Western Maricopa Education Center, District 402  
5487 N. 99th Avenue – Glendale, AZ 85305  
April 8, 2020  
Governing Board Meeting Minutes

REGULAR MEETING CALL TO ORDER – AGENDA ITEM #1  
Roll call of the Governing Board Members was taken by Governing Board Secretary, Dee Markham, at the start of the meeting. Frank Straka, James Kaltenbach, Charlie Ellis, Barbara Wyllie, Richard Oros, Jim Migliorino, and Peter Pingerelli were present by Teleconference/Google Meets.

Governing Board Chairman, Frank Straka, called the meeting to order at 4:30pm.  

ADOPTION OF THE APRIL 8, 2020 REGULAR GOVERNING BOARD MEETING AGENDA – AGENDA ITEM #2  
Charlie Ellis made a motion to adopt the April 8, 2020 regular Governing Board Meeting Agenda. Peter Pingerelli 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.
Jim Migliorino made a motion to approve the Minutes of the regular Board Meeting held March 11, 2020 and the Special Board Meeting held March 19, 2020. 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.

SUMMARY OF CURRENT EVENTS – SUPERINTENDENT - AGENDA ITEM #4(A)
No events were brought forth due to audio issues.

SUMMARY OF CURRENT EVENTS – GOVERNING BOARD - AGENDA ITEM #4(B)
No events were brought forth.

LEGISLATIVE AND BUSINESS PARTNERSHIP UPDATE – AGENDA ITEM #5
Director of Business Development and Government Affairs, Spencer Isom, reported on the following:
- West-MEC is working toward its second meeting of a newly reconstituted Institutional Advisory Commission. There is a new Institutional Advisory Commission page on the West-MEC website.
- Discussion is still underway for purchase of land for the Southeast Campus.
- The City of Phoenix Aviation Department submitted documentation to the FAA for property development approval for the Northeast Campus parking.
• Trane, Inc. is developing a partnership with West-MEC to expand the HVAC-R program by transforming buildings into virtual classrooms.
• Timeline for key Legislative and Executive actions:
  o 3/11/20 – Governor Ducey declared Public Health Emergency
  o 3/15/20 – Governor Ducey and Superintendent Hoffman announce statewide school closures through 3/27/20
  o 3/19/20 HB 2910 was passed that addressed school closures and signed by Governor Ducey on 3/27/20
  o 3/20/20 – Governor Ducey announced extending statewide school closures through 4/10/20
  o 3/23/20 – Legislature passed a “skinny budget” and was signed by Governor Ducey on 3/28/20; Legislature adjourned for 3 weeks until 4/13/20
  o 3/23/20 – Governor Ducey issued an Executive Order prohibiting the closure of essential services
  o 3/26/20 – Governor Ducey issued an Executive Order regarding continuity of work
  o 3/30/20 – Arizona Department of Education provided clarification and guidance for school closures
  o 3/30/20 – School closures were extended through the end of the year
  o 3/30/20 – Governor Ducey issued an Executive Order “Stay Home, Stay Healthy, Stay Connected”
  o 3/31/20 – State Board of Education acted as required by HB2910

**DISCUSSION AND CONSIDERATION OF A MOTION TO APPROVE THE CONSENT AGENDA - AGENDA ITEM #6**

James Kaltenbach made a motion to approve the Consent Agenda with no corrections. 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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Items approved were:
• Accounts Payable Voucher Reports (4037 – 4038)
• Payroll Voucher Reports 19, 20, 2190, & 2200
• Personnel
• Donations
  o $160.00 from Audrey Stewart for the Pharmacy Technician Program at the Northeast Campus (Touch-a-Truck Community Service event to raise funds for the National Pediatric Cancer Foundation)
  o $4,500.00 from Cheryl Aisporna for computer parts for the IT Security Program at the Northwest Campus
  o $25.00 from Judith Linden in memory of Ron Biancini, father of Holly Medina, Northwest Campus Administrator
  o $50.00 from Kyle Backer for the Auto Tech CTSO at the Northeast Campus
  o $3,000.00 from Kiwanis of Litchfield for high school scholarships for Agua Fria Union, Buckeye Union, and Saddle Mountain Unified School Districts
• Career and Technical Student Organization Student Activity Monthly Cash Report
• Sole Source for Code Level (Achademix)

CALL TO THE PUBLIC – AGENDA ITEM #7
Call to the Public items were referred to Agenda Item #11 and Agenda Item #12.

