Western Maricopa Education Center, District 402  
5487 N. 99th Avenue - Glendale, AZ  85305  
March 10, 2021  
Governing Board Meeting Minutes

STUDY SESSION (PRELIMINARY BUDGET 2021-2022 PROJECTIONS) - AGENDA ITEM #1
Frank Straka began the Study Session on Preliminary Budget 2022-2023 Projections at 3:45pm.  
Governing Board Members in attendance were: Frank Straka, Peter Pingerelli, James Kaltenbach, Barbara Wyllie, Michael Hutchinson, Jim Migliorino, and Charlie Ellis.  
West-MEC staff in attendance were: Greg Donovan, George Gerardo, John Kukowski, Holly Medina, Barbara Thompson, Jack Erb, Anna Abe, Deb Godley, Matt Heath, Kris Guy, Spencer Isom, Troy Gabaldon, CJ Williams, Marilynn Babyar, Maya Milhon, Stephen Wellsch, Jarett Guy, Angela Harris, Vicki Godby, Chris Cook, Shelly Thome, Rahsaan Bartet, Erica Shumaker, Joel Wakefield, Julie Rodriguez, Caylie Handgis, Lillian Castrovinci, Speranta Klees, Jessica Putton, Dodie Montenegro, Laura Jaime, Jessica Williams, Christine Ireland, Aaron Parsons, Courtney Hundley, Julie Rodriguez, Kara Dellisanti, Diane Parsons, Leticia Reyna-Stroud, Michael Johnson, Michael Panas, Susan Leon, Trevor Rice, Mariela Amezcue, Tama Mohelnitzky, Eve Elias, Carol Risano, Lizeth Fils-Aime, Aaron Parsons, Jaelyn Leffew, and Dee Markham.  
Others in attendance were: Rose Garcia, Bradi Nelson, Perla Murillo, and Shalee Moore.

Barbara Thompson, Administrator for Business Services, presented the preliminary budget projections for 2021-2022. These projections are based on legislative action as of last week, March 3, 2021:

- Base Support Level = $4,391.51
- 1.0 equivalency of ADM (Average Daily Membership) = 6,775.848
- District Additional Assistance = $492/student
- Arizona State Retirement increased to 12.41%
- Total Projected Revenue = $43,209,643.49
- Projected Expenses = $41,254.382
- Unspent monies from ESSER Grants = $1,326,487.00
- Reserves at the end of FY22 should be $48,549,905.00

