

**Western Maricopa Education Center, District 402**

5487 N. 99<sup>th</sup> Avenue – Glendale, AZ 85305

June 1, 2011

**Governing Board Meeting Minutes**

1. Board Chairman Frank Straka called the Governing Board Meeting to order at 4:05pm. Board Members present were: Frank Straka, James Kaltenbach, John Atkins, Ray Malnar, and Roger Freeman. West-MEC staff in attendance were: Greg Donovan, Cliff Migal, Mary Morrow, Barbara Thompson, Adriana Alvarado, Chris Cook, Stephen Weltsch, Michele Bush, Marilynn Babyar, John Mulcahy, Speranta Klees, Anna Abe, Diane McCarthy, Cindy Strozewski, Elaine Hess, Patricia Halligan, Brian Davis, and Dee Markham.
2. West-MEC's new IT Technician, Brian Davis, led the Pledge of Allegiance and a moment of silence was observed afterwards.
3. During the Board Member Report, James Kaltenbach stated that he attended the Recognition Ceremony and wanted to commend and thank the West-MEC staff for organizing such an amazing event. He also thanked Mr. Straka for such an awesome speech. He mentioned that he has heard nothing but great news from students and parents regarding the event.
4. During the Superintendent Report, Greg Donovan gave a copy of the Recognition Ceremony Program, the certificate, and its folder to the Governing Board Members and mentioned that there were 340 students eligible to be in the ceremony. Approximately 200 were in attendance at the Recognition Ceremony. He had received several positive comments regarding the ceremony and he also thanked the entire committee and staff for staging the event. He also mentioned that West-MEC has had a great end of spring semester closing with its programs, and that he was proud of work the staff had done. Work is diligently being completed for next year.
5. Roger Freeman made a motion to approve the consent agenda. James Kaltenbach seconded the motion and the motion passed unanimously.
6. Legislative Liaison, Diane McCarthy gave a report on the West-MEC Alliance. Diane reiterated the Purpose of The Alliance and said The Alliance currently has approximately \$31,000 that had been given in donations. The John F. Long Foundation recently gave The Alliance a check for \$20,000 and Grainger will be bringing a check for \$24,000 for scholarships for West-MEC students. Three new Board Members have been added to The Alliance Board, and future plans are to activate its website.
7. West-MEC Counselors, Marilynn Babyar and Speranta Klees gave a report on the activities they have been involved in the past year. Their primary goals were to establish a working relationship and serve as primary contact point with Member District

Counselors and Career Specialists to create a positive West-MEC experience. They also wanted to work with Professional Development to identify the needs of Counselors, to help plan appropriate training, and to assist Counselors with West-MEC information dissemination, student recruitment, and registration. They have had a positive response this year and plan to expand and refine their tours, meetings, and information sessions next year. James Kaltenbach suggested that when school visits are scheduled, they ask the Counselors to give them tours of their schools, that way the Counselors will be forced to see the CTE programs themselves. Frank Straka liked the survey they presented, but was curious as to how long the counselors had been at each school.

8. Assistant Superintendent, Cliff Migal, gave an overview of Strategic Planning for West-MEC. He relayed that the information sheet was a collaborative effort of the entire staff of West-MEC. He explained that this has been an internal process that will be moved to an external process. The mission, vision, and guiding and operational theme of the strategic plan are broken down into five categories of Program Delivery, Customers, Financial, Student Success, and Marketing/PR. These five categories are then subdivided into Goals, Objectives, and Metrics which will lead into a Tactical Plan. The programs will be driven by Business and Industry demands and will be aligned with quality indicators. West-MEC plans to provide training for 25,000 Central Program participants by 2016. James Kaltenbach mentioned Satellite Programs under program delivery and felt they should be acknowledged. He would also like to track standards. He felt that CTSOs should be included in the marketing approach. Frank Straka would like to track student successes.
9. Ray Malnar made a motion to approve the 2011/2012 calendars for Auto Collision, Auto Technology, Aviation, Cosmetology, Dental, EMT, Fire Science, and Medium Heavy Diesel Technology. James Kaltenbach seconded the motion and the motion passed unanimously.
10. James Kaltenbach made a motion to change the July Governing Board Meeting date from July 6<sup>th</sup> to July 13<sup>th</sup>, 2011. Ray Malnar seconded the motion and the motion was approved unanimously.
11. Direction was given by Chairman Frank Straka to John Atkins (Delegate) and Ray Malnar (Alternate), delegates for the 2011 ASBA Legislative Session. It was requested that they vote what would be best for West-MEC on the priorities that are presented. Roger Freeman requested that a priority would be to stay on top of funding.
12. Ray Malnar made a motion to convene a Public Hearing Pursuant to A.R.S. § 15-905 for the purpose of providing the public the opportunity for questions and discussion of the FY 2011 - 2012 Proposed School District Annual Budget. James Kaltenbach seconded the motion and the motion was approved unanimously.

