

Minutes
Pima Vocational High School (PVHS)
Monthly Board Meeting
September 15, 2022
Virtual Meeting held via Microsoft Teams

Roll Call

Board Members Present:

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

Board Members Absent:

Board Member – Donna Ruthruff

Also Present

Klara Everson – Acting Director
Kayla Walker - PVHS Program Coordinator
Anne Ortiz - Aspire
Lasca Lawniczak – PVHS Tech Teacher
Maritza Bautista – PVHS MTSS Tutor
Rhonda Pina – CWD Deputy Director
Daphanie Conner – Youth Services Mgr.
Mandy Armenta – Finance
Joanne Carrillo – Finance
Cheyenne Pagel – Finance
Isai Centeno – Finance
Kim Challender – Exc Asst. - BOS

Call to Order

8:36 a.m. by President Fellows, Pledge of Allegiance, Roll Call

Reports

1. Program Director's Report

Ms. Everson reported on recent staffing conditions:

- * The registrar's position continues to be vacant and efforts to recruit are increasing.
- * The Data Specialist position has been posted and we are awaiting receipt of candidates from HR.
- * The Ina Social Studies position has been filled.
- * The Technology Teacher position has been filled.
- * The MTSS/SPED tutor position has been filled.
- * Director Leslie Lynch is on FMLA, and Ms. Everson is Acting as Director until HR completes the paperwork required to complete the transition.
- * The Youth Specialist position at Ina will be vacant 10/19/22 and recruitment has begun to fill that vacancy.

Ms. Everson reported that she is meeting with Internal Auditors next week on T-shirt procedures and internal controls.

Ms. Everson introduced Lasca Lawniczak, the new Technology Teacher, who presented the Graphic Design curriculum outline to the Board.

Ms. Everson reported that ADM is currently 54.6 with enrollment of 68. Attendance is averaging 65%. The new session was the biggest enrollment since the pandemic and numbers of homeless students and families are increasing. Currently, more than 40% of students at PVHS are homeless.

2. Program Coordinator's Report

Ms. Walker reported on AZSci results. One student achieved proficiency.

Ms. Walker introduced Martiza Bautista, MTSS Tutor, who presented developments in the MTSS program to the Board.

3. Financial Report

Ms. Ortiz presented the Period 15 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.

Ms. Ortiz reported on the Task Order Report, and explained that there had not yet been a draw down of grant funds.

Considerations for Board Approval

1. Meeting Minutes for August 18, 2022

Board member Olguin proposed a motion to approve the minutes; Board member Perez seconded the motion. Board voted to approve the meeting minutes for August 18, 2022 as written. Board member Perez voted aye; board member Olguin voted aye; President Fellows voted aye. The motion passed unanimously with a vote of 3 to 0.

2. Approval of Parent Visits, Tours, and Observations Policy.

Board member Perez proposed a motion to approve the Parent Visits, Tours, and Observations Policy; Board member Olguin seconded the motion. Board voted to approve the Parent Visits, Tours, and Observations Policy. Board member Perez voted aye; board member Olguin voted aye; President Fellows voted aye. The motion passed unanimously with a vote of 3 to 0.

3. Approval of Survey Policy

Board member Olguin proposed a motion to approve the Survey Policy. Board member Perez seconded the motion. Board voted to approve the Survey Policy. Board member Perez voted aye; board member Olguin voted aye; President Fellows voted aye. The motion passed unanimously with a vote of 3 to 0.

4. Approval of Parent Access to Student Records Policy.

Board member Olguin proposed a motion to approve the Parent Access to Student Records Policy. Board member Perez seconded the motion. Board voted to approve the Parent Access to Student Records Policy. Board member Perez voted aye; board member Olguin voted aye; President Fellows voted aye. The motion passed unanimously with a vote of 3 to 0.

Call to the Audience

There was no response to the call to the audience.

Adjournment

Vice President Fellows adjourned the meeting at 9:26 am.

Next meeting

October 6, 2022

Minutes respectfully taken and submitted by Ms. Everson

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