STUDY SESSION ON 2021-2026 STRATEGIC PLAN - AGENDA ITEM #1
Governing Board Chairman, Frank Straka, began the Study Session on the 2021-2026 Strategic Plan at 4:03pm.

Joel Wakefield, Professional Development Director, began the Study Session with the statement, “In order to plan for the future, we have to look at the past.”

John Mulcahy, Assistant Superintendent for Adult Ed and Professional Development, presented a timeline of dates from the spring of 2015 through June of 2016 on how input from Governing Board Members, staff, and community was processed. These ideas grew into the current Vision Elements of the Strategic Plan and metrics to develop the Goals and Critical Work Activities. The current plan began in July of 2016. He then asked the Governing Board if they wanted to be informed of the progress of the Strategic Plan the same way as it had been reported in the past and any suggestions they had for the future:

- Jim Migliorino was fine the way the Vision Elements presented their information. He suggested to talk about the plan process: the current state, the future state, and bridging strategies.
- James Kaltenbach liked hearing on what was accomplished and what was left to complete. He added that he would like to know what the challenges were in completing the goals in the future. He was delighted that West-MEC was 10 years into the Strategic Plan and that it was successful in completing the Goals.
- Peter Pingerelli thought the overall Strategic Plan was good, and suggested it would be nice to incorporate a retrospective as well as a prospective, swat analysis, strengths and weaknesses, opportunities, and missed opportunities.
- Frank Straka stated he needed context to get through the thought process when the Vision Elements were presenting.

Joel Wakefield reported that there was a Strategic Plan planning team in May that met; then at the All Staff Meeting in July, the staff was asked to participate in the planning process. They were asked to look at where West-MEC was and where it should go in the future, what bridging strategies should be used, and implementation. The key takeaways from these meetings that the staff liked were inclusion of all staff, collaboration across the District, fluidity of the plan, and purposeful communication. These factors are needed in the new plan. They also thought
integration of the Departments into the other Vision Elements was needed to expand so a new Vision Element could be explored.

Joel asked the Governing Board, “As you look at the process for the new plan are there any questions, concerns, or input? What went well and what are the recommendations for change?”

- Will there be stretch goals and how would you incorporate them into the plan? (Frank Straka) - Stretch goals were in place.
- The information that Joel sent them regarding the Strategic Plan was phenomenal. (Barbara Wylie)
- Looking at the number of Critical Work Activities where West-MEC started and ended was evidence that stretch goals were used. (Jim Miglierino)
- Look at ways to share with all the Campuses and staff and reporting methods that worked. (James Kaltenbach)
- Are 3 Vision Elements the right number? Should staff be rotated to serve and champion different Vision Elements? How could we turn the Strategic Plan into Professional Development? (Frank Straka)
- Have we received any recognition from ACTE? (Jim Miglierino) - Yes, a presentation at the National Conference and various awards.
- Do you take the Strategic Plan to the students and parents? (Jim Miglierino)
- Yes, mix it up so staff can work with other staff, network, and learn. (James Kaltenbach)
- When you move people around, they bring pieces of knowledge with them so there is a better view of a well-rounded West-MEC. (Frank Straka).
- Take a look at the growth we are going to have and target a reasonable number for 2026. How do you get there? Ex.: High School Programs, Adult Ed, Community Ed. (Frank Straka)
- I disagree with a student growth goal because it takes students away from Member Districts. Are we working with Community Colleges? (James Kaltenbach)
- We need to see what careers Jr. High and Elementary students are looking at, look at the population growth and dips. (Frank Straka)
- We should be proponents of Adult Ed and would like to help those who are 19-21 and out of high school with ASBA funding. What audiences are we going to get information from? (Jim Miglierino)
- The CTSO Train the Trainer Program should be commended. (James Kaltenbach)
- Are we able to do CTE programs better than high schools? How do we survive if the trend for K-12 enrollment is declining? Check on trends for skills. (Peter Pingerelli)

Joel thanked the Governing Board for their ideas and comments. He proceeded with the following timeline for the new Strategic Plan:

- July, August, and September of 2020 the process will be defined.
- In February of 2021, the data will be presented to the Board, along with a plan for comments.
- July 2021 will begin the new 2021-2026 Strategic Plan.
Final comments from the Governing Board were as follows:
- Frank Straka asked that an update be given to the Governing Board before February.
- Is there any information coming out of Advisory Councils giving us ideas of trends they are seeing in the job market?
- Thank you for all the work that has been put into this. (Frank Straka)
- I echo the comments. (Jim Migliorino) - The West-MEC staff has done an awesome job with vision and imagination.

