Encumbrance
2022-008	Dollar	ABCWUA	7/1/2021	Issued	684	\$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	684	\$7,047.95	\$0.00	\$0.00	\$7,047.95
2022-542-2	Dollar	Wilson & Company	4/12/2022	Issued	399	\$33,252.55	\$23,378.71	\$23,378.71	\$9,873.84
2022-066 b-1	Dollar	APS	5/1/2022	Issued	380	\$54,255.48	\$6,449.05	\$6,449.05	\$47,806.43
2023-016	Dollar	Matthews Fox, P.C.	7/1/2022	Issued	319	\$5,000.00	\$1,370.16	\$1,370.16	\$3,629.84
2023-019	Dollar	CNM	7/1/2022	Closed		\$6,000.00	\$0.00	\$6,000.00	\$0.00
2023-044	Dollar	BYU Continuing Education	7/1/2022	Issued	319	\$7,000.00	\$885.00	\$885.00	\$6,115.00
2023-018	Dollar	PowerSchool Group, LLC	7/1/2022	Issued	319	\$8,000.00	\$6,303.15	\$6,303.15	\$1,696.85
2023-029	Regular	Southwest Copy Systems	7/1/2022	Issued	319	\$8,200.00	\$5,943.68	\$7,000.00	\$1,200.00
2023-019-1	Dollar	CNM	7/1/2022	Issued	319	\$10,000.00	\$6,092.50	\$5,000.00	\$5,000.00
2023-037-1	Dollar	Labatt Food Service	7/1/2022	Issued	319	\$10,000.00	\$5,565.84	\$5,565.84	\$4,434.16
2023-003	Regular	EGSM Inc.	7/1/2022	Issued	319	\$11,405.41	\$0.00	\$0.00	\$11,405.41
2023-017	Dollar	Harris School Solutions	7/1/2022	Issued	319	\$13,000.00	\$12,111.65	\$12,111.65	\$888.35
2023-027	Dollar	ACES	7/1/2022	Issued	319	\$20,000.00	\$10,687.23	\$10,687.23	\$9,312.77
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	Closed		\$25,000.00	\$19,185.85	\$25,000.00	\$0.00
2023-189	Dollar	NM Gas Company	7/1/2022	Closed		\$25,000.00	\$0.00	\$25,000.00	\$0.00
2023-014C-1	Dollar	NM Gas Company	7/1/2022	Issued	319	\$30,000.00	\$9,412.91	\$9,412.91	\$20,587.09
2023-012	Dollar	PNM	7/1/2022	Issued	319	\$35,000.00	\$34,179.16	\$34,179.16	\$820.84
2023-013	Dollar	ABCWUA	7/1/2022	Issued	319	\$38,000.00	\$27,432.19	\$27,432.19	\$10,567.81
2023-026	Dollar	CES	7/1/2022	Issued	319	\$39,500.00	\$27,210.63	\$27,210.63	\$12,289.37
2023-020	Regular	Rhonda Cordova	7/1/2022	Issued	319	\$64,650.00	\$56,568.75	\$56,568.75	\$8,081.25
2023-037	Dollar	Labatt Food Service	7/1/2022	Closed		\$68,000.00	\$63,384.30	\$68,000.00	\$0.00
2023-009	Regular	NMPSIA	7/1/2022	Closed		\$69,382.00	\$69,382.00	\$69,382.00	\$0.00
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	Closed		\$256,723.08	\$256,500.00	\$256,723.08	\$0.00
2023-010	Regular	APS Board of Education	7/1/2022	Issued	319	\$354,378.00	\$324,846.50	\$324,846.50	\$29,531.50

2023-011	Dollar	APS	7/1/2022	Issued	319	\$367,468.00	\$235,542.55	\$235,542.55	\$131,925.45
2023-002	Dollar	Moss Adams LLP	7/5/2022	Issued	315	\$19,781.00	\$19,780.96	\$19,780.96	\$0.04
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	301	\$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
2023-025	Dollar	Central Region Educational Cooperative	7/27/2022	Issued	293	\$47,112.19	\$35,560.35	\$35,560.35	\$11,551.84
2023-084A	Dollar	Accountability and Compliance Resources LLC	8/3/2022	Closed		\$5,000.00	\$3,831.76	\$5,000.00	\$0.00
2023-084	Regular	Accountability and Compliance Resources LLC	8/3/2022	Closed		\$5,000.00	\$478.97	\$5,000.00	\$0.00
2023-103-1	Dollar	AnchorBuilt	8/12/2022	Closed		\$76,310.09	\$76,310.09	\$76,310.09	\$0.00
2023-103	Regular	AnchorBuilt	8/12/2022	Closed		\$76,310.09	\$0.00	\$76,310.09	\$0.00
2023-114-1	Dollar	Summit Fire and Security	8/23/2022	Issued	266	\$37,963.06	\$30,897.32	\$30,897.32	\$7,065.74
2023-114	Dollar	Summit Fire and Security	8/23/2022	Closed		\$37,963.06	\$0.00	\$37,963.06	\$0.00
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
2023-171-1	Regular	Josten's	9/19/2022	Issued	239	\$10,620.00	\$0.00	\$0.00	\$10,620.00
2023-171	Regular	Josten's	9/19/2022	Closed		\$14,960.00	\$6,554.50	\$14,960.00	\$0.00
2023-195	Regular	Hostelling International Santa Monica	9/29/2022	Closed		\$5,355.72	\$2,677.86	\$5,355.72	\$0.00
2023-213-2	Regular	Group Experience	10/12/2022	Closed		\$22,374.00	\$22,374.00	\$22,374.00	\$0.00
2023-213-1	Regular	Group Experience	10/12/2022	Closed		\$33,620.00	\$12,000.00	\$33,620.00	\$0.00
2023-213	Regular	Group Experience	10/12/2022	Closed		\$46,000.00	\$23,000.00	\$46,000.00	\$0.00
2023-245	Regular	UNIM Public Events	11/3/2022	Issued	194	\$5,000.00	\$3,000.00	\$3,000.00	\$2,000.00
2023-407	Dollar	Rio Conchos Corporation	11/9/2022	Closed		\$114,609.36	\$114,609.36	\$114,609.36	\$0.00
2023-288	Regular	MyBus	12/1/2022	Closed		\$5,843.73	\$1,016.30	\$5,843.73	\$0.00
2023-295	Regular	Group Experience	12/5/2022	Closed		\$27,884.00	\$27,326.32	\$27,884.00	\$0.00
2023-333-1	Regular	A-com Technologies	1/5/2023	Closed		\$32,097.33	\$0.00	\$32,097.33	\$0.00
2023-333	Regular	A-com Technologies	1/5/2023	Closed		\$32,097.33	\$0.00	\$32,097.33	\$0.00
2023-406	Regular	Amazon.com	2/8/2023	Issued	97	\$13,194.00	\$11,095.00	\$10,995.00	\$2,199.00
2023-447	Dollar	PowerSchool Group, LLC	2/24/2023	Closed		\$5,770.77	\$5,770.77	\$5,770.77	\$0.00
2023-438	Regular	Hummingbird Music Conference Center	2/24/2023	Closed		\$15,040.00	\$13,873.00	\$15,040.00	\$0.00
2023-448	Dollar	PowerSchool Group, LLC	2/27/2023	Issued	78	\$6,303.15	\$0.00	\$0.00	\$6,303.15
2023-536	Regular	School Outfitters	4/4/2023	Closed		\$16,829.24	\$0.00	\$16,829.24	\$0.00
2023-558	Regular	Amazon.com	4/17/2023	Issued	29	\$29,195.09	\$0.00	\$0.00	\$29,195.09
2023-536-1	Regular	School Outfitters	4/17/2023	Issued	29	\$16,829.24	\$0.00	\$0.00	\$16,829.24

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: 001-047-2223-0038-I

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: 505-604-6056

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 \$62,898

Fund	Function	Object	Program	Location	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
24330 24330 - ARP ESSER III	2400 Support Services-School Administration	51100 Salaries Expense	0000 No Program	001047 Public Academy for Performing Arts	1217 Secretarial/Clerical/Technical Assistants		\$50,000	\$50,000	2.00
24330 24330 - ARP ESSER III	2400 Support Services-School Administration	52111 Educational Retirement	0000 No Program	001047 Public Academy for Performing Arts	1217 Secretarial/Clerical/Technical Assistants		\$8,575	\$8,575	
24330 24330 - ARP ESSER III	2400 Support Services-School Administration	52112 ERA - Retiree Health	0000 No Program	001047 Public Academy for Performing Arts	1217 Secretarial/Clerical/Technical Assistants		\$1,000	\$1,000	
24330 24330 - ARP ESSER III	2400 Support Services-School Administration	52210 FICA Payments	0000 No Program	001047 Public Academy for Performing Arts	1217 Secretarial/Clerical/Technical Assistants		\$3,000	\$3,000	
24330 24330 - ARP ESSER III	2400 Support Services-School Administration	52220 Medicare Payments	0000 No Program	001047 Public Academy for Performing Arts	1217 Secretarial/Clerical/Technical Assistants		\$323	\$323	
Sub Total							\$62,898		2.00
Indirect Cost									
DOC. TOTAL							\$62,898		

Justification:

Final Award FY23

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	5/15/2023 1:56:11 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: 001-047-2223-0039-D

Fund Type: Flowthrough

Adjustment Type: Decrease

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 24174.0000.41924 (\$8,972)

Fund	Function	Object	Program	Location	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
24174 Carl D Perkins Secondary - Current	1000 Instruction	56118 General Supplies and Materials	3000 Vocational and Technical Programs	001047 Public Academy for Performing Arts	0000 No Job Class	\$8,972	(\$8,972)		
Sub Total							(\$8,972)		
Indirect Cost									
DOC. TOTAL							(\$8,972)		

Justification:

Final Allocation FY23

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	5/23/2023 2:57:45 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: 001-047-2223-0040-T
Fund Type: Flowthrough

Adjustment Type: Transfer

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:

Fund	Function	Object	Program	Location	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
24106 Entitlement IDEA-B	1000 Instruction	51100 Salaries Expense	2000 Special Programs	001047 Public Academy for Performing Arts	1412 Teachers- Special Education	\$37,696	(\$9,692)	\$28,004	
24106 Entitlement IDEA-B	2100 Support Services-Students	51100 Salaries Expense	2000 Special Programs	001047 Public Academy for Performing Arts	1214 Guidance Counselors/Social Workers	\$12,576	\$9,692	\$22,268	
Sub Total							\$0		
Indirect Cost									
DOC. TOTAL							\$0		

Justification:

Transfer funds from direct instruction to cover Ancillary services

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	5/12/2023 9:34:58 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: 001-047-2223-0042-T

Fund Type: Flowthrough

Adjustment Type: Transfer

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:	

Fund	Function	Object	Program	Location	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
24308 CRRSA, ESSER II	1000 Instruction	56113 Software	1010 Regular Education (PreK-12) Programs	001047 Public Academy for Performing Arts	0000 No Job Class	\$51,625	(\$20,861)	\$30,764	
24308 CRRSA, ESSER II	2100 Support Services-Students	51100 Salaries Expense	0000 No Program	001047 Public Academy for Performing Arts	1218 School/Student Support	\$117,124	\$20,861	\$137,985	
						Sub Total	\$0		
						Indirect Cost			
						DOC. TOTAL	\$0		

Justification:

Transfer funds from direct instruction to cover the Transition Specialist Salary

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	5/12/2023 10:41:35 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: 001-047-2223-0043-D

Fund Type: Direct Grant

Adjustment Type: Decrease

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: 2022-07-01

To: 2023-06-30

A. Approved Carryover:

B. Total Current Year Allocation:

D. Total Funding Available:

Revenue 26207.0000.41922 (\$1,500)

Fund	Function	Object	Program	Location	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
26207 CNM Foundation	1000 Instruction	55915 Other Contract Services	1010 Regular Education (PreK-12) Programs	001047 Public Academy for Performing Arts	0000 No Job Class	\$4,513	(\$1,500)	\$3,013	
Sub Total							(\$1,500)		
Indirect Cost									
DOC. TOTAL							(\$1,500)		

Justification:

Reduce Estimated Revenues for FY23

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

5/14/2023 8:59:28 PM

15

TRAVEL REQUEST FORM

Name: Tamara Lopez at Assistant Director
 Title: Executive Director at Assistant Director
 Name of Conference/Workshop: Ignite National Association of Secondary School
 Date of Conference/Workshop: July 12-15 principals Annual Conference
 Location: Denver, CO

ESTIMATED TRAVEL COSTS

Out of State Travel - Requires Board Approval	
Airline Ticket	\$ <u>937.00</u>
Hotel (Receipts required - actual expenses up to \$220 per night)	\$ <u>1,320</u>
Rental Car (Rental cars not included if hotel is adjacent to conference)	\$ <u>NA</u>
Meals: Out of State (Receipts required - actual expenses for meals up to \$45 a day - may be claimed after travel) (Alcoholic beverages will not be reimbursed)	\$ <u>360</u>
Other Allowable Expenses: (Parking, shuttle, bus, etc. - may be claimed after travel)	\$ <u>60</u>
Total Registration Fees:	\$ <u>1,080</u>
TOTAL ESTIMATED COST OF TRAVEL:	\$ <u>4,357</u>

In-State Travel	
Hotel: In-State (Receipts required - actual expenses up to \$125 per night)	\$ _____
Rental Car or Mileage: (\$436)	\$ _____
Meals: In-State (Receipts required - actual expenses for meals up to \$30 a day - may be claimed after travel) (Alcoholic beverages will not be reimbursed)	\$ _____
Other Allowable Expenses: (Parking, shuttle, bus, etc. - may be claimed after travel)	\$ _____
Total Registration Fees:	\$ _____
TOTAL ESTIMATED COST OF TRAVEL:	\$ _____

Approved By: _____

Print Name: _____

Signature: _____

Employee Signature: _____



11800 Princess Jeanne Street, NE / Albuquerque, NM 87112 / (T) 505-830-3128 / (F) 505-830-9930/ www.paparts.org

Melanie Dunn-Chavez, Executive Director

Dear Governing Council,

I am requesting approval for out of state travel for myself and the new Assistant Director to attend the National Association of Secondary School Principals annual conference called Ignite in Denver, this July. The conference features workshops specific to building leadership capacity, school culture and climate, student engagement and motivation, and whole school wellness. Ignite is a premier national conference for secondary school leaders. Attending the conference will allow the leadership team to gain actionable practices and expand our leadership skills to continue the building of quality supervision our school, students, and staff deserve.

Thank you for your consideration.

Respectfully,

Tamara Lopez
Assistant Director
Public Academy for Performing Arts

State of New Mexico
Public School Operating Budget
Expenditure Detail with Job Class

Budget Name: Public Academy for Performing Arts 2023-2024							Estimated Amt			Projected Amt		
FD	FN	OBJ	JOB	Description			Estimated Amt	Estimated FTE		Projected Amt	Projected FTE	
Expenditure												
Operational												
Instruction												
11000	1000	51100	1411	Salaries Expense: Teachers-Grades 1-12			\$1,506,072.00	25.0000		\$1,761,736.55	26.0000	
11000	1000	51100	1412	Salaries Expense: Teachers- Special Education			\$307,977.00	4.0000		\$475,609.00	6.0000	
11000	1000	51100	1611	Salaries Expense: Substitutes-Sick Leave			\$21,777.00	0.0000		\$25,000.00	0.0000	
11000	1000	51300	1411	Additional Compensation: Teachers-Grades 1-12			\$21,967.16	0.0000		\$15,000.00	0.0000	
11000	1000	52111	1411	Educational Retirement: Teachers-Grades 1-12			\$264,887.74	0.0000		\$322,477.88	0.0000	
11000	1000	52111	1412	Educational Retirement: Teachers- Special Education			\$53,323.81	0.0000		\$74,400.17	0.0000	
11000	1000	52111	1611	Educational Retirement: Substitutes-Sick Leave			\$310.00	0.0000		\$325.00	0.0000	
11000	1000	52112	1411	ERA - Retiree Health: Teachers-Grades 1-12			\$30,869.11	0.0000		\$35,537.73	0.0000	
11000	1000	52112	1412	ERA - Retiree Health: Teachers- Special Education			\$6,218.38	0.0000		\$6,532.00	0.0000	
11000	1000	52112	1611	ERA - Retiree Health: Substitutes-Sick Leave			\$371.00	0.0000		\$400.00	0.0000	
11000	1000	52210	1411	FICA Payments: Teachers-Grades 1-12			\$94,067.47	0.0000		\$125,000.00	0.0000	
11000	1000	52210	1412	FICA Payments: Teachers- Special Education			\$18,395.78	0.0000		\$22,000.00	0.0000	
11000	1000	52210	1611	FICA Payments: Substitutes-Sick Leave			\$1,150.00	0.0000		\$1,300.00	0.0000	
11000	1000	52220	1411	Medicare Payments: Teachers-Grades 1-12			\$21,999.63	0.0000		\$32,000.00	0.0000	
11000	1000	52220	1412	Medicare Payments: Teachers- Special Education			\$4,302.15	0.0000		\$4,600.00	0.0000	
11000	1000	52220	1611	Medicare Payments: Substitutes-Sick Leave			\$269.00	0.0000		\$300.00	0.0000	
11000	1000	52311	1411	Health and Medical Premiums: Teachers-Grades 1-12			\$125,406.64	0.0000		\$135,000.00	0.0000	
11000	1000	52311	1412	Health and Medical Premiums: Teachers- Special Education			\$32,411.21	0.0000		\$36,000.00	0.0000	
11000	1000	52311	1611	Health and Medical Premiums: Substitutes-Sick Leave			\$19.00	0.0000		\$0.00	0.0000	
11000	1000	52312	1411	Life: Teachers-Grades 1-12			\$1,314.97	0.0000		\$1,375.00	0.0000	
11000	1000	52312	1412	Life: Teachers- Special Education			\$247.46	0.0000		\$275.00	0.0000	
11000	1000	52313	1411	Dental: Teachers-Grades 1-12			\$4,764.37	0.0000		\$4,900.00	0.0000	
11000	1000	52313	1412	Dental: Teachers- Special Education			\$1,826.31	0.0000		\$2,000.00	0.0000	
11000	1000	52314	1411	Vision: Teachers-Grades 1-12			\$971.57	0.0000		\$1,000.00	0.0000	
11000	1000	52314	1412	Vision: Teachers- Special Education			\$196.19	0.0000		\$200.00	0.0000	
11000	1000	52315	1411	Disability: Teachers-Grades 1-12			\$346.26	0.0000		\$1,200.00	0.0000	
11000	1000	52315	1412	Disability: Teachers- Special Education			\$2,813.72	0.0000		\$375.00	0.0000	
11000	1000	52500	1411	Unemployment Compensation: Teachers-Grades 1-12			\$638.66	0.0000		\$600.00	0.0000	
11000	1000	52500	1412	Unemployment Compensation: Teachers- Special Education			\$65.00	0.0000		\$75.00	0.0000	
11000	1000	52500	1611	Unemployment Compensation: Substitutes-Sick Leave			\$245.78	0.0000		\$250.00	0.0000	
11000	1000	52720	1411	Workers Compensation Employer's Fee: Teachers-Grades 1-12			\$46.55	0.0000		\$50.00	0.0000	
11000	1000	52720	1412	Workers Compensation Employer's Fee: Teachers- Special Education			\$19.00	0.0000		\$25.00	0.0000	
11000	1000	52720	1611	Workers Compensation Employer's Fee: Substitutes-Sick Leave			\$2,806.10	0.0000		\$0.00	0.0000	
11000	1000	53330	0000	Professional Development			\$5,420.00	0.0000		\$500.00	0.0000	
11000	1000	55915	0000	Other Contract Services			\$41,000.00	0.0000		\$64,714.30	0.0000	
11000	1000	56105	0000	Instructional Materials - Operational			\$0.00	0.0000		\$10,000.00	0.0000	
11000	1000	56110	0000	Instructional Materials - Dual Credit			\$0.00	0.0000		\$7,500.00	0.0000	
11000	1000	56112	0000	Other Instructional Materials			\$10,498.38	0.0000		\$5,000.00	0.0000	
11000	1000	56113	0000	Software			\$7,237.00	0.0000		\$0.00	0.0000	
11000	1000	56114	0000	Library And Audio-Visual			\$249.99	0.0000		\$0.00	0.0000	
11000	1000	56118	0000	General Supplies and Materials			\$6,293.56	0.0000		\$25,000.00	0.0000	
11000	1000	56119	0000	Supply Assets (\$5,000 or less)			\$2,964.75	0.0000		\$30,000.00	0.0000	
11000	1000			Total: Instruction			\$2,602,738.42	29.0000		\$3,231,257.43	32.0000	
Support Services												
11000	2100	51100	1211	Salaries Expense: Coordinator/Subject Matter Specialist			\$83,959.79	1.0000		\$85,289.16	1.0000	
11000	2100	51100	1214	Salaries Expense: Guidance Counselors/Social Workers			\$57,196.40	0.7700		\$58,568.00	0.7400	
11000	2100	51300	1211	Additional Compensation: Coordinator/Subject Matter Specialist			\$1,376.40	0.0000		\$0.00	0.0000	
11000	2100	51300	1214	Additional Compensation: Guidance Counselors/Social Workers			\$232.50	0.0000		\$0.00	0.0000	
11000	2100	52111	1211	Educational Retirement: Coordinator/Subject Matter Specialist			\$14,625.29	0.0000		\$15,479.98	0.0000	
11000	2100	52111	1214	Educational Retirement: Guidance Counselors/Social Workers			\$9,649.07	0.0000		\$10,633.36	0.0000	
11000	2100	52112	1211	ERA - Retiree Health: Coordinator/Subject Matter Specialist			\$1,705.65	0.0000		\$1,705.78	0.0000	
11000	2100	52112	1214	ERA - Retiree Health: Guidance Counselors/Social Workers			\$1,148.52	0.0000		\$1,171.72	0.0000	
11000	2100	52210	1211	FICA Payments: Coordinator/Subject Matter Specialist			\$5,076.76	0.0000		\$6,000.00	0.0000	
11000	2100	52210	1214	FICA Payments: Guidance Counselors/Social Workers			\$3,560.67	0.0000		\$3,800.00	0.0000	

