



**Meeting MINUTES**

**Thursday, May 25, 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: Tamara Lopez, Assistant Director
2. Santana Gonzalez, Vice President	6. Isaac Trujillo, GC Member	10. Rhonda Cordova, Business Manager	
3. Jessica Short, Secretary	7. Paul Paradise, GC Member	11. Melanie Dunn-Chavez, Executive Director	<b>Absent: Melanie Dunn-Chavez, Director</b>
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: Santana Gonzalez, Paul Paradise, Isaac Trujillo, Virginia Wilmerding, Rhonda Cordova, Carol Torrez, Jessica Short, Phil Krehbiel, Barbara Campbell, Tamara Lopez	Chair	4: 18 p.m.
3. Approval of Agenda <b>ACTION ITEM</b>  Approved : Jessica Short – first, Isaac Trujillo– second, Roll Call vote 6/7 to Approve	All	4:20 p.m.
4. Approval of Previous Meeting Minutes (4/20/23 and 4/29/23) <b>ACTION ITEM</b>  Approved: Phil Krehbiel-First, Paul Paradise- second, Roll Call vote 7/7 to Approve	All	4:21 p.m.
5. Open Forum for Public Comment (Form Required)  None	All	4:21 p.m.
6. Budget & Finance Committee Report <b>ACTION ITEM</b> <ul style="list-style-type: none"> <li>a. April Financial Report</li> <li>b. BARS/Permanent Transfer <b>ACTION ITEM</b></li> <li>c. POs over \$5,000 – 3 PO's</li> </ul> Budget and Finance Committee report was given by Phil Krehbiel. Finance Meeting on 5/23/23 was attended by Phil Krehbiel, Barbara Campbell, Rhonda Cordova, and Tamara Lopez via Zoom. Reports reviewed are as follows: Bank statement Journal entries Bank reconciliation Balance sheet Bank register Budget expense summary Comparative financial summary Trial Balance	Phil Krehbiel	4:22 p.m.



<p>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 under budget by 21% across all accounts. We will have a carryover</p> <p>Report was approved: Phil Krehbiel - First, Barbara Campbell -second, Roll Call vote 7/7 to Approve</p> <p>Rhonda Cordova presented the BARS (5) 0038-I (ESSA III), 0039-D (Carl Perkins Grant), 0040-T (Transfer funds covering SPED ancillary), 0042-T (Transfer funds cover school support transition specialist), 0043-D (Decrease dual credit classes): Approved by roll call vote: Phil Krehbiel – 1<sup>st</sup>, Barbara Campbell – 2<sup>nd</sup> Roll Call Vote to approve: 7/7</p> <p>PO’s over \$5000 – 3</p> <p>Change in Istructional hours (State mandate) - Barbara Campbell - 1st, Paul Paradise - 2nd Roll Call vote to approve: 7/7</p> <p>Out of State Travel Request - Tamara Lopez and Assistant Director to the Ignite National Association of Secondary School Principals – Approved: Phil Krehbiel – 1<sup>st</sup>, Jessica Short – 2<sup>nd</sup> Roll Call Vote 7/7</p> <p>Anticipated Total Budget - Barbara Campbell - 1st, Paul Paradise - 2nd Roll Call Vote to approve: 7/7</p>		
<p>6. Executive Director’s Report</p> <ol style="list-style-type: none"> <li>a. Written Report – Report given by Tamara Lopez</li> <li>b. EDAC Report – Dr. Virginia Wilderming, EDAC met twice (5/19 and 5/25) EDAC would like guidance on what the purpose of their organization should look like. Should be structured similarly to public schools Instructional Council. Representation from each department, parents and students if possible.</li> </ol>	<p>Tamara Lopez</p>	<p>4:42 p.m.</p>
<p>7. Organizational Business</p> <ol style="list-style-type: none"> <li>a. GC Training to Date</li> <li>b. Nomination Committee Report and Recommendation - Liz Roybal moves to suspend vote on new members to next meeting in June, Barb Campbell seconds, 7/7 approve to suspend until June meeting</li> <li>c. Business Manager Contract - Barbara Campbell - 1st, Paul Paradise - 2nd Roll call vote to approve: 7/7</li> <li>d. Matthews and Fox Professional Services - Renew Contract - Barbara Campbell - 1st, Paul Paradise - 2nd, Roll Call Vote to approve: 7/7</li> <li>e. Will form an Executive Director Goal Setting committee: Members will include Phil Krehbiel, Isaac Trujillo, and Barbara Campbell</li> </ol>	<p>Liz Roybal</p>	<p>5:17 p.m.</p>
<p>h. President’s Report</p>	<p>Liz Roybal</p>	<p>5:26 p.m.</p>



**PUBLIC ACADEMY FOR PERFORMING ARTS**

i. Other Announcements/Discussion – NONE		5:30 p.m.
k. Adjourn	Liz Roybal	5:30 p.m.

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

The Governing Council welcomes public comments during the "Public Comment" portion of the governing council meeting agenda. Individuals wishing to make public comments shall complete a Public Comment form and submit it to the Council President prior to the "Public Comment" section of the meeting. Individual oral presentations will be limited to 5 minutes, unless extended by the Council President.

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

Public Academy for Performing Arts does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. Persons requiring special accommodations should contact the administrative office at (505) 830-3128 Ext. 0 at least 24 hours prior to the meeting. The Title IX Coordinator is the Executive Director.

**----- Additional Information -----**

Audit Committee – Phil Krehbiel (Chair), Melanie Dunn-Chavez, Rhonda Cordova, Ruby Arispe, Jessica Short, Tamara Lopez  
Finance Committee – Phil Krehbiel (Chair), Rhonda Cordova, Melanie Dunn-Chavez, Barbara CampBell –8:00a.m.monthly, day of Council Meeting.  
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