CENTRAL PROGRAM DISPLAY OF TEXTBOOKS/ELECTRONIC AND OTHER INSTRUCTIONAL MATERIAL FOR PUBLIC COMMENT FOR THE MEDICAL ASSISTING PROGRAM – AGENDA ITEM #8
Curriculum and Instruction Director, Laura Jaime, presented the Textbooks/Electronic and other Instructional Material for the Medical Assisting Program. These textbooks will be on display at the District Office for 60 days.

BUDGET REVIEW OF FY21 BUDGET REVENUE/EXPENSE PROJECTIONS – AGENDA ITEM #9
Business Services Administrator, Barbara Thompson, reported on the FY21 Budget Revenue/Expense Projections:
• The Base Support Level will be increased from $4,150.43 to $4,305.73. This is a 3.7% increase from FY2020 ($155.30), which includes a 1.74% increase for inflation, and $83.08 for the 5% salary increase for instructors.
• Total projected revenue in FY21 is $44,479,137.26
• As of 6/20, there should be $22,808,225.98 in reserves
• Bond Balance is $62,046,798.25
• Total Expenditures projected in FY21 are $45,695,981.62 which are broken down as:
  o Salaries - $10,201,492.39
  o Benefits - $4,391,801.72
  o Consultant/Technical Services – $2,950,711.26
  o Repairs & Maintenance - $1,353,290.70
  o Supplies/Materials - $1,084,159.52
  o Electricity - $1,219,044.00
  o Member District Funding - $16,272,200.00
  o Furniture/Equipment/Vehicles - $5,070,679.60
  o Instructional Aids/Textbooks - $2,062,312.33
  o Technology - $1,077,990.10
Questions/comments by the Governing Board were as follows:

- Consultant/Technical Services: Did West-MEC use the $2.5 million allotted last year, and what were the top 2-3 expenses? (Frank Straka) This figure is projected through June of 2020. The top 2-3 expenses in this category will be sent to the Governing Board. Regarding consulting/technical services; some is printing and advertising.
- What is driving the $3.1 million increase to the Member Districts? (Frank Straka) This is part of capital carry over, CTSO expenses, and increasing funding by $1.2 million.
- Was the Member District funding change “in the pot” or where was it distributed? (James Kaltenbach) We are still working with Member Districts to have them identify where the money can be best used. A portion will go into the overall pot and then some will go into grants.
- Member District funding went from 30% in FY20 year to 36% in FY21. This seems like a lot. I would like to see the breakdown of Member District funding. Why is Paradise Valley lower? (Frank Straka) It may appear larger than normal because of the $1.6 million carry over. Part of the increase is gaining back on the system; in FY12 West-MEC lost 9th grade funding and the overall reduction to District funding was 45%. To date West-MEC has only restored back 14%. Member District CTE classes have increased in number so it is time to help them out. The breakdown of Member District funding has been given to the Board yearly in the final budget packet. Paradise Valley has had a decrease in students who take CTE classes and that is why their funding is lower.
- I would like clarity on the $450 thousand increase to Consultant/Technical Services. (Peter Pingerelli) This is an election year, and the District pays for its own elections. Some of this is in advertising also which has increased.
- What is the square foot usage of electricity in West-MEC facilities? How confident are you in that increase in energy. (Peter Pingerelli) We have 8 new buildings and will send the Board information.