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State of New Mexico
Public School Operating Budget
Expenditure Detail with Job Class

Budget Name: Public Academy for Performing Arts 2023-2024							Estimated Amt	Estimated FTE	Projected Amt	Projected FTE
FD	FN	OBJ	JOB	Description						
11000	2100	52220	1211	Medicare Payments: Coordinator/Subject Matter Specialist			\$1,187.21	0.0000	\$1,250.00	0.0000
11000	2100	52220	1214	Medicare Payments: Guidance Counselors/Social Workers			\$832.67	0.0000	\$850.00	0.0000
11000	2100	52311	1211	Health and Medical Premiums: Coordinator/Subject Matter Specialist			\$5,568.70	0.0000	\$5,750.00	0.0000
11000	2100	52311	1214	Health and Medical Premiums: Guidance Counselors/Social Workers			\$7,578.22	0.0000	\$7,800.00	0.0000
11000	2100	52312	1211	Life: Coordinator/Subject Matter Specialist			\$61.03	0.0000	\$65.00	0.0000
11000	2100	52312	1214	Life: Guidance Counselors/Social Workers			\$45.49	0.0000	\$50.00	0.0000
11000	2100	52313	1214	Dental: Guidance Counselors/Social Workers			\$496.73	0.0000	\$485.00	0.0000
11000	2100	52314	1211	Vision: Coordinator/Subject Matter Specialist			\$48.81	0.0000	\$50.00	0.0000
11000	2100	52500	1211	Unemployment Compensation: Coordinator/Subject Matter Specialist			\$61.63	0.0000	\$60.00	0.0000
11000	2100	52500	1214	Unemployment Compensation: Guidance Counselors/Social Workers			\$98.80	0.0000	\$110.00	0.0000
11000	2100	52720	1211	Workers Compensation Employer's Fee: Coordinator/Subject Matter Specialist			\$127.16	0.0000	\$135.00	0.0000
11000	2100	52720	1214	Workers Compensation Employer's Fee: Guidance Counselors/Social Workers			\$9.20	0.0000	\$9.20	0.0000
11000	2100	53211	0000	Diagnosticians - Contracted			\$8.62	0.0000	\$10.00	0.0000
11000	2100	53212	0000	Speech Therapists - Contracted			\$18,500.00	0.0000	\$25,000.00	0.0000
11000	2100	53213	0000	Occupational Therapists - Contracted			\$28,776.19	0.0000	\$60,000.00	0.0000
11000	2100	53215	0000	Psychologists/Counselors - Contracted			\$18,500.00	0.0000	\$25,000.00	0.0000
11000	2100	53330	0000	Professional Development			\$2,500.00	0.0000	\$2,500.00	0.0000
11000	2100	55915	0000	Other Contract Services			\$1,000.00	0.0000	\$2,500.00	0.0000
11000	2100			Total: Support Services-Students			\$1,155.00	0.0000	\$1,250.00	0.0000
11000	2200			Support Services-Instruction			\$266,286.51	1.7700	\$305,522.20	1.7400
11000	2200	55915	0000	Other Contract Services			\$6,240.00	0.0000	\$6,500.00	0.0000
11000	2200	56119	0000	Supply Assets (\$5,000 or less)			\$307.15	0.0000	\$0.00	0.0000
11000	2200			Total: Support Services-Instruction			\$6,547.15	0.0000	\$6,500.00	0.0000
11000	2300			Support Services-General Administration						
11000	2300	51100	1111	Salaries Expense: Superintendent			\$115,144.85	1.0000	\$115,000.00	1.0000
11000	2300	52111	1111	Educational Retirement: Superintendent			\$19,747.33	0.0000	\$20,872.50	0.0000
11000	2300	52112	1111	ERA - Retiree Health: Superintendent			\$2,302.93	0.0000	\$2,300.00	0.0000
11000	2300	52210	1111	FICA Payments: Superintendent			\$6,536.39	0.0000	\$6,550.00	0.0000
11000	2300	52220	1111	Medicare Payments: Superintendent			\$1,528.71	0.0000	\$1,530.00	0.0000
11000	2300	52311	1111	Health and Medical Premiums: Superintendent			\$15,030.51	0.0000	\$16,000.00	0.0000
11000	2300	52312	1111	Life: Superintendent			\$61.10	0.0000	\$65.00	0.0000
11000	2300	52313	1111	Dental: Superintendent			\$667.16	0.0000	\$675.00	0.0000
11000	2300	52314	1111	Vision: Superintendent			\$110.24	0.0000	\$125.00	0.0000
11000	2300	52500	1111	Unemployment Compensation: Superintendent			\$99.33	0.0000	\$110.00	0.0000
11000	2300	52720	1111	Workers Compensation Employer's Fee: Superintendent			\$11.50	0.0000	\$11.50	0.0000
11000	2300	53411	0000	Auditing			\$19,781.00	0.0000	\$22,000.00	0.0000
11000	2300	53413	0000	Legal			\$2,500.00	0.0000	\$5,000.00	0.0000
11000	2300	55400	0000	Advertising			\$3,836.06	0.0000	\$2,500.00	0.0000
11000	2300			Total: Support Services-General Administration			\$187,357.11	1.0000	\$192,739.00	1.0000
11000	2400			Support Services-School Administration						
11000	2400	51100	1112	Salaries Expense: Principals			\$89,956.91	1.0000	\$95,354.32	1.0000
11000	2400	51100	1217	Salaries Expense: Secretarial/Clerical/Technical Assistants			\$95,706.00	2.5000	\$136,206.56	3.0000
11000	2400	51300	1217	Additional Compensation: Secretarial/Clerical/Technical Assistants			\$585.01	0.0000	\$0.00	0.0000
11000	2400	52111	1112	Educational Retirement: Principals			\$15,427.71	0.0000	\$20,872.50	0.0000
11000	2400	52111	1217	Educational Retirement: Secretarial/Clerical/Technical Assistants			\$16,513.93	0.0000	\$21,155.80	0.0000
11000	2400	52112	1112	ERA - Retiree Health: Principals			\$1,799.12	0.0000	\$2,300.00	0.0000
11000	2400	52112	1217	ERA - Retiree Health: Secretarial/Clerical/Technical Assistants			\$1,925.94	0.0000	\$2,331.22	0.0000
11000	2400	52210	1112	FICA Payments: Principals			\$5,577.40	0.0000	\$6,500.00	0.0000
11000	2400	52210	1217	FICA Payments: Secretarial/Clerical/Technical Assistants			\$5,818.31	0.0000	\$8,000.00	0.0000
11000	2400	52220	1112	Medicare Payments: Principals			\$1,304.39	0.0000	\$1,300.00	0.0000
11000	2400	52220	1217	Medicare Payments: Secretarial/Clerical/Technical Assistants			\$1,360.68	0.0000	\$1,600.00	0.0000
11000	2400	52311	1112	Health and Medical Premiums: Principals			\$14,479.14	0.0000	\$15,000.00	0.0000
11000	2400	52311	1217	Health and Medical Premiums: Secretarial/Clerical/Technical Assistants			\$3,600.54	0.0000	\$4,500.00	0.0000
11000	2400	52312	1112	Life: Principals			\$58.75	0.0000	\$65.00	0.0000
11000	2400	52312	1217	Life: Secretarial/Clerical/Technical Assistants			\$119.85	0.0000	\$150.00	0.0000
11000	2400	52313	1112	Dental: Principals			\$641.50	0.0000	\$650.00	0.0000
11000	2400	52313	1217	Dental: Secretarial/Clerical/Technical Assistants			\$180.18	0.0000	\$200.00	0.0000

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State of New Mexico
Public School Operating Budget
Expenditure Detail with Job Class

Budget Name: Public Academy for Performing Arts 2023-2024							Estimated Amt	Estimated FTE	Projected Amt	Projected FTE
FD	FN	OBJ	JOB	Description						
11000	2400	52314	1112	Vision: Principals			\$106.00	0.0000	\$120.00	0.0000
11000	2400	52314	1217	Vision: Secretarial/Clerical/Technical Assistants			\$47.00	0.0000	\$50.00	0.0000
11000	2400	52500	1112	Unemployment Compensation: Principals			\$148.81	0.0000	\$150.00	0.0000
11000	2400	52500	1217	Unemployment Compensation: Secretarial/Clerical/Technical Assistants			\$203.78	0.0000	\$250.00	0.0000
11000	2400	52720	1112	Workers Compensation Employer's Fee: Principals			\$11.50	0.0000	\$11.50	0.0000
11000	2400	52720	1217	Workers Compensation Employer's Fee: Secretarial/Clerical/Technical Assistants			\$20.70	0.0000	\$20.70	0.0000
11000	2400	53330	0000	Professional Development			\$2,955.00	0.0000	\$1,000.00	0.0000
11000	2400	55813	0000	Employee Travel - Non-Teachers			\$1,790.36	0.0000	\$500.00	0.0000
11000	2400	55915	0000	Other Contract Services			\$13,644.01	0.0000	\$15,000.00	0.0000
11000	2400	56113	0000	Software			\$20,728.77	0.0000	\$8,000.00	0.0000
11000	2400	56118	0000	General Supplies and Materials			\$16,791.46	0.0000	\$25,000.00	0.0000
11000	2400	56119	0000	Supply Assets (\$5,000 or less)			\$366.71	0.0000	\$10,000.00	0.0000
11000	2400			Total: Support Services-School Administration			\$311,869.46	3.5000	\$375,287.60	4.0000
11000	2500			Central Services						
11000	2500	51100	1220	Salaries Expense: Business Office Support			\$60,259.68	1.0000	\$63,905.39	1.0000
11000	2500	52111	1220	Educational Retirement: Business Office Support			\$10,334.94	0.0000	\$11,598.83	0.0000
11000	2500	52112	1220	ERA - Retiree Health: Business Office Support			\$1,205.28	0.0000	\$1,278.11	0.0000
11000	2500	52210	1220	FICA Payments: Business Office Support			\$3,133.52	0.0000	\$3,250.00	0.0000
11000	2500	52220	1220	Medicare Payments: Business Office Support			\$732.88	0.0000	\$765.00	0.0000
11000	2500	52311	1220	Health and Medical Premiums: Business Office Support			\$15,030.51	0.0000	\$17,000.00	0.0000
11000	2500	52312	1220	Life: Business Office Support			\$61.10	0.0000	\$65.00	0.0000
11000	2500	52313	1220	Dental: Business Office Support			\$667.16	0.0000	\$675.00	0.0000
11000	2500	52314	1220	Vision: Business Office Support			\$110.24	0.0000	\$112.00	0.0000
11000	2500	52315	1220	Disability: Business Office Support			\$139.93	0.0000	\$150.00	0.0000
11000	2500	52500	1220	Unemployment Compensation: Business Office Support			\$100.73	0.0000	\$120.00	0.0000
11000	2500	52720	1220	Workers Compensation Employer's Fee: Business Office Support			\$9.20	0.0000	\$9.20	0.0000
11000	2500	53330	0000	Professional Development			\$470.00	0.0000	\$500.00	0.0000
11000	2500	55915	0000	Other Contract Services			\$64,650.00	0.0000	\$86,200.00	0.0000
11000	2500	56113	0000	Software			\$13,050.00	0.0000	\$15,000.00	0.0000
11000	2500			Total: Central Services			\$169,955.17	1.0000	\$200,628.53	1.0000
11000	2600			Operation & Maintenance of Plant						
11000	2600	51100	1615	Salaries Expense: Custodial			\$67,729.66	2.0000	\$71,800.37	2.0000
11000	2600	52111	1615	Educational Retirement: Custodial			\$11,600.85	0.0000	\$13,031.77	0.0000
11000	2600	52112	1615	ERA - Retiree Health: Custodial			\$1,352.81	0.0000	\$1,436.00	0.0000
11000	2600	52210	1615	FICA Payments: Custodial			\$4,193.87	0.0000	\$5,000.00	0.0000
11000	2600	52220	1615	Medicare Payments: Custodial			\$980.82	0.0000	\$1,200.00	0.0000
11000	2600	52311	1615	Health and Medical Premiums: Custodial			\$5,957.60	0.0000	\$6,200.00	0.0000
11000	2600	52312	1615	Life: Custodial			\$110.28	0.0000	\$120.00	0.0000
11000	2600	52313	1615	Dental: Custodial			\$464.22	0.0000	\$450.00	0.0000
11000	2600	52314	1615	Vision: Custodial			\$101.52	0.0000	\$105.00	0.0000
11000	2600	52315	1615	Disability: Custodial			\$94.51	0.0000	\$100.00	0.0000
11000	2600	52500	1615	Unemployment Compensation: Custodial			\$193.79	0.0000	\$220.00	0.0000
11000	2600	54411	0000	Electricity			\$40,000.00	0.0000	\$45,000.00	0.0000
11000	2600	54412	0000	Natural Gas (Buildings)			\$49,546.30	0.0000	\$50,000.00	0.0000
11000	2600	54415	0000	Water/Sewage			\$47,056.29	0.0000	\$50,000.00	0.0000
11000	2600	55200	0000	Property/Liability Insurance			\$69,382.00	0.0000	\$70,207.00	0.0000
11000	2600	55915	0000	Other Contract Services			\$14,093.06	0.0000	\$15,000.00	0.0000
11000	2600	56113	0000	Software			\$6,090.54	0.0000	\$6,500.00	0.0000
11000	2600	56118	0000	General Supplies and Materials			\$17,645.24	0.0000	\$25,000.00	0.0000
11000	2600	56119	0000	Supply Assets (\$5,000 or less)			\$20,000.00	0.0000	\$3,000.00	0.0000
11000	2600	56211	0000	Gasoline			\$366.27	0.0000	\$1,000.00	0.0000
11000	2600	57331	0000	Fixed Assets (more than \$5,000)			\$11,405.41	0.0000	\$350,000.00	0.0000
11000	2600			Total: Operation & Maintenance of Plant			\$368,365.04	2.0000	\$715,370.14	2.0000
11000	2000			Total: Support Services			\$1,310,380.44	9.2700	\$1,796,047.47	9.7400
11000	3000			Operation of Non-Instructional Services						
11000	3100			Food Services Operations						
11000	3100	55915	0000	Other Contract Services			\$190.30	0.0000	\$1,000.00	0.0000
11000	3100	56119	0000	Supply Assets (\$5,000 or less)			\$24.95	0.0000	\$0.00	0.0000

Public School Operating Budget

Expenditure Detail with Job Class

Budget Name: Public Academy for Performing Arts 2023-2024							Estimated Amt			Estimated FTE			Projected Amt			Projected FTE		
FD	FN	OBJ	JOB	Description														
11000	3100			Total: Food Services Operations			\$215.25		0.0000			\$1,000.00			0.0000			0.0000
11000	3000			Total: Operation of Non-Instructional Services			\$215.25		0.0000			\$1,000.00			0.0000			0.0000
11000				Total: Operational			\$3,913,334.11		38.2700			\$5,028,304.90			41.7400			41.7400
21000				Food Services														
21000	3000			Operation of Non-Instructional Services														
21000	3100			Food Services Operations														
21000	3100	51100	1617	Salaries Expense: Food Service			\$48,211.20		1.2500			\$53,000.00			1.2500			1.2500
21000	3100	51300	1617	Additional Compensation: Food Service			\$1,000.00		0.0000			\$0.00			0.0000			0.0000
21000	3100	52111	1617	Educational Retirement: Food Service			\$8,062.93		0.0000			\$9,619.50			0.0000			0.0000
21000	3100	52112	1617	ERA - Retiree Health: Food Service			\$967.37		0.0000			\$1,060.00			0.0000			0.0000
21000	3100	52210	1617	FICA Payments: Food Service			\$2,998.67		0.0000			\$3,180.00			0.0000			0.0000
21000	3100	52220	1617	Medicare Payments: Food Service			\$701.34		0.0000			\$800.00			0.0000			0.0000
21000	3100	52311	1617	Health and Medical Premiums: Food Service			\$566.72		0.0000			\$1,000.00			0.0000			0.0000
21000	3100	52312	1617	Life: Food Service			\$111.50		0.0000			\$125.00			0.0000			0.0000
21000	3100	52313	1617	Dental: Food Service			\$210.02		0.0000			\$250.00			0.0000			0.0000
21000	3100	52314	1617	Vision: Food Service			\$84.92		0.0000			\$100.00			0.0000			0.0000
21000	3100	52315	1617	Disability: Food Service			\$39.48		0.0000			\$50.00			0.0000			0.0000
21000	3100	52500	1617	Unemployment Compensation: Food Service			\$150.80		0.0000			\$200.00			0.0000			0.0000
21000	3100	52720	1617	Workers Compensation Employer's Fee: Food Service			\$18.40		0.0000			\$25.00			0.0000			0.0000
21000	3100	56116	0000	Food			\$72,000.00		0.0000			\$85,000.00			0.0000			0.0000
21000	3100	56118	0000	General Supplies and Materials			\$2,750.00		0.0000			\$3,000.00			0.0000			0.0000
21000	3100	56119	0000	Supply Assets (\$5,000 or less).			\$583.66		0.0000			\$750.00			0.0000			0.0000
21000	3100	57331	0000	Fixed Assets (more than \$5,000).			\$0.00		0.0000			\$55,601.87			0.0000			0.0000
21000	3100			Total: Food Services Operations			\$138,457.01		1.2500			\$213,761.37			1.2500			1.2500
21000	3000			Total: Operation of Non-Instructional Services			\$138,457.01		1.2500			\$213,761.37			1.2500			1.2500
21000				Total: Food Services			\$138,457.01		1.2500			\$213,761.37			1.2500			1.2500
23000				Non-Instructional Support														
23000	1000			Instruction														
23000	1000	56118	0000	General Supplies and Materials			\$295,000.00		0.0000			\$73,893.89			0.0000			0.0000
23000	1000			Total: Instruction			\$295,000.00		0.0000			\$73,893.89			0.0000			0.0000
23000				Total: Non-Instructional Support			\$295,000.00		0.0000			\$73,893.89			0.0000			0.0000
24000				Federal Flow-through Grants														
24000				Entitlement IDEA-B														
24106				Instruction														
24106	1000	51100	1412	Salaries Expense: Teachers- Special Education			\$30,663.00		0.5000			\$40,000.00			0.5000			0.5000
24106	1000	52111	1412	Educational Retirement: Teachers- Special Education			\$5,300.06		0.0000			\$7,260.00			0.0000			0.0000
24106	1000	52112	1412	ERA - Retiree Health: Teachers- Special Education			\$618.11		0.0000			\$800.00			0.0000			0.0000
24106	1000	52210	1412	FICA Payments: Teachers- Special Education			\$1,662.88		0.0000			\$2,400.00			0.0000			0.0000
24106	1000	52220	1412	Medicare Payments: Teachers- Special Education			\$386.89		0.0000			\$520.00			0.0000			0.0000
24106	1000	52311	1412	Health and Medical Premiums: Teachers- Special Education			\$6,007.98		0.0000			\$7,000.00			0.0000			0.0000
24106	1000	52312	1412	Life: Teachers- Special Education			\$21.77		0.0000			\$30.00			0.0000			0.0000
24106	1000	52313	1412	Dental: Teachers- Special Education			\$237.91		0.0000			\$252.00			0.0000			0.0000
24106	1000	52314	1412	Vision: Teachers- Special Education			\$40.32		0.0000			\$50.00			0.0000			0.0000
24106	1000	52315	1412	Disability: Teachers- Special Education			\$62.17		0.0000			\$75.00			0.0000			0.0000
24106	1000	52500	1412	Unemployment Compensation: Teachers- Special Education			\$42.67		0.0000			\$65.00			0.0000			0.0000
24106	1000	52720	1412	Workers Compensation Employer's Fee: Teachers- Special Education			\$4.52		0.0000			\$5.00			0.0000			0.0000
24106	1000			Total: Instruction			\$45,050.28		0.5000			\$58,457.00			0.5000			0.5000
24106	2000			Support Services														
24106	2100			Support Services-Students														
24106	2100	51100	1214	Salaries Expense: Guidance Counselors/Social Workers			\$16,182.66		0.2500			\$15,000.00			0.2500			0.2500
24106	2100	52111	1214	Educational Retirement: Guidance Counselors/Social Workers			\$2,775.28		0.0000			\$2,722.50			0.0000			0.0000
24106	2100	52112	1214	ERA - Retiree Health: Guidance Counselors/Social Workers			\$322.70		0.0000			\$300.00			0.0000			0.0000
24106	2100	52210	1214	FICA Payments: Guidance Counselors/Social Workers			\$1,003.34		0.0000			\$900.00			0.0000			0.0000
24106	2100	52220	1214	Medicare Payments: Guidance Counselors/Social Workers			\$234.65		0.0000			\$195.00			0.0000			0.0000
24106	2100	52311	1214	Health and Medical Premiums: Guidance Counselors/Social Workers			\$1,749.09		0.0000			\$1,742.50			0.0000			0.0000
24106	2100			Total: Support Services-Students			\$22,267.72		0.2500			\$19,540.00			0.2500			0.2500
24106	2000			Total: Support Services			\$22,267.72		0.2500			\$19,540.00			0.2500			0.2500
24106				Total: Entitlement IDEA-B			\$67,318.00		0.7500			\$77,997.00			0.7500			0.7500

