

**Minutes**  
**Pima Vocational High School (PVHS)**  
**Monthly Board Meeting**  
**September 26, 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 – Juanita Garcia-Seiger  
Board Member – Dalila Perez

**Board Members Absent:**

**Also Present:**

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

**Call to Order**

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

**Reports**

1. Director's Report

Ms. Ray introduced Ms. Donna Ruthruff as a potential new PVHS Board Member. Ms. Ruthruff would fill one of two vacancies on the PVHS Board of Directors. Ms. Ruthruff introduced herself and gave a brief description of her professional experience. She also expressed her desire to serve on the PVHS Board of Directors and to assist our students with any professional and/or personal needs.

Ms. Ray reported that PVHS has an upcoming Title I site visit. On October 8, 2019, two Title I monitors will come out to both campuses to meet with admin staff, teachers, and students. They will also conduct classroom observations in the English and Math classes, at both campuses.

Ms. Ray reported that the United Way selected PVHS for their Days of Caring. As a result, Rick's Engineering will come out and paint the Special Education room at Ina. The labor is free of charge. However, PVHS will have to purchase the paint and any other miscellaneous supplies.

Ms. Ray reported also reported that Hotel Tucson City Center has been booked for the PVHS December graduation events.

Lastly, Ms. Ray reported that she and Ms. Lynch would meet with Pima County Facilities Management to discuss long-term maintenance for the Ina campus. Ms. Ray reported on other issues with Pima County departments. With respect to the Information Technology department and the length of time taken to have PVHS SIS (Schoolmaster) updates and implementation of new software, within Schoolmaster.

2. Program Coordinator's Report

Ms. Lynch reported on the September Staff Development, with Yvonne Waterson from the Arizona Charter School Association. Ms. Yvonne Waterson presentation, about formative assessments.

Ms. Lynch reported that the Social Studies and Vocational curricula would be revised this school year. Furthermore, PVHS has appointed a vocational committee that will rewrite the curriculum. Ms. Lynch also reported changes in vocational teachers and advising, at the Ina campus.

3. Financial Report

Ms. Ortiz from Aspire was present to answer questions about the PVHS Annual Financial Report (AFR) and monthly financials.

Ms. Ortiz reported that she met with Pima County Grants Management and gave a descriptive overview of PVHS revenues and expenses, with respect to the 2019-20 PVHS AFR. She also reported that the 10.05% indirect cost has been approved for all

Lastly, Ms. Ortiz presented the monthly financials to the public body. She reviewed the Facilities Management Task Order Report and pointed out charges made in error to PVHS and will be backed out. She also reported that revenues and costs are right on track, with the time of year. There will be some draw down monies from grants. However, there are no planned budget revisions. Ms. Ortiz also reported that ADE's ADM predictor has PVHS' ADM at 111, for the October 1<sup>st</sup> count.

4. Registrar's Report

Ms. Medina provided a graph of the year-to-date enrollment, attendance and ADM through August 31, 2019.

5. Data Specialist's Report

Ms. Mendoza reported site data would be submitted at the end of each session. In the past, site data was submitted in December and June (mid and end of the year). The purpose is to ensure that the instruction at PVHS is data driven, as stated in the Integrated Action Plan (IAP). The site data is to show academic progress, comparing pre and post tests in all subjects.

Lastly, Ms. Mendoza reported that the October staff development would focus strictly on proper data submission, collection and extraction.

**Considerations for Approval**

1. Meeting Minutes for August 15, 2019

Board Member Garcia-Seiger proposed a motion to approve the Minutes for August 15, 2019, as written. Vice President Fellows seconded the motion. President Garcia and Board Members Perez and Slauter each voted aye. The motion passed unanimously.

2. PVHS 2019-20 Annual Financial Report (AFR)

Vice President Fellows proposed a motion to approve the PVHS 2019-20 AFR, with corrections of typographical errors. Board Member Garcia-Seiger seconded the motion. President Garcia and Board Members Perez and Slauter each voted aye. The motion passed unanimously.

3. New PVHS Board Member-Donna Ruthruff

Vice President Fellows proposed a motion to approve the appointment of Ms. Donna Ruthruff, pending Charter School Board and Pima County Board of Supervisors requirements, to the PVHS Board of Directors. Board Member Garcia-Seiger seconded the motion. President Garcia and Board Members Perez and Slauter each voted aye. The motion passed unanimously.

**Call to the Audience**

There was no response to the call to the audience.

**Adjournment**

President Garcia adjourned the meeting at 10:06a.m.

**Next meeting**

October 17, 2019

Minutes taken and submitted by Ms. Medina