

Public Academy for Performing Arts
Governing Council Minutes
Minutes of May 18, 2009

Voting Members Present: Roger Miller, Doug Redfield, Randy Costales, and John Grassham,
Amy Anderson

Quorum Achieved: Yes. There are 5 voting members

Non-Voting Members: Su Hudson, Ed Torrez

Members Absent: Gloria Rodriguez and Tom Moore

Guests: Valerie Scott, Tamara Henderson, Julie Dexter, Rhonda Lovato,
Kris Olson, Daphne Olson

Agenda Item 1 – Convene Meeting Roll Call for Quorum

5 voting members present. Quorum achieved

Agenda Item 2 – Approval of Agenda

Motion: Roger Miller
Seconded: John Grassham
Unanimously passed

Agenda Item 3 – Approval of Minutes for the 4/20/09 GC Meeting

Motion: Doug Redfield
Seconded: John Grassham
Unanimously passed

Agenda Item 4 – Open Forum

Kris Olson – Parent

Kris Olson expressed concerns over policy regarding seniors that were not allowed to walk at graduation. She would like to see a full time senior advisor at PAPA .

Valerie Scott – Co-Founder and Community Member

Valerie Scott expressed concern about the budget process. State statute requires that two public meetings are to be held prior to its approval by the state.

She also expressed concern about the principal evaluation process.

She is taking her concerns up with the APS Charter School office.

Agenda Item 5 – GC Retreat Report

A GC retreat was held at Tom Moore’s home on 5/2/09.

The following items were discussed:

Roles of the GC

How the GC can support the Principal

Strategic planning – Develop a plan by the end of June

Charter renewal - October 2010

Agenda Item 6 – Policy Discussion and Update – Action Item

Motion to approve Policy #1: Roger Miller

Seconded: John Grassham

Unanimously approved

No public Comment

Policy #1

Current Charter Statement

24. Withdrawal:

A parent or guardian must accompany a student to withdraw from PAPA. The parent/guardian will sign a withdrawal form, issued through the Registrar, which will be taken to each of the student’s teachers. Teachers will check in all books and clear the student of all fees or fines prior to assignment of withdrawal grades. When all grades are obtained, the student will acquire the remainder of the checkout signatures and check out in the Registrar’s Office.

Proposed Revision

Addition to above:

When a parent withdraws a student from PAPA, readmission is possible through the lottery process*, the following year. Following a 10 day drop, readmission is possible through the lottery process*, the following school year.

*In either of these cases, sibling preference is not a consideration.

Motion to approve Policy #2: Roger Miller

Seconded: Amy Anderson

Unanimously approved

No public Comment

Policy #2

Current Charter Statement

5. SANCTIONS

5.1. In all cases, the sanction imposed should be proportional to the severity of the offense and may take into account the student’s disciplinary history. Corporal punishment shall be prohibited.

Outlined below are the most serious sanctions but any number of other consequences may ensue, including but not limited to curtailment of student privileges and appropriate counseling.

Restitution: A student may be required to pay for financial losses in a case of damaged property or injury or to otherwise perform activities designed to provide restitution for a violation.

Detention: A student may be required to remain inside or be otherwise restricted at times when other students are free for recess or to leave or be away from school.

Probation: A student may be placed on probation for a specific period of time during which the student is expected to make restitution, demonstrate improved behavior or other requirements. Failure to comply with the terms of probation may result in summary imposition of a pre-determined sanction.

Temporary Suspension: A student is separated from the school for a pre-determined period not to exceed 10 school days. The student may be required to make up the academic work that is missed during the period of suspension.

Long-Term Suspension: A student is separated from the school for a pre-determined period in excess of 10 school days.

Expulsion: Permanent separation from the school without the possibility of readmission.

Proposed Revision

Long-Term Suspension: A student is separated from the school for a pre-determined period in excess of 10 school days.

Students subject to long term suspension will be disenrolled from the school. After completion of a long-term suspension a student may return to his/her neighborhood school, may reapply for the lottery, or explore alternative options. (APS-SHB 08-09)

Motion to approve Policy #3: Roger Miller

Seconded: Amy Anderson

Did not pass – Send back for review

GC would like for the revision to include a special exception for students with excessive excused medical absences with documentation to be provided by a medical professional.

Policy #3

Current Charter Statement

Student Activity Participation:

Students are encouraged to participate in extracurricular activities. This involvement helps students to become well rounded as individuals, acquiring experiences that cannot be taught in a classroom. The level of successful participation in these activities is important for Scholarships, applications, and recommendations by the faculty. Students and parents are required to sign the Student/Parent Performance

Agreement form at the beginning of the year. This form outlines the requirements for extracurricular activities. PAPA is a member of the

New Mexico Activities Association and abides by its rules and regulations with reference to extracurricular and co-curricular activities.