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State of New Mexico
Public School Operating Budget
Expenditure Detail with Job Class

Budget Name: Public Academy for Performing Arts 2023-2024

FD	FN	OBJ	JOB	Description	Estimated Amt	Estimated FTE	Projected Amt	Projected FTE
24153	1000			English Language Acquisition				
24153	1000			Instruction	\$0.00	0.0000	\$450.00	0.0000
24153	1000	56118	0000	General Supplies and Materials	\$0.00	0.0000	\$450.00	0.0000
24153	1000			Total: Instruction	\$0.00	0.0000	\$450.00	0.0000
24154	1000			Total: English Language Acquisition				
24154	1000			Teacher/Principal Training & Recruiting				
24154	1000			Instruction				
24154	1000	51300	1411	Additional Compensation: Teachers-Grades 1-12	\$5,000.00	0.0000	\$5,000.00	0.0000
24154	1000	52111	1411	Educational Retirement: Teachers-Grades 1-12	\$857.50	0.0000	\$907.15	0.0000
24154	1000	52112	1411	ERA - Retiree Health: Teachers-Grades 1-12	\$100.00	0.0000	\$100.00	0.0000
24154	1000	52210	1411	FICA Payments: Teachers-Grades 1-12	\$300.00	0.0000	\$300.00	0.0000
24154	1000	52220	1411	Medicare Payments: Teachers-Grades 1-12	\$65.00	0.0000	\$65.00	0.0000
24154	1000	52311	1411	Health and Medical Premiums: Teachers-Grades 1-12	\$100.00	0.0000	\$100.00	0.0000
24154	1000	53330	0000	Professional Development	\$13,908.50	0.0000	\$10,783.85	0.0000
24154	1000	55619	0000	Employee Travel - Teachers	\$3,250.00	0.0000	\$2,500.00	0.0000
24154	1000			Total: Instruction	\$23,581.00	0.0000	\$19,656.00	0.0000
24154	2000			Support Services				
24154	2000			Support Services-School Administration				
24154	2000	53330	0000	Professional Development	\$1,000.00	0.0000	\$2,500.00	0.0000
24154	2000			Total: Support Services-School Administration	\$1,000.00	0.0000	\$2,500.00	0.0000
24154	2000			Total: Support Services				
24154	2000			Total: Teacher/Principal Training & Recruiting	\$24,581.00	0.0000	\$22,156.00	0.0000
24308	1000			CRRA, ESSER II				
24308	1000			Instruction				
24308	1000	51100	1411	Salaries Expense: Teachers-Grades 1-12	\$93,443.55	1.2500	\$0.00	0.0000
24308	1000	52111	1411	Educational Retirement: Teachers-Grades 1-12	\$3,412.82	0.0000	\$0.00	0.0000
24308	1000	52112	1411	ERA - Retiree Health: Teachers-Grades 1-12	\$398.02	0.0000	\$0.00	0.0000
24308	1000	52210	1411	FICA Payments: Teachers-Grades 1-12	\$1,155.01	0.0000	\$0.00	0.0000
24308	1000	52220	1411	Medicare Payments: Teachers-Grades 1-12	\$270.10	0.0000	\$0.00	0.0000
24308	1000	52311	1411	Health and Medical Premiums: Teachers-Grades 1-12	\$1,983.07	0.0000	\$0.00	0.0000
24308	1000	52312	1411	Life: Teachers-Grades 1-12	\$22.18	0.0000	\$0.00	0.0000
24308	1000	52313	1411	Dental: Teachers-Grades 1-12	\$505.11	0.0000	\$0.00	0.0000
24308	1000	52314	1411	Vision: Teachers-Grades 1-12	\$17.73	0.0000	\$0.00	0.0000
24308	1000	52315	1411	Disability: Teachers-Grades 1-12	\$0.14	0.0000	\$0.00	0.0000
24308	1000	52500	1411	Unemployment Compensation: Teachers-Grades 1-12	\$207.40	0.0000	\$0.00	0.0000
24308	1000	52720	1411	Workers Compensation Employer's Fee: Teachers-Grades 1-12	\$15.65	0.0000	\$0.00	0.0000
24308	1000	56113	0000	Software	\$1,783.38	0.0000	\$0.00	0.0000
24308	1000			Total: Instruction	\$103,214.16	1.2500	\$0.00	0.0000
24308	2000			Support Services				
24308	2000			Support Services-Students				
24308	2000	51100	1218	Salaries Expense: School/Student Support	\$73,849.80	1.0000	\$0.00	0.0000
24308	2000	52111	1218	Educational Retirement: School/Student Support	\$12,665.26	0.0000	\$0.00	0.0000
24308	2000	52112	1218	ERA - Retiree Health: School/Student Support	\$1,476.96	0.0000	\$0.00	0.0000
24308	2000	52210	1218	FICA Payments: School/Student Support	\$4,574.39	0.0000	\$0.00	0.0000
24308	2000	52220	1218	Medicare Payments: School/Student Support	\$1,069.92	0.0000	\$0.00	0.0000
24308	2000	52311	1218	Health and Medical Premiums: School/Student Support	\$14,479.14	0.0000	\$0.00	0.0000
24308	2000	52312	1218	Life: School/Student Support	\$58.75	0.0000	\$0.00	0.0000
24308	2000	52313	1218	Dental: School/Student Support	\$641.50	0.0000	\$0.00	0.0000
24308	2000	52314	1218	Vision: School/Student Support	\$106.00	0.0000	\$0.00	0.0000
24308	2000	52315	1218	Disability: School/Student Support	\$164.50	0.0000	\$0.00	0.0000
24308	2000	52500	1218	Unemployment Compensation: School/Student Support	\$236.81	0.0000	\$0.00	0.0000
24308	2000	52720	1218	Workers Compensation Employer's Fee: School/Student Support	\$11.50	0.0000	\$0.00	0.0000
24308	2000			Total: Support Services-Students	\$109,334.53	1.0000	\$0.00	0.0000
24308	2600			Operation & Maintenance of Plant				
24308	2600	56119	0000	Supply Assets (\$5,000 or less).	\$40,142.95	0.0000	\$0.00	0.0000
24308	2600	57331	0000	Fixed Assets (more than \$5,000)	\$222,787.36	0.0000	\$0.00	0.0000
24308	2600			Total: Operation & Maintenance of Plant	\$262,930.31	0.0000	\$0.00	0.0000
24308	2000			Total: Support Services	\$372,264.84	1.0000	\$0.00	0.0000

State of New Mexico
Public School Operating Budget
Expenditure Detail with Job Class

Budget Name: Public Academy for Performing Arts 2023-2024							Estimated Amt	Estimated FTE	Projected Amt	Projected FTE
FD	FN	OBJ	JOB	Description						
24308				Total: CRRSA, ESSER II			\$475,479.00	2.2500	\$0.00	0.0000
24309				CRRSA - Social Emotional Learning						
24309	1000			Instruction						
24309	1000	51300	1411	Additional Compensation: Teachers-Grades 1-12			\$6,684.96	0.0000	\$0.00	0.0000
24309	1000	53330	0000	Professional Development			\$8,045.00	0.0000	\$0.00	0.0000
24309	1000	56118	0000	General Supplies and Materials			\$270.04	0.0000	\$0.00	0.0000
24309	1000			Total: Instruction			\$15,000.00	0.0000	\$0.00	0.0000
24309				Total: CRRSA - Social Emotional Learning			\$15,000.00	0.0000	\$0.00	0.0000
24330				ARP ESSER III						
24330	1000			Instruction						
24330	1000	51100	1411	Salaries Expense: Teachers-Grades 1-12			\$0.00	0.0000	\$75,000.00	1.0000
24330	1000	51100	1412	Salaries Expense: Teachers- Special Education			\$63,177.00	1.0000	\$67,000.00	1.0000
24330	1000	51100	1611	Salaries Expense: Substitutes-Sick Leave			\$70,190.43	0.0000	\$45,000.00	0.0000
24330	1000	51300	1411	Additional Compensation: Teachers-Grades 1-12			\$68,675.59	0.0000	\$50,000.00	0.0000
24330	1000	51300	1412	Additional Compensation: Teachers- Special Education			\$13,346.17	0.0000	\$0.00	0.0000
24330	1000	52111	1411	Educational Retirement: Teachers-Grades 1-12			\$8,944.44	0.0000	\$22,687.50	0.0000
24330	1000	52111	1412	Educational Retirement: Teachers- Special Education			\$12,535.46	0.0000	\$12,160.50	0.0000
24330	1000	52111	1611	Educational Retirement: Substitutes-Sick Leave			\$4,344.81	0.0000	\$3,000.00	0.0000
24330	1000	52112	1411	ERA - Retiree Health: Teachers-Grades 1-12			\$1,042.98	0.0000	\$2,500.00	0.0000
24330	1000	52112	1412	ERA - Retiree Health: Teachers- Special Education			\$1,461.80	0.0000	\$1,340.00	0.0000
24330	1000	52112	1611	ERA - Retiree Health: Substitutes-Sick Leave			\$1,334.31	0.0000	\$900.00	0.0000
24330	1000	52210	1411	FICA Payments: Teachers-Grades 1-12			\$3,154.84	0.0000	\$7,500.00	0.0000
24330	1000	52210	1412	FICA Payments: Teachers- Special Education			\$4,410.02	0.0000	\$4,020.00	0.0000
24330	1000	52210	1611	FICA Payments: Substitutes-Sick Leave			\$4,115.37	0.0000	\$2,700.00	0.0000
24330	1000	52220	1411	Medicare Payments: Teachers-Grades 1-12			\$737.61	0.0000	\$1,625.00	0.0000
24330	1000	52220	1412	Medicare Payments: Teachers- Special Education			\$1,031.54	0.0000	\$871.00	0.0000
24330	1000	52220	1611	Medicare Payments: Substitutes-Sick Leave			\$962.54	0.0000	\$700.00	0.0000
24330	1000	52311	1411	Health and Medical Premiums: Teachers-Grades 1-12			\$5,258.06	0.0000	\$25,000.00	0.0000
24330	1000	52311	1412	Health and Medical Premiums: Teachers- Special Education			\$18,584.12	0.0000	\$25,000.00	0.0000
24330	1000	52312	1411	Life: Teachers-Grades 1-12			\$903.60	0.0000	\$500.00	0.0000
24330	1000	52312	1412	Life: Teachers- Special Education			\$42.57	0.0000	\$50.00	0.0000
24330	1000	52313	1411	Dental: Teachers-Grades 1-12			\$68.78	0.0000	\$100.00	0.0000
24330	1000	52313	1412	Dental: Teachers- Special Education			\$214.58	0.0000	\$220.00	0.0000
24330	1000	52314	1411	Vision: Teachers-Grades 1-12			\$741.44	0.0000	\$750.00	0.0000
24330	1000	52315	1411	Disability: Teachers-Grades 1-12			\$38.50	0.0000	\$40.00	0.0000
24330	1000	52315	1412	Disability: Teachers- Special Education			\$120.01	0.0000	\$125.00	0.0000
24330	1000	52500	1411	Unemployment Compensation: Teachers-Grades 1-12			\$52.10	0.0000	\$55.00	0.0000
24330	1000	52500	1412	Unemployment Compensation: Teachers- Special Education			\$170.39	0.0000	\$175.00	0.0000
24330	1000	52500	1611	Unemployment Compensation: Substitutes-Sick Leave			\$84.43	0.0000	\$350.00	0.0000
24330	1000	52710	1611	Workers Compensation Premium: Substitutes-Sick Leave			\$212.29	0.0000	\$225.00	0.0000
24330	1000	52720	1411	Workers Compensation Employer's Fee: Teachers-Grades 1-12			\$205.91	0.0000	\$200.00	0.0000
24330	1000	52720	1412	Workers Compensation Employer's Fee: Teachers- Special Education			\$93.90	0.0000	\$75.00	0.0000
24330	1000	53330	0000	Professional Development			\$8.15	0.0000	\$25.00	0.0000
24330	1000			Total: Instruction			\$50.00	0.0000	\$7.50	0.0000
24330	1000			Total: CRRSA - Social Emotional Learning			\$286,320.43	1.0000	\$349,901.50	2.0000
24330	2000			Support Services						
24330	2100			Support Services-Students						
24330	2100	51100	1214	Salaries Expense: Guidance Counselors/Social Workers			\$1,863.91	0.0300	\$50,000.00	0.7100
24330	2100	51100	1216	Salaries Expense: Health Assistants			\$34,496.00	1.0000	\$0.00	0.0000
24330	2100	51100	1218	Salaries Expense: School/Student Support			\$0.00	0.0000	\$75,000.00	1.0000
24330	2100	52111	1214	Educational Retirement: Guidance Counselors/Social Workers			\$0.00	0.0000	\$9,075.00	0.0000
24330	2100	52111	1216	Educational Retirement: Health Assistants			\$5,916.11	0.0000	\$0.00	0.0000
24330	2100	52111	1218	Educational Retirement: School/Student Support			\$0.00	0.0000	\$13,612.50	0.0000
24330	2100	52112	1214	ERA - Retiree Health: Guidance Counselors/Social Workers			\$0.00	0.0000	\$1,000.00	0.0000
24330	2100	52112	1216	ERA - Retiree Health: Health Assistants			\$689.92	0.0000	\$0.00	0.0000
24330	2100	52112	1218	ERA - Retiree Health: School/Student Support			\$0.00	0.0000	\$1,500.00	0.0000
24330	2100	52210	1214	FICA Payments: Guidance Counselors/Social Workers			\$0.00	0.0000	\$1,000.00	0.0000

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State of New Mexico
Public School Operating Budget
Expenditure Detail with Job Class

Budget Name: Public Academy for Performing Arts 2023-2024							Estimated Amt	Estimated FTE	Projected Amt	Projected FTE
FD	FN	OBJ	JOB	Description						
24330	2100	52210	1216	FICA Payments: Health Assistants			\$2,138.66	0.0000	\$0.00	0.0000
24330	2100	52210	1218	FICA Payments: School/Student Support			\$0.00	0.0000	\$4,500.00	0.0000
24330	2100	52220	1214	Medicare Payments: Guidance Counselors/Social Workers			\$0.00	0.0000	\$500.00	0.0000
24330	2100	52220	1216	Medicare Payments: Health Assistants			\$500.00	0.0000	\$0.00	0.0000
24330	2100	52220	1218	Medicare Payments: School/Student Support			\$0.00	0.0000	\$975.00	0.0000
24330	2100	52311	1214	Health and Medical Premiums: Guidance Counselors/Social Workers			\$0.00	0.0000	\$10,000.00	0.0000
24330	2100	52311	1218	Health and Medical Premiums: School/Student Support			\$0.00	0.0000	\$15,000.00	0.0000
24330	2100	52312	1216	Life: Health Assistants			\$58.75	0.0000	\$0.00	0.0000
24330	2100	52312	1218	Life: School/Student Support			\$0.00	0.0000	\$85.00	0.0000
24330	2100	52313	1218	Dental: School/Student Support			\$0.00	0.0000	\$500.00	0.0000
24330	2100	52315	1216	Disability: Health Assistants			\$100.00	0.0000	\$0.00	0.0000
24330	2100	52315	1218	Disability: School/Student Support			\$0.00	0.0000	\$200.00	0.0000
24330	2100	52500	1214	Unemployment Compensation: Guidance Counselors/Social Workers			\$0.00	0.0000	\$250.00	0.0000
24330	2100	52500	1216	Unemployment Compensation: Health Assistants			\$113.80	0.0000	\$0.00	0.0000
24330	2100	52500	1218	Unemployment Compensation: School/Student Support			\$0.00	0.0000	\$250.00	0.0000
24330	2100	52720	1214	Workers Compensation Employer's Fee: Guidance Counselors/Social Workers			\$0.00	0.0000	\$11.50	0.0000
24330	2100	52720	1216	Workers Compensation Employer's Fee: Health Assistants			\$11.50	0.0000	\$0.00	0.0000
24330	2100	52720	1218	Workers Compensation Employer's Fee: School/Student Support			\$0.00	0.0000	\$11.50	0.0000
24330	2100			Total: Support Services-Students			\$45,888.65	1.0300	\$183,450.50	1.7100
24330	2600			Operation & Maintenance of Plant						
24330	2600	56119	0000	Supply Assets (\$5,000 or less).			\$16,885.84	0.0000	\$128,968.08	0.0000
24330	2600	57331	0000	Fixed Assets (more than \$5,000)			\$148,322.00	0.0000	\$0.00	0.0000
24330	2600			Total: Operation & Maintenance of Plant			\$165,207.84	0.0000	\$128,968.08	0.0000
24330	2000			Total: Support Services			\$211,096.49	1.0300	\$312,418.58	1.7100
24346				Total: ARP ESSER III			\$497,416.92	2.0300	\$662,320.08	3.7100
24346	2000			Individuals with Disabilities Education Act (IDEA)/American Rescue Plan Act of 2021 (APR)						
24346	2000			Support Services						
24346	2100	53212	0000	Speech Therapists - Contracted			\$17,336.00	0.0000	\$0.00	0.0000
24346	2100			Total: Support Services-Students			\$17,336.00	0.0000	\$0.00	0.0000
24346	2000			Total: Support Services			\$17,336.00	0.0000	\$0.00	0.0000
24000				Total: Individuals with Disabilities Education Act (IDEA)/American Rescue Plan Act of 2021 (APR)			\$17,336.00	0.0000	\$0.00	0.0000
25000				Total: Federal Flow-through Grants			\$1,097,130.92	5.0300	\$762,933.08	4.4800
25153	2100			Federal Direct Grants						
25153	2000			Title XIX MEDICAID 3/21 Years						
25153	2100			Support Services						
25153	2100	56118	0000	Support Services-Students			\$5,000.00	0.0000	\$56,087.75	0.0000
25153	2100			General Supplies and Materials			\$5,000.00	0.0000	\$56,087.75	0.0000
25153	2100			Total: Support Services-Students			\$5,000.00	0.0000	\$56,087.75	0.0000
25153	2000			Total: Support Services			\$5,000.00	0.0000	\$56,087.75	0.0000
25000				Total: Title XIX MEDICAID 3/21 Years			\$5,000.00	0.0000	\$56,087.75	0.0000
26000				Total: Federal Direct Grants			\$5,000.00	0.0000	\$56,087.75	0.0000
26000				Local Grants						
26207				CNM Foundation						
26207	1000			Instruction						
26207	1000	55915	0000	Other Contract Services			\$1,000.00	0.0000	\$2,012.88	0.0000
26207	1000			Total: Instruction			\$1,000.00	0.0000	\$2,012.88	0.0000
26000				Total: CNM Foundation			\$1,000.00	0.0000	\$2,012.88	0.0000
26000				Total: Local Grants			\$1,000.00	0.0000	\$2,012.88	0.0000
27000				State Flow-through Grants						
27107	2000			27107 GOB Library						
27107	2000			Support Services						
27107	2200			Support Services-Instruction						
27107	2200	56114	0000	Library And Audio-Visual			\$5,026.00	0.0000	\$0.00	0.0000
27107	2200			Total: Support Services-Instruction			\$5,026.00	0.0000	\$0.00	0.0000
27107	2000			Total: Support Services			\$5,026.00	0.0000	\$0.00	0.0000
27107	2000			Total: 27107 GOB Library			\$5,026.00	0.0000	\$0.00	0.0000
27000				Total: State Flow-through Grants			\$5,026.00	0.0000	\$0.00	0.0000