Questions and Comments from the Governing Board and Superintendent:
- What was last years Base Level Support? (Frank Straka) It was $4,305.73. This changes every year and is based on inflation.
- Does student count differ from ADM? (James Kaltenbach) Yes and no. Yes, it is the same number, but we use current year instead of last year.
• Does West-MEC have a Rainy-Day Fund? (Michael Hutchinson) Yes, this is called Reserves and is $48,549,905.00.
• Roughly, what is the amount we pay for partner program tuition and fees? (Frank Straka) Approximately $470,000.00. At one time it was as high as $2,000,000.00.
• How does the $2,177,621 for Repairs and Maintenance compare to last year? (Frank Straka) Last year was approximately $1,000,000.00 in costs.
• Does West-MEC have a technology plan? (Frank Straka) Yes, currently replacement is every 3 years.
• Where does sales tax revenue go? (Michael Hutchinson) Requisitions are done at the Campuses and the Corporate Office. West-MEC pays the sales tax, its final process is completed at the Corporate Office before going to the City of Glendale.
• Has West-MEC ever done a study on the costs of having our own programs in lieu of community programs/college? (James Kaltenbach) Yes, we have done an analysis before and the numbers will be provided. When we moved Cosmetology from the Community College to in-house, we were able to keep more funding for ourselves because we no longer had to pay building rental fees. Per Stephen Weltisch, we regularly look at costs and this was a big factor in bringing Aesthetician and Cosmetology in-house. We were able to control the services better and give the students a better, rounded service. EMT is the only program currently at Estrella Mountain Community College. There is a strong State Board of EMT who determines who can and cannot teach EMT, and currently the Board is not in favor of West-MEC. We are now moving EMT to a year-long option. Credit offerings will be added to the program, along with student success opportunities to help students be successful at National Registry.
• Could West-MEC be more successful at having EMT at a Paradise Valley High School campus? (Frank Straka) We would have to look at student demand, and currently there has not been enough interest in the Paradise Valley School District. In the past, EMT was offered at Paradise Valley Community College, but the program was cancelled there because of lack of student interest.
• What are the top 3 college partner programs? (Frank Straka) EMT, Fire Science, and Culinary. Fire Science is controlled by the Union of Fire Fighters and they have a say in how Fire Science is taught. There are 4-6 Instructors who rotate in the program. West-MEC is not attached to the Fire Union.
• With COVID hitting, many things have changed. Are there favorable budget changes? (Barbara Wyllie) Yes, travel costs to conferences was significantly less this past year.
• Will we have to revise our current budget in May? (Barbara Wyllie) We may have to reduce the budget by $800,000.00.
• What did it cost to build and outfit the Northwest Campus? (James Kaltenbach) Approximately $74,000,000.00, plus the land. The Southwest Campus was similar, but the land purchase was cheaper. The Southeast Campus is 30 acres and could ultimately cost $100,000,000 in build and outfit.
• I don’t see debt service? (Michael Hutchinson) Debt service comes out of the taxes that are collected and it is an offset. We have sold the second group of bonds in 10 years instead of 20 years, and have saved the taxpayers $48,000,000.00 in interest.
• Eliminating debt should be one of our focuses. We can refinance bonds and get a better return rate. (Michael Hutchinson) Yes, this is true, but we have to wait 5 years before any buy-backs.

• How much did we spend on the Northeast Campus? (Frank Straka) Approximately $40,000,000.00. The Northeast Campus is half the size of the Northwest and Southwest Campuses and 3 of the buildings already existed. Maybe Paradise Valley would let West-MEC take over the CREST Facility and let that be a Central Campus stated Greg Donovan. We need to look at the demographics and see where people are moving and follow that curve. This involves putting land in our back pocket so we can be ready.

The Study Session ended at 4:35pm with a 5-minute break before the Regular Meeting.

REGULAR MEETING CALL TO ORDER - AGENDA ITEM #2
Frank Straka, Governing Board Chairman, called the March 10, 2021 regular Governing Board Meeting to order at 4:40pm.

ADOPTION OF THE MARCH 10, 2021 REGULAR GOVERNING BOARD MEETING AGENDA – AGENDA ITEM #3
Charlie Ellis made a motion to adopt the March 10, 2021 regular Governing Board Meeting Agenda. Michael Hutchinson seconded the motion, and the motion was approved unanimously by Frank Straka, Peter Pingerelli, James Kaltenbach, Barbara Wyllie, Michael Hutchinson, Charlie Ellis, Jim Migliorino.

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PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE - AGENDA ITEMS #4&5
Jessica Putton, Career Services Director, led the Pledge of Allegiance, and a Moment of Silence was observed afterwards.

DISCUSSION AND CONSIDERATION OF APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING HELD FEBRUARY 10, 2021 - AGENDA ITEM #6
Charlie Ellis made a motion to approve the Minutes of the regular Board Meeting held February 10, 2021. Michael Hutchinson seconded the motion and the motion was approved unanimously by Frank Straka, Peter Pingerelli, James Kaltenbach, Barbara Wyllie, Michael Hutchinson, Charlie Ellis, Jim Migliorino.
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**SUMMARY OF CURRENT EVENTS - AGENDA ITEM #7**
Superintendent, Greg Donovan, reported on the following:

- Saturday, West-MEC had an outstanding Automotive Program competition that was well supported by business and industry.
- Attended Gila Bend City Council Meeting and they passed a motion to draft a letter to the community supporting the community in full consideration of joining West-MEC and presenting more career and technical programs to their high school students, as well as to their adult community. Gila Bend has a brand-new high school which they just moved into, and currently they only have one CTE Program which is Culinary. Their goal is to have this item on this November’s ballot. Gila Bend is in Maricopa County.
- Nadaburg Unified School District still continues to promote that they plan to join West-MEC in the future.
- Wickenburg voted to accept the dissolution of Walnut Grove Elementary School District and to accept that property into the Wickenburg Unified School District. The County will be completing the paperwork by July of this year.
- Kris Guy, Northwest Campus Counselor, received Counselor of the Year Award from the Arizona Counselors Association. Kudos to Kris in all aspects of what she does for students.

No items were reported from the Governing Board.

**DISCUSSION AND CONSIDERATION OF A MOTION TO APPROVE THE CONSENT AGENDA - AGENDA ITEM #8**
Charlie Ellis made a motion to approve the Consent Agenda. Frank Straka asked what an anatomage table was for the Sole Source item, and Mike Johnson, Assistant Administrator at the Northwest Campus, explained and showed photos. Michael Hutchinson seconded the motion, and the motion was approved unanimously by Frank Straka, Peter Pingerelli, James Kaltenbach, Barbara Wyllie, Michael Hutchinson, Charlie Ellis, and Jim Migliorino.
The following items were approved:

- Accounts Payable Voucher Reports 5056-5063
- Accounts Payroll Voucher Reports 17 & 3170 and 18 & 3180
- Personnel
- Donations
- Career and Technical Student Organization Student Activity Monthly Cash Report
- Nursing Textbook Approval
- Sole Source for Anatomage Tables

CALL TO THE PUBLIC - AGENDA ITEM #9
No items were brought forth in the Call to the Public.

LEGISLATIVE AND BUSINESS PARTNERSHIP UPDATE - AGENDA ITEM #10
Director of Business Development and Government Affairs, Spencer Isom, reported on the following:

- Governor Ducey issued Executive Order 2021-04 (Open for In-Person Learning). Schools are to reinstate in-person learning by no later than the Monday following spring break, or by March 15 if there is no spring break.
- Governor Ducey issued Executive Order 2021-05 (Next Phase of COVID-19 Mitigation) which lifts occupancy restrictions on businesses that were originally put in place to limit the spread of COVID-19.
- HB 2024 (CTED Average Daily Membership) passed the House as amended, passed the Senate Education Committee.
- SB 1179 (CTED 4th Year Funding) Passed Senate and House Education Committee, and will await state budget approval, as it has a fiscal impact to the state’s general fund.
- HB 2024 (CTED Internship Funding) passed House and Senate Education, and will move through Senate and should be on Governor’s desk next week.
- HB 2301 (CTED Letter Grade Exclusion) was signed by the Governor.

ARIZONA SCHOOL PUBLIC RELATIONS ASSOCIATION (ASCPRA) AWARDS - AGENDA ITEM #11
Greg Donovan, Superintendent, presented the following Arizona School Public Relations Association (ASCPRA) Awards to Speranta Klees, Erica Shumaker, and Chris Cook:

- Advocacy and Political Contributions to Public Education (Speranta Klees)
- Special Purpose Publication Award of Excellence (West-MEC Interactive Map)
- Video Award of Excellence (A Look Into...Program Videos)
- Video Award of Merit (360 Degree View Program Videos)
WICKENBURG UNIFIED SCHOOL DISTRICT PRESENTATION - AGENDA ITEM #12

Wickenburg Unified School District CTE Director, Rose Garcia, reported on CTE Activities in the Wickenburg District. Currently there are 7 CTE Programs taught: Business Management & Administrative Services, Construction Technologies, Culinary Arts, Engineering, Film and TV Production, Sports Medicine, and Stage Production. Sports Medicine and Stage Production are two new programs this year. Of the 422 high school students, 50.2% are enrolled in CTE programs. Enrollment has declined this year because several of the students withdrew and went online.