Financial Director, Barbara Thompson, relayed to the Governing Board that the proposed Maintenance and Operations budget for FY12 will be is \$18,518.10, the Unrestricted Capital \$11,753,152, and the Soft Capital Allocation Limit \$74,138,

totaling \$30,345,400. Legislative actions such as reducing of revenue control limit funding, decrease of savings in the Arizona State Retirement System, and reducing of unrestricted capital and soft capital have reduced the budget for West-MEC. With the budget cuts, West-MEC will also reduce association sponsorships, memberships, and travel for Board Members and employees. Other added reductions include a discount for liability insurance, discount for Freightliner lease, redistricting savings due to County Assistance, discounted Cosmetology lease payment, discounted Airband bill, and extra federal funds to help with financing with the Deer Valley property.

West-MEC would like to also save an additional cost savings in utilities for the District Office by closing Fridays during the months of June and July through the first week of August, closing the week of July 4<sup>th</sup>, and close 2 additional days between Christmas and New Year's. Member Districts will also see a decrease in their funding. Staff would be expected to work at other locations such as the Aviation building or work a compressed work week.

Roger Freeman felt that closing the week of July 4<sup>th</sup> would create changes in salary and changes in work calendars. Greg Donovan felt that it would be in the best interest of West-MEC if the office would remain open the week of July 4<sup>th</sup>.

Discussion revolved around 9<sup>th</sup> grade funding, the nickel property tax, funding formula, employee work hours, gift of public funds, and other funding opportunities. The district funding to Satellites will be brought before the Governing Board at a later date. The formula will remain the same, but the amount allocated will change.

James Kaltenbach made a motion to close the Public Hearing and return to Regular Session. Ray Malnar seconded the motion, and the motion was approved unanimously.

13. James Kaltenbach moved to approve the closing of District Office proposal with the changes as suggested in the discussion. Ray Malnar seconded the motion and the motion was approved unanimously.
14. Ray Malnar made a motion to approve the FY 2011 - 2012 Proposed School District Annual Budget. James Kaltenbach seconded the motion. Frank Straka, James Kaltenbach, and Ray Malnar voted for the motion and Roger Freeman abstained.
15. Ray Malnar made a motion to approve as part of the budget, a 1.54% payroll increase for the employees of West-MEC to compensate for the increase of Arizona State Retirement. This increase/decrease is to be renewed annually. John Atkins seconded the motion and the motion was approved unanimously.
16. Legislative Liaison, Diane McCarthy, showed the Governing Board a preliminary picture of what the new West-MEC District might look like. (The Wilkerson plan) The County Elections Department will compile all the maps they have received on June 17<sup>th</sup>. After the hearings and hopefully by September, the final plan will be approved and will then go to the Department of Justice.

17. Assistant Superintendent, Cliff Migal, told the Governing Board that the staff is in place for the Aviation Facility, and currently the building is being equipped. The punch list is 99% complete and the IT is being installed. West-MEC is working with the FAA and they are looking at the operational manuals and books for the program. An Open House was held last Thursday for the students in the program.
18. ADM (Admission/Data/Membership) Director, Mary Morrow, gave the Governing Board a report that showed by District, how the elimination of 9<sup>th</sup> grade funding will effect West-MEC. She also included the year-to-date absence rate. ADE (Arizona Department of Education) does not accept Saturday attendance so she is working with Stephen Weltsch to create a Saturday attendance program for Cosmetology to offset this. The West-MEC Central Program allocation report showed what programs still have slots that need to be filled. Frank Straka asked if West-MEC could ever have a 5 week program for Automotive during the summer.
19. During the Call to Public, Greg Donovan handed to the Governing Board a report identifying scholarships given to CTE students.

The West-MEC E-News Letter will be sent out Thursday.

20. Future Agenda Items should include Grants and Internships, Think Tank, Aviation (how it will work/curriculum/rollout), Fab Lab, Occupational Demand Data, Redistricting, Bonding, Student tracking, Data Sharing, and Budget.
21. Ray Malnar made a motion to adjourn the meeting at 5:59pm. James Kaltenbach seconded the motion, and the motion passed unanimously.

Respectfully Submitted,

Dee Markham  
Governing Board Secretary