State of New Mexico
Public School Operating Budget
Expenditure Detail with Job Class

Budget Name: Public Academy for Performing Arts 2023-2024							Estimated Amt	Estimated FTE	Projected Amt	Projected FTE
FD	FN	OBJ	JOB	Description						
29000				Combined State/Local Grants						
29130	1000			School Based Health Center						
29130	1000	55915	0000	Instruction		\$7,000.15	0.0000	\$0.00	0.0000	
29130	1000			Total: Instruction		\$7,000.15	0.0000	\$0.00	0.0000	
29130				Total: School Based Health Center		\$7,000.15	0.0000	\$0.00	0.0000	
29000				Total: Combined State/Local Grants		\$7,000.15	0.0000	\$0.00	0.0000	
31200				Public School Capital Outlay						
31200	4000			Capital Outlay						
31200	4000	54610	0000	Rental - Land and Buildings		\$354,378.00	0.0000	\$0.00	0.0000	
31200	4000			Total: Capital Outlay		\$354,378.00	0.0000	\$0.00	0.0000	
31200				Total: Public School Capital Outlay		\$354,378.00	0.0000	\$0.00	0.0000	
31400				Special Capital Outlay-State						
31400	4000			Capital Outlay						
31400	4000	57331	0000	Fixed Assets (more than \$5,000)		\$0.00	0.0000	\$20,000.00	0.0000	
31400	4000			Total: Capital Outlay		\$0.00	0.0000	\$20,000.00	0.0000	
31400				Total: Special Capital Outlay-State		\$0.00	0.0000	\$20,000.00	0.0000	
31600				Capital Improvements HB-33						
31600	2000			Support Services						
31600	2000			Support Services-General Administration		\$3,525.00	0.0000	\$4,000.00	0.0000	
31600	2300	53712	0000	County Tax Collection Costs		\$3,525.00	0.0000	\$4,000.00	0.0000	
31600	2300			Total: Support Services-General Administration		\$3,525.00	0.0000	\$4,000.00	0.0000	
31600	2000			Total: Support Services		\$3,525.00	0.0000	\$4,000.00	0.0000	
31600	4000			Capital Outlay						
31600	4000	55913	0000	Contracts - Inter-agency/REC		\$408,057.73	0.0000	\$375,167.00	0.0000	
31600	4000			Total: Capital Outlay		\$408,057.73	0.0000	\$375,167.00	0.0000	
31600				Total: Capital Improvements HB-33		\$411,582.73	0.0000	\$379,167.00	0.0000	
31700				Capital Improvements SB-9						
31700	4000			Capital Outlay						
31700	4000	56119	0000	Supply Assets (\$5,000 or less).		\$174.44	0.0000	\$0.00	0.0000	
31700	4000			Total: Capital Outlay		\$174.44	0.0000	\$0.00	0.0000	
31700				Total: Capital Improvements SB-9		\$174.44	0.0000	\$0.00	0.0000	
31701				Capital Improvements SB-9 Local						
31701	2000			Support Services						
31701	2300			Support Services-General Administration		\$1,815.00	0.0000	\$1,980.00	0.0000	
31701	2300	53712	0000	County Tax Collection Costs		\$1,815.00	0.0000	\$1,980.00	0.0000	
31701	2300			Total: Support Services-General Administration		\$1,815.00	0.0000	\$1,980.00	0.0000	
31701	2900			Other Support Services						
31701	2900	55913	0000	Contracts - Inter-agency/REC		\$25,000.00	0.0000	\$30,000.00	0.0000	
31701	2900			Total: Other Support Services		\$25,000.00	0.0000	\$30,000.00	0.0000	
31701	2000			Total: Support Services		\$26,815.00	0.0000	\$31,980.00	0.0000	
31701	4000			Capital Outlay						
31701	4000	54500	0000	Construction Services		\$33,252.55	0.0000	\$0.00	0.0000	
31701	4000	56119	0000	Supply Assets (\$5,000 or less).		\$55,000.00	0.0000	\$418,533.42	0.0000	
31701	4000	57311	0000	Vehicles General		\$118,891.10	0.0000	\$0.00	0.0000	
31701	4000			Total: Capital Outlay		\$207,143.65	0.0000	\$418,533.42	0.0000	
31701				Total: Capital Improvements SB-9 Local		\$233,958.65	0.0000	\$450,513.42	0.0000	
31703				SB-9 State Match Cash						
31703	4000			Capital Outlay		\$0.00	0.0000	\$28,906.41	0.0000	
31703	4000	56119	0000	Supply Assets (\$5,000 or less).		\$0.00	0.0000	\$28,906.41	0.0000	
31703	4000			Total: Capital Outlay		\$0.00	0.0000	\$28,906.41	0.0000	
31703				Total: SB-9 State Match Cash		\$0.00	0.0000	\$28,906.41	0.0000	
31703				Total: Expenditure		\$6,462,042.01	44.5500	\$7,015,570.70		47.4700

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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 May 25, 2023

OPERATIONAL/FACILITIES

- APS Site Visit results – discussed with Escobedo. Results in July/August after assessment data in. (draft attached)
- Pipes clogged Science/Math wing. Pipes not accessible. Must mitigate asbestos and then drill into concrete to access pipes. Mitigation on Monday, pipe cleaning/fix after Memorial Day. Unsure who pays for project, depends on clog????
- Custodial task schedule for summer in progress.
- Discipline data at PAPA compared to SPBS guidelines

VISIBILITY

- Flamenco performed for over 1500 students and state/local representatives in Santa Fe at Lensic Theatre.
- Naomi Montoya and Fabian Sisneros will be presenters at NMPED Charter School Conference in July – Culture in the Classroom
- PAPA actors in Loud House (Netflix) 50 auditioned, 10 doing professional work
- Mosiah Silentwalker won NM Tourism Commercial Division in the Desert Light Film Competition 2023
- Career readiness – Studio 519 – graduate working full time; current junior working part time.

ACADEMICS

- All School Awards – 182 MS (89%), 179 HS (81%) earned awards!
- 100% graduates pursuing post-secondary education and training (1 of those to military)
- Fs semester 2 – 88 Fs, 56 students. Summer school through IXL for ELA and Math for 6th grade; BYU for ELA and Math 7, 8 grade; credit recovery for HS. 2 sessions.
- Quarterly assessment growth MS ELA and Math – see attached growth August (BOY), December (MOY) and May (EOY) see attached

ARTS

- Band, Choir, Orchestra, Piano, Guitar, Modern Band, MS Theatre and Art Show performances late April, early May. Advanced music groups played/sang for Graduation, All School Awards and 8th grade Promotion.
- Mosiah Silentwalker won NM Tourism Commercial Division in the Desert Light Film Competition 2023
- PAPA actors in Loud House (Netflix) 50 auditioned, 10 doing professional work
- Flamenco performed for over 1500 students and state/local representatives in Santa Fe at Lensic Theatre
- Career readiness – Studio 519 – graduate working full time; current junior working part time.

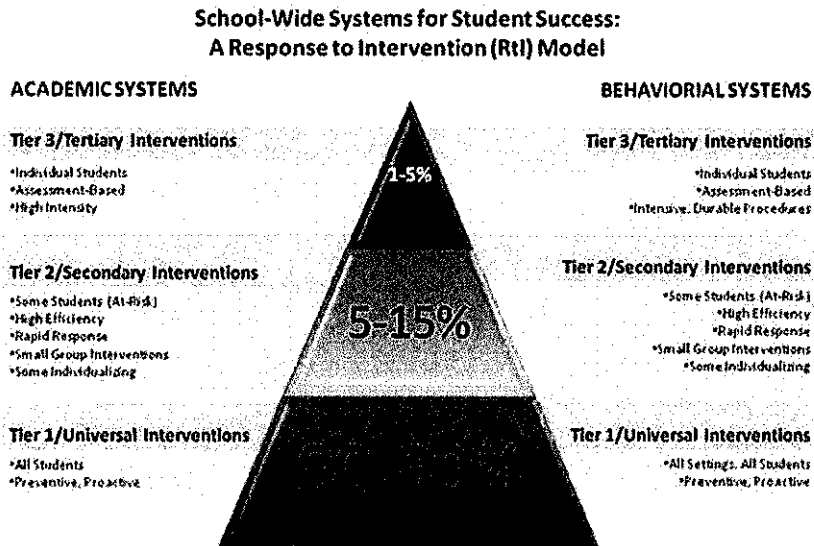
TRAINING

- 5/22 Driver training and physicals for sponsors, arts staff and other staff to allow use of vehicles to transport students.
- 6th Grade Team (core teachers) will attend Responsive Classroom workshop in July

ACTIVITIES

- Prom – well attended, students had fun.
- Yearbook signing party same day as senior check out.
- Close of the year events, all well attended and were smoothly. 8th Grade Promotion rained out, was in Café.

School-wide Positive Behavior Support Discipline Data Analysis



PAPA 2023-23	
Tier 3	4+ discipline referrals – 1.4%
Tier 2	2-3 discipline referrals – 6.1%
Tier 1	1 discipline referral – 11.2%
	0 discipline referrals – <u>81.2%</u> 92.4%

Total referrals – 137 referrals, 80 students

Problem location – restrooms, classroom

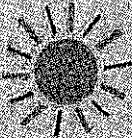
Problem behaviors – drugs 38, truancy 32, social concerns/friendship issues 18, defiance 16, physical aggression 10, harassment/bullying 8, sexual harassment 5, theft 4, vandalism 4, PDA 2, weapon 1

Solutions – common behavior expectations (Performance Agreements established with the EDAC May 2023) and educational opportunities for students and parents (Health & Wellness Team Monthly Focus)




Performance Agreements


Location	Respectful We treat ourselves, others and the environment with care.	Professionalism We take honest reflection and ownership of our words and actions.	Agency, Initiative, Attitude, Self Advocacy, Effort We are truthful to ourselves and others.	Kindness We take care of each other.
Classroom	Listen to speakers Engage with lessons Treat all students well Don't distract others	Take care of all materials Keep the room clean Come prepared and on time Always try your best	Admit your mistakes; learn from them Do your own work Give credit for ideas you use	Keep a positive attitude Be inclusive and helpful Be kind and encouraging
Common Areas	Use kind language; speak softly Take care of all materials and return them when you're done	Be in the correct locations at breaks Do not run inside Water bottles only (no food or drinks)	Own up to your actions Stick to the rules of the game If something breaks, let a teacher know	Be kind towards all people Always practice inclusivity
Bathroom / Dressing Rooms	Give people privacy Speak with a low volume Minimize time in the bathroom Keep the lights on	Use the appropriate amount of products (water, paper towels) Take care of the property inside Clean up after yourself	Only use bathroom when needed No technology in the bathroom Own up to your behavior Use the assigned change room	Treat others as you'd like to be treated Inform an adult if you or someone else needs help
Cafeteria & Outside Eating Areas	Keep noise to a conversation level Be polite to staff and each other	Clean up after yourself Avoid food waste Remind your peers to follow protocol	If something spills or breaks, let the staff know Wait your turn in line	Help out others in need Include others in your table group
Online	Collaborate in encouraging and supportive ways Take care of all school devices Always communicate respectfully	Only share information with people you know Check email regularly Close chat programs during class time Use school computers for work, even at home.	If you see something that makes you uncomfortable, report it to an adult Give credit if you take information from an online source Do not plagiarize	Build people up in positive ways Consider your actions and their effect on others
Theater	Remain quiet during the performance Speak and clap at appropriate times Sit properly and stay in the chairs Turn off devices during the performance	Leave in an orderly manner and remember to take all your belongings Be on time for the performance Food and drink must stay outside	Put props/equipment where they belong Report if you break something Give credit to those who did the work Only take videos and photos with permission	Be appreciative to those who made the performance possible Have empathy for the actors/performers Give constructive feedback (if asked)



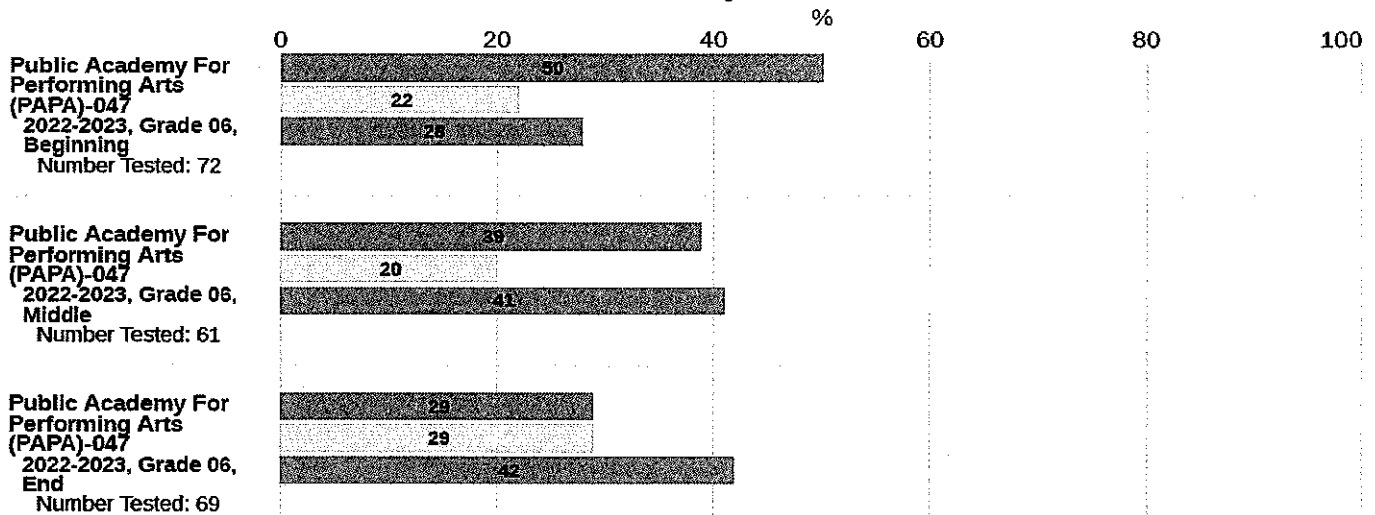
Health & Wellness Monthly Focus 2023-2024



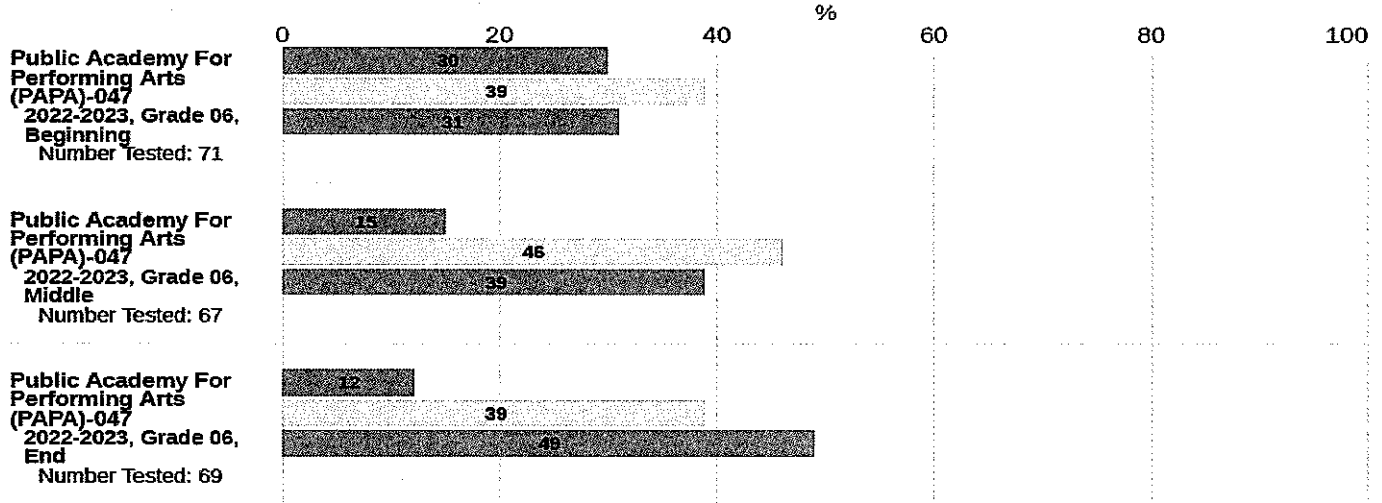
August	September	October	November	December
Social Emotional Skills Week 1: Self-Awareness Week 2: Self-management-use Alongside Week 3: Responsible decision making Week 4: Social Awareness Week 5: Relationship	Substance Abuse-Education Hispanic Heritage	Bullying Prevention & Digital Literacy Red Ribbon Week	Diabetes Awareness/ Kindness & Gratitude Week 1: Diabetes Weeks 2 & 3: Kindness & Gratitude Food Drive	Helping Others/ Community Giving Tree
January	February	March	April	May
Healthy You/ Healthy School Body, Mind, & Movement	HS Healthy Relationships/ MS Body Boundaries Black History Month	Agency & Advocacy Disability Awareness Month	Stress Management Arab American Heritage	Mental Health Awareness Month/ Volunteerism Asian Pacific American Heritage Jewish American Heritage