**DISCUSSION AND CONSIDERATION OF A MOTION TO APPROVE A HIRING FREEZE FOR ALL NEW NON-INSTRUCTIONAL POSITIONS – AGENDA ITEM #10**

Frank Straka reported that the country has seen a tremendous change in its economy because of the pandemic and he felt it was prudent the West-MEC does not hire and then have to lay off employees. He felt a hiring freeze was a way to protect West-MEC staff and not put them at risk. Discussion then followed:

- Do we have a list of employees that we are looking to hire? “I would prefer not to second guess on the employees being needed. If the department hiring is asking for more, they need help. Leave the hiring and firing to staff.” (Charlie Ellis) The Personnel Report was just approved earlier with Instructor and Support Staff positions. West-MEC has hired all but one Instructor for the Central Programs. The other positions were approved in February at the Governing Board Meeting.
- Jim Migliorino agreed with Charlie Ellis. “I do not see how this protects our employees. We have budgeted for this. If times change, change it at that time.”
• What we do not know is what the future holds; the overall consequences of COVID-19. We have a responsibility, and if we voted for the hiring freeze, then we could bring this back for a vote in 2-3 months. (Peter Pingerelli)
• James Kaltenbach agreed with Charlie Ellis and Jim Migliorino. He felt that West-MEC had been fiscally prudent during the entire history of West-MEC. West-MEC has a reserve fund and has space in its budget to move forward. CTE employees are more difficult to find in a timely manner. “Job economy is how the jobs get fixed and we will be able to put more people in the job market.” He felt West-MEC staff could be trusted to make the right decisions in hiring.
• Richard Oros agreed with Peter Pingerelli and Frank Straka to have a hiring freeze and that this would show West-MEC as being prudent.
• Jim Migliorino agreed with James Kaltenbach and Charlie Ellis.
• Barbara Wyllie agreed with James Kaltenbach, Charlie Ellis, and Jim Migliorino. She did not think West-MEC staff would hire anyone without consideration of the current times. She felt the hiring freeze could be looked at down the road if need be.

Charlie Ellis made a motion to not have a hiring freeze for all new non-instructional employees. Jim Migliorino seconded the motion. Dee Markham, Governing Board Secretary, called the roll and the motion passed with a 4-3 vote. Charlie Ellis, James Kaltenbach, Barbara Wyllie, and Jim Migliorino voted not to have a hiring freeze and Frank Straka, Richard Oros, and Peter Pingerelli voted to have a hiring freeze.

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DISCUSSION AND CONSIDERATION OF A MOTION TO APPROVE HEALTH INSURANCE BENEFITS WHICH INCLUDES MEDICAL, DENTAL, VISION, LIFE, AND AD&D (ACCIDENTAL DEATH AND DISMEMBERMENT) INSURANCE – AGENDA ITEM #11

Associate Superintendent HR/Policy, Jack Erb, began his presentation by stating that back in February there was a Study Session in which Medical Benefits were reviewed. After the Study Session, answers to follow-up questions were sent to the Governing Board, and a survey was sent out to the West-MEC staff regarding their benefits. This information was also forwarded to the Governing Board. Medical Premiums increased 5.5% for FY21 and Vision Benefits increased 3%. Information was reviewed with the Benefit Committee and with the Leadership Team, and it is recommended that West-MEC continue with the current plans for medical, vision, dental, and Teladoc with the employees paying 2% of the plan for their medical benefits.
West-MEC has three medical plans, Co-Pay Gold, Value Gold, and a High Deductible Plan of $1500. Employees are allowed to choose the plan they prefer. The total medical increase for FY21 in benefits is $74,088.

Governing Board questions/comments were as follows:

