

**Minutes**  
**Pima Vocational High School (PVHS)**  
**Monthly Board Meeting**  
**February 18, 2021**  
**Virtual Meeting via Microsoft Teams**

**Roll Call**

**Board Members Present:**

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

**Board Members Absent:**

**Also Present:**

Ms. Leslie Lynch – Program Coordinator  
Ms. Klara Everson – Educ. Serv. Coordinator  
Ms. Anne Ortiz - Aspire  
Ms. Irene Moreno – PVHS Registrar

**Call to Order**

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

**Reports**

1. Director's Report

Ms. Lynch reported that the audit for the 2019-2020 school year began on February 16, 2021. So far, no findings have been reported.

Ms. Lynch reported that Program Manager has still not been opened for hiring due to Pima County hiring freeze and possible reclassifying of the position. This freeze also affects the Program Coordinator position as well as hiring for the Education Services Coordinator's positions.

Ms. Lynch reported that although PVHS has been open for students to come onsite to learn, based on board vote, school will utilize hybrid learning for students to be in the classrooms with teachers, if/when two of the three COVID-19 benchmarks have moved from red to yellow. Currently, only one of the benchmarks is yellow, and the trend looks as though the other two benchmarks will be yellow before long.

2. Program Coordinator's Report

Ms. Everson reported that PVHS is preparing for two virtual visits from Arizona Department of Education.

Ms. Everson reported on staff development held on 2/17/21. The virtual meeting was held mainly for teaching staff. She presented to teaching staff the importance of success criteria and learning outcomes during distance learning and the COVID-19 pandemic.

3. Financial Reports

Ms. Ortiz shared the task order report; nothing outstanding at Ina; at Irvington only one outstanding charge. There were also a couple of complete reversal charges and one partial reversal. Lastly, the projector costs will be moved to the Comprehensive Support and Improvement (CSI) Grant.

Ms. Ortiz reported on the PVHS monthly financials. She also reported that the rent for the Irvington location will be moved from the General Fund to State Equalization. Annual rent for PVHS-Irvington is approximately \$47,000.00. A decrease in the General Fund will increase losses by \$47,000.00.

Lastly, Ms. Ortiz reported on the Elementary and Secondary School Emergency Relief Fund (ESSER) Grants I and II.

-ESSER I is in the amount of \$50,000.00, via the Coronavirus Aid Relief and Economic Security (CARES) Act.

-ESSER II is in the amount of \$150,000.00, via the CARES Act and is not COVID specific.

4. Registrar's Report

Ms. Moreno provided a graph of the year-to-date enrollment, attendance, and ADM through January 2021.

**Considerations for Approval**

1. Meeting Minutes for January 21, 2021

Vice President Fellows proposed a motion to approve the minutes from January 21, 2021, with spelling out all acronyms. Board member Ruthruff seconded the motion. President Garcia and board members Garcia-Seiger, Slauter, and Perez all voted aye. The motion passed unanimously.

2. Education and Career Action Plan (ECAP)

Vice President Fellows proposed a motion to approve the PVHS ECAP, as written. Board member Slauter seconded the motion. President Garcia and board members Garcia-Seiger, Perez, and Ruthruff all voted aye. The motion passed unanimously.

3. Hybrid Opening Session 5

Vice President Fellows proposed a motion to approve the Hybrid opening, during session 5, when two of the three health benchmarks have moved from red to yellow. Board member Perez seconded the motion. President Garcia and board members Garcia-Seiger, Slauter, and Ruthruff all voted aye. The motion passed unanimously.

4. Letter of Commitment to Youthbuild Construction Grant

Board member Garcia-Seiger proposed a motion to approve the Letter of Commitment to the Youthbuild Construction Grant, as written. Vice President Fellows seconded the motion. President Garcia and board members Perez, Slauter, and Ruthruff all 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 9:27 AM

**Next meeting**

March 18, 2021

Minutes taken and submitted by Ms. Moreno

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