The Del E. Webb Center for Performing Arts is built right on campus, and has been instrumental in help with the Stagecraft Program. Bradi Nelson, Sports Medicine Instructor, reported that Champion Therapy has offered mentorship and job shadowing opportunities for the Sports Medicine Program. Both these programs prepare students for entry-level employment and further training and post-secondary education for these fields.

Questions and comments from the Governing Board:
- Does Stage Production cover editing? (Michael Hutchinson) Yes, Adobe Premier is used.
- I see the drop in ADM because of COVID, is this similar to all districts? (Frank Straka) This is a complex issue. When students go virtual and go into the school’s online system (AOI) we cannot claim that ADM. If the students go into a Google Classroom for online learning, we can claim the ADM. The 100th day happened in late January and we are looking at concurrent enrollment and begin building the Member District Funding Formula in April when firm numbers and balance are attained. Some of the Districts have small grants which help to stabilize them. We are looking how to be fair and equitable.
- How did you find the transition of being a first-year CTE Instructor? (Frank Straka) Bradi had a lot of support in the community and the school. She made several connections through West-MEC Professional Development CTE classes. The transition was not too bad, except for of course, COVID.

CENTRAL PROGRAM DISPLAY OF TEXTBOOKS/ELECTRONIC AND OTHER INSTRUCTIONAL MATERIALS FOR PUBLIC COMMENT FOR THE BIOMEDICAL SCIENCE PROGRAM AND THE AIR CONDITIONING TECHNOLOGY PROGRAM - AGENDA ITEM #13

Laura Jaime, Director of Curriculum, Instruction and Assessment, presented the textbooks/curriculum for the Air Conditioning and the Biomedical Programs. The textbooks and curriculum were vetted by Advisory Councils and will be both paper and electronic.

PHYSICAL THERAPY HOSA CHAPTER PRESENTATION - AGENDA ITEM #14

Trevor Rice, Southwest Campus Physical Therapy Instructor and HOSA Advisor, introduced the following students, Perla Murillo and Shalee Moore, from his HOSA Chapters. Perla attends Buckeye High School and Shalee attends Verrado High School. These two HOSA Chapters are new this year, so the program of work, constitution, bylaws, and selecting officers were all things
that needed to be accomplished upfront. Both students told of their many community service activities and HOSA activities.

Questions from the Governing Board:
- Is Physical Therapy a one-year program? (James Kaltenbach) Yes. The two chapters through are completely separate and will compete with each other.
- Will you use this program in the future? (Barbara Wyllie) Yes, with certifications, movement on the upward ladder is faster.

DISCUSSION OF HEALTH INSURANCE BENEFITS WHICH INCLUDES MEDICAL, DENTAL, VISION, LIFE, AND AD&D INSURANCE, AND CONTINUATION OF THE QUALITY OF LIFE STIPEND - AGENDA ITEM #15

Jack Erb, Associate Superintendent of Policy and Human Resources, reported on the employee health benefits for the 2021-2022 school year. West-MEC was notified on March 1 that Medical Insurance Premiums would increase by 10.4%. There would be no increase in Vision, Dental, nor Teledoc. This increase will impact the District M & O budget .4%. Information presented was 2021-2022 renewal rate analysis with enrollment by plan, loss ratio, large claims over $20,000.00, and premium increases over the past 6 years. There are 3 main plans the employees can choose from: Co-pay gold, Value Gold, and HDHP 1500. Last year the employees who had Co-pay Gold and HDHP were grandfathered in, and the new employees had to choose the Value Gold, with an option to buy up to the Co-pay Gold. Currently employees pay 2% of their health medical plan.