The Study Session ended at 5:08pm.

REGULAR MEETING CALL TO ORDER - AGENDA ITEM #2
Governing Board Chairman, Frank Straka, called the meeting to order at 5:15pm. 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, Laura Jaime, Diane Parsons, Kara Delliganti, Courtney Hundleb, Julie Rodriguez, Christina Cary, Barbara Thompson, Deb Godley, John Mulcahy, Joel Wakefield, Frank Quinn, Lizeth Fils-Aime, Christine Ireland, Traci Lydic, Chris Cook, Erica Shumaker, Vicki Godby, Matt Heath, George Gerardo, John Kukowski, Marilyn Babyar, Rahsaan Bartet, Katie Mehin, Speranta Klees, Maya Milhon, Troy Gabaldon, Jarett Guy, Leticia Reyna-Stroud, CJ Williams, Holly Medina, Anna Abe, and Dee Markham. Others in attendance were: Dr. Kerry Duskin, Rebecca MacGowan, Sandy Fabian, Laura Mayhew, Sandeep Desai, Tej Desai, Alec Gibson, Don Gibson, Betsy Reader, and Anne Wisener.

ADOPTION OF THE SEPTEMBER 9, 2020 REGULAR GOVERNING BOARD MEETING AGENDA - AGENDA ITEM #3
Jim Migliorino made a motion to adopt the September 9, 2020 regular Governing Board Meeting Agenda. James Kaltenbach seconded the motion, and the motion was approved unanimously by Frank Straka, James Kaltenbach, Barbara Wyllie, Charlie Ellis, Richard Oros, Jim Migliorino, and Peter Pingerelli.

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PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE - AGENDA ITEMS #4 & #5
Rahsaan Bartet, Elementary District and Community Liaison, led the Pledge of Allegiance, and a Moment of Silence was observed afterwards.
DISCUSSION AND CONSIDERATION OF APPROVAL OF THE MINUTES OF THE SPECIAL GOVERNING BOARD MEETING HELD AUGUST 5, 2020 AND THE STUDY SESSION AND REGULAR BOARD MEETING HELD AUGUST 12, 2020 - AGENDA ITEM #6
Jim Migliorino made a motion to approve the Minutes of the Special Governing Board Meeting held August 5, 2020 and the Study Session and regular Board Meeting held August 12, 2020. Richard Oros 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:
- Today was West-MEC’s first day back for in-person instruction. The day has gone very well and credit goes out to all the staff for their preparation of this day with the safety procedures and the many communications with staff and parents.
- This Friday will be West-MEC’s 20th Adult Education Completion Ceremony celebrating Pharmacy Tech at the Southwest Campus.
- Attendance has been excellent during the online instruction with the high 90% for high school and 96% for Adult Education.
- Arizona Association of School Business Officials reported that the average spending for general and school administration was $945 per pupil, while Arizona ranked 50th at $539 per pupil.
- Chris Cook reported that Superintendent Donovan was interviewed by KTAR and KJAZZ this week. He also reported that the Powersports Program was highlighted in the Independent Daily.

SUMMARY OF CURRENT EVENTS - GOVERNING BOARD - AGENDA ITEM #7(B)
The Governing Board reported on the following items:
- James Kaltenbach requested information when all the Member District will begin in-person instruction.

LEGISLATIVE AND BUSINESS PARTNERSHIP UPDATE - AGENDA ITEM #8
Director of Business Development and Government Affairs, Spencer Isom, reported on the following:

September 10, 2020
• 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 today and are beginning to prioritize the 4 issues they are bringing to the Legislature: 4th Year Funding, eliminating A-F letter grades for CTEDs, Internship funding, and Project Funds.
• The Phoenix City Manager made it clear to the FAA that the City of Phoenix is in support of the parking expansion project at the Northeast Campus. The FAA shared more concerns.
• West-MEC has been nominated for a Regional Advancement Award at the WESTMARC Best of the West.

DISCUSSION AND CONSIDERATION OF A MOTION TO APPROVE THE CONSENT AGENDA - AGENDA ITEM #9
Jim Migliorino made a motion to approve the Consent Agenda. 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 (4076 - 4080) & (5008 - 5015)
• Payroll Voucher Reports 3 & 3030 and 4 & 3040
• Personnel
• Donations
• Career and Technical Student Organization Student Activity Monthly Cash Report
• Disposals
• RFP (Request for Proposal) for Audit Services
• Approval of Adult Ed Coding Program
• CTED Statement of Assurances and Logs

CALL TO THE PUBLIC - AGENDA ITEM #10
No items were brought forth in the Call to the Public.
PARADISE VALLEY UNIFIED SCHOOL DISTRICT PRESENTATION - AGENDA ITEM #11
Rebecca MacGowan, Paradise Valley Unified School District CTE Director, presented virtual learning at the District. Betsy Reader, CTE IT Technician, and Laura Mayhew, CTE Specialist, served as proctors for virtual testing for certifications. Students were issued chromebooks and partnered with the IT Department to make this happen. Tej Desai, a student from the CREST Program, shared how students accessed engineering with a virtual machine application, and Alec Gibson reported on the photoshop app his department uses to create documents.

