STUDY SESSION ON EQUIPMENT AND FACILITY ASSETS AND REPLACEMENT/Maintenance Schedules - AGENDA ITEM #1

Governing Board Chairman, Frank Straka, started the Study Session on Equipment and Facility Assets and Replacement/Maintenance Schedules at 4:02pm.

Superintendent Greg Donovan began the Study Session by stating that the Governing Board has been interested in a formalized building management plan on how West-MEC is going to replace its equipment. Matt Heath and his Department have worked diligently on how to be better prepared both physically and fiscally, and his report will show that.

Matt Heath, Facilities and Construction Manager, began his report by stating 4 topics were to be covered.

1. Facilities Maintenance Team
   - Currently there are 7 Facilities and Maintenance Employees: Jeff Jessup/Central and Northwest Campus, Tom James/Northeast and Southwest Campus, James Matthews/Central Campus, Daniel Markham/Northwest Campus, Otis Henson/Central Campus, Paul Montes/Southwest Campus, and Jason Golden/Northeast Campus. This team has completed over 5,000 service requests since 2017 in 26 Campus buildings (totaling 620,000 sq. ft.). There are 500 pieces of major mechanical HVAC equipment to oversee.
   - What staff are empowered to complete work orders? James Kaltenbach) - All of the maintenance staff.

2. Facilities Maintenance Management
   - School Dude is the online maintenance management system that is currently being used. Matt Heath generally looks at the work orders in School Dude on a wants/needs basis after looking at the budgets of the Campuses. School Dude tells how many work orders are in progress, how many are completed, and how many are on hold, with other details listed. PMs are not a totality of what is going on (maintenance systems still open).
   - Partnerships include TRANE, CAVEO, ABM, RedLine, and Urban Energy Solutions.
   - What does TRANE do for you? (Richard Osos) - TRANE performs quarterly maintenance on the HVAC units. We can actually remotely control room temperatures in buildings. Is Johnson Control Systems still at the Northwest Campus - No, all campuses use TRANE.
3. Facilities Capital Asset Management
   - “Helps to predict and prioritize asset maintenance based on lifecycle information and best practices.”
   - “Assists with anticipating major expenditures and prevents surprises.”
   - “Collects and organized building component data like purchase price, model and serial numbers, installation dates and maintenance costs.”
   - “Is directly tied to School Dude Maintenance Direct for labor and material cost analysis and equipment information.”
   - We can do assessments on anything, such as paint jobs. School Dude can also be put in a manual mode and we can change numbers due to the estimates that we receive.
   - What do you use regional indexes for? (Richard Oros) - School Dude uses regional indexes for how long equipment will last and adjusts for inflation and section of the US.
   - Is there a replacement plan for trees? (Richard Oros) - That is in progress.
   - Are fixtures and furniture included in this? (Richard Oros) - Not really, we are focusing on equipment over $1,000.00. This is not in the maintenance budget.
   - How do you combine monitor systems so they do not overlap? (James Kaltenbach) - We focus on the small maintenance, not the biggest major replacements. No examples of this have happened yet.
   - What about predictive maintenance? (Richard Oros) - We can look at trends with equipment with different variables so we can get a tech out to the Campus before there is a failure.
   - What is the average replacement cost of an HVAC unit per ton? (Richard Oros) - approximately $1,500.00 for install.
   - We have a service that comes out to check the parking lots monthly (this is a condition assessment). How do you decide when to change from asphalt to concrete? (James Kaltenbach) - Continual checking.
   - In a couple of years, we may need a bond campaign that includes building needs.
   - There is a 20-year life cycle on the roofs, and assessments are done regularly.
   - What about drone roof inspections? (Charlie Ellis) - A special permit is required.

4. Building Management Booklets
   - These are in the process of being created for each Campus.
   - The majority of the check lists and dates are in google drive with the compliance and elevator certificates. Air, lights, blueprints, and locking of buildings can all be done remotely.
   - This document is an absolute must for all Campuses. The Principal and the Custodian each need one. (Jim Migliorino)
   - Planned preventive maintenance will save the taxpayers money over the years and this money needs to be protected by us and future Boards.