- What were the last year costs of medical vs. this year? (Frank Straka) Co-Pay Gold in FY20 was $871.00/mo. and in FY21 will be $919.00/mo. Value Gold in FY20 was $714.00/mo and in FY21 will be $753.000/mo. HDHP $1350.00 was $628.50/mo. in FY20 and HDHP $1500 will be $662.50/mo. in FY21.
- If a person is enrolled in the HDHP, their actual out of pocket would be $450.00, why would they want anything other than HDHP? (Frank Straka) No employee has met the out of pocket of the Co-Pay Gold plan. On this plan, the employee does not have to pay up front, whereas on the HDHP they do.
- This past year, West-MEC made up the difference in costs to the employees in the plan, how do you insure that the additional funds for FSA are being used by health care? (Frank Straka) One Option would be a payroll deduction where the employee would have to contribute the money to a FSA. Administration will follow up with our provider to see if there are other options.
- What is the cost of the employee plus spouse and the employee plus family in the Co-Pay Gold plan? (Peter Pingerelli) Employee plus spouse is $1,838.00/mo and employee plus family is $2,272.00/mo.
- Jim Migliorino thanked all the staff for their e-mail relating to health benefits. He was not sure we could afford the Co-Pay Gold plan in the future. He preferred to not offer the Co-Pay Gold plan to any new employees and grandfather the current employees into what they currently had. New employees could either choose Value Gold or HDHP, or buy up to Co-Pay Gold.
- Peter Pingerelli concurred with Jim Migliorino.
- James Kaltenbach did not feel any medical benefits needed to be cut. He felt West-MEC had been prudent enough through the years and has a rainy day fund. Changes can be made when the time comes to make changes. Something that is not currently broken does not need to be fixed.
- Frank Straka made the statement that leaving the medical benefits as they are would be the cost of one instructor, $74,000.00. According to the Federal Government, West-MEC cannot put more than $500.00 in a FSA.
- Barbara Wyllie, Charlie Ellis, and Richard Oros agreed with Jim Migliorino.

At this time, the following West-MEC staff reported in the Call to the Public:
Deb Godley, Richard Helm, Susan Leon, Frank Quinn, Katie Mehin, Brady Mitchell, Nick Shumaker, Carol Risano, Kyle Backer, Denise Saldivamado, Lizeth Fils-Aime, Tom James, Kristina Guy, Marilynn Babyar, Patrick Clawson, Spencer Isom, Chris Cook, and George Gerardo.

Frank Straka gave one more Call to the Public with no answer.

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Jim Migliorino made a motion to accept the recommendation of the Benefits Committee and Leadership to move forward with the current plans with the exception of Co-Pay Gold, which would only be offered to current employees. All new employees would be able to choose Value Gold, HDHP, or buy up to Co-Pay Gold. All employees would still need to pay the 2% of the benefit plan they chose. A better family plan must be found and they needed to be a way to offset the $500.00 Flexible Spending account. Charlie Ellis seconded the motion.

More discussion continued after the motion and the second. Per Jack Erb, West-MEC has followed the direction of the governing Board in the past, and have not been able to find any comparable medical benefit offers to what West-MEC has. The Board has the choice to go out for a RFP if they want. There is no lack of funding for benefits and a 5.5% increase is minimal.

- Would the employees rather have a 2+% taken out of their paychecks instead of the motion that Jim Migliorino made? (Frank Straka) This is something that I do not know and because of the time constraints there is no time to do this?
- Can we look at reducing travel to offset this? (Richard Oros)
- Cutting travel would not work out in the long run and is such a miniscule part of the budget. West-MEC’s CTE programs are built on interaction across the state and the nation. (Jim Migliorino)
- West-MEC does not have a financial problem and is not in dire straits. We are cutting because someday in the future we might have a problem. Travel is not even related to insurance. West-MEC’s insurance may be better than other Districts, but it is not better than industry which is where most of West-MEC teachers come from. (James Kaltenbach)
- Frank Straka felt most companies made their employees have HDHP.
- Greg Donovan reported that one of the reasons why there has been a growth in the number of staff taking HDHP is because their spouses have it, thus they have to take it.

Dee Markham, Governing Board Secretary, took roll call for the vote. The motion passed 6-1. Those in favor were Frank Straka, Charlie Ellis, Barbara Wylie, Jim Migliorino, Peter Pingerelli, and James Kaltenbach. Richard Oros voted no.

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**DISCUSSION AND CONSIDERATION OF A MOTION TO APPROVE COST OF LIVING ADJUSTMENT AND COMPENSATION INCREASES FOR ALL TEACHERS,**

April 9, 2020
NON-CERTIFIED STAFF, AND ADMINISTRATIVE STAFF, AND CONTINUATION OF QUALITY OF LIFE STIPEND – AGENDA ITEM #12

Associate Superintendent/HR/Policy, Jack Erb, presented Salary Compensation for the 2020-2021 School Year. He reviewed the stipend background information and Superintendent Donovan reviewed the Employee Highlights and Accomplishments for the past year. The salary increases proposed are only a 1.5% in the West-MEC budget. Leadership recommended the following raises: Instructors – 5% of fiscal year 2018 salary, Support Staff Certified & Non-Certified – 4.75% increase, Administration – 4.75% increase.