DUAL ENROLLMENT / A.C.E. (Achieving College Education) - AGENDA ITEM #12
Speranta Klee, Post-Secondary Partners Manager, reported on Post-Secondary Pathways. Currently, West-MEC has 15 Dual Enrollment Programs. Instructors must meet the criteria for the college courses, and after the students take the program and test for certifications, they receive college credit. There are grants which can be obtained and any student who participates in Dual Enrollment can qualify for a Maricopa grant.

ACE (Achieving a College Education) is a program where students can earn up to 24 credits of academic core classes by attending classes during the summer and on Saturday’s through Maricopa County Community College District. This is a nationally recognized program that targets students who have risk factors who may not be going to college later. Students apply in their Sophomore year. Currently 6 West-MEC students are in this program, and Glendale Community College has given West-MEC 10 additional spots because of the success of the program. Student Services is determining how to recruit students.

Questions from the Governing Board:
- Is this program in all the Member Districts? (James Kaltenbach) - Not at present.
- How do Sophomores get recruited? (James Kaltenbach) - We try to catch them when they register in their Sophomore year for West-MEC programs.
- What is current pricing? (James Kaltenbach) - $85 an hour.

REVIEW OF 2019-2020 PROFESSIONAL DEVELOPMENT TRAININGS FOR WEST-MEC STAFF, SATELLITE DISTRICT STAFF, AND CTG OFFICERS - AGENDA ITEM #13
Joel Wakefield, Professional Development Director, highlighted the Department’s work from 2019-2020, and presented upcoming work for the current year. Critical Work Activities in 2019-2020 for the Department included the following:
- Develop a partnership with the Arizona department of Juvenile Corrections.
- Approval of 5S Training for ADE Credit.
- Expand the Grow Your Own Grant.
- Develop a system to recruit and onboard potential CTE teachers.
- Develop ERP trainings for all staff.
- Develop a tracking system of Professional Development courses for West-MEC employees which includes all facets of courses.
There were 3,210 Professional Development Adult Participants and 2,943 student participants last year. The Professional Development Department offers several series: Certification, Technology, Student Services, Think Tanks, Safety, West-MECyou courses, and Industry Update Series which include OSHA10 and NC3 courses.

For the current 2020-2021-year, Critical Work Activities include the following:

- Create and maintain an accurate data collection system.
- Make contact with Charter and Home School systems in our Member Districts.
- Align the Skill Sets to current and former West-MECyou offerings.
- Select a Learning Management System.

Joel also presented the many series that will be offered this current year: Certification, Technology, Student Services, Think Tanks, and West-MECyou courses. The Professional Development Team has also offered trainings in relation to COVID-19 and is serving Arizona statewide and some foreign countries through online instruction.

Questions from the Governing Board:

- How do we charge for out-of-District Professional Development? (Frank Straka) - Currently we are charging the same for in-district.
- Have we looked at subscriptions for smaller Districts? (Frank Straka) - Yes.

WEST-MEC COMPLETER PLACEMENT DATA AND INDUSTRY CREDENTIAL ATTAINMENT UPDATES - AGENDA ITEM #14

Katie Mehin, Director of Career Services, and Rahsaan Bartet, Elementary District and Community Liaison, gave an update on Completer Placement and Industry Credential Attainment. Rahsaan reported that currently in 2019-2020, 3,000 Industry Credentials were earned by West-MEC students, with more being added to the list. It took a team effort for this to happen because some of the credentials were earned at the Campuses this summer.

Industry credentialing data must be put into categories for each West-MEC program; required, preferred, and relevant. Completer placement graduates in 2019 had a 91.35 positive placement in employment. The following reports were supplied to the Governing Board: 2018-2019 Program Completer Placement Data, by definition and by Campus program. Trend reports were also shown along with type of certification/licensure obtained.