Questions and Comments from the Governing Board:
- The Quality of Life Stipend goes to everybody? (Michael Hutchinson) Yes, it is pro-rated over your FTE if you are not full-time.
- How many employees reached their out of pocket in the HDHP? (Frank Straka) 14 employees met the deductible and 6 of those maxed out of pocket. There was 56% of usage in the vision plan as of December.
- This is the best health care plan I have ever seen. (Michael Hutchinson)
- It is very difficult to discuss health benefits without salary. All benefits are approaching 45% (Social Security, Arizona State Retirement, Health Benefits, FICA, Medicare). That is an enormous part of a salary. I would prefer to give salary increases and have employees participate in health benefit increases. (Jim Migliorino)
- If the purpose of the Quality of Life Stipend is to offset the cost of having family members on the plan, I would much rather see us offset the family members on the plan. I don’t like stipends in general. I would rather see us contribute more into the plan instead of a stipend. (Michael Hutchinson)
- Did we give any additional funding for FSA? (Frank Straka) No, only $500.
- The loss ratio is as expected. (Jim Migliorino)
- One of the best things an organization can do is provide the best health care and I am glad we are doing this and not blowing our budget out of the water. If it is worth paying, it is worth paying. (Michael Hutchinson)
DISCUSSION OF COMPENSATION INCREASES FOR ALL INSTRUCTORS, NON-CERTIFIED SUPPORT STAFF, CERTIFIED SUPPORT STAFF, AND ADMINISTRATIVE STAFF, AND COMPENSATION RANGE ADJUSTMENTS - AGENDA ITEM #16

Jack Erb, Associate Superintendent of Policy and Human Resources, provided West-MEC salary increases for the last 3 years, Member District salary increases for the last 3 years, and West-MEC Current Salary Ranges.

Questions and Comments from the Governing Board and Superintendent:

- I appreciate the background on the last 3 years. Those raises were pretty chunky in accordance with other organizations. (Michael Hutchinson) Under legislative mandate/the 20x2020 for instructors, teachers were given raises for 3 years based on their 2018 salary. Using the Governor’s math as we were required to do, every Instructor is making 20% more than they made in 2018.
- Were the non-instructional staff compounded on their raises? (Frank Straka) No, but they were given slightly different amounts.
- I would be in support of a 3% raise across the staff, unless somebody dropped the ball. (Michael Hutchinson)
- Has a salary study been done? (Michael Hutchinson) Yes, 2 years ago.
- Do we know our current percentiles in Arizona? Is there a baseline? (Michael Hutchinson) No.
- The average Instructor salary is $59,475.00 on an 11-month contract with possible 301 monies.
- As a School District, the average amount for salaries in the budget is 90%; West-MEC’s average amount is 30.8%. A minimum of 5% raise would be fairer. (James Kaltenbach)
- If you meet with the Benefits Committee, I would like to increase their contribution to 3% in health benefits and give them a 5% raise. (Jim Migliorino)
- I would rather see a specific dollar amount for health for each person. (Frank Straka)

The average Instructor salary is $59,475.00 on an 11-month contract with possible 301 monies. The Governing Board decided not to make salary range adjustments last year except for those staff members who would receive a $500.00 stipend at the end of the year if they have worked at West-MEC for 1-6 years or a $1,000.00 stipend at the end of the year if they have worked at West-MEC 7 plus years. There are currently 6 Administrators at the top of the salary range, 7 Support Staff, and 1 Instructor.

- How many separate stipends are there? What is the real compensation? (Michael Hutchinson)
- What is the cap for Instructors? (Frank Straka) $75,000.00. They receive the Quality of Life Stipend and 301 monies.
- I would like hiring ranges and not salary caps. Why are we punishing those who have been at West-MEC the longest and who are at the top of their salary range? Most of our partner districts use the ranges as hiring ranges. The Governing Board keeps stating that they want the best people at West-MEC. If we want to continue to be the best, we want to have good people here, not the fair market value. Our good employees have made
sure West-MEC paid its bills and made it possible to saved money. We are being responsible with our money. Stating that we don’t want to be better than our neighbors is the incorrect attitude.  
(James Kaltenbach)