The Governing Board thanked Matt Heath for the excellent presentation.

The Study Session ended at 4:48pm.
REGULAR MEETING CALL TO ORDER - AGENDA ITEM #2
Governing Board Chairman, Frank Straka, called the meeting to order at 5:02pm. Governing Board Members in attendance/video conferencing were Frank Straka, James Kaltenbach, Charlie Ellis, Barbara Wyllie, Richard Oros, Jim Migliorino, and Peter Pingerelli. Staff in attendance were: Greg Donovan, Jack Erb, Spencer Isom, Stephen Weltsch, John Mulcahy, James Matthews, Jessica Williams, Courtney Hundley, Dan Hester, John Kukowski Jarett Guy, Marilynn Babyar, Matt Heath, Terra Giffit, Deb Godley, Lizeth Fils-Aime, Chris Cook, Jason Golden, Kara Dellisante, Rahsaan Bartet, Barbara Thompson, Susan Leon, Holly Medina, Troy Gabaldon, Otis Henson, Brady Mitchell, Aaron Parsons, CJ Williams, Joel Wakefield, and Dee Markham. Others in attendance were: David Ellis, and Anne Wisener.

ADOPTION OF THE OCTOBER 14, 2020 REGULAR GOVERNING BOARD MEETING AGENDA - AGENDA ITEM #3
Richard Oros made a motion to adopt the October 14, 2020 regular Governing Board Meeting Agenda, pulling the Buckeye Presentation from the Agenda on account of rescheduling. Charlie Ellis seconded the motion, and the motion was approved unanimously by Frank Straka, James Kaltenbach, Charlie Ellis, Barbara Wyllie, Richard Oros, Jim Migliorino, and Peter Pingerelli.

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PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE - AGENDA ITEMS #4 & #5
Terra Giffit, Recruiter, led the Pledge of Allegiance, and a Moment of Silence was observed afterwards.

DISCUSSION AND CONSIDERATION OF APPROVAL OF THE MINUTES OF THE STUDY SESSION AND REGULAR BOARD MEETING HELD SEPTEMBER 9, 2020 - AGENDA ITEM #6
Charlie Ellis made a motion to approve the Minutes of the Study Session and regular Board Meeting held September 9, 2020. Jim Migliorino seconded the motion, and the motion was approved unanimously by Frank Straka, James Kaltenbach, Charlie Ellis, Barbara Wyllie, Richard Oros, Jim Migliorino, and Peter Pingerelli.

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SUMMARY OF CURRENT EVENTS - SUPERINTENDENT - AGENDA ITEM #7(A)
Superintendent Donovan reported on the following:
- Patrick Clawson, Professional Development Specialist, a member of the Arizona National Guard, was promoted to rank of Master Sergeant.
- Paul Melissa, Curriculum and Instruction Coach, a member of the Arizona National Guard, was promoted to rank of Master Sergeant.
- There has been no new news on COVID-19 related issues.

SUMMARY OF CURRENT EVENTS - GOVERNING BOARD - AGENDA ITEM #7(B)
The Governing Board reported on the following items:
- Charlie Ellis reported that he runs a non-profit that rebuilds houses and concrete ramps for Veterans. 63 ramps have been completed so far. His number one supporter has been ASU School Construction, and half of the volunteers are women. Since this is Breast Cancer Awareness month, he sponsored an event called Concrete Angels to encourage high school students to look at construction as viable employment. On this one-day event, students and mentors would work side by side. Due to the publicity, one Mom and her daughter showed up and ended up signing up for the West-MEC Construction class next year. The event was well publicized with a 90 second piece on ABC.