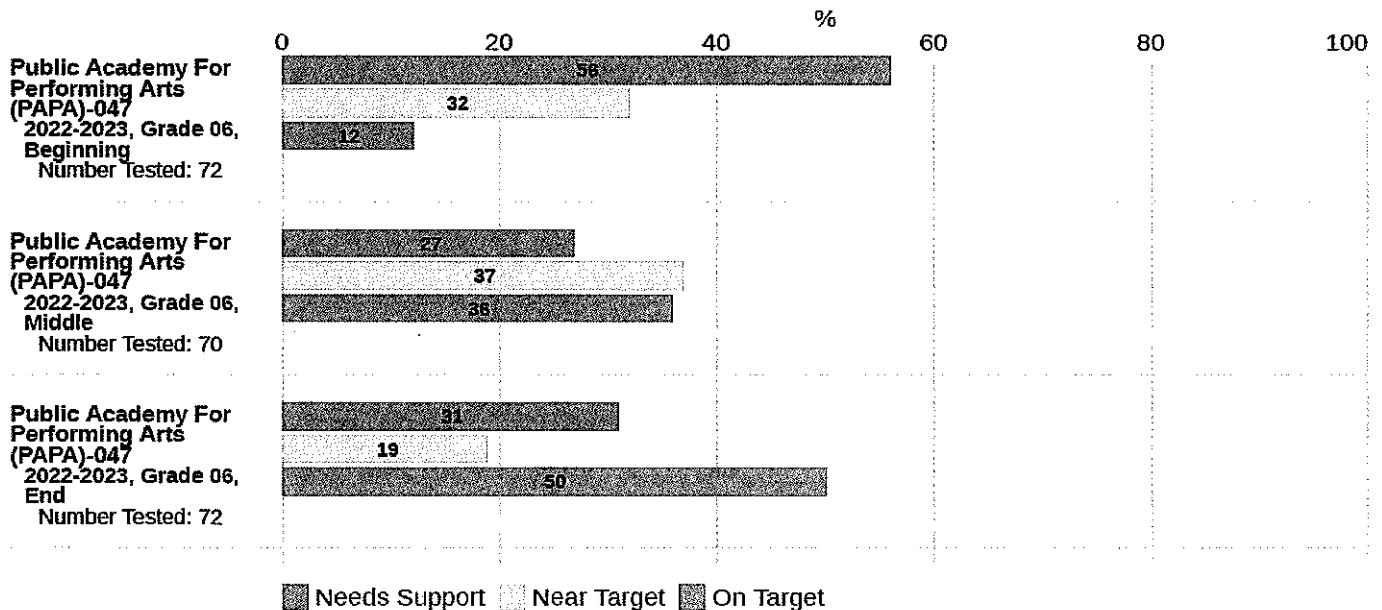
% in each Achievement Level Reading



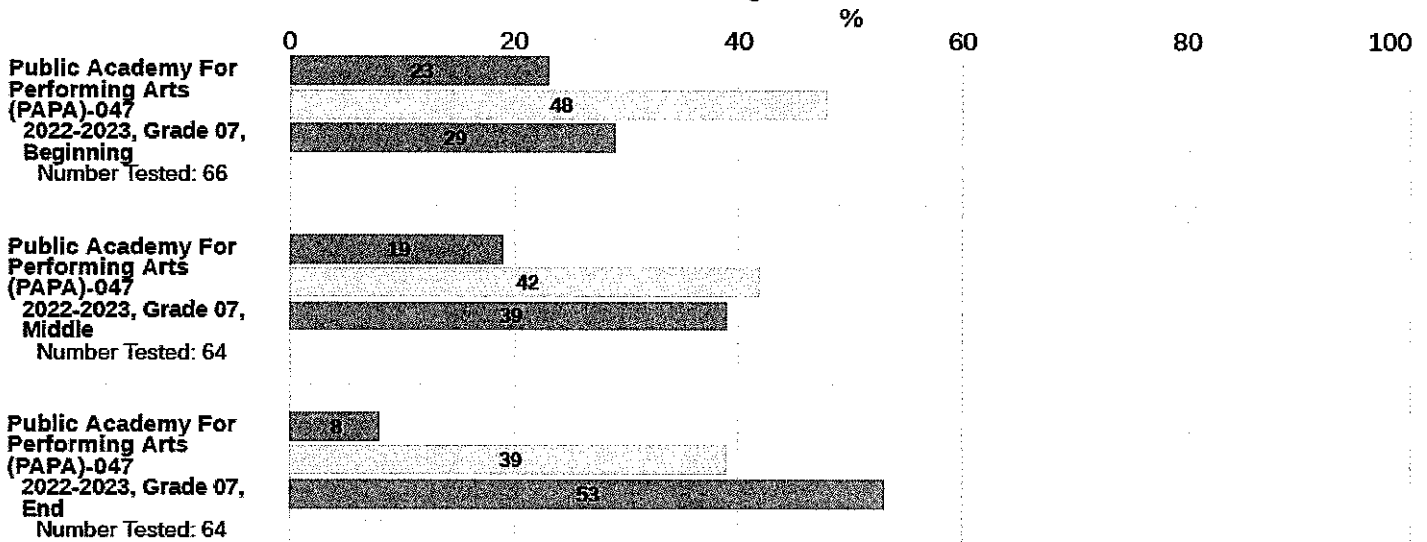
% in each Achievement Level Language Usage



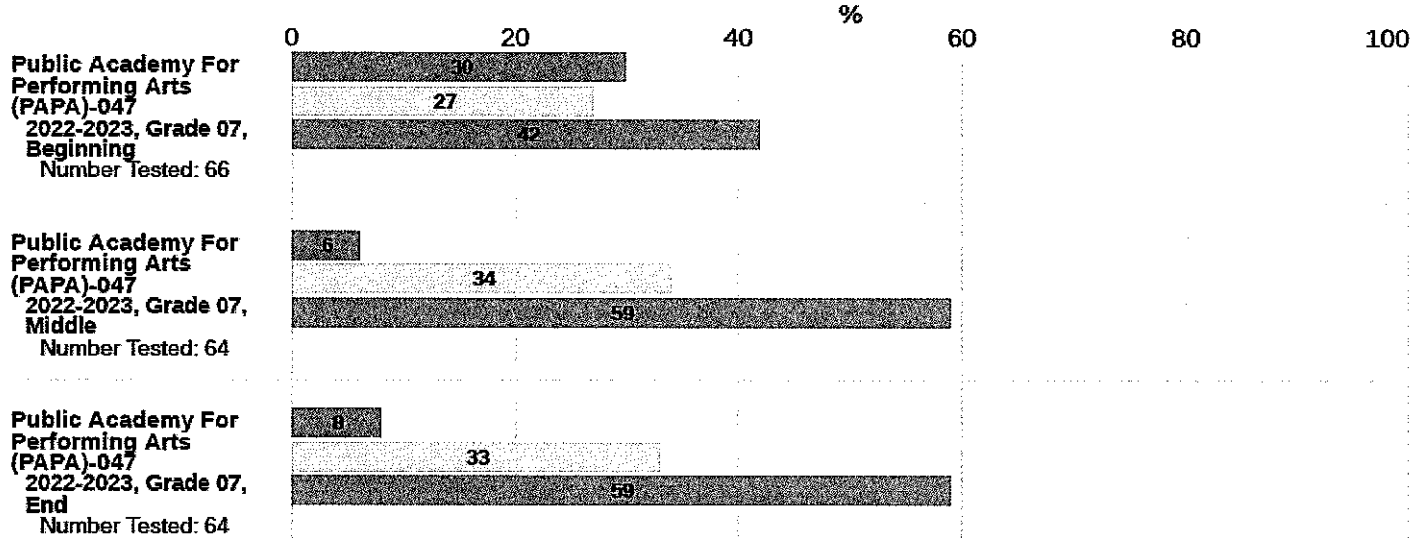
% in each Achievement Level Mathematics



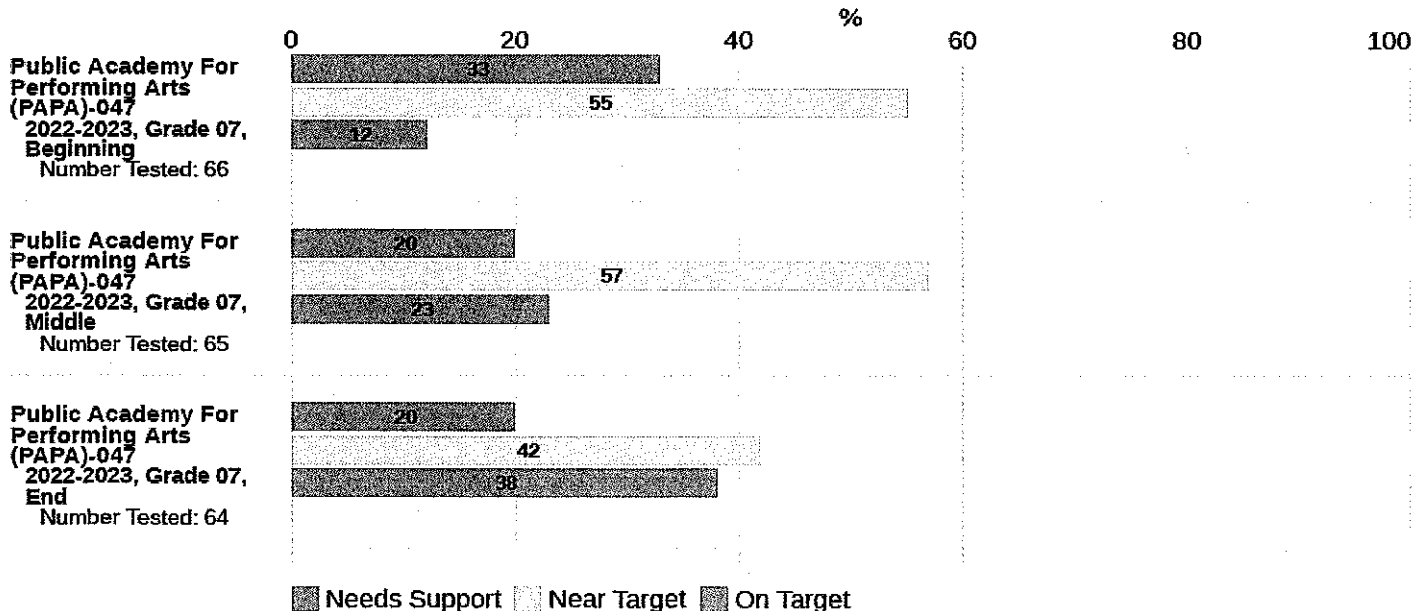
% in each Achievement Level Reading



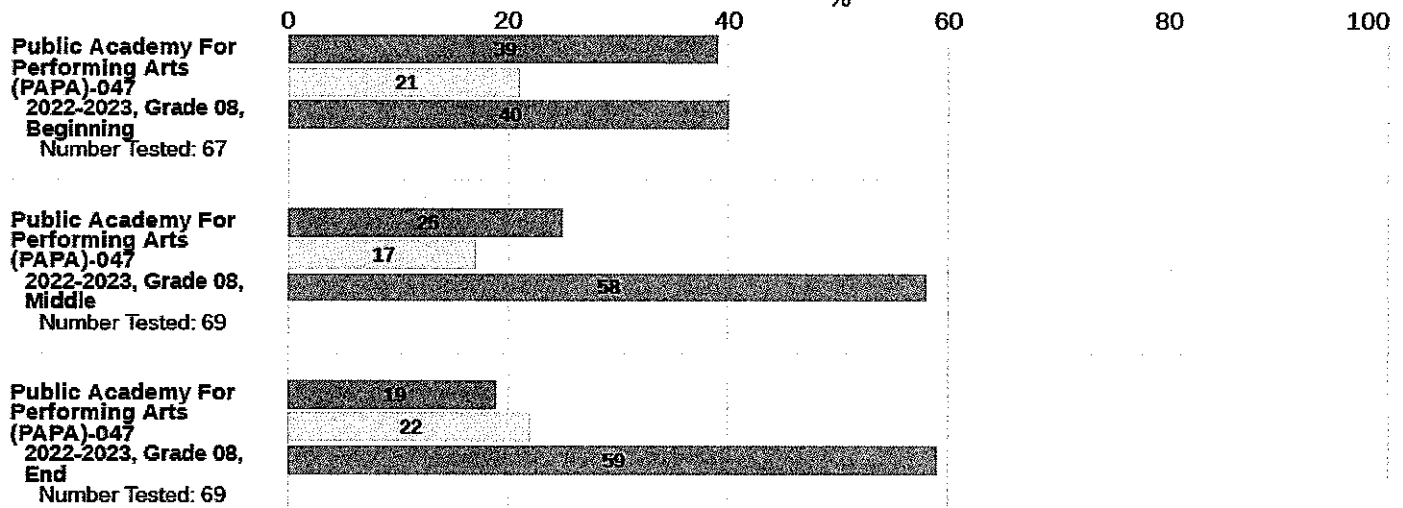
% in each Achievement Level Language Usage



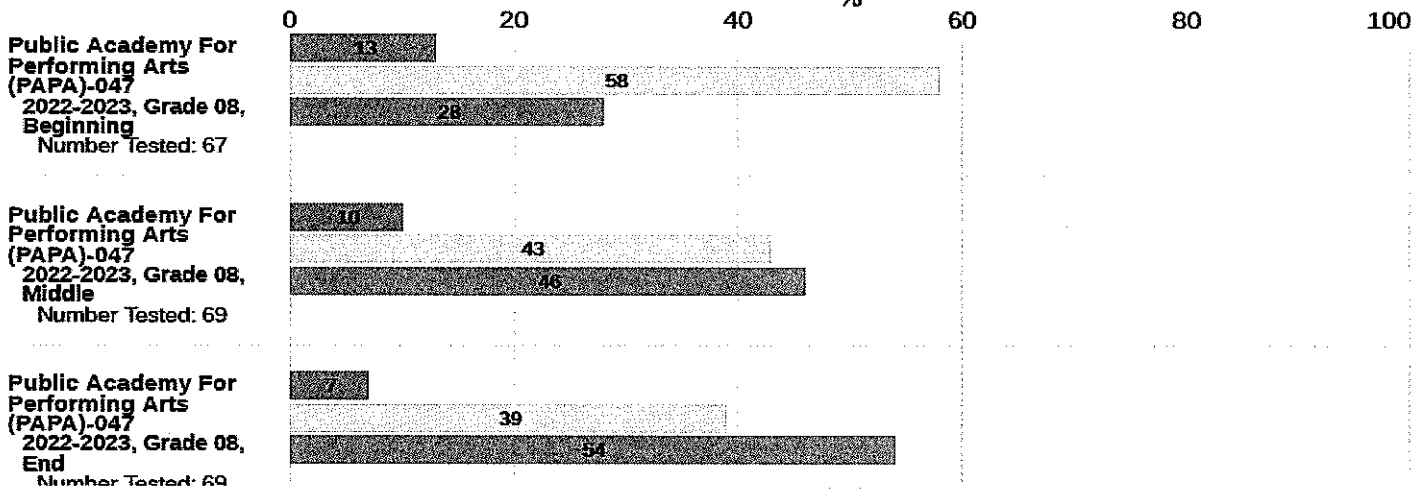
% in each Achievement Level Mathematics



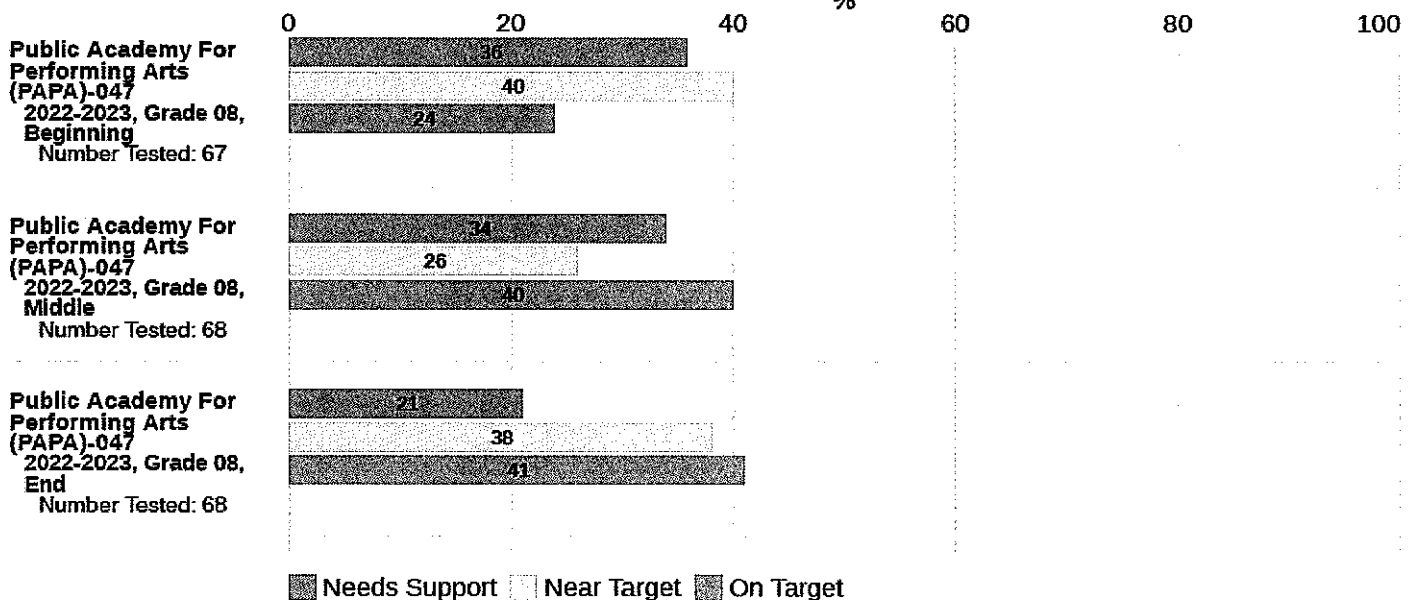
% in each Achievement Level Reading



% in each Achievement Level Language Usage



% in each Achievement Level Mathematics



Albuquerque Public Schools
Office of Innovation and School Choice

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

Academic Performance	
	Student Achievement 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.
<i>For Spring Site Visit</i>	Student Growth 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?
	Mission Specific Goals 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.
	Evidence of Knowledge Gained 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?
	Strategic Planning 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?
<i>For Spring Site Visit</i>	Strategic Planning 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?

Albuquerque Public Schools
Office of Innovation and School Choice

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

	Graduation 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.
For High Schools Only For Spring Site Visit	Graduation 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?
Educational Plan	
For Spring Site Visit	Mission of the School 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?
	Attendance 1) Describe highlights of your school attendance plan submitted to PED? 2) How will this plan improve attendance?
For Spring Site Visit	Multi-Tiered Layered System of Supports (MLSS) 1) Describe highlights of your school MLSS plan submitted to PED? 2) How will this plan improve academic achievement?
	Social/Emotional Support of Students 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?
For Spring Site Visit	Discipline Policies and Practices 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.
For Spring Site Visit	Controversial Issues 1) Provide a copy of your instruction of controversial issues policy
For Spring Site Visit	English Learners 1) Describe how you have supported English Learners. 2) Updated Protocol for the Spring
Governing Council - For the following items please provide the information in the Google Document, located on the Google Drive titled "Governing Council Information."	
	Bylaws/Policies
	Membership/Regular Meetings
	Training
	Oversight of School Management
Employees	

Albuquerque Public Schools
Office of Innovation and School Choice

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

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

	Meets
	Working to Meet
	Does Not Meet

Albuquerque Public Schools
Office of Innovation and School Choice

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

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

Albuquerque Public Schools
Office of Innovation and School Choice

2022-23 Fall Site Visit Report

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

Financial Audit

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

Albuquerque Public Schools
Office of Innovation and School Choice

Public Academy for Performing Arts
Spring Site Visit 2022-23

Academic Performance	
	Student Achievement 1) Review Student proficiency projections by subject and sub-group in google document. 2) Ensure that the entire document is complete. 3) Add any additional academic measures that you want to be held accountable to. 4) We will review this in detail so please spend some time reflecting on these projections.
	Student Growth 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? i) how to support/accelerate and challenge our high performing students.
	Mission Specific Goals 1) Anticipated Date of when you will have data from your mission specific goals. a) Jun 1, 2023
	Strategic Planning 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?
	Graduation 1) What analysis have you conducted to ensure students are on track to graduation? a) Examples: Graphs/analysis/written communication to staff. i) 96-98% Graduation Rates since COVID 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? i) At graduation, each year, over 90% of seniors have been accepted into post-secondary institutions and/or military
Educational Plan	
	Mission of the School 1) Review the original education program and mission that was proposed.

