



Western Maricopa Education Center, District 402

5487 N. 99th Avenue – Glendale, AZ 85305

September 7, 2011

Governing Board Meeting Minutes

1. Board Chairman Frank Straka called the Meeting to order at 4:05pm. Board Members present were: Frank Straka, James Kaltenbach, Dwight Amery, Joe Holcombe, Ray Malnar, and Roger Freeman. John Atkins joined by teleconference. West-MEC staff in attendance were: Greg Donovan, Cliff Migal, Barbara Thompson, Adriana Parsons, Chris Cook, Stephen Weltsch, Michele Bush, John Mulcahy, Anna Abe, Diane McCarthy, Cindy Strozewski, Brian Davis, Marilynn Babyar, Ron Kalmbach, Mary Morrow, Bridgid Stoeckel, Vince Santa Maria, and Dee Markham. Others in attendance were: Nichole Smith, Gail Svor, Dan Bauer, Marcia Elkins, and Arlene McLaughlin
2. Vince Santa Maria, West-MEC's new Facilities Manager, led the pledge of allegiance and a moment of silence was observed afterwards.
3. During the Superintendent Report, Greg Donovan reported that he and Roger Freeman had met and worked on a draft letter to the Arizona School Boards Association expressing the concerns of West-MEC. He also felt that verbal communication would be better than a letter so has been in contact with the Acting Director of Arizona School Boards Association, and a meeting is being set up.
4. Roger Freeman made a motion to approve the consent agenda. Dwight Amery reported that he requested the minutes to reflect the following change, "*I thanked Adriana for her help with the Anthony Robles event at Ashley Furniture HomeStore Pavilion. She had done the media outreach for us.*" Roger Freeman amended his motion to reflect the change. James Kaltenbach seconded the motion, and the motion was approved unanimously.
5. Nichole Smith, CTE Director at Agua Fria Union High School District, gave a presentation on the Agua Fria Strategic Plan. This past school year, the West-MEC Think Tank attendees learned the value of strategic plans and how to organize them, so Nichole took this information back to her district and began the process of building a strategic plan for Agua Fria's CTE Department. Her presentation showed how the department began with a needs assessment evaluation taken from school data that identified strengths and areas of need. They then took support systems and built a framework to focus on priority areas such as instructional improvement, technology integration, and marketing in order to build signature programs.
6. Professional Development Director, John Mulcahy, introduced two externs who were involved in West-MEC's Industry Update Program. The purpose of the Industry Update Program is to help teachers update their technical skills.

Gail Svor, Director of COOP (Child Oriented Occupational Program) at Sunrise Mountain High School, fulfilled her internship at Jumpstart Childcare Center. Her goals were to compare the childcare center's handbook with her COOP handbook, and to explore Quality First Initiative monies invested in AZ children in the early childhood years.

Dan Bauer, Automotive Instructor at Buckeye High School, fulfilled his internship at Brakes Plus. His three goals were to examine new equipment, employment practices, and communication practices.

Both teachers brought many ideas and improvements back to their classrooms from their externship experience. They also thanked West-MEC for the opportunity of being externs.

7. James Kaltenbach made a motion to approve the Top Ten 2012 Political Agenda Priorities from West-MEC to be presented to the Arizona School Board Association. Ray Malnar seconded the motion, and the motion was approved unanimously.
8. Ray Malnar made a motion to approve the Governing Board Meeting schedule for February 2012 – January 2013. James Kaltenbach seconded the motion and the motion was approved unanimously.
9. The policy manual revisions were presented for a second reading. No action was taken.
10. The policy manual revision to increase purchasing threshold was presented for a first reading.
11. Dwight Amery made a motion to approve Greg Donovan, Cliff Migal, John Mulcahy, Stephen Weltsch, and Dean Petersen as teacher evaluators for FY11/12. Ray Malnar seconded the motion and the motion was approved unanimously.
12. Frank Straka thanked Debbie Raynak, Scott Pestka, and their Culinary classes from Barry Goldwater High School for preparing the meal for the Governing Board.
13. ADM (Attendance/Data/Membership) Director, Mary Morrow, reported the First Ten Day Enrollment Data to the Governing Board. As compared to FY10/11, there is an 8.62% increase in enrollment for West-MEC Central Programs.
14. Public Relations Director, Chris Cook, demonstrated the new Dokshop system and how it will streamline ordering PR supplies. He also demonstrated the new branding for West-MEC employees to use in their Power Point presentations. He discussed new ways of communicating with student parents, an improved e-mailing system, and showed the analytical side of the social media HootSuite. Lastly, he presented photos of the first day of school in West-MEC Central Programs.

15. Barbara Thompson, Business Manager, brought forth the itemized and prioritized capital expenditure budget for West-MEC. Additional leased space at Cosmetology was discussed along with the good news that West-MEC has negotiated with Maricopa Skill Center to be reimbursed for utilities at the Cutting Edge. The Board was concerned with what programs will be conducted at the different properties, (Buckeye and 1617 W. Williams Road) and if the neighboring school districts had given any input to what programs they would like to give their students.

16. The following topics were included in Legislative Liaison, Diane McCarthy's report:

JTED Meeting

- Classroom Site Funds are currently being sent to the JTED satellites. The JTEDs have an opinion from the Attorney General that they should receive funds, but it is not a written opinion. Questions have been queried asking if JTEDs are really a school district. Susan Segal is the attorney at Gust Rosenfeld that Superintendent Donovan has been working with. Joe Holcombe was wondering if we should use different attorneys. This issue is one that needs to be cleared up.
- There has always been an issue where the legislature talked about JTED buildings being "owned and operated" vs. "owned or operated". The JTEDs have sent a letter to the Arizona Department of Education stating that ADE needs to review its business policies and conclude that these statements mean the same.

Redistricting

- West-MEC is waiting on the latest registration numbers of the newly annexed areas of Agua Fria, Pendergast, Peoria, and the part of Wickenburg that is in Yavapai County so it can continue the redistricting process.

Legislative Visits

- Legislative visits have been planned for West-MEC Satellite Programs. These visits will take place in October. Frank Straka said he was willing to visit schools with the Legislators in his district since he knows them.

Advisory Commission Meeting

- The Advisory Commission met and reviewed current and future job needs, training, and trends. A complete report will be given at the Board Meeting in October.

17. Superintendent Greg Donovan reported that he met with the District Superintendents on August 29th, and the first review of the proposed IGA was discussed. With the passage of HB 2700 and HB 2128, a number of new rules are in place which must be taken into account. Issues such as Classroom Site Funds, Quality indicators for programs, appropriate spending of IGA monies, IEPs, and pre-budget annual reports from districts were discussed. Questions and Suggestions from the Governing Board were as follows:

- Are you willing to negotiate the 40% teacher salary ratio presented in the proposed draft?
- Can the IGA be a 3 year renewable, then renewable annually?
- Is contract labor an expense or salary?
- Is there a financial penalty if date issues are not made?
- What happens to a program when it does not meet quality indicators?
- Should funding codes be used on the expenditure fund reports and should it be debited to the allocation for the next year?

18. No items were brought to attention during the Call to Public.

19. Future agenda should include, Grants and Internships, Redistricting, Report from Advisory Committee, Williams Road Property, District Superintendent Meeting, Fab Lab, Occupational Demand Data, Bonding, Student tracking, and Data sharing

20. Dwight Amery made a motion to adjourn the meeting. James Kaltenbach seconded the motion and Chairman Frank Straka dismissed the meeting as the Board Members stood in adjournment.

Respectfully Submitted,

Dee Markham
Governing Board Secretary