

**Minutes**  
**Pima Vocational High School (PVHS)**  
**Monthly Board Meeting**  
**June 18, 2020**  
**Virtual Meeting via Microsoft Teams**

**Board Members Present:**

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

**Board Members Absent:**

**Also Present:**

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

**Call to Order**

8:32 a.m. by President Garcia, Pledge of Allegiance, Roll Call

**Reports**

1. Director's Report

Ms. Ray reported on PVHS' plan to reopen in July. Using Superintendent Hoffman's Roadmap to Reopening, Ms. Ray reported that admin staff has chosen scenario number three. PVHS' July reopening, for session 1, will be strictly distance learning. Session 2 will be blended learning, using online and in-person (brick and mortar) classes. Session 2 will also see staggered student schedules, to limit the number of students per class. Classes should not have more than six students per class, daily. Ms. Ray also reported that admin would meet with Deputy County Administrator Dr. Francisco Garcia and Pima County Facilities Management staff, to ensure that proper equipment is installed at each campus for adherence to CDC and County social distancing guidelines.

Ms. Ray also reported on staff updates. Ms. Lynch will apply for the position of Program Manager when school director (Ms. Ray) retires in December. At that time, Klara Everson PVHS math teacher, will continue to teach 3 classes each day and perform the Program Coordinator duties/responsibilities in the afternoons. Other staff changes include the Admin Specialist Senior to be changed to Education Service Coordinator.

2. Program Coordinator's Report

Ms. Lynch also reported on PVHS' plan to reopen in July. Session 1 begins on July 20, 2020 and will be strictly distance learning. Session 2 begins on September 9, 2020 and will be blended learning (brick and mortar and distance learning). PVHS will also conduct a virtual orientation to inform all students, returning, continuing, and new of the changes to PVHS classes. Ms. Lynch also reported that the PVHS would have a shortened school day for session 2. The class schedule will be from 8:30am to 12:30pm, Monday through Friday.

Ms. Lynch also reported that all schools must have a Continuity of Operations Plan (COOP), in case of another emergency school closure. She presented the COOP to the board, which would convert PVHS back to distance learning, in case of an emergency school closure.

Ms. Lynch also reported that PVHS had 24 graduates in June. Individual virtual ceremonies were held for 20 of the 24 graduates, as some graduates opted out of the virtual celebration.

3. Financial Report

Ms. Ortiz reported that there were not a lot of issues with the Task Order Report. She stated that there were also some reversals during May. There was some discussion regarding the cost of a projector installation at the Irvington campus.

Ms. Ortiz reported on the PVHS financials. She reported that revenues and expenses are on track. Most expenses are well under, with essential services only slightly over. State Equalization is right on point and Prop 301 is slightly high due to a double payment, as the state is catching up on all Prop 301 payments. She also reported that

Pima County Grants Management has not posted journal entries for three periods. Ms. Ortiz did not draw down monies in April, due to this issue. Ms. Ray, Ms. Lynch and Ms. Ortiz will meet with the Grants Management Supervisor to discuss the journal entry problem.

Lastly, Ms. Ortiz presented the Proposed Budget for SY 2020-21, to the public body. Per Ms. Ortiz, the budget is built on an ADM of 88, due to the COVID-19 health crisis. She stated that the previous SY 19-20 budget was built on an ADM of 100 students. PVHS will take mostly returning students in July and will limit the amount of new students enrolled until the health crisis has subsided. Therefore, the ADM must be reduced to accommodate the October 1<sup>st</sup> and 100<sup>th</sup> day counts. Ms. Ortiz confirmed that board members send individual emails to Ms. Medina as acknowledgement and acceptance of the Proposed Budget, since in-person meetings (and signatures) have been suspended until further notice.

#### **Considerations for Approval**

1. Approval of the Meeting Minutes for May 21, 2020  
Vice President Fellows proposed a motion to approve the Minutes for May 21, 2020, as written. Board member Slauter seconded the motion. President Garcia and board members Ruthruff, Garcia-Seiger and Perez each voted aye. The motion passed unanimously.
2. Approval of Board Member Renewals for President Garcia, Vice President Fellows and Board Member Perez  
An open vote for all renewals was held, due to the nature of the meeting (virtual meeting). Each board member voted aye individually and stated their name. President Garcia voted aye, Vice President Fellows voted aye and board members Slauter, Garcia-Seiger, Perez and Ruthruff all voted aye. The motion for all three board member renewals passed unanimously.
3. Approval of the PVHS Reopening Plan for SY 2020-21  
There was some discussion regarding the plan to reopen in July. The board decided to table the item until admin has met with Deputy County Administrator Dr. Francisco Garcia and Pima County Facilities Management.
4. Approval of the PVHS Proposed Budget for SY 2020-21  
Vice President Fellows proposed a motion to approve the Proposed Budget, as written. Board member Slauter seconded the motion. President Garcia and board members Ruthruff, Garcia-Seiger and Perez each voted aye. The motion passed unanimously.

#### **Call to the Audience**

There was no response to the call to the audience.

#### **Adjournment**

President Garcia at 10:28 a.m.

#### **Next meeting**

July 8, 2020

*Minutes taken and submitted by Ms. Medina*

***Due to the current COVID-19 health crisis, this meeting was held via Microsoft Teams.***