LEGISLATIVE AND BUSINESS PARTNERSHIP UPDATE - AGENDA ITEM #8
Director of Business Development and Government Affairs, Spencer Isom, reported on the following:
- Proposition 207, a citizen initiative, will be on the November ballot. (Smart and Safe Arizona Act) levies a 16% excise tax on recreational marijuana if it is legalized.
- Proposition 208, a citizen initiative, will be on the November ballot. (Invest in Education) will create a 3.5% tax surcharge which should generate $940M annually for K-12 and $100M annually for CTEDs.
- CTEDs met have prioritized the 5 issues they are bringing to the Legislature: Anytime/Anywhere instruction, 4th Year Funding, eliminating A-F letter grades for CTEDs, Internship funding, and Project Funds.
- West-MEC has yet to hear back from the FAA on the Northeast Campus parking.
- The Southwest land acquisition is on schedule according to the attorney.

DISCUSSION AND CONSIDERATION OF A MOTION TO APPROVE THE CONSENT AGENDA - AGENDA ITEM #9
Jim Migliorino made a motion to approve the Consent Agenda as presented. Charlie Ellis seconded the motion, and the motion was approved unanimously by Frank Straka, James Kaltenbach, Charlie Ellis, Barbara Wyllie, Richard Oros, Jim Migliorino, and Peter Pingerelli.
Items approved were:

- Accounts Payable Voucher Reports (5016 - 5025)
- Payroll Voucher Reports 5 & 3050, 6 & 3060, and 7 & 3070
- Personnel
- Donations
- Career and Technical Student Organization Student Activity Monthly Cash Report
- Second Reading and Approval of Policies:
  - ACA - Sexual Harassment
  - IHAMD - Instruction and Training in Suicide Prevention
  - JICA - Student Dress
- Intergovernmental Agreement with Yavapai Community College for Dual Enrollment

CALL TO THE PUBLIC - AGENDA ITEM #10
No items were brought forth in the Call to the Public.

BUCKEYE UNION SCHOOL DISTRICT PRESENTATION - AGENDA ITEM #11
Buckeye Union will be rescheduling their presentation to a future month.

STRATEGIC PLAN VISION ELEMENT I PRESENTATION - AGENDA ITEM #12
Jarett Guy, Southwest Campus Administrator, and Marilynn Babyar, Director of Student Services, presented on the Strategic Plan Vision Element I. They began their presentation with the group’s WHY which is about student success, and is centered on learning and support systems. Of the 136 Critical Work Activities, 133 have been completed which is a 97.8%.

Marilynn Babyar reported on parent engagement. The area that has made the biggest difference in parent communication was translation services. There is a translation line for any language. The handbook has been translated into Spanish, along with many pertinent documents. Parent engagement best practices are studied and shared amongst all campuses. From surveys collected, parents feel they are engaged in their student’s studies at West-MEC.

Jarett reported on enhancing work-based learning. Katie Mehin, Career Services Director, and Susan Leon, Curriculum and Instruction Coach, championed this area by creating a definition of what work-based learning was from Instructor input. They streamlined the Affiliation Agreement process and how to track work-based learning hours. Currently, a West-MEC
A mobile app is in development stage so students can track their own work-based learning hours, service learning, and certifications. Since some of the Central Programs are not overly conducive to CTSOs, hours are built into the curriculum because industry has limitations. Individualizing and formalizing for each Central Program is being done.

A collaboration system has created a strong foundation for learning success. All the West-MEC Departments collaborated to help make the on-line start of school successful. What is next is a collaboration learning style where data is analyzed and instructional decisions can be made.

Two new domains have also been added to the Teacher Evaluation System; Work-based learning and Advisory Council and CTSO. Strength of Leadership Development will also be added to classroom instruction.