Albuquerque Public Schools
Office of Innovation and School Choice

Public Academy for Performing Arts
Spring Site Visit 2022-23

	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?
	Multi-Tiered Layered System of Supports (MLSS)
	1) Describe highlights of your school MLSS plan submitted to PED?
	2) How will this plan improve academic achievement?
	Discipline Policies and Practices
	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.
	Controversial Issues
	1) Provide a copy of your instruction of controversial issues policy
	English Learners
	1) Describe how you have supported English Learners. 2) Updated Protocol for the Spring
Governing Council - For the following items please provide the information in the Google Document, located on the Google Drive titled "Governing Council Information."	
	Membership
	<ul style="list-style-type: none"> Note any changes to your membership of the Governing Council
	Training
	<ul style="list-style-type: none"> Identify who on your Governing Council follows up with their fellow members on training. Who is the PED Contact on Training
Employees	
	Licensure
	<ul style="list-style-type: none"> Will be measured through STARS Report
	Employee Rights
	<ul style="list-style-type: none"> Provide a link to your employee handbook.
	Background Checks
	<ul style="list-style-type: none"> Provide your Background Check Policy
Operations	
	Lottery Processes
	Provide links/documents of any marketing material used for recruiting, any marketing videos used for recruiting, lottery application, and school enrollment.
	Facilities
	<ul style="list-style-type: none"> Provide an update on your facility. (ex. Renovating an area, upgrades, improvements, or expansion)
	Safe School Plan
	<ul style="list-style-type: none"> Will be measured as schools turn in their site safety plan on December 4.
	Transparency
	<ul style="list-style-type: none"> Provide a link to the sunshine portal on your website. Provide a link to the 2019-20 performance framework on your website.
	Education Technology Plan
	<ul style="list-style-type: none"> Describe your education technology plan to support student learning.

Albuquerque Public Schools
Office of Innovation and School Choice

Public Academy for Performing Arts
Spring Site Visit 2022-23

	Meets
	Working to Meet
	Does Not Meet

Other Comments:

- Exemplary Work with Mindfulness for PAW-tential
- Won Competitions for Music

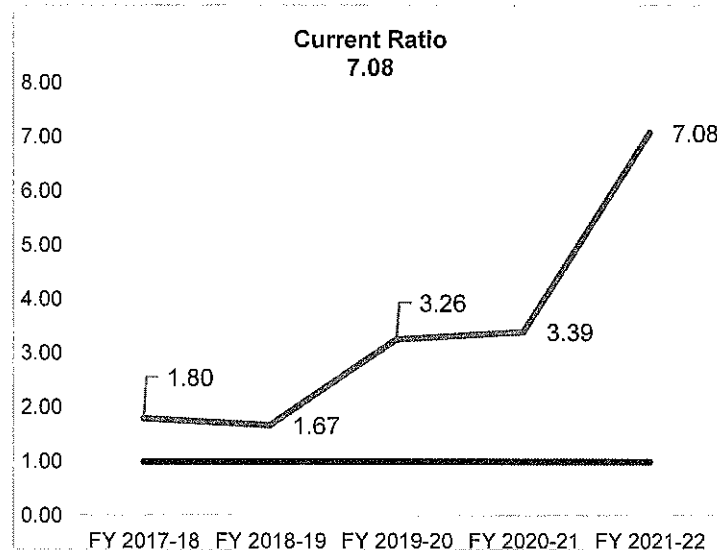
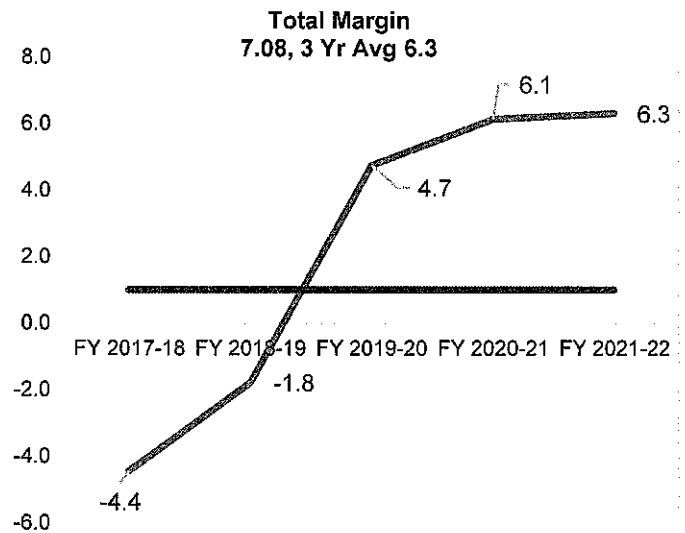
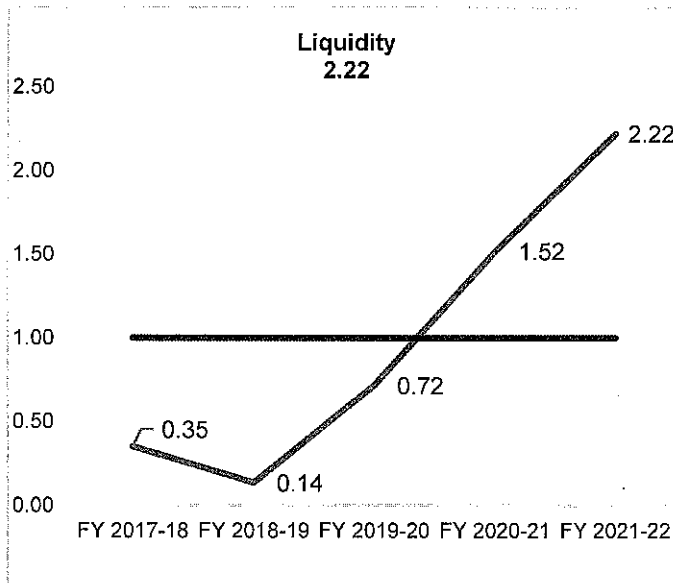
**Albuquerque Public Schools
Office of Innovation and School Choice**

Spring Financial Site Visit 2022-23

Charter School Name: PAPA
Date of Site Visit: April 10, 2023

	Meets
	Working to meet
	Does not meet

Financial Performance – Based on 2021-2022 Audited Financial Statements



Albuquerque Public Schools
Office of Innovation and School Choice

Spring Financial Site Visit 2022-23

Financial Compliance	
	Audit Findings <ul style="list-style-type: none"> • Current Correction Action Plan (FY 22) – Reviewed and updated • Updated Internal control policies and procedures uploaded • Is number of audit finding 2 or less- Yes • Have repeat audit findings been cleared from previous year - NA • Are there any significant deficiencies or material weakness audit findings - No
	Chief Procurement Officer Compliance <ul style="list-style-type: none"> • Melanie Dunn-Chavez, license expires July 31, 2023 • Is CPO registered with NM General Services Department - Yes
	Business Official License <ul style="list-style-type: none"> • Rhonda Cordova, license expires June 30, 2025
	Audit and Finance Committee <ul style="list-style-type: none"> • Audit committee – <ul style="list-style-type: none"> ○ Two members of GC- Phil Krehbie, JShort ○ One parent - TLopez ○ One volunteer with financial expertise DKrasnow • Finance committee – at least two members of the GC - PKrehbie, BCampbell, PParadise
	Financial Reports posted on Website. Goggle document will be provided in BM folder on Google Drive. Please provide the link for each of the following: <ul style="list-style-type: none"> • Link to Sunshine portal present - Yes • Governing Council minutes from most recent GC meeting posted • Financial Reports presented to GC posted on website • BARS have been approved by GC and noted in minutes - Yes • Disbursements have been approved by GC and noted in minutes
	Special Ed Maintenance of Effort – Information will be reviewed from quarterly reports submitted <ul style="list-style-type: none"> • Projected to meet MOE by YE based on second quarter actuals plus encumbrances
Financial Audit	
	Request for Reimbursement- Expect to see at least 50% billed for each flow-through grant <ul style="list-style-type: none"> • Provide RfR reconciliation report with percentage of funds billed year to date
	Federal ESSER II and ESSER III Funding <ul style="list-style-type: none"> • Provide list of expenditures for funds 24308 ESSER II and CRRSA and 24330 ESSER III ARP – List provided • Provide percentage expended life to date- 24308 77% spent to date, remainder of funding is encumbered and will be spent down by June 30, 2023. 24330 27% spent to date • Percentage of 20% evidence based funding for 24330 expended to date – 31% is evidence based
	Budget to Actual report <ul style="list-style-type: none"> • Fund 24106 IDEA B will reallocate \$292.53 to operational • Fund 29130 Youth Chat Grant will reallocate to operational • Fund 31600 will reduce PO

Albuquerque Public Schools
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Spring Financial Site Visit 2022-23

	Operational Expenses <ul style="list-style-type: none">• Projected YE Student Support will not meet criteria. Social Worker and ancillary services were paid out of IDEA B and ESSER III. Student Success is projected to meet at YE
	Current enrollment numbers <ul style="list-style-type: none">• Describe process used to inform Governing Council of enrollment number and its effect on the current year's budget• Provide document used to track enrollment to budget• Provide plan moving forward to manage the deficit or surplus
	Follow-up items from Fall 2022-23 site visit (those areas on fall site visit report indicating working to meet or does not meet) if necessary- No follow-up required

Albuquerque Public Schools
Office of Innovation and School Choice

Public Academy for Performing Arts
Special Education - Spring site visit

Special Education Review

60-79% - Working to Meet

3. Transition Compliance

Total points= 24.0 / 39.0 = 62%

Follow-up to previous site visit from Fall 2022

Fall site visit - rescheduled <u>2/8/23</u>	Recommendations	Evidence of Improvement During Current visit
Student #2 Identified concerns: -Testing accommodations	It is recommended that the school takes out Text to speech for ELA from PSAT state assessment through a PWN.	The school completed this recommendation on 2/15/23. However the school noted the incorrect accommodation. It is recommended to correct PWN by 40th day 23/24 SY. <i>Follow up during fall site visit 23/24 SY.</i>

* **Highlighted** items have not been completed. Follow-up will be conducted in the **Fall 2023**.

Current site visit - Spring 2023

Reviewer: **Patricia Espinoza** Date: **5/5/23**
 Grades: **6th-12th** Total Enrollment: **440** SWD: **59** GI: **0**
 Sp. Ed. Providers: **3- SE Teacher, 1-SE Director, 1-SW**
 Contracted: **1-SLP, 1-OT, 1-Diagnostician, 1-School Psychologist**

Albuquerque Public Schools
Office of Innovation and School Choice

Public Academy for Performing Arts
Special Education - Spring site visit

1. Processes and Accountability	
<i>*See links to state and federal regulations for additional guidance.</i>	
25 points	
1.a. The school has Special Education Policies and procedures that address implementation of IDEA and New Mexico Special Education Rules - Each New Mexico public agency, within the scope of its authority, shall develop and implement appropriate policies, procedures, programs and services to ensure that all children with disabilities who reside within the agency's educational jurisdiction, ... are identified and evaluation and have access to a free appropriate public education (FAPE) in compliance with all applicable requirements of state and federal laws and regulations. If the public charter school is an LEA, that charter school is responsible for ensuring that the requirements are met 6.31.2.9(A), 6.31.2.11(I)(3) The school has a policy that states their provision of a free appropriate public education for all students with disabilities - 2 points	
Total points= 2 / 2	
1.b. The school has a written process that documents how they complete annual IEPs - 3 points Total points= 3 / 3	
1.c. The school has a written process that documents how they complete Tri-annual Re-evaluations. - 3 points Total points= 3 / 3 Missing several elements (-.5 points)	
1.d. The school has a written process that documents how they complete Post-School Outcomes Surveys - SPP-14. Visit NEREC website for additional information www.rec4.com. - 3 points Total points= 3 / 3	
1.e. The school has an updated roster for Students with disabilities. Including: name, state ID, grade, Eligibility(ies), last IEP date and last Evaluation date - 3 points Total points= 3 / 3	
1.f. The School has Discipline plan that outlines implementation of school wide discipline policy for Students with Disabilities. Discipline policy includes specific provisions for students with disabilities and plan for the school to utilize IEP in discipline of students with disabilities - 3 points Total points= 3 / 3	
1.g. School has a plan for the provision of an Alternative Education Setting (AES) and a written manifestation process. A removal of a child with a disability from the child's current educational placement is a change of placement if: The removal is for more than 10 school days in a row; or The child has been subjected to a series of removals that constitute a pattern (34 CFR §300.536) - 3 points Total points= 3 / 3	

Albuquerque Public Schools
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Public Academy for Performing Arts
Special Education - Spring site visit

1.h. The school has a written document explaining their continuum of services. The school shall ensure that a continuum of alternative placements is available to meet the needs of children with disabilities for special education and related services. 34 C.F.R. 300.115(a) - **3 points**

Total points= 3 / 3

Policy needs to be uploaded to the school's website. (-.5 points)

1.i. Special Education Coordinator Training Attendance - APS sponsored - Each item - .25 points

Sep. 2022 Yes Nov. 2022 Yes Jan. 2023 Yes Mar. 2023 Yes

Total points= 1.0 / 1

1.j. Special education caseloads are balanced and with a licensed special education teacher per STARS report. Caseload waivers are appropriate for school size - Each reporting period - .33 points

40th Yes 80th Yes 120th Yes

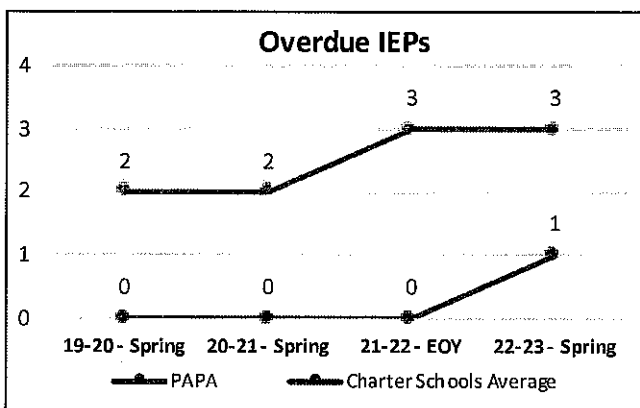
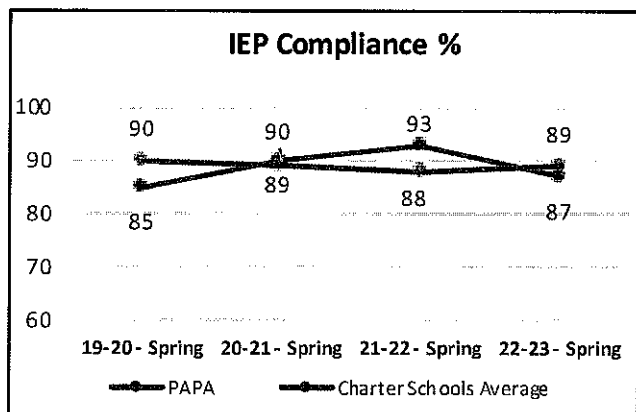
Total points= 1.0 / 1

1. Processes and Accountability

Total 24.0 /25 points

Albuquerque Public Schools
Office of Innovation and School Choice

Public Academy for Performing Arts
Special Education - Spring site visit



2. IEP Compliance

The following parts of the IEP reviewed are in compliance.

*See links to state and federal regulations for additional guidance.

36 - 54 possible points*

Three IEPs reviewed

*Points will be adjusted to reflect all areas reviewed.

2.a. The IEPs reviewed are current per STARS report. An IEP Team meeting must be held to review the child's IEP periodically, but not less than annually, to determine whether the annual goals for the child are being achieved. (34 C.F.R. § 300.324(b)(1)(i)). - Each reporting period - 2 points, 1-2-overdue IEPs= 1 point; 3+ overdue IEPs= 0

40th No 80th Yes 120th Yes

Total points= 5 / 6

1 overdue IEP for the 40th day. No overdue IEPs for the 80th or 120th day.

2.b. PLPs-Present levels of performance- Includes scores, data and narratives. Must include all related services. The IEP shall include a statement of the child's present levels of academic achievement and functional performance. 34 CFR 300.320(a)(1) -

Must meet all requirements per IEP - Each IEP - 2 points

Total points= 4 / 6

All 3 IEPs contained incomplete present levels. IEPs #1 & #2 (-1 point each), IEP #3 (-.5 points)

2.c. Goals- Must be measurable. Must include all related services. An IEP shall include both academic and functional goals. The IEP shall include a statement of measurable annual goals, including academic and functional goals. 34 C.F.R. § 300.320(a)(3) and 71 Fed. Reg. 46662 (August 14, 2006) -

Must meet all requirements per IEP - Each IEP - 2 points

Total points= 5 / 6

IEPs #1 & #2 - Goals are incomplete or unable to determine if they are connected to present levels. IEP #1 (-.5 points) IEP #2 (-1 point)

2.d. PTGs-Goals must include measurable progress towards goals. The IEP shall include a description of how the child's progress toward meeting the annual goals will be measured; and when periodic reports on the progress the child is making toward meeting the annual goals (such as through the use of quarterly or other periodic reports, concurrent with the issuance of report cards) will be provided to the parent. (34 C.F.R. § 300.320(a)(2)(ii))

Must meet all requirements per IEP - Each IEP - 2 points

Total points= 6 / 6

Albuquerque Public Schools
Office of Innovation and School Choice

Public Academy for Performing Arts
Special Education - Spring site visit

2.e. Service Schedule- Accurately reflects beginning date, frequency, duration and location of services, including related services. The IEP shall include a statement of the special education and related services to be provided to the child, or on behalf of the child. (34 C.F.R. § 300.39(b)(3))	
Must meet all requirements per IEP – Each IEP – 2 points IEP #2 - The team selected the incorrect service level (-1 point)	Total points= 5 / 6
2.f. LRE- data based and reflects how the student is placed within the continuum of service. The Least Restrictive Environment section of the IEP provides the necessary documentation that the IEP Team determined placement in the least restrictive environment according to the IDEA requirements and this procedural directive. (20 U.S.C. §1412(a)(5)(A); also, 34 C.F.R. §300.114(a)(2))	
Must meet all requirements per IEP – Each IEP – 1 point IEP #2 - The team selected the incorrect setting (-.5 points)	Total points= 3 / 3
2.g. PWN- Prior Written Notice - Records all proposals by school and parents- documents what was discussed including the continuum of services. Special education and related services are included in a child's FAPE; and therefore, a proposal to revise a child's IEP, which typically involves a change to the type, amount, or location of the special education and related services being provided to a child, would trigger requirements to provide prior written notice. (34 CFR § 300.503)	
Must meet all requirements per IEP – Each IEP – 2 points	Total points= 6 / 6
2.h. IEP Team Participants- The IEP Team Meeting Participants signature page of the IEP shall reflect the members of the IEP Team who were present and participated in the IEP Team meeting, and shall further provide the necessary documentation that the IEP Team meeting was duly constituted. The names of the IEP Team meeting participants shall be typed as well as their participation reflected by their signature. (34 C.F.R. § 300.321(a)	
Must meet all requirements per IEP – Each IEP – 1 point	Total points= 3 / 3
2.i. Parent Involvement: Schools shall afford parents of a child with a disability an opportunity to participate in meetings with respect to the identification, evaluation, and educational placement of the child and the provision of FAPE to the child. (34 C.F.R. § 300.501(b)(1))	
Must meet all requirements per IEP – Each IEP – 1 point	Total points= 3 / 3
2.j. Parent notification: The steps Schools shall take to ensure parent participation in EDT and/or IEP Team meetings shall include notifying parents of the meeting early enough to ensure that they will have an opportunity to attend and scheduling the meeting at a mutually agreed on time and place. (34 C.F.R. § 300.322(a))	
Must meet all requirements per IEP – Each IEP – 1 points	Total points= 3 / 3

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The following items will be reviewed only for IEPs that include data indicating these items should be addressed by the IEP team.

Total points will be adjusted accordingly.