- Interscholastic Eligibility: Scholastic Requirements NMAA – A student shall have passed a minimum of four (4) classes, not failed more than one (1), and have had a grade point average of 2.0 or better for the immediate previous progress report or grading period.
- All class work counted for eligibility must be acceptable for graduation.
- The grade point average is based on a 4.0 scale with an allowance for consideration of honors points, enriched and accelerated.
- If a student is out of school for a short or long-term suspension, they will not be allowed on campus and cannot take part in school related activities.

- All rules that apply to student behavior on campus and in the classroom apply to any student attending a school-sponsored activity. Even if the activity is after school and at another location, the students must behave in such a manner as to be a credit to PAPA. Any student participating in activities that discredits the school will not be allowed to attend future activities.
- On a field trip or activity trip where school transportation is being used and where the school is providing supervision, a signed parental permission form to attend the event will be required before the student is allowed to board the bus.
- Conduct on all vehicles and buses will be in accordance with all campus and classroom conduct requirements.

Proposed Revision

Addition to above:

- Student conduct, grades and **attendance** shall be considered for participation in fieldtrips and/or other school related activities. Teacher recommendation will be upheld, if a student is failing a class or has excessive (unexcused or excused) absences of more than 10 per semester in any class.

Motion to approve Policy #4: Roger Miller

Seconded: Amy Anderson

Did not pass – Send back for review and revision

This policy revision had 4 public comments and all are going to be taken into consideration.

Policy #4

Current Charter Statement

The following is a general guideline for course offerings for grades 6 through 12 approved by the Governing Council. Course offerings guidelines for subsequent school years will be recommended by the Principal and approved and published by the Governing Council during February/March of the preceding school year.

2002-2003 COURSE OFFERINGS GUIDELINES

Proposed Revision

Addition to the above:

COURSE OFFERINGS GUIDELINES

All incoming students will be required to take a **performing arts*** class as one of their electives each year enrolled at PAPA.

- **Performing Arts: band, orchestra, dance, piano, guitar, choir and theatre.**

Agenda Item #7 – Foundation Discussion – Action Item

John would like approval from the board to move forward with organizing the foundation which includes the following items:

- Create a temporary board – John is willing to recruit
- John would like to be a temporary signer on the foundation checking account in order to take care of pending financial requirements which include filing Non-Profit Corporate Report and paying invoice from Accountant who will file 501(c)3 taxes.

- Determine who are signers on the foundation bank account by next board meeting

Roger Miller explained that it is important to recognize that the foundation is a separate entity from PAPA and the board can not formally vote.

The board informally agreed to allow John Grassham to move forward.
No formal vote was taken.

Agenda Item #8 – Facilities Discussion – College of Santa Fe/NMSU – Action Item

Facility meeting scheduled for June 6, 2009

If the facilities report involves a specific property, it is important to go into closed session in order to avoid disclosing seller or third party information to the public.

Agenda Item #9 - Principal Evaluation Procedure Report – Action Item

Roger Miller stated that in PAPA's history the fundamental duties to evaluate the principal never had an established procedure. PAPA's principal evaluation process has followed the charter school experts recommendations but was never formally accepted by the GC.

Last year PED published NM Principal Evaluation System as a principal evaluation tool for charter schools. Last fall the Principal Evaluation Committee adapted these procedures to our Principal Evaluation which resulted in the current evaluation form used by PAPA. It is a competency evaluation which is consistent with the state requirements. It also includes an educational plan for student success which is not connected to the evaluation.

The Principal will submit a Professional Development Plan which includes principal goals and individual plan which is due on the 40th day of the principal's contract.

The evaluation handbook was presented to all GC members for review. There are 4 forms involved in the evaluation process which are not included in the package for review.

Roger Miller would like for the GC to vote on the use of the principal evaluation forms for future use once the GC has had a chance to review the forms.

Important Dates and Information:

Tom Moore's term as President of the GC ends in October.

June 9, 2009 – Finance Meeting

June 10, 2009 – GC Special Meeting to discuss and approve the principal evaluation form in closed session.

June 15, 2009 – GC Regular Meeting will present evaluation to Principal in closed session.

Agenda Item #10 – Principal Report

See attached principal report.

Agenda Item #11 – Finance Report – Action Item

Doug Redfield reported that instructional material money can be carried over this year. Title IIA money will be spent this summer on professional development. PAPA is on target with ratios

001-047-0809-0022-IB
Motion: Doug Redfield
Seconded: Amy Anderson
Unanimously approved

001-047-0809-0023-D – 001-047-0809-0024-I
Motion: Doug Redfield
Seconded: Amy Anderson
Unanimously approved

001-047-0809-0025-I
Motion: Doug Redfield
Seconded: Amy Anderson
Unanimously approved

001-047-0809-0026-T
Motion: Doug Redfield
Seconded: Amy Anderson
Unanimously approved

001-047-0809-0027-T
Motion: Doug Redfield
Seconded: Amy Anderson
Unanimously approved

Review bank accounts – 2 months
Review journal entries – 2 months
Next Finance Meeting will take place on June 9, 2009

Agenda Item #12 – Adjourn

Motion to Adjourn: Doug Redfield
Seconded: Amy Anderson

Unanimously approved

Minutes respectfully submitted by Jackie Danfelser.