- I believe we have a fiduciary duty to the tax payers. We cannot give staff raises if it isn’t in a market value. The fact that we have saved money is proof that we have fiduciary duty. Are our ranges comparable? (Frank Straka)
- Stating that we would be punishing our employees is not correct. You do need a fair market value, but you have to be aware of the moral involved. When you compare the private sector to the public sector, you want to reward them both, but when raises go high over the market value, the public sector just retools. (Peter Pingerelli)
- I am not against paying good salaries, but I think there needs to be some kind of system where we look at the job and what it pays, and not the person. (Jim Migliorino)
- Would it make any sense if we went outside the state of Arizona and looked at other CTE Districts comparable to us, would that make any sense? (Barbara Wyllie) Cost of living would be different.
- Arizona State Retirement is going up to 12.4% next year. When you say a 5% raise is not much more than 3%, that is incorrect. Property values have held, but all districts are going to get hit because of COVID. 3% is higher than the rate of inflation, but it is not throwing money away irresponsibly. Salary caps are absolutely necessary. (Michael Hutchinson)
- How do we adjust more to a virtual community? We have to address this or we will have a budget issue. (Frank Straka)
- We do have a moral issue. Telling people who are working very, very hard that this is as far as they can go salary wise, is not a good thing. (Greg Donovan)
- Caps do need to be adjusted for inflation over time, but I do not see anything out of line now. (Michael Hutchinson)
- How many employees have left West-MEC and gone to another school District? (Frank Straka)
- We need to look at the whole picture, the ranges that is. If we are low, then we should do something with that. We should not try to piecemeal that. (Jim Migliorino)

DISCUSSION OF A COVID TRANSITIONAL STIPEND- AGENDA ITEM # 17
Jack Erb, Associate Superintendent of Policy and Human Resources, reported that the COVID Transitional stipend is a one-time stipend. Guidance from Legal Counsel was also sought on this issue. This stipend would not go on the base salary. West-MEC has $1,326,487 left in ESSER Grant monies to spend by 9/22.

Questions and comments from the Governing Board and Superintendent:
- Does Arizona State Retirement come out of the stipend? (Michael Hutchinson) Yes.
- Pension is based on the last 5 years and $1,000.00 is insignificant. (Greg Donovan)
- This is an inappropriate thing to use monies for and I have an issue with this. This is taxpayer money and taxpayers are suffering and are earning a lot less. Last year, no
instructor missed any paycheck at West-MEC. There are plenty of things we can buy with these monies, i.e. Personal Protective Equipment. (Michael Hutchinson)

- All West-MEC employees are taxpayers. (Greg Donovan)
- We can use this money for technology and infrastructure. This money is not going to die on the vine if we don’t give stipends. (Michael Hutchinson)

WEST-MEC CALENDAR EVENTS - AGENDA ITEM #18
A. West-MEC District Events
   1. Think Tank - 4/22/21 (Virtual)
   2. All Staff Meeting - 5/28/21 (Virtual)
B. Conferences
   3. ACTEAZ Region V Conference - 4/16/21 - 4/17/21 (Virtual)

DISCUSSION OF FUTURE AGENDA ITEMS - AGENDA ITEM #19
Future agenda items should include the most prudent way of spending Reserves, demography of land, purchase of land, community survey results, Lavidge (a PR Consultant report), Strategic Plan Vision Elements, HighGround survey report, and a Project Search Update.

CONSIDERATION OF A MOTION TO ADJOURN - AGENDA ITEM #20
Barbara Wyllie made a motion to adjourn the Governing Board Meeting at 7:20pm. Charlie Ellis seconded the motion, and the motion was approved unanimously by Frank Straka, Peter Pingerelli, James Kaltenbach, Barbara Wyllie, Michael Hutchinson, Charlie Ellis, and Jim Migliorino.

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Respectfully Submitted,

Dee Markham
Governing Board Secretary

March 11, 2021