2.k. Testing Accommodations – A statement of accommodations necessary to measure the academic achievement and functional performance of the child on state and districtwide assessment. 34 CFR 300.320(a)(6)(i)

Must meet all requirements per IEP – Each IEP – 1 point

Total points= 3 / 3

2.l. FBA/BIP if appropriate- The IEP team must, in the case of a child whose behavior impedes the child's learning or that of others, consider the use of positive behavioral interventions and supports, and other strategies, to address that behavior. Including conducting Functional Behavior Assessments (FBAs) and integration of Behavioral Intervention Plans (BIPs) into the IEPs. 34 CFR 300.324(a)(2)(i), (6.31.2.11(F) (1) NMAC)

N/A

Alternate Assessment – If the IEP team determines that a child must take an alternate assessment, the IEP must contain a statement of why the child cannot participate in the regular assessment and why the particular alternate assessment selected is appropriate for the child. 34 CFR 300.320(a)(6)(ii). Alternate Assessment must be included in the IEP.

N/A

ESY - The school has ESY eligibility data recorded for every student receiving Extended School Year services. ESY services may be provided only if a child's IEP Team determines, on an individual basis, that the services are necessary for the provision of FAPE to the child. (34 C.F.R. § 300.106(a)(1-2))

N/A

Each item per IEP – 1 point

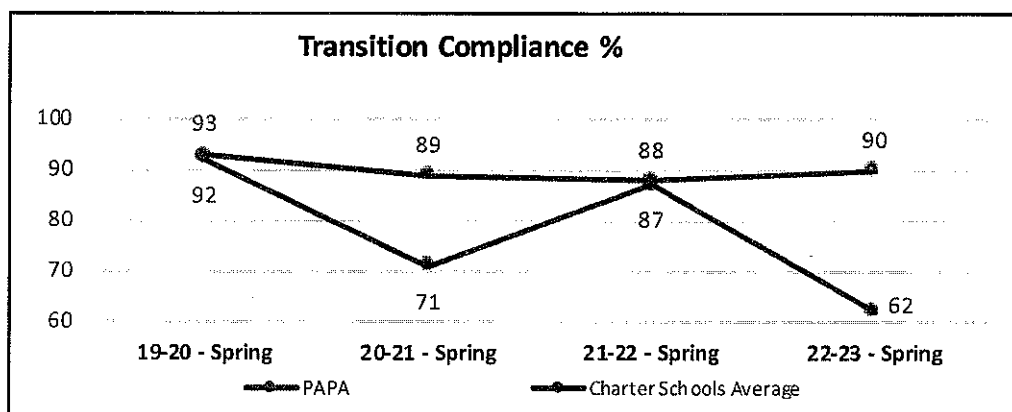
Total points= 0 / 0

2. IEP Compliance

Total points= 44.5 / 51 Points

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3. Transition Compliance

The transition plans for students with disabilities (age 14+) are in compliance with Indicator 13.

**See links to state and federal regulations for additional guidance.*

9+ possible points*

Three Transition IEPs reviewed.

**Points will be adjusted to reflect all areas*

3.a. Measurable post-secondary goals: The IEP must include appropriate measurable post-secondary goals based upon age-appropriate transition assessments related to Training, Education, Employment, and *where appropriate*, independent living skills. (34 C.F.R. § 300.320(b) (1); 6.31.2.11(G) (3) (a) NMAC

Must meet all requirements per IEP - Each IEP - 1 point

Total points= 1 / 3

IEP #1 & #3 - Post-Secondary Goals are not compliant. (-2 points)

3.b. Post-secondary goals updated annually - IEP must be current and contain Measurable post-secondary goals. Goals should be reviewed/updated annually.

Must meet all requirements per IEP - Each IEP - 1 point

Total points= 3 / 3

3.c. Transition assessment - The IEP must include evidence that the measurable post-secondary goals were based on age-appropriate transition assessment(s). Age-appropriate transition assessments from multiple sources providing information on strengths, needs, preferences, and interests.

Must meet all requirements per IEP - Each IEP - 1 point

Total points= 2 / 3

IEP #2 - Missing an age appropriate transition assessment (-1 point)

3.d. Course of study - The IEP must include a course of study that will reasonably enable the student to meet his or her post-secondary goals. Included in the course of study: A multi-year description, current school year through anticipated exit year, credits to be earned for all years, and specific electives identified by course name.

Must meet all requirements per IEP - Each IEP - 1 point

Total points= 3 / 3

3.e. Coordinated Transition activities - The IEP must include coordinated transition activities that will reasonably enable the student to meet his/her postsecondary goals related to: Instruction, Related service(s), Community experience(s), Development of employment and post-school objectives, Acquisition of daily living skills (if appropriate) and Functional evaluation (if appropriate)

Must meet all requirements per IEP - Each IEP - 1 point

Total points= 0 / 3

All 3 IEPs - Missing come Coordinated Transition Activities, at least 2 coordinated Transition Activities per post-secondary goal is required. (-3 points)

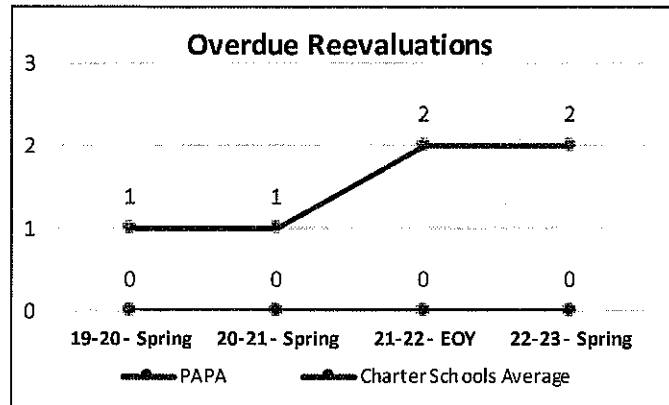
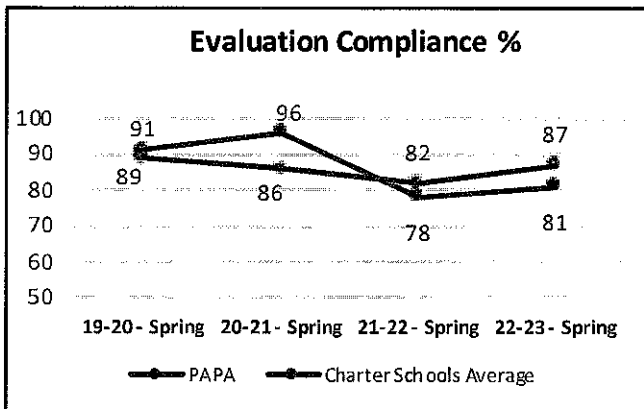
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3.f. Annual goals related to post school goals – The IEP must include annual IEP goal(s) related to the student's transition services needs.		
Must meet all requirements per IEP – Each IEP – 1 point		Total points= 3 / 3
3.g. Student invited to IEP Team meeting – The student's file must include documented evidence that the student was invited to participate in his/her IEP meeting prior to the date the meeting was held.		
Must meet all requirements per IEP – Each IEP – 1 point		Total points= 3 / 3
3.h. Participating agency – If appropriate, the IEP must include evidence that a representative of any participating agency was invited to the IEP meeting with the prior consent of the parent or student who has reached the age of majority.		
Must meet all requirements per IEP – Each IEP – 1 point		Total points= 3 / 3
3.i. All students by the age of 14 have been informed of Rights That Will Transfer at Age of Majority. Beginning no later than the first IEP to be in effect when the child turns fourteen (14), or younger, if determined appropriate by the IEP team, and updated annually thereafter; the IEP shall include a statement that the child has been informed of the child's rights under the IDEA that will transfer to the child on reaching the age of majority. (34 C.F.R. § 300.320(c); 6.31.2.11(G) (3) (c) NMAC).		
Must meet all requirements per IEP – Each IEP – 1 point		Total points= 3 / 3
3.j. IEPs submitted for SPP13 upload are compliant – 1 point each file		
Number of compliant IEPs	0 out of	6
		Total points= 0 / 6
3.k. Compliant IEPs submitted by APS internal deadline for SPP 13 upload – 1 point each file		
SPP 13 IEP file upload due date: <u>1/9/23</u> File upload date completed: <u>1/12/23</u>		
Number of compliant IEPs submitted by the deadline		3 out of 6 Total points= 3 / 6
3.1. All districts are required to administer and report Post-School Outcomes Survey , even if they had no high school students that exited in the reporting year. The Public Education Department, Special Education Bureau conducts an annual State-Wide Follow-up Study, as a mandated requirement of the State Performance Plan, to provide post school follow-up information to OSEP to address SPP Indicator 14 .		
PSO surveys completed and uploaded by September 30, 2021 – 2 point Review will be documented in the fall site visit-23/24 SY		Total points= 0 / 0
3. Transition Compliance		Total points= 24 / 39 Points

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4. Evaluation Compliance

The following parts of the Evaluation reviewed are in compliance

*See links to state and federal regulations for additional guidance.

20 - 32 possible points*

One Evaluation reviewed

*Points will be adjusted to reflect all areas reviewed.

4.a. The school is in compliance with Indicator 11 per STARS report (60-day timeline: signed consent/date evaluation is complete) to comply with this regulation, the school shall conduct a full and individual initial evaluation, in accordance with §300.305 and §300.306, before the initial provision of special education and related services to a child with a disability. (34 C.F.R. § 300.301(a)) - Each reporting period - 1 point

40th N/A

80th N/A

120th N/A

Total points= 0 / 0

N/A - No initial evaluations were conducted for 40th, 80th, or 120th day.

4.b. The Re-evaluations are current per STARS report. Schools shall reevaluate a child with a disability at least once every three (3) years, unless the parent and the district agree that a reevaluation is unnecessary. (34 C.F.R. § 300.303(b)(2)) - Each reporting period - 2 points, 1-2-overdue Evals = 1 point; 3+ overdue Evals = 0 points

40th YES

80th Yes

120th Yes

Total points= 6 / 6

No Overdue Reevaluations for 40th, 80th, or 120th day.

4.c. REED - Review of existing evaluation data. As part of an initial evaluation (if appropriate) and as part of any reevaluation under this part, the IEP Team and other qualified professionals, as appropriate, must - Review existing evaluation data on the child, including - Evaluations and information provided by the parents of the child; Current classroom-based, local, or State assessments, and classroom-based observations; and Observations by teachers and related services providers; 34 CFR 300.305 (a)(1)(i,ii,iii)

REED document - 5 points

Total points= 2 / 5

IEP #3 - REED is incomplete, missing information from Teachers, Parent and student for several sections (-3 points)

4.d. PWN - Prior Written Notice of intent to Evaluate/Reevaluate - Notice. The public agency must provide notice to the parents of a child with a disability, in accordance with § 300.503, that describes any evaluation procedures the agency proposes to conduct. 34 CFR 300.304(a)

Evaluation's PWN - 2 points

Total points= 2 / 2

IEP #3 - Notice is incomplete, missing parent's name and reason for reevaluation. (-.5 points)

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4.e. Consent for Initial Evaluation/Reevaluation with testing - Parental consent for initial evaluation. (1)(i) The public agency proposing to conduct an initial evaluation to determine if a child qualifies as a child with a disability under § 300.8 must, after providing notice consistent with §§ 300.503 and 300.504, obtain informed consent, consistent with § 300.9, from the parent of the child before conducting the evaluation. **Parental consent for reevaluations.** Must obtain informed parental consent, in accordance with § 300.300(a)(1), prior to conducting any reevaluation of a child with a disability. 34 CFR 300.300(a) & (c)(1)(i)

Evaluation's consent - 3 points

Total points= 3 / 3

4.f. Initial Evaluation/Reevaluation Report - Initial evaluations. Each public agency must conduct a full and individual initial evaluation, in accordance with §§ 300.304 through 300.306, before the initial provision of special education and related services to a child with a disability under this part. **Reevaluations.** A public agency must ensure that a reevaluation of each child with a disability is conducted in accordance with §§ 300.304 through 300.311 - If the public agency determines that the educational or related services needs, including improved academic achievement and functional performance, of the child warrant a reevaluation; or If the child's parent or teacher requests a reevaluation. The public agency provides a copy of the evaluation report and the documentation of determination of eligibility at no cost to the parent. 34 CFR 300.301(a), 34 CFR 300.303(a)(1-2), 34 CFR 300.306(a)(2)

Evaluation's report - 3 points

Total points= 3 / 3

4.g. Eligibility Determination Team Meeting (Initial/Reevaluation) - Determination of eligibility. Upon completion of the administration of assessments and other evaluation measures, for each eligibility being considered - A group of qualified professionals and the parent of the child determines whether the child is a child with a disability, as defined in § 300.8, in accordance with paragraph (c) of this section and the educational needs of the child. In the case of a **reevaluation** of a child, whether the child continues to need special education and related services; 34 CFR 300.306(a)(1), 34 CFR 300.305 (a)(2)(iii)(B)

Complete EDT forms per evaluation - 5 points

Total points= 4 / 5

IEP #3 - EDT document is incomplete, missing documentation and/or rationale in several sections. (-1.5 points)

4.h. Initial IEPs - provision of services. Each public agency must ensure that - A meeting to develop an IEP for a child is conducted **within 30 days** of a determination that the child needs special education and related services; 34 CFR 300.323(c)(1)

Meets 30 days initial placement timeline - 2 points

Total points= 2 / 2

4.i. Consent for Initial Placement - Parental consent for services. A public agency that is responsible for making FAPE available to a child with a disability must obtain informed consent from the parent of the child before the initial provision of special education and related services to the child. 34 CFR 300.300 (b)(1)

Consent for initial placement - 2 points

Total points= 0 / 0

N/A -File reviewed included a Reevaluation

4. Evaluation Compliance

Total points= 21 / 26 Points

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Special Education - Spring site visit

Findings from Spring Site Visit 5/5/23	Recommendations	Action Plan (with completion dates)
2.b. IEP Compliance - PLPs – Present Levels of Performance All 3 IEPs contained incomplete present levels. IEPs #1 & #2 (-1 point each), IEP #3 (-.5 points)	All IEPs must include a statement of the child's present levels of academic achievement and functional performance . Including scores, data and narrative that clearly describes the area of need. Present levels must also include all related services. Review NMPED IEP Manual, Writing the IEP section - <i>"Tips on Present Levels of Academic Achievement and Functional Performance"</i> for detailed guidance.	Ensure all IEPs include complete present levels of performance. Review fall 2023
2.c. IEP Compliance - Annual Goals IEPs #1 & #2 - Goals are incomplete or unable to determine if they are connected to present levels. IEP #1 (-.5 points) IEP #2 (-1 point)	The IEP must include a statement of measurable annual goals, including academic and functional and related services when appropriate. It is recommended to use present levels as the baseline to build upon when creating goals.	Ensure goals are developed based on student's present levels of performance. Review fall 2023
2.e. IEP Compliance - Service Schedule IEP #2 - The team selected the incorrect service level (-1 point)	The IEP must include an accurate statement of the special education and related services to be provided. It must also accurately reflect where Special Education services, including related services, are taking place. Review the State secondary IEP template, schedule of services page; to locate the section designed to outline All Special Education Services.	An amendment is recommended to correct service level and LRE pages by 40th day, 23/24 SY.
2.f. IEP Compliance - LRE – Least Restrictive Environment IEP #2 - The team selected the incorrect setting (-.5 points)	The LRE should reflect how the student is placed within the continuum of services; indicating the level of services and location to match the Service schedule. The IEP team must also provide a detailed explanation for students who will not be include in the general education setting for more than 80% .	Review fall 2023

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<p>3.a. & 3.b. Transition Plan – Post-secondary goals / updated IEP #1 & #3 - Post-Secondary Goals are not compliant. (-2 points)</p>	<p>Transition IEPs must include measurable postsecondary goals that address Training after high school, Education after high school, and Employment after high school, and (where appropriate) Independent Living Skills after high school <u>and</u> goals must be updated annually.</p>	<p>An amendment is recommended to correct all the transition components that are out of compliancy, <u>by the 40th day, 23/24 SY.</u></p> <p>Review fall 2023</p>
<p>3.c. Transition Plan – Transition Assessment IEP #2 - Missing an age appropriate transition assessment (-1 point)</p>	<p>For each postsecondary goal, the IEP must include evidence that at least one age appropriate transition assessment was used to provide information on the student's needs, strengths, preferences and interests regarding postsecondary goals.</p>	
<p>3.e. Transition Plan – Coordinated Transition Activities All 3 IEPs - Missing come Coordinated Transition Activities, at least 2 coordinated Transition Activities per post-secondary goal is required. (-3 points)</p>	<p>For each postsecondary goal, the IEP must include transitions services such as instruction, related service, community experience, development of employment and other post-school adult living objectives, and if appropriate, acquisition of daily living skill(s), and provision of functional vocational evaluation, that will enable the student to meet the postsecondary goal.</p>	
<p>4.c. Evaluation – REED – Review of Existing Evaluation Data IEP #3 - REED is incomplete, missing information from Teachers, Parent and student for several sections (-3 points)</p>	<p>As part of ... any reevaluation under this part, the IEP Team and other qualified professionals, as appropriate, must Review existing evaluation data on the child, including - Evaluations and information provided by the parents of the child; current classroom-based, local, or state assessments, and classroom-based observations; and observations by teachers and related services providers; to determine if additional data is needed.</p>	<p>For upcoming reevaluations, ensure the REED includes all the necessary data that will enable the Eligibility Determination Team to make the appropriate decisions as part of the Reevaluation process.</p> <p>Review fall 2023</p>

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<p>4.d. Evaluation-PWN – Prior Written Notice of intent to Evaluate/Reevaluate IEP #3 - Notice is incomplete, missing parent's name and reason for reevaluation. (-.5 points)</p>	<p>The public agency must provide notice to the parents of a child with a disability, in accordance with § 300.503, that describes any evaluation procedures the agency proposes to conduct.</p>	<p>Ensure PWN is provided to parents after the Evaluation team has determined if additional data were needed or not and prior to conducting any evaluation. <i>Review fall 2023</i></p>
<p>4.g. Evaluation – EDT – Eligibility Determination Team IEP #3 - EDT document is incomplete, missing documentation and/or rationale in several sections. (-1.5 points)</p>	<p>Upon completion of the administration of assessments and other evaluation measures, for each eligibility being considered - A group of qualified professionals and the parent of the child determines... In the case of a reevaluation of a child, whether the child continues to need special education and related services. The team must ensure evaluation procedures meet NMTEAM 2017 requirements.</p>	<p>Ensure EDTs/METs include all the pertinent information being considered when making eligibility determination decisions. <i>Review fall 2023</i></p>

* **Highlighted** items that have not been completed. Follow-up will be conducted in the **fall 2023**.

PAPA as of 5/22/23

Liz Roybal	President	<FY18	3	2	1	1	1	1		8	lroybal@paparts.org
	Vice										
Santana Gonzalez	President	FY21	3	2	1	1	1	1		8	santanag505@gmail.com
Phil Krehbiel		<FY18	3	2	1	1	1	1		8	pkrehbiel@paparts.org
Barbara											
Campbell		FY20	3	2	1	1	1	1		8	bcampbell@fpmcpa.com
Jessica Short	Secretary	FY21	3	2	1	1	1	1		8	short_j@aps.edu
Issac Trujillo		FY23						1	7	8	issactrujillo@gmail.com
Paul Paradise		FY23								0	peppm3050@gmail.com / pparadise@paparts.org
										0	

Changes to Board Information, please email charter.schools@state.nm.us



PUBLIC ACADEMY FOR PERFORMING ARTS

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

Date: Mar 22, 2023

To: The Public Academy for Performing Arts Governing Council Members

From: Michael Power, Governing Council Member Nomination Committee Chair

Subject: Nomination Committee Recommendation

Hello PAPA GC,

The Member Nomination Committee has completed the process for member selection. There were 4 possible candidates for the upcoming open board position. After interviews careful consideration, we are please to present to you the following candidates for your consideration:

Ms. Renai Edwards and Mr. David Littlefield

I can be available for questions and clarifications at the next PAPA GC meeting should you need anything. I would also like to take the opportunity to thank the committee members, Phil Krehbeil, Doug Ferry for their significant contributions to this process.

Respectfully submitted,

Michael Power, Committee Chair
mpower@paparts.org
(505) 830-3128

**Public Academy for the Performing Arts Charter School
Independent Contractor Agreement
RFP 2023-001**

THIS AGREEMENT is made and entered into as of **July 1, 2023**, by and between Public Academy for the Performing Arts Charter School (SCHOOL), a public charter school organized and existing under the laws of the State of New Mexico and having its principal administrative location in Albuquerque, New Mexico and **Rhonda Cordova**, a contractor, having his/her principal place of business at 6008 Bellamah NE. The scope of work to be performed under this agreement will be contracted through the General Operational Budget.