Questions from the Governing Board:

- Are translation services available at any time? (Barbara Wyllie) - Yes, Mandarin Chinese and Polish are highly requested. There are 80 different languages that information can be translated into. We have blind and deaf students in West-MEC Central Programs also. When students and parents are more comfortable with language and culture, it is helpful with the connection to the family and prevents roadblocks.
- Are translation services expensive? (James Kaltenbach) - The fees are reasonable.
- Are there a lot of Romanian students at the Northeast Campus? (Frank Straka) - Yes, more than the other Campuses.
- With John Mulcahy leaving, who will be directing the Strategic Plan? - Joel Wakefield.

BOND EXPENSE REPORT - AGENDA ITEM # 13
Deb Godley, Accounting and Budget Specialist, presented the Fiscal Year 2020 Bond Report. In November 2016, voters approved a $141M bond ($126.1M for Construction, $8M for Purchasing Facilities/Land, and $6.9M for Mandatory Construction).

In May of 2017 $80M was sold
- FY17 - $1,885,338 went to the Northwest Campus.
- FY18 - $15,521,336 went to the Northwest Campus and $11,729,069 went to the Southwest Campus.
- FY19 - $22,009,771 went to the Northwest Campus and $21,363,234 went to the Southwest Campus.
- FY20 - $3,825,336 went to the Northwest Campus and $2,350,821 went to the Southwest Campus  ending with a cash balance of $62,269,004.

Bonds outstanding as of June 30, 2020 are $157,075,000.

DISCUSSION AND CONSIDERATION OF A MOTION TO APPROVE THE 2019-2020 ANNUAL FINANCIAL REVIEW - AGENDA ITEM #14
Deb Godley, Accounting and Budget Specialist, presented the FY20 Annual Financial Review. Details of the review are as follows:
• Total Expenditures by Fund
  o Maintenance and Operations - $28,250,495
  o Classroom Site Fund - $415,346
  o District Additional Assistance - $5,182,349
  o Bond - $6,176,188
• FY20 Revenue was $43,458,152 and FY20 Expenditures were $33,432,844, leaving a variance of $10,025,038
• Expenditures by Category
  o Classroom Instruction - $18,207,394
  o Classroom Supplies - $442,150
  o Administration - $5,080,066
  o Support Services - $1,615,310
  o All Other Support - $4,906,641
• Bond Debt Service Balance - $814,906

Questions from the Governing Board:
• Is Instruction only teacher pay and benefits? (James Kaltenbach) - No, classroom supplies are in there as well. Computer software is capital and copier toner are supply. Nails could be supply or instructional aid.
• Furniture and Equipment, is this new or replacement? (Frank Straka) - This is new.
• If Auto Collision replaces a paint sprayer what is it listed under? (James Kaltenbach) - It is Capital if they are replacing it. Items over $1,000 are tracked in inventory.
• Did West-MEC receive any of the COVID Care Grant monies? (James Kaltenbach) - Yes, the two grants will mostly be captured in the 20/21 year.

Deb Godley thanked all the staff members in her Department for all their hard work.

Jim Migliorino made a motion to approve the FY20 Annual Financial Review. James Kaltenbach seconded the motion, and the motion was approved unanimously by Frank Straka, James Kaltenbach, Charlie Ellis, Barbara Wyllie, Richard Oros, Jim Migliorino, and Peter Pingerelli.

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WEST-MEC CALENDAR EVENTS - AGENDA ITEM #15
Governing Board Chairman, Frank Straka, reviewed the West-MEC Calendar Events which include the following:

- Governing Board Meeting - 11/4/20
- Special Executive Session to review Superintendent’s Goals - 11/12/20 at 3:30pm
- All Staff Meeting at the Northwest Campus - 1/15/21

DISCUSSION OF FUTURE AGENDA ITEMS - AGENDA ITEM #16
No items were brought forth.

CONSIDERATION OF A MOTION TO ADJOURN - AGENDA ITEM #17
The Governing Board Meeting was adjourned by acquiescence at 6:09pm.

Respectfully Submitted,

Dee Markham
Governing Board Secretary

Governing Board Approved at November 4, 2020 Governing Board Meeting

*Dee Markham*