

**Public Academy For Performing Arts  
Governing Council Minutes (Draft)  
Minutes of September 15<sup>th</sup>, 2008**

**Voting Members Present: Charles Pettitt, Tom Moore, Doug Redfield, Nancy Oriola, Valerie Scott, Julian Rivera (late), Sheryl Garcia (late)**

**Quorum Achieved: Yes. There are 7 voting members present.**

**Non-voting Members Present: Ginny Wilmerding (late), David Margolin (late)**

**Guests: Tamara Henderson, Principal; Julie Dexter, AP; Jackie Danfelter, Financial Assistant; Ed Torrez, Faculty; Roger Miller, Community**

Agenda Convene Meeting, Roll Call For Quorum

Item 1 Have 7 voting members present. It's a quorum.

Agenda Approval of the Agenda

Item 2 Nancy made the motion to approve the agenda. It was seconded by Doug and it passed unanimously.

Agenda Approval of Minutes for the Regular GC Meeting of August 25, 2008

Item 3 Tom made the motion to accept the minutes of August 25, 2008. Nancy seconded the motion and it passed unanimously.

Agenda Open Forum

Item 4 There were no comments.

Agenda Finance Committee Report – Possible Action Item

Item 5 (This item number was taken up after the Facilities Committee (Item 7) report because we were waiting to hear from Rhonda Lovato who was absent due to illness.)

Doug reported that the Finance Committee met on September 10<sup>th</sup>, 2008. There are 2 Internal BAR's and 2 Internal BAR's. The Internal BAR's were numbers 2009-047-001 – State Equalization Guarantee. Moved to cover employee deduction in proper accounts. Transfer \$55,398.00. The second BAR was 2009-047-002 – State Equalization Guarantee. Moved to cover employee deductions in proper accounts as well as move salaries to correct account codes. Transfer \$140,616.07.

There is a Budget Balance of \$250,694.70. There is some negative but we are waiting for External BAR's to be approved from the state to make them OK.

External BAR 001-047-0809-0012-IB. \$251,860 monies for rentals. This was \$5,000 more that we expected. The full amount is in here. Tom made the motion to approve this BAR. Sheryl seconded the motion and it passed unanimously.

External BAR 001-047-0809-0013-IB. This is the official notification we received from the legislature. Got the letter on July 1<sup>st</sup>. Valerie made the motion to accept this External BAR. Julian seconded the motion and it passed unanimously.

Agenda Arts Committee Report

Item 6 Valerie said that she had gone to see the play, Rabbit Hole at the Adobe Theatre. She was very impressed with the performance of Daniel Hart, a PAPA senior who played

the part of Jason in the play. He played his character with such depth and was so believable. Kudos to his theatre teacher, Craig Stoebling for his tutelage. She also mentioned that she had placed a blurb in the Paybill asking for new members for this committee. Charles mentioned that it would be nice if students could present at the GC. Valerie mentioned that she had asked the former principal to ask students who had done special projects, or excelled in some way, to be presented to the GC just like APS does at their Board meetings.

#### Agenda Facilities Committee Report

Item 7 Roger Miller gave his first report since the June meeting. He said that the Committee met on August 26<sup>th</sup> to get Tamara covered with what they had been doing. They met on September 2<sup>nd</sup> with Design Plus. Two questions were discussed. Should Design Plus work from the ground up or on a remodel? Should construction be phased? The Committee got together on September 10<sup>th</sup>. It was decided that we wanted to design from the ground up, but keep the option of working into a remodel alive. We don't want the project to be divided into phases. We don't want to delay 5 years because we don't want to just replace our current space and then have to do enhancements later. (Julian came in.) We could postpone performance arts center but the Committee wanted it up front. Charles wanted to know how long between when we break ground to when PAPA could move in? (David came in.) Roger said the earliest date for a move in would probably be 2011. Nancy wanted to know the cost of initial design. Roger said it's not cost out yet, just the planning phase which is \$44,000. Nancy said that we had \$80,000 to do an architectural design. Roger said that wasn't adequate for the total cost. Nancy said that we should cost it out first. She also wanted to know if we could wait until we found a site for the building. Roger said that we won't all agree and he didn't see a remodel as an option. We have to go to APS Capital Committee with a design. Charles wanted to know if there were limitations on spending the money. (Ginny came in.) Further discussion. Roger said that we were already into the \$44,000 contract. Tamara noted that we should be sure to act within the confines of the contract, for example, they give us 3 community meetings. Rules are well defined in the contract. Roger said that the design should be complete in 4-6 weeks after we give Design Plus direction. We will meet with Design Plus tomorrow. They have asked APS people (Karen Alarid and Kizito Wijenje or Lizann Croft) to be there. (Sheryl came in.)

#### Agenda GC Member Update

Item 8 Charles read a part of Policy A7 re the GC Election. He said that he had received 5 resumes for vacant spots – 3 for the parent position and 2 for the community position. Since there are 2 community member positions to be filled, there will be no election there. There will be an election for the parent positions. The names of the parent applicants are as follows – Julie Medina, Amy K. Anderson and Randy Costales. The names of the community applicants are as follows – Roger Miller and Gloria Rodriguez, a grandmother of a PAPA student. Charles read some rules. He said that the plan is to have applicants write up a biography and to put this on the ballot. Valerie noted that we know nothing about some of these people and that there should be a Meet the Candidates forum so that the PAPA community can meet them. Nancy

suggested that they be at the PTSO meeting. Someone said that won't be until later in October. People have to be on board by October 1<sup>st</sup>. The current members that are leaving the Council will be on until the end of September. Doug said that the candidates expressed their willingness to do this by running for office. If people are involved more people will vote for them. Charles would like something out be next week. Tamara will get it distributed. He asked Julie to explain what was done in the past. She said that a bio with a photo was put in the Playbill. The rule was that the ballot had to be mailed by a certain date. No hand deliveries were accepted. The ballot had to be mailed. Valerie suggested that there should be some way to check who is voting. She explained how her teacher's union does their elections – A large outside envelope with the person's name on it, a smaller inside envelope, marked Secret Ballot and a ballot are mailed to people. The outside envelope, the one on which that person's name is printed would be mailed back with the ballot placed in the Secret Ballot inside. The information on the outside envelope would be checked against the parent list, the Secret Ballot envelope would be removed and put in a pile, and the outside envelope would be put in a separate pile. The ballots are later removed and counted. There were other ideas set forth. Julie suggested a numbering system. That one will be followed.

