

**Minutes**  
**Pima Vocational High School (PVHS)**  
**Monthly Board Meeting**  
**May 21, 2020**  
**PVHS Ina Campus**  
**5025 W. Ina Rd.**  
**Tucson, AZ 85743**

**Board Members Present:**

Vice President – Mary Fellows  
Board Member – Dalila Perez  
Board Member – Donna Ruthruff  
Board Member – Jay Slauter

**Board Members Absent:**

President – Albert Garcia  
Board Member – Juanita Garcia-Seiger

**Also Present:**

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

**Call to Order**

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

**Reports**

1. Director's Report

Ms. Ray gave an update on the COVID-19 health crisis and school closure. Teachers are continuing outreach to students and following their instructional plan, based on access and ability. Students are using PLATO and paper packets to continue with their coursework. She also reported on plans for re-opening for 2020-21. To reduce student population, on campus, admin and staff have all voiced ideas on how to incorporate blended education, with in-class and distance learning. Including, on-line, paper packets and flex schedules for PVHS students.

Ms. Ray also reported on staff updates. Due to the current health crisis, two staff members are out on Pandemic Leave and one staff member has been furloughed, in efforts to reduce population in Pima County offices.

Ms. Ray reported that the Auditor General's Corrective Action Plan for SY 18-19 has been completed. There was one exception that had already been previously corrected with last year's Corrective Action Plan for SY 17-18.

2. Program Coordinator's Report

Ms. Lynch reported that teacher evaluations and end-of-year site data would be based on sessions one through four. However, teachers' individual data will include all sessions one through six.

Ms. Lynch also reported that PVHS would still honor its twenty-four seniors with individual "mini" ceremonies. Each student will have a short ceremony, no more than thirty minutes. Each campus will have their ceremonies over four days. Irvington will honor their seniors on June 11, 2020 and June 12, 2020. Ina will honor their seniors on June 15, 2020 and June 16, 2020. PVHS will adhere to all social distancing guidelines and will wear proper PPE during each ceremony.

3. Financial Report

Ms. Ortiz from Aspire reported that the Facilities Management Task Order from Grants Management shows the only major charge is for cleaning at the Ina campus. Ms. Ortiz also reported there was a data entry error on the report. She will work closely with the new Grants Management staff to ensure that all charges are entered correctly onto the report.

Lastly, Ms. Ortiz reported on the PVHS financials. She reported that revenues and expenses are on track. Most expenses are well under, with essential services only slightly over. Restricted and unrestricted cash are both good and PVHS will finish strong this year. This should help going into next year, due to the COVID-19 pandemic and a possible reduction in student population for SY 2020-21.

### **Considerations for Approval**

1. Approval of the Meeting Minutes for April 16, 2020

Board member Slauter proposed a motion to approve the Minutes for April 16, 2020, as written. Board member Perez seconded the motion. Vice President Fellows and board member Ruthruff each voted aye. The motion passed unanimously.

2. Approval of Entity User Access

Board member Slauter proposed a motion to approve the Entity User Access, as written. Board member Ruthruff seconded the motion. Vice President Fellows and board member Perez 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 at 9:40 a.m.

### **Next meeting**

June 18, 2020

*Minutes taken and submitted by Ms. Medina*

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