1. **Services.** Contractor shall perform the services described in Schedule A attached hereto and incorporated herein by reference.

2. **Fees.** In consideration for the services described in Section 1 above, SCHOOL shall pay to Contractor a rate of **\$80,000 per year**, plus pre-approved expenses and, to be invoiced **at least once a month** for services rendered.

3. **Time for Performance of Service.** If applicable, Contractor agrees to complete the performance of the services described in Schedule A on or before: **June 30, 2024**.

4. **Location(s).** Services will be performed at the following SCHOOL locations: Available Office Space

5. **Independent Contractor.** The parties intend Contractor to be an independent contractor in the performance of these services as defined by the Internal Revenue Service. As such, Contractor has the right to control and determine the method and means of performing the above services. Public Academy for the Performing Arts Charter School will not be responsible for payment of federal or state income taxes, unemployment insurance, social security, health insurance benefits, pension benefits, nor any other payment which would otherwise deem the contractor as an SCHOOL employee as defined by the Internal Revenue Service.

- a. Contractor retains the right to perform services for other clients.
- b. Contractor, at Contractor's expense, may employ such assistants as contractor deems appropriate to carry out this agreement. Contractor will be responsible for paying such assistants, as well as any expense attributable to such assistants, including background checks, federal and state income taxes, unemployment insurance, social security taxes, and will maintain workers' compensation insurance for such employee. Contractor understands that SCHOOL may require background checks on any such assistants who will work with directly with or around students.
- c. Contractor is responsible for all taxes incurred resulting from this contract. Public Academy for the Performing Arts Charter School will issue the appropriate tax documents to inform contractor of earnings during the calendar year.

6. **Term of Agreement.** This Independent Contractors Agreement shall be in full force and effect until completion of the services described in Schedule A, the date entered in Section 3 above, or upon mutual agreement of Contractor and SCHOOL, and upon the payment by Public Academy for the Performing Arts Charter School of all fees and agreed upon expenses

to Contractor. This Agreement shall not renew except as the parties may agree to new or additional Services.

7. **Amendments.** This Agreement may not be amended, changed, or modified except by written notice signed by both parties hereto. This agreement supersedes all earlier agreements between Contractor and Public Academy for the Performing Arts entered into prior to the date written above.

8. **Applicable Law.** This Agreement shall be construed, interpreted, and enforced according to the laws of the State of New Mexico.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written.

Public Academy for the Performing Arts Charter School:

Executive Director

Date

Contractor:

Rhonda Cordova

Date

SCHEDULE A – SERVICES PER RFP 2023-001:

1. Prepare, maintain and submit annual budgets, including:
 - a. Submit the approved budget through OBMS and APS
 - b. Budget Adjustment Requests (BARs)
 - c. Quarter Reporting required by PED and APS
2. Payroll Services
 - a. Will run bi-weekly or semi-monthly payroll
 - b. Ensure that all benefits and taxes are included in the payroll register
 - c. Pay all liabilities, including taxes and benefits on a timely basis
3. Prepare and Present Monthly financial statements for Governing Council, including:
 - a. Monthly prepared Journal Entries
 - b. Monthly check register
 - c. Bank Reconciliation along with the Bank Statement and Cleared Checks
 - d. Balance Sheet
 - e. Budget Summary of Revenues and Expenditures
 - f. Monthly Balance Forecast report
 - g. All other reports requested by the Executive Director and/or GC
4. Update Financial Policies and Procedures as needed
5. Monthly, Quarterly and Annual Reporting required by all oversight agencies
 - a. Quarterly Cash Reports required by PED
 - b. Upload Quarterly Revenues and Expenditures into OBMS (PED)
 - c. Maintenance of Effort report (APS)
 - d. All monthly and quarterly reports required by PED, including membership projections, HB33 and SB9 reporting, Instructional Materials Annual Report, TCI report, and Annual Insurance reports (NMPSIA).
6. Provide oversight on daily business operations such as Purchasing, Accounts Payable and Accounts Receivable.
7. Human Resource Services:
 - a. Create Salary Schedules for required positions on an annual basis (Also part of budget services)
 - b. Create annual employment contracts
 - c. Create stipend agreements as needed
 - d. Provide employment packets for new hires
 - e. Ensure that all employment records and benefits are maintained and secured
 - f. Assist Executive Director with Employee Relations, including discipline, non-renewal of contracts, and termination or discharge of employment
 - g. Stay updated with the School Personnel Act

8. Annual Audits

- a. Complete all worksheets, financial statements, and Journal Entries required by the auditor's PBC list
- b. Will comply with all GASB and GAAP requirements
- c. Provide all backup requested by the auditors
- d. Meet with auditors and Audit committee as needed

9. Building Services

- a. Meet with investors, architects and building acquisition advisors as required
- b. Prepare financials for potential lenders
- c. Apply for legislative appropriations for building improvements or renovations
- d. Work with the Executive Director on creating proposals for the purchase of a new facility, if applicable



Attorneys and Counselors at Law

Patricia Matthews
pmatthews@matthewsfox.com

office: (505) 473-3020
fax: (505) 474-3727

Susan Barger Fox
sfox@matthewsfox.com

WORKING WITH AN ATTORNEY

A charter school's guide to effective communication and use of legal counsel.

There are myriad state and federal laws and rules that affect nearly every aspect of public school operations, in addition to the unique concerns for charter schools. Laws govern nearly every detail of a school's operation, for example: employment, students, charter performance and implementation, facilities, discipline (students and employees), governance, finances, and a host of other matters.

Charter school budgets are always tight, and carving out a sum for attorneys can seem painful. However, **not** anticipating legal expenses that may be used to cover an opportunity to seek timely advice upfront can result in higher legal and related costs down the line (e.g. disputes over onerous contracts). Significantly, violation of laws such as the Open Meetings Act and the Procurement Code can result in criminal penalties and violations. An experienced and competent school attorney can help guide the governing body and the school's administration in the business of operating a school and help minimize disruption caused by threatened legal actions or unintended missteps.

THIS GUIDE COVERS:

1. Contracting the services of an attorney
2. Roles of the school attorney
3. Defining the client
4. Effective communication/Attorney-client privilege

1. CONTRACTING THE SERVICES OF AN ATTORNEY

New Mexico law permits charter schools to contract for professional services. Who signs the contract and the defined scope of work should be discussed with the attorney prior to signing a professional services agreement. It is common for charter school administrators to execute these agreements, but it is just as common for the agreement to be presented to the governing body ("GB") for approval. Unless there is an emergency, it is recommended that the head administrator raise the necessity for hiring counsel at an open meeting of the GB. Some schools sign contracts annually as a preventative measure, which is recommended to avoid a delay when urgent responses are needed.

The New Mexico Procurement Code limits the total amount of a professional services contract to \$60,000 per year. If you anticipate needing legal counsel, it is critical to consider this when creating your annual budget. You must have budget authority to enter into a contract for services of any kind. It is important to remember that schools cannot prepay for services rendered, and thus paying a retainer is inappropriate. Moreover, it is obviously inappropriate to pay an

attorney for services not rendered. In short, the school is not and should not be charged for services unless the attorney is consulted and performs requested services.

Most attorneys bill monthly. Attorney bills should include sufficient detail to apprise the school's administration of the services rendered and that the services provided were within the scope of the contract. Should you have any questions about your attorney's bill, you can and should contact the attorney immediately for clarification and discussion. The New Mexico Procurement Code requires a public entity to either dispute or pay invoices within a certain amount of time after receipt of the invoice. If you have questions, ask!

Finally, public school law is fairly specialized, but includes areas of even greater specialty, such as bond matters and litigation. Both the administrator and the GB should feel comfortable asking for references, credentials and the experience of the attorneys who are being considered to represent the school in the context of the issue at hand.

2. ROLES OF THE SCHOOL ATTORNEY

Ultimately, an effective attorney's role is to assist the school in achieving its goals; obviously, within legal parameters. It is important that "prevention" does not create "inertia." It is the attorney's role to advise the client of legal ramifications of decisions and to assist in shaping outcomes in the most favorable way, within the bounds of the law. The ultimate decision as to whether or not to take a particular action, however, remains with the client.

Generally, school counsel will act as an advisor to school officials on an 'as-requested' or 'on-call' basis; that is, unless your attorney is 'in-house' (e.g. an employee of the school), he/she is not and should not be presumed to know everything about your school's situation – you must proactively seek legal assistance from your lawyer when you think you might need it for particular situations. Some of the situations that may give rise to attorney involvement are listed below. These situations typically arise within the context of school administration and, thus, are examples where the head administrator is likely to need to consult counsel directly.

However, governing bodies also need the freedom to contact the school's lawyers. Frequently questions arise about open meetings, facilities, relationships with the charter's authorizer, and other questions concerning implementation of the charter.

The role of a school attorney includes that of an advisor-counselor, educator, facilitator or mediator, advisor to management/administration, draftsman (policies, etc.), advocate in disputes, spokesperson and negotiator. Here are some specific instances where schools should consider attorney involvement:

- ❖ Providing legal opinions;
- ❖ Creating, updating and advising on school policies and procedures (employment, student and others);
- ❖ Attending governing body meetings (when necessary and requested);
- ❖ Drafting and reviewing contracts;
- ❖ Assuring compliance with state and federal laws affecting, finance, personnel, student rights, etc.;
- ❖ Negotiating and assisting with charter authorizer relationships;
- ❖ Faculty and staff discipline, reductions in force and dismissals;
- ❖ Assistance with Open Meetings Act and Inspection of Public Records compliance;
- ❖ Review circumstances that may give rise to legal actions;

- ❖ Conduct in-service seminars or training for GB members, faculty and staff:
- IN THESE CIRCUMSTANCES IT IS STRONGLY RECOMMENDED THAT YOU CONTACT COUNSEL AS SOON AS POSSIBLE to allow for scheduling;
- ❖ Served with a legal demand letter, court order (includes subpoenas) or a lawsuit;
 - ❖ Threat or suggestion of revocation or nonrenewal of charter contract;
 - ❖ Accident or incident involving a student or employee resulting in bodily injury;
 - ❖ Contemplating discharge of a contracted employee.

This list is not exhaustive, and you should contact your attorney whenever you believe that his/her advice, counsel and involvement would assist or be beneficial to the School.

3. **DEFINING THE CLIENT**

It is important to understand that if retained by the charter school, the attorney represents the institution, not any single member of the faculty, staff or the GB. An attorney often establishes a relationship with the administrator because the administrator deals with the day-to-day running of the school, and this can be confusing to GB members. It is critical to understand, however, that an attorney is ethically obligated to clarify his or her role in this regard should a situation arise. It is essential that the head administrator be transparent with the GB about his/her contacts with the attorney to avoid any misunderstanding about the attorney's role.

4. **EFFECTIVE COMMUNICATIONS/ATTORNEY-CLIENT PRIVILEGE**

- ❖ To avoid confusion, and escalating legal fees, it is important to identify the “authorized” school representatives who may contact the attorney directly. This will avoid misunderstandings by both counsel and the client. Generally, experience shows that for charter schools the head administrator and GB chair are the primary initiators of contact. For budget reasons, the frequency of these contacts should be considered.

- ❖ Occasionally, it may be appropriate for other school personnel or GB members to directly contact the attorney; however, advise your lawyer if you have previously established authorized contacts and that others have been given permission to contact counsel.

- ❖ The attorney-client privilege allows clients to speak freely to their attorney. It is the “client’s right to refuse to disclose and to prevent any other person from disclosing confidential communications between the client and the attorney.” This privilege can be waived, and because there are multiple persons who serve the school, it is important that the privilege be protected.

NOTE: This guide is intended to give a brief overview of how to work with your school’s attorney; it does not contemplate every scenario that may arise where legal assistance or advice may be recommended or advisable. If you are unsure whether the matter demands legal attention, it is better to contact your lawyer out of an abundance of caution and determine that you’ve handled the situation correctly, rather than to later learn that earlier legal intervention would have simplified the outcome.

PROFESSIONAL SERVICES AGREEMENT
(LEGAL SERVICES)

This Professional Services Agreement is entered into between the Public Academy for Performing Arts, a New Mexico public charter school, and Matthews Fox, P.C., a New Mexico professional corporation, this ____ day of _____, 2023. The parties agree as follows:

1. Public Academy for Performing and its governing body ("School") hereby retains Matthews Fox, P.C. (hereinafter "Counsel"), when approved by the School's designee, as legal counsel for the purpose of representing the School in legal matters relating to the charter school's relationship with its authorizer or such other matters. Counsel is retained on an as-requested, as-assigned basis for particular matters referred to it by the School's representative, and not as general counsel to the School. Matters to be worked on by Counsel shall be referred by the designated member of the School's governing body or other designee. Counsel will not be expected to work on any matter not so referred to them, although in an emergency, if issues of importance arise before authorization can be obtained from the School designee, Counsel is authorized to act so as to protect the interests of the School to the extent necessary and reasonable in the circumstances. Counsel reserves the right to decline representation in particular matters beyond Counsel's area of expertise or experience, or where Counsel's workload does not permit undertaking additional matters, in the exercise of Counsel's professional judgment.

2. For their services, Counsel will bill partners at the rate of \$275.00 per hour (Matthews) and \$275.00 per hour (Fox), and associates at \$175.00 per hour for standard legal services and will bill partners at \$375.00 per hour and associates at \$200.00 per hour for services related to real estate financing/private bond transactions, plus applicable gross receipts taxes. To the extent reasonable and necessary, counsel may utilize the services of contract attorneys at \$190.00 per hour and/or paralegals at \$110.00 per hour, plus applicable gross receipts taxes. Monthly statements shall be sent in care of the School's Accounting Office at the address stated in paragraph 19 or as otherwise directed by the head administrator. In addition to attorney fees, Counsel's statements may include reasonable and necessary expenses of representation, including but not necessarily limited to extraordinary clerical services and supplies, conference call charges, travel at coach or government rates, on-line research expenses, copying, postage, and express mail service costs. Ordinary overhead of Counsel will not be charged. If Counsel is required to travel to the school's location or any other out-of-Santa Fe location, the Firm will charge the applicable hourly rate for travel time, plus mileage at the State of New Mexico's approved rate or air travel at actual coach rates.

3. Counsel will submit a detailed statement accounting for all services performed and expenses incurred. If the School does not dispute the statement within thirty days, client shall make payment in full. If the School finds that the services are not acceptable, within thirty days from receipt of Counsel's invoice, School shall provide Counsel a letter of exception explaining its objection to the services, and outlining steps Counsel may take to provide remedial action. Thereafter, if the satisfactory correction is made by Counsel to the invoice, then School shall pay Counsel the total amount of the invoice within thirty days after the date of acceptance. If payment is made by mail, the payment shall be deemed tendered on the date it is postmarked. Counsel may charge interest not to exceed 15 percent annually for failure to make payment within the time specified herein.

4. Upon request, Counsel will give a verbal estimate of the fees and costs which may result from the firm's efforts. It is understood that estimating legal costs is notoriously difficult and, therefore, Counsel may upon request of the School periodically advise of any changes in the initial estimate that may be necessary.

5. The School agrees to make every effort to avoid entering binding contractual or other legal obligations without prior review of Counsel, and is advised to notify Counsel immediately upon any possible claims against the school or any of its personnel for which the School intends to retain Counsel's services.

6. Counsel shall be empowered to file law suits or administrative claims only upon resolution or prior written approval of the School's governing body.

7. The term of this agreement shall begin July 1, 2023 and be for the fiscal year ending June 30, 2024 or a shorter term as agreed to by Counsel and the School. Either party may terminate the agreement

by notifying the other in writing. Counsel shall be entitled to collect unpaid fees and expenses to the date of termination, plus reasonable fees and expenses for winding up and transition costs.

8. This letter agreement is contingent upon sufficient appropriations and authorization being made by the State of New Mexico Legislature for the performance of this agreement. If sufficient appropriations and authorization are not made by the Legislature, this agreement shall terminate upon written notice by the School to Counsel.

9. Counsel's status shall be at all times as an independent contractor performing professional services for the School and shall not be considered an employee of the School. Counsel agrees that the services provided pursuant to this agreement are personal and, consequently, this agreement is not assignable. School authorizes either Matthews or Fox, or in appropriate circumstances, both, to represent School with respect to matters undertaken by the firm. Counsel agrees that the firm may not subcontract any services requested pursuant to this Agreement without prior written consent of the School.

10. Counsel agrees to maintain, for at least three years, detailed time records that indicate the date time and nature of services rendered. These records shall be subject to inspection by the School upon reasonable notice. Counsel will request a written release from the School in the event that such records and documents are to be provided to the School district's auditor, the Public Education Department's auditor, or the New Mexico's State Auditor.

11. Any confidential information provided to or developed by the Counsel in the performance of this Agreement shall be kept confidential and shall not be made available to any individual or organization by the Counsel without the prior written approval of the School.

12. This Agreement shall not be altered, changed or amended except by instrument in writing executed by the parties hereto.

13. The Procurement Code, NMSA 1978, Sections 13-1-28 through 13-1-199, imposes civil and criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for illegal bribes, gratuities and kickbacks.

14. Counsel agrees to abide by all applicable federal and state laws and rules and regulations, and executive orders of the Governor of the State of New Mexico, pertaining to equal employment opportunity. In accordance with all federal and New Mexico state laws, Counsel assures that it will not exclude any person from the firm's employment, benefits thereof or subject its employees to discrimination on the basis of race, religion, color, national origin, ancestry, sex, age, physical or mental handicap, serious medical condition, spousal affiliation, sexual orientation, gender identity or any other protected classification. If Counsel is found not to be in compliance with these requirements during the life of this Agreement, Counsel agrees to take appropriate steps to correct these deficiencies.

15. The laws of the State of New Mexico shall govern this Agreement, without giving effect to its choice of law provisions. Venue shall be proper only in a New Mexico court of competent jurisdiction in accordance with NMSA 1978, Section 38-3-1 (G). By execution of this Agreement, Counsel acknowledges and agrees to the jurisdiction of the courts of the State of New Mexico over any and all lawsuits arising under or out of any term of this Agreement.

16. Counsel agrees to comply with state laws and rules applicable to workers compensation benefits for its employees. If Counsel fails to comply with the New Mexico's workers compensation requirements when required to do so, this Agreement may be terminated by the School.

17. If any term or condition of this Agreement shall be held invalid or unenforceable, the remainder of this Agreement shall not be affected and shall be valid and enforceable.

18. A party's failure to require strict performance of any provision of this Agreement shall not waive or diminish that party's right thereafter to demand strict compliance with that or any other provision. No waiver by a party of any of its rights under this Agreement shall be effective unless express and in writing, and no effective waiver by a party of any of its rights shall be effective to waive any other rights.

19. Any notice required to be given to either party by this Agreement shall be in writing and shall be delivered in person, by express courier service, U.S. mail either first class or certified, return receipt requested, postage prepaid, or by electronic email with verification of delivery, , as follows:

PUBLIC ACADEMY FOR PERFORMING	MATTHEWS FOX, P.C.
c/o	Patricia Matthews or Susan Fox
	1925 Aspen Dr., Suite 301A Santa Fe, NM 87505
Tel:	Tel: 505.473.3020
Email:	Email: pmatthews@matthewsfox.com or sfox@matthewsfox.com
Fax:	Fax: 505.474.3727

20. If Client is other than a natural person, the individual(s) signing this Agreement on behalf of Client represents and warrants that he or she has the power and authority to bind Client, and that no further action, resolution, or approval from Client is necessary to enter into a binding contract.

21. The total compensation under this Agreement shall not exceed \$60,000 excluding gross receipts taxes.

The parties have executed this Agreement as of the date of signature by the School below.

AGREED:
MATTHEWS FOX, P.C.

Patricia Matthews or Susan B. Fox

Date: _____

PUBLIC ACADEMY FOR PERFORMING

Governing Council President

Date: _____

EMAIL ADDRESS: _____

Phone No.: _____

Head Administrator

Date: _____

EMAIL ADDRESS: _____

Phone No.: _____