

**Minutes**  
**Pima Vocational High School (PVHS)**  
**Monthly Board Meeting**  
**August 18, 2022**  
**Virtual Meeting held via Microsoft Teams**

**Roll Call**

**Board Members Present:**

Vice President – Mary Fellows  
Board Member – Donna Ruthruff  
Board Member – Dalila Perez  
Board Member – Dr. Michael Olguin

**Board Members Absent:**

Board Member–Juanita Garcia-Seiger

**Also Present**

Leslie Laird - Director  
Klara Everson – Program Coordinator  
Kayla Walker - PVHS Data Specialist  
Anne Ortiz - Aspire  
Dan Sullivan – CWD Director  
Daphanie Conner – Youth Services Mgr.  
Mandy Armenta – Finance  
Joanne Carrillo – Finance  
Cheyenne Pagel – Finance  
Isai Centeno – Finance  
Kim Challender – Exec. Asst. - BOS

**Call to Order**

8:32 a.m. by Vice-President Fellows, Pledge of Allegiance, Roll Call

**Reports**

1. Program Director’s Report

Ms. Lynch reminded board that they can have up to seven members and to think of someone who they think might like to be a member. Parents are always good representatives.

Ms. Lynch reported that cash for t-shirt sales totaling over \$600 is missing from July 2021 through June 2022. The Pima County Internal Auditor has been made aware. The CWD department has filed a police report. It is expected that an internal audit will take place in the future. Ms. Everson reported that new procedures have already been put into place, including no longer selling the shirts and a weekly audit of the t-shirt inventory.

Ms. Lynch announced that her last day with the school will be August 30, 2022. She also announced Kayla’s promotion to Program Coordinator and Klara being detailed in as the new Program Manager/Director.

2. Program Coordinator’s Report

Ms. Everson reported on the staffing successes and continuing challenges:

- \* The registrar’s position has been reposted because the person who was hired decided not to take the job.
- \* Due to Kayla’s promotion to Program Coordinator, there is now a vacancy for the Data Specialist position, which has been posted.
- \* There is still a vacancy for the Ina Social Studies position, but candidates are being interviewed.
- \* The Independent Studies/Tutoring position at Irvington has been filled.
- \* The Technology Teacher position is still open and posted.
- \* The MTSS/SPED tutor position has been filled.

Ms. Everson reported on PVHS’s Average Daily Membership (ADM). ADM is currently at 50.85 students. There are 18 students registered so far for Session 2, and there have been many more calls and interest. Attendance is averaging 60.5%, which is up from last year by almost 10 percentage points.

3. Financial Report

Ms. Ortiz presented the Period 13 financial reports, which include anything that needed to post to 2021/22 FY. She summarized the activities and cash flow as part of her report.

Ms. Ortiz reported that the board has to approve the AFR by October 15, which is the deadline. The Board agreed to keep the September Board meeting on 09/15 and move the October Board meeting to 10/06 in order to accommodate the AFR deadline.

Ms. Ortiz reported on the Task Order Report and pointed out all of the charges that had finally reversed in Period 13.

4. Data Specialist's Report

Ms. Walker reported that PVHS is partnering with the Community Food Bank for a summer food program. Pantries have been set up at both campuses to ensure that students are able to have breakfast in the mornings before school in addition to lunch snacks.

Ms. Walker reported that the school is also in touch with No Kid Hungry to potentially start a catered lunch program in the near future.

Ms. Walker reported that through El Rio, the school will be offering Tele Med services on campus so that students can log in privately if they need services. Students will also have access to behavioral health services at El Rio.

**Considerations for Board Approval**

1. Meeting Minutes for June 23, 2022

Board member Olguin proposed a motion to approve the minutes; Board member Ruthruff seconded the motion. Board voted to approve the meeting minutes for June 23, 2022, as written with the exception of a correction needed for a board member who was listed as both present and absent. Board member Perez voted aye; Vice-president Fellows voted aye; board member Olguin voted aye; board member Ruthruff voted aye. The motion passed unanimously with a vote of 4 to 0.

2. Meeting Minutes for Adoption of the SY23 Budget, July 14, 2022

Board member Ruthruff proposed a motion to approve the minutes; Board member Perez seconded the motion. Board voted to approve the meeting minutes for June 23, 2022 as written with the exception of correcting an error on the date at the top of the minutes. Vice President Fellows voted aye; board member Olguin voted aye; board member Ruthruff voted aye; board member Perez voted aye. The motion passed unanimously with a vote of 4 to 0.

3. Approval of User Access Policy

Board member Olguin proposed a motion to approve the User Access Policy required for schools by the Arizona Department of Education (ADE). Board member Ruthruff seconded the motion. Vice-President Fellows voted aye; board member Perez voted aye; board member Olguin voted aye; board member Ruthruff voted aye. The motion passed unanimously with a vote of 4 to 0.

4. Approval of FY20/21 Audit Reporting Package

After confirmation that the Audit Reporting Package had been approved by the Board of Supervisors on 6/21, board member Olguin proposed a motion to approve the audit reporting package. Board member Ruthruff seconded the motion. Vice President Perez voted aye; board member Perez voted aye; board member Olguin voted aye; board member Ruthruff voted aye. The motion passed unanimously with a vote of 4 to 0.

5. Approval of PVHS Revised Budget for SY 2022-2023

As part of the discussion, Ms. Ortiz went over the increase in state revenue. She also reported that the increase in staffing is included in the revised budget. Board member Ruthruff proposed a motion to approve the PVHS Revised Budget for SY 2022-23. Board member Perez seconded the motion. Vice President Fellows voted aye; board member Perez voted aye; board member Ruthruff voted aye; board member Olguin voted aye. The motion passed unanimously with a vote of 4 to 0.

6. Approval of Acceptance of Board Member Resignation

Board member Olguin proposed a motion to accept the resignation of board member Juanita Garcia-Seiger. Board member Ruthruff seconded the motion. Vice President Fellows voted aye; board member Ruthruff voted aye; board member Perez voted aye; board member Olguin voted aye. The motion passed unanimously with a vote of 4 to 0.

7. Approval of New Board Officers

Board member Ruthruff and board member Perez nominated Vice President Mary Fellows to be the new President. A vote was taken, and board member Perez voted aye; board member Ruthruff voted aye; board member Olguin voted aye; Vice President Fellows voted aye. Vice President Fellows was voted in unanimously as the new PVHS Board President.

Vice President Fellows and board member Ruthruff nominated board member Dalila Perez to be the new Vice President. Board member Perez nominated board member Donna Ruthruff to be the new Vice President. A vote was taken and Vice President Fellows as well as board members Ruthruff and Olguin voted for board member Perez to be the new PVHS Board Vice President. Board member Perez voted for board member Ruthruff to be the new PVHS Board Vice President. Board member Perez was voted in as the new Vice President by a majority vote.

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**Call to the Audience**

There was no response to the call to the audience.

**Adjournment**

Vice President Fellows adjourned the meeting at 9:56 am.

**Next meeting**

September 15, 2022

Minutes respectfully taken and submitted by Ms. Laird

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