

**Minutes**  
**Pima Vocational High School (PVHS)**  
**Monthly Board Meeting**  
**May 20, 2021**  
**Virtual Meeting via Microsoft Teams**

**Roll Call**

**Board Members Present:**

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

**Board Members Absent:**

President – Albert Garcia  
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  
Ms. Daphanie Connor, Program Manager  
Community & Workforce Development

**Call to Order**

8:37 a.m. by Vice President Fellows, Pledge of Allegiance, Roll Call

**Reports**

1. Director's Report

Ms. Lynch briefly introduced Community & Workforce Development, new Program Manager, Daphanie Connor.

Ms. Lynch reported that PVHS is moving ahead with filling vacant teacher positions. She stated that 3 of the 4 positions have been filled; 2 English teachers and 1 math teacher have been hired. The social studies teacher position has not been filled. The Program Coordinator position has been approved and filled by Ms. Everson.

Ms. Lynch reported that the contract with Lotus Training & Consulting Group has been approved and PVHS will proceed with the contract approval process.

Lastly, Ms. Lynch reported that the Ina campus bathroom remodels and repaving of the back parking lot will be paid for using Pay Go funds – no cost to PVHS.

2. Program Coordinator's Report

Ms. Everson reported on the philosophy of Social Emotional Learning (SEL) and gave an explanation and history. She also stated that PVHS has chosen School-Connect for the SEL curriculum. Modules 1 and 2 will be taught during sessions 5 and 6 of school year 20-21.

Ms. Everson gave an update on the use of funds for the FY22 Comprehensive Support and Improvement (CSI) and Multi-Tiered System of Support (MTSS) grants. A portion of the CSI grant pays the salary of PVHS' Data Specialist and for our diagnostic, benchmark, and final testing software programs, Renaissance, Freckle, and Galileo. Funds from the MTSS grant will be used to purchase a data system that will accurately report early identification and implementation of PVHS' interventions.

3. Financial Reports

Ms. Ortiz reported on the Task Order Report, there was a \$2,400.00 quarterly charges for janitorial services.

Ms. Ortiz reported on the PVHS monthly financials. She reported that April through June are months of large fluctuation.

Ms. Ortiz also reported that the majority of the Elementary and Secondary School Emergency Relief (ESSER) grant funds have been drawn down. She also stated that, the amount of the net operating loss of \$159,000.00 is not an

accurate amount. Due to COVID-19 and lower than expected Average Daily Membership (ADM) and after revenues from grants, the true net operating loss is \$80,000.00.

#### 4. Registrar's Report

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

She also reported on contracts, amendments, and grants to be presented to the Board of Supervisors, on June 22, 2021.

Lastly, Ms. Moreno reported on graduation regalia orders placed and the total number of graduates.

#### 5. Data Specialist's Report

Ms. Walker reported on the Tyler SIS training sessions and migration.

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 "moderate." She also stated that PVHS students and staff are still wearing masks.

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 program manager of Pima County Community & Workforce Development (CWD), Daphanie Connor, gave a brief introduction and presentation to the board. Ms. Connor 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). The purpose for the interdepartmental collaboration is to create pathways for PVHS students. Lastly, she gave an overview of the 5-year plan for CWD and PVHS.

### **Considerations for Approval**

1. Meeting Minutes for April 15, 2021  
Board member Garcia-Seiger proposed a motion to approve the minutes from April 15, 2021, as written. Board member Ruthruff seconded the motion. Vice President Fellows and board member Perez each voted aye. The motion passed unanimously.
2. Memorandum of Understanding (MOU) for Casa de los Ninos  
Board member Garcia-Seiger proposed a motion to approve the Memorandum of Understanding (MOU) for Casa de los Ninos. Board member Perez seconded the motion. 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**

Vice President Fellows adjourned the meeting at 10:21 am

### **Next meeting**

June 24, 2021

Minutes taken and submitted by Ms. Moreno

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

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