

**Minutes**  
**Pima Vocational High School (PVHS)**  
**Monthly Board Meeting**  
**April 15, 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 Members Absent:**

Board Member – Jay Slaughter

**Also Present:**

Ms. Leslie Lynch – Program Manager  
Ms. Klara Everson – Ed. Serv. Coordinator  
Ms. Anne Ortiz - Aspire  
Ms. Irene Moreno – PVHS Registrar  
Ms. Kayla Walker – Data Specialist  
Mr. Dan Sullivan, Director  
Community & Workforce Development

**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. There were no findings on the final report from the Auditor General.

Ms. Lynch reported that the Program Manager position has been filled. However, the Program Coordinator position as well as the Education Services Coordinator's positions, have not been filled, due to a hiring freeze. She also reported that PVHS has 5 teaching positions open, two English, two Math, and one Social Studies.

Ms. Lynch reported that PVHS opened to in-person learning, on April 12, 2021. Students still have the option of continuing with distance learning for session 6.

2. Program Coordinator's Report

Ms. Everson reported that PVHS completed cycle 4 of programmatic monitoring with Arizona Department of Education (ADE). Results revealed 3 areas of strength and 1 area of growth for PVHS.

Ms. Everson also reported that PVHS implemented their pilot Social and Emotional Learning (SEL) program at the beginning of session 5. Sarah and Belisa are teaching module 1 of School-Connect for SEL curriculum. SEL has become the focus at ADE and is now a requirement for schools.

Lastly, Ms. Everson reported that PVHS has started a book club for teachers, with respect to the Universal Design for Learning (UDL). The purpose of UDL is for all students to become expert learners. The main focus is that teachers are to plan and not wait for students to struggle in their class. UDL is a proactive and not reactive approach to learning.

3. Financial Reports

Ms. Ortiz presented the Revised Budget for 2020-21 to the board. She reported that a revision had to be made due to a lower Average Daily Membership (ADM) and low enrollment, as direct result of the COVID-19 pandemic.

Ms. Ortiz reported that there were only reversals on the Task Order report ending 3/31/2021.

Ms. Ortiz reported on the PVHS monthly financials. She reported that all categories are right on track. She also reported that on the federal side, PVHS has received approximately \$250,000.00 in federal grants. Lastly, she reported that variances of revenues and expenses are small, due to the budget revision.

4. Registrar's Report

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

5. Data Specialist's Report

Ms. Walker reported that all mandatory state testing has been completed.

Ms. Walker also gave a COVID-19 benchmark update. She reported that the Arizona Department of Health Services (ADHS) changed the reporting format. She also reported that ADHS reports show that the transmission level is "substantial."

Lastly, Ms. Walker reported that PVHS will begin rapid testing for COVID-19, for PVHS students. She and Ms. Lynch received training from the National Guard on how to perform the tests.

**Presentations to the Board**

1. Newly appointed director of Pima County Community and Workforce Development (CWD), Daniel Sullivan, gave a brief introduction and presentation to the board. Mr. Sullivan stated that PVHS and the Youth One-Stop will be working together to co-enroll PVHS students in the Workforce Innovation and Opportunity Act (WIOA). WIOA provides grant funding and other services for youth and older youth, to include job development and housing services. The purpose for the interdepartmental collaboration is to create pathways for PVHS students.

**Considerations for Approval**

1. Meeting Minutes for March 18, 2021  
Vice President Fellows proposed a motion to approve the minutes from March 18, 2021, with corrections to verbiage regarding the PVHS rent and payment out of the General Fund. Board member Garcia-Seiger seconded the motion. President Garcia and board members Perez and Ruthruff each voted aye. The motion passed unanimously.
2. Revised Budget for SY 20-21  
After some discussion by board members, Vice President Fellows proposed a motion to approve the Revised Budget for SY 20-21, as written. Board member Garcia-Seiger seconded the motion. President Garcia and board members Perez and Ruthruff each voted aye. The motion passed unanimously.
3. PVHS 2021-22 School Calendar  
Board member Ruthruff proposed a motion to approve the PVHS 2021-22 School Calendar, as written. Board member Perez seconded the motion. President Garcia, Vice President Fellows, and board member Ruthruff 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 9:42 am

**Next meeting**

May 20, 2021

Minutes taken and submitted by Ms. Moreno

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