

Minutes
Pima Vocational High School (PVHS)
Monthly Board Meeting
September 24, 2020
Virtual Meeting via Microsoft Teams

Roll Call

Board Members Present:

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

Board Members Absent:

Also Present:

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

Call to Order

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

Reports

1. Director's Report

Ms. Ray reported on staffing updates, regarding PVHS staff and Grants Management staff changes. Ms. Ray also reported that department director, Arnold Palacios', last day will be September 30, 2020. She also announced her retirement date as December 17, 2020. Ms. Ray also introduced the new Data Specialist Kayla Walker.

Ms. Ray reported that Facilities Management completed ventilation systems checks at both campuses. Both systems are rated above normal and are safe, with respect to COVID-19 safeguards.

Lastly, Ms. Ray reported and presented the COVID-19 Safe Return benchmarks, issued by the Arizona Department of Health Services and the correlation to when PVHS would be ready to open for in-class learning. Until it is determined safe and the benchmarks for safe return have been met, PVHS will continue with Distance Learning. Ms. Ray also reported that Ms. Walker attends weekly health department meetings and reports benchmarks.

2. Program Coordinator's Report

Ms. Lynch reported on weekly meetings that she and Ms. Ray attend with Charter School Board, Department of Education and PVHS Staff.

Ms. Lynch also reported on PVHS class completion data, per campus, for session 1. Lastly, she reported that PVHS has 18 students on track to graduate in December. Twelve from the Irvington campus and six from the Ina campus.

3. Financial Reports

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 PVHS AFR for 2020.

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.

4. Registrar's Report

Ms. Medina provided a graph of the year-to-date enrollment, attendance and ADM for July and August 2020.

5. **Data Specialist's Report**

Ms. Walker introduced herself to the board and gave a brief summary of employment history and experience working with data and at-risk youth.

Ms. Walker also gave a brief presentation of Pima County Safe Return Benchmarks.

Considerations for Approval

1. **Meeting Minutes for August 13, 2020**

Vice President Fellows proposed a motion to approve the minutes from August 13 2020, as written. Board member Perez seconded the motion. President Garcia and board members Garcia-Seiger, Slauter, and Ruthruff each voted aye. The motion passed unanimously.

2. **PVHS AFR for FY20**

Vice President Fellows proposed a motion to approve the PVHS AFR for FY20, as written. Board member Slauter seconded the motion. President Garcia and board members Ruthruff, Perez, and Garcia-Seiger all voted aye. The motion passed unanimously.

3. **PVHS Performance Pay Policy 20-21**

Vice President Fellows proposed a motion to approve the PVHS Performance Pay Policy 20-21, with changes made, due to COVID-19 health crisis. It was also proposed that the appeals process be changed from 6 months to 3 months. Board member Ruthruff seconded the motion. President Garcia and board members Slauter, Perez, and Garcia-Seiger 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 10:08 a.m.

Next meeting

October 15, 2020

Minutes taken and submitted by Ms. Medina

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