Governing Board discussion/comments were as follows:

- We cannot address salary ranges because they are not in the motion. (Frank Straka)
- Legal Services states that salary ranges and stipends are all a part of compensation.
- Could we revisit the salary ranges next month? (Jim Migliorino) It would be tight because contract work begins tomorrow.
- Frank Straka wanted to split this motion into two phases: stipends and raises.
- Stipends do not change and most have been the same for 10+ years. (Greg Donovan)
- $9,000.00 for vehicle stipend is ridiculous; it needs to be cut. Why can’t all employees use the West-MEC vehicles? (Richard Oros) This is a common stipend across the nation. The current vehicles are being used continually by staff other than Leadership who attend off-campus meetings daily.
- No hourly employee should have a phone stipend. (Frank Straka) Legal Counsel says you don’t have to pay someone 24 hours a day if they are paid hourly and are an hourly wage earner. 54 West-MEC employees get phone stipends.

Jim Migliorino made a motion to approve the current stipends for 1 year. James Kaltenbach seconded the motion. Governing Board Secretary, Dee Markham, called for the roll call vote. Frank Straka, James Kaltenbach, Charlie Ellis, Barbara Wyllie, Jim Migliorino, and Peter Pingerelli voted to approve the stipends. Richard Oros voted no.

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Governing Board discussion/comments for Salary Compensation were as follows:

- Is the 5% raise for teachers in line with the Governor? (Peter Pingerelli) Yes, this is in line with the 2018 ruling.
- We should not have a hiring range cap. A person who has worked for a long time in West-MEC should not be penalized if they have met their cap. They are a loyal employee. (James Kaltenbach)
CJ Williams spoke in the Call to the Public on this item.

Peter Pingerelli made a motion to give the following compensation to West-MEC employees: 5% of fiscal year 2018 salary increase to instructors, 5% salary increase for hourly non-certified, 4.5% for certified non-instructional, and 4.5% for administrators. Richard Oros seconded the motion. Dee Markham called for the roll call vote and the motion passed unanimously with Frank Straka, James Kaltenbach, Charlie Ellis, Barbara Wyllie, Richard Oros, Jim Migliorino, and Peter Pingerelli voting yes.

WEST-MEC CALENDAR EVENTS – AGENDA ITEM #13
Frank Straka reported on the West-MEC calendar of events:

A. West-MEC District Events/Conferences
   1. Think Tank - 4/16/2020 (Culturally Responsive Communities: a Holistic Approach to Refugee Resettlement) - CANCELLED
   2. ACTE Region V Conference - 4/22-25/2020 - CANCELLED
   3. Project Search Graduation - 5/14/2020 - PENDING
   4. West-MEC All Staff Meeting - 5/26/20 at the Southwest Campus
   5. Recognition Ceremony - 5/29/20 - PENDING
   6. Arizona CTE Summer Conference - 7/17-22/2020 - PENDING

B. West-MEC Alliance Signature Events
   1. Bowling Tournament - 4/23/2020 - PENDING

DISCUSSION OF FUTURE AGENDA ITEMS – AGENDA ITEM #14
Future Agenda items should include update for Chrysler-Fiat partnership with Northwest Campus (Jim Migliorino), Salary Caps, Report on Solar Panels Use and Savings on Campuses (Richard Oros), what CTE will look like in the virtual world in the future (Peter Pingerelli) and Executive Session to revise goals for Superintendent Donovan and to complete his contract.

CONSIDERATION OF A MOTION TO ADJOURN – AGENDA ITEM #15
Jim Migliorino made a motion to adjourn the Governing Board Meeting. 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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Respectfully Submitted,

Dee Markham
Governing Board Secretary

Governing Board Approved
5/13/20

Dee Markham