Agenda Principal's Report

Item 9 See attached printed report also. A question came up about the PAPA Foundation. Tamara wanted to know whose responsibility this was. Valerie said that it is supposed to be an independent group. A few G C members could be on it. It needs to be a separate address and its funds cannot be comingled with PAPA's funds. Tamara said she would pursue this. I am also copying Tamara's report into these minutes. See below:

Facilities (current):

- Insurance claims for contents damaged in water damage incident have been filed.
- Only ceiling tile, and some painting remain unfinished from water damage, in Science room.
- Air quality Report from RLB, done following the flood, has been received. An infrared thermography survey was conducted to id thermal anomalies that are potentially related to elevated moisture in building materials. Overall, the survey did not detect significant thermal anomalies. There is also minimal fungal contaminations within certain areas, (spores and culturable fungi) in carpet dust samples. Carpeting within the building that was not replaced during the remediation should be thoroughly cleaned.

Ongoing issues, facilities cont.

- Thefts, particularly over the weekends, are occurring. Two police reports have been filed. These thefts include art work, computer, office materials, small furniture. I have met with BGK, the cleaning company and the security staff to determine problems for possible solutions. Due to the recent re-keying of the building, only the following people have keys: BGK, Staff, Cleaning crew.
- There is a concern with classroom space over the theatre area, not being suitable for learning environment. We will price out insulating room, as other options are not appropriate.

- Additionally, music and theater staff are requesting more lighting in black box.
- BGK proposal for renting during the school year 2009/10 in your packets to review.

#### Facilities future:

- Facilities Committee met with Design Plus on 8/2 and with (exclusive) committee on 8/10. Team believes that function of committee needs to move towards action, rather than discussion and in “think-tank” mode. See notes in packets.
- Grant writing is area to develop again. Su Hudson and Emily Awes wish to write grants (which would include academic, arts, and building monies).
- The Foundation is 501C3 ready to go, as of sy 2007/08. How might this help find monies for the new building.
- I will meet with Design Plus with Kizito Wijenji on Tuesday, 9/16.

#### Students:

- Enrollment 154.
- AYP results flyer in packets for review.
- Students who learn differently: SLD = 25, OHI = 1, Gifted = 31 Total 58
- Student on 504 plans = 7, student referred to SAT team = 2  
These numbers represent 19% of the student body.
- One student withdrew to attend Cleveland Middle School; one student to obtain GED.
- Progress reports were mailed today.
- Three students suspended for drug or alcohol offenses. Social Worker assisting families.
- 17 students are concurrently enrolled (with CNM).
- Attendance concerns (already) being addressed, with regard to excusable absences set forth by PAPA policies and State truancy laws. Letters are going out to remind parents/students of attendance standards.
- ACT report in packets for review.

#### Staff:

- One teacher hired to teach Math, replacing Mr. Mahieu.
- One clerical staff hired 2 days/ weekly to answer phones, maintain Web site and help with Playbill.
- Su Hudson and Edmund Torrez express interest in becoming faculty reps on the GC. Ginny Wilmerding is requesting to resign from her post.
- School counselor has accepted job with APS/ will now work one day weekly for PAPA, addressing Junior/Senior academic needs, and write 504 plans.

#### Parents:

- First formal PTSO mtg. Conducted on 9/3. Elections/voting for officers is soon, first fundraiser begun (Entertainment book), and bylaws discussion has begun.
- Parent group asked about being under the 501C3 of the Foundation. Business Manager has stated this is not done, and parents were informed.
- Parents request Town Halls be re-established. Ms. Scott recommended dates for same, beginning in October.

#### Misc:

- As requested by Council, I am writing job descriptions to present for approval.

- Development of SAT (Student assistant team) and MDT (Multidisciplinary team), which are required in any public school, is ongoing. This is to support student success for students with difficulties in the school setting.

Tamara also handed out some announcements of things in which teachers are involved. See handouts.

Agenda Future Committees: Policy & Principal Evaluation

Item 10 Charles said that we need to have a committee to go over the Principal Evaluation. Valerie mentioned we had one but it should be voted on. She also noted that the Policies also need to be updated.

Agenda GC President Transition

Item 11 Charles said that today was his last GC meeting. He handed over several items to Tom - A baton; a tape measure; a bottle of Aspirin; a container of antacid tablets; and a book of Roberts Rules of Order For Dummies. He also gave him a CD he had burned for him with all the PAPA files. Tom asked for a big hand for Charles. Tamara was asked to get in touch with Hugh Prather and ask him to facilitate a GC retreat on October 11<sup>th</sup> (first choice) or October 4<sup>th</sup>.

Agenda Motion to Adjourn

Item 12 Ginny made the motion to adjourn. Julian seconded the motion and it passed unanimously.

Minutes respectfully submitted by Valerie Scott, Secretary.