

**Board Meeting Minutes
Pima Vocational High School (PVHS)
Regular Board Meeting
March 21, 2019
PVHS Ina Campus
5025 W. Ina Rd.
Tucson, AZ 85743**

Roll Call

Board Members Present:

President - Albert Garcia
Vice President - Mary Fellows
Board Member – Jay Slauter
Board Member – Dalila Perez
Board Member – Juanita Garcia-Seiger

Board Members Absent:

Board Member – Hillary Rosander

Also Present:

Ms. Michele Ray - Director
Ms. Leslie Lynch – Program Coordinator
Ms. Irene Medina - Registrar
Ms. Vanessa Mendoza – Data Specialist
Ms. Anne Ortiz - Aspire

Call to Order

8:31 a.m. by President Garcia, Pledge of Allegiance, Roll Call

Reports

1. Director's Report

Ms. Ray reported that the annual audit was completed and PVHS is just waiting to receive the final report from the Auditor General's (AG) office. She also reported that the Pima County Internal Audit has been completed. She is waiting for the final exit report, which will contain the testing results and observations. The PVHS Tee Shirt Sales/Cash Handling procedure has been revised, because of the internal audit. Ms. Ray provided the Board with a draft of the procedure. The board will vote on the revised procedure for cash handling, once we receive the final exit report.

Ms. Ray reported that PVHS Comprehensive Needs Assessment is due and that PVHS staff will meet on 3/27/19, to complete and score the principles rubric. She also opened the meeting for all board members to attend and be involved in the scoring process.

Ms. Ray also gave a brief report on Mr. Frank Larby's Title I visit on March 4, 2019. Lastly, Ms. Ray announced that Junior League of Tucson will honor PVHS with its JL Legacy Community Partnership Award at a celebration March 31, 2019 at the Westward Look Resort, in Tucson, AZ.

2. Program Coordinator' Report

Ms. Lynch reported that her training sessions with Sid Bailey are done and she will be working one on one with teachers. She further reported that she would continue to coach teachers. She will assist them in maximizing rigor, relevance and measureable outcomes in their individual classrooms. Ms. Lynch gave a brief report on PLC's held in January and March with Amanda Patrie. She also reported that Ms. Patrie gave a presentation of Webb's Depth of Knowledge and its correlation to AzMerit test questions.

Ms. Lynch gave a brief explanation of a Personal Curriculum, as it pertains to the student for opting out of Algebra 2. She also reported that PVHS' curriculum specialist incorporated the use of a Personal Curriculum in PVHS' new math curriculum.

3. Financial Report

Anne Ortiz from Aspire presented the PVHS financial package to the Board. Ms. Ortiz reported that February was a very balanced month. She reported that PVHS is in a very healthy cash position. There was discussion regarding the intent of the unrestricted cash.

Ms. Ortiz reported the remaining forecast. PVHS revenues exceed the budget. There is some fluctuation in expenses, with respect to support services. The fluctuation appears to be seasonal and trend with the time of the year. The IDEA monies will not be spent and it is now possible to use the grant funds for reimbursements and/or reallocations. PVHS did receive the TSI Grant, which will include additional funding for bus passes and school tee shirts/uniforms for economically disadvantaged students attending PVHS. Which is approximately 86% of the student population at PVHS.

Ms. Ortiz reviewed the task order report, regarding charges for repairs to both campuses. She also reported that admin would come up with a system to review past task orders. It was discovered that there are some repairs/charges that PVHS should not pay for and should be charged only to Facilities Management.

Lastly, Ms. Ortiz reported that the Revised Budget will be due in April and will include the finalized and true ADM of the 100th day.

Registrar's Report

4. Ms. Medina provided a graph of the year-to-date enrollment, attendance, and ADM numbers through February 28, 2019. She also reported on the New Student Orientation that took place on February 25 - 26, 2019, which included the number of new students enrolled.

Data Specialist's Report

5. Ms. Mendoza gave a brief report and provided copies of third benchmark testing data analysis. Ms. Mendoza reported that PVHS students showed growth in Math and English Language Arts (ELA).

Considerations for Approval

1. Meeting Minutes for February 14, 2019
Vice President Fellows proposed a motion to approve the Minutes for February 14, 2019, as written. She also added that any changes made to verbiage on voting items be documented in the meeting minutes. Board Member Perez seconded the motion. President Garcia voted aye. Board members Slauter and Garcia-Seiger each voted aye. The motion passed unanimously.
2. PVHS 2019-20 School Calendar
Board Member Slauter proposed a motion to approve the PVHS 2019-20 School Calendar, as written. Vice President Fellows seconded the motion. President Garcia voted aye. Board Members Perez and Garcia-Seiger each voted aye. The motion passed unanimously.
3. PVHS Board Member Status Update
Vice President Fellows proposed a motion to remove Board Member Ted Hartenstein from the PVHS Board of Directors. Due to violation of Sections 6 (Fingerprint Clearance) and 8 (Removal) of the Pima Vocational High School Governance.

-Section 6-Fingerprint Clearance, states that all officers shall comply with the requirements of A.R.S. §15-183, "Charter School Holder must maintain valid fingerprint clearance cards on all officers, directors, members, and partners of the Charter Holder."

-Section 8-Removal of the governance clearly states that, "any officer can be removed for non-compliance of fingerprint clearance."

There was some discussion regarding Mr. Hartenstein's non-compliance. However, Mr. Hartenstein has failed to obtain and/or show proof of fingerprint clearance with the State of Arizona Department of Public Safety. Board Member Garcia-Seiger seconded the motion. President Garcia voted aye. Board Members Slauter and Perez each voted aye. The motion passed unanimously.

Call to the Audience

There was no call to the audience.

Adjournment

President Garcia adjourned the meeting at 10:24 a.m.

Next meeting

April 25, 2019

Minutes taken and submitted by Ms. Medina