Questions and Comments from the Governing Board:

- This data shows what West-MEC is doing and why we are doing it. (Jim Migliorino)
- This data needs to be in the hands of Counselors and Advisory Councils. (Jim Migliorino)
- Do you ask students about salary information? (Jim Migliorino) - The students give out this information if they can.
- Do you get better data from long term Instructors? (James Kaltenbach) - Yes, exit interviews are done on each Campus by the Career Coaches. This last year, the exit interviews were virtual which sometimes included the family members.
COMMUNICATIONS UPDATE-PROMOTIONAL VIDEOS – AGENDA ITEM #15

A promotional video was looped before the Governing Board Meeting. The videos that were shown were:

- West-MEC Economic Development
- West-MEC Our Why
- A Look into Precision Machining
- General Construction Technology
- Central Campus Overview
- West-MEC Trailer
- Welcome to 20-21

Chris Cook, Public Relations Administrator, reported on a communications video update. West-MEC videos travel through YouTube, Interactive Maps, the Website, Facebook, and Instagram. He highlighted the Media Kit that can be accessed through the website, and gave an example of the 360° videos that the Department is creating.

Questions asked by the Governing Board:

- This is really awesome. (James Kaltenbach)
- How do you get the word out? (Frank Straka) - We are getting a lot more views.
- Is on-campus marketing done at Member Districts? (Charlie Ellis) - Yes, West-MEC has been at sporting events, Career Fairs, and posters are displayed at campuses; West-MEC Ambassador Program also teaches West-MEC students how to promote programs. Normally by the end of October, Counselors have spoken to students about their next year’s schedule, but those opportunities will not be there this year. Student e-mail addresses have been requested from the Member Districts.
- Will you be targeting a specific neighborhood? (James Kaltenbach) - Not yet.
- Can we change the Intergovernmental Agreements to reflect this? (Frank Straka) - Some Member Districts are asking if this is legal.
- Would it be appropriate for us to reach out to industry to put inserts in their bills? (Charlie Ellis) - This will be looked into.

FIRST READING OF THE FOLLOWING POLICIES – AGENDA ITEM #16

Jack Erb, Associate Superintendent for HR and Policy reviewed the following policies for First Reading:

- ACA-Sexual Harassment
- IHAMD-Instruction and Training in Suicide Prevention
- JiCA-Student Dress

Questions asked by the Governing Board:

- Is there a dress code for virtual learning? (James Kaltenbach) - There is an addendum in the handbook, and so far, there have been no difficulties
DISCUSSION AND APPROVAL OF RETURNING TO IN-PERSON INSTRUCTION – AGENDA ITEM #17 AND DISCUSSION AND CONSIDERATION OF A MOTION TO APPROVE THE COVID-19 RELEASE LETTER - AGENDA ITEM #18
Superintendent Donovan stated that he would like to combine these two items into one motion. The Governing Board needs to give affirmation to what has been done and that they agree with the decisions that have been made. In-person Instruction began today. Jim Migliorino made a motion to affirm the lawyer’s recommendation of forms used and the return of in-person on September 9, 2020, having met the Maricopa County metrics. Charlie Ellis seconded the motion, and the motion was approved unanimously. Dee Markham, Governing Board Secretary, took a roll call vote. 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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DISCUSSION AND CONSIDERATION OF A MOTION TO APPROVE THE ARIZONA SCHOOL BOARDS ASSOCIATION’S (ASBA) DRAFT 2021 POLITICAL AGENDA – AGENDA ITEM #19
James Kaltenbach made a motion to approve the Arizona School Boards Association’s Draft 2021 Political Agenda. Richard Oros seconded the motion, and the motion was approved by a 6-0-1 vote. James Kaltenbach, Barbara Wyllie, Charlie Ellis, Richard Oros, Jim Migliorino, and Peter Pingerelli voted yes and Frank Straka abstained from voting because he felt the words were subjective and did not think they were actionable.

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WEST-MEC CALENDAR EVENTS - AGENDA ITEM #20
Governing Board Chairman, Frank Straka, reviewed the West-MEC Calendar Events which include the following:
• ACTE CareerTech Vision Virtual Conference – 11/30/20-12/4/20
• All Staff Meeting at the Northwest Campus - 1/15/21

DISCUSSION OF FUTURE AGENDA ITEMS - AGENDA ITEM #21
Future agenda items will include: Project Search update, and virtual learning at home in regards to FERPA requirements.

Note: Future agenda items will be sent to the Governing Board on a monthly basis and not listed under this agenda item.

CONSIDERATION OF A MOTION TO ADJOURN - AGENDA ITEM #18
The Governing Board Meeting was adjourned by acquiescence at 7:58pm.

Respectfully Submitted,

Anna Abe
Administrative Assistant

Dee Markham
Governing Board Secretary

West-MEC
OCT 14 2020
Board Approved

Markham