

**PPEP TEC HIGH SCHOOL
GOVERNING BOARD MEETING
PPEP TEC High School Administrative Office
Via Zoom Meeting and Conference Call
1840 E Benson Highway
Tucson, AZ 85714**

**October 6, 2021
6:30 PM**

MINUTES

Notice

A notice of this meeting was posted at the PPEP TEC High School Administration Office, 1840 E. Benson Highway, Tucson, Arizona; the PPEP & Affiliates, Inc. Main Office, 802 E. 46th Street, Tucson, Arizona; the PPEP NFJP / DOL / Behavioral Health Office, 901 E. 46th St., Tucson, AZ; **October 5, 2021**

In Attendance-Board via Zoom Meeting

Gertha Brown-Hurd, Board President
Dr. Celestino Fernandez, Board Member
Maria Chavez, Board Member
Hector Sanchez, Board Secretary (via phone)

In Attendance -Administration via Zoom Meeting

Dr. John Arnold, CEO, and founder of PPEP Inc.
Kari Hogan, Deputy CEO PPEP Inc.
Barbara Coronado, CFO PPEP Inc.
Wayne Tucker, PTHS Superintendent
Geraldene Levi, PTHS Director of School Operations
Linda Garcia, PTHS Recruitment and Retention Coordinator
Mike Burns, PTHS Mentor Coach
Michael Carpenter, PTHS Budget Grant Analyst

Call to Order

Madam President Gertha Brown Herd calls the meeting to order at 6:30 PM and takes roll call. Board members Dr, Celestino Fernandez, Maria Chavez is virtually present for this meeting and acknowledge their attendance with a response of “here” or “present” including board secretary Hector Sanchez who attends via telephone.

Old Business

I. Approval of the July 7, 2021, Meeting Minutes– Action Item

The motion is made to approve the minutes of July 7, 2021, meeting by board member Dr. Celestino Fernandez and seconded by board member Maria Chavez. The vote is unanimous including Board Secretary Hector Sanchez telephonically; the motion is carried.

New Business

II. Review and Approval of the Annual Financial Report FY 21-Action Item

Finance director, Barbara Coronado, begins with the first report called The Classroom Site Project. It is narrative result summary it explains the expenditures of prop 301 which is based on performance pay and dropout prevention. For the year the total expenses were

\$311,648. This number is split between 2 categories which are \$235,008 for teacher compensation increases and \$76,640 for dropout prevention.

The next report is the Food Service AFR and this is the expenses of the NSLP Program. \$255,779 was received in reimbursement from the state for NSLP. Expenses were \$209,080 and the food service management being the biggest expense at \$202,068 which is the cost of the food and paying the caterers and various services to provide the meals for the students. The total number of meals served was 28,763 for breakfast and 29,495 for lunches/suppers and 58,258 ½ pints of milk served. Board member Dr. Celestino Fernando raises a question regarding the difference between the reimbursement and the expenses, he asks if PPEP gets to use the difference for other services. Barbara answers that it does go into the revenue of the school.

The next report is the Results Based Funding. \$70,613 were spent at the Raul Castro Learning Center site for renovations. Because they were able to achieve certain criteria within the students, they received a results-based award fund. These funds were given for being an A rated alternative school.

The next and final report is the AFR. On page 1 is the revenue for the school. Throughout the year we earned and collected \$7,286,697. The biggest source of revenue was the State Equalization Assistance that is dependent on the ADM counts which was \$5,174,120. The other big source was for \$1,378,533 from the federal government grants received. This first page itemizes the school revenue for the fiscal year ending in June 30, 2021.

The next page is summarizing the expenditures. A total of \$6,336,479 for everything including instruction, SPED, dropout prevention, transportations, instructional improvement, classroom site projects, and title grants.

The third page summarizes the classroom site project breaking down prop 301. \$79,829 for base pay and \$148,541 for performance pay.

The fourth page continues, and dropout prevention expenses were \$76,640. A combined expense amount of \$311,648 make up prop 301.

On page five, it is the expenses for the instructional improvement project which is \$49,273. Page six is blank as we neither have an English Language Learner Project nor a Compensatory Instruction Project.

The seventh page is the same information but presented in a different format. There is a budget for audit services of \$20,000. This page itemizes the capital expenditures for the fiscal year of \$194,638. We have a total of 20 certified teachers and 29 uncertified teachers. 6 schools and 149 total days in session. In this section it itemizes the dollar amount spent on certified and uncertified teachers. At the bottom of the page there is a total percentage increase in average teacher salary since FY 18, but the percentage is being investigated because the spreadsheet automatically calculated it, but the team will check if there is a flaw in the calculation in the formula before submitting.

The expenses for Special Education are on page eight. There was a total of \$408,171 budgeted for the year and spent \$485,105.

Page nine is the itemization of federal and state projects. A total of \$1,378,534 for federal projects and \$1,449,147 for state projects. Results based funding is part of state projects.

On the tenth page is summarizing the details of page two with more depth. The debt service interests, and principal and the amount of Title IV student support and academic enrichments is \$11,970. Cost of utilities was \$117,703. Telecommunications \$38,521. Technology related supplies \$45,488. Technology related hardware and software \$112,988.

Barbara Coronado explains that the spreadsheet is the one they use for management purposes, and it is looked at monthly. The difference between revenue and expenditures is \$522,000 in this past year.

Superintendent Wayne Tucker asks the board if he can sign the AFR with their permission and all members present agree.

The motion is made to approve The PTHS Annual Financial Report FY 21 by member Hector Sanchez and seconded by board member Dr. Celestino Fernandez. The vote is unanimous including member Maria Chavez. The motion is carried.

III. Review and Approval of the PPEP TEC High School SY 2021/22 Student & Parent Handbook-Action Item

Superintendent Wayne Tucker presents to the board the SY 2021-22 Student & Parent Handbook. It is essentially the same as last year however, it was changed mid school year because our five-year review identified some outdated language. The phrase “must” has been changed in the handbook and enrollment packets. Director of School Operations, Geraldeen Levi, notes that it has not been an issue with the process of enrolling.

The motion is made to approve the PTHS SY 2020/21 Student & Parent Handbook by board member Maria Chavez and seconded by board member Dr. Celestino Fernandez. The vote is unanimous including member secretary Hector Sanchez via telephone. The motion is carried

Miscellaneous-

IV. Update on PTHS Mask Requirements

Superintendent Wayne Tucker presents the board with research done at a national level but with focus on counties in AZ with and without mask mandates in schools. The difference is in the frequency of outbreaks. Schools without mask mandate are 370% more likely to have COVID outbreaks which in turn can close the school. All the lead teachers are tracking any COVID cases in their sites. There is a total of 31 cases of COVID cases among students and

staff. None of the cases have been a result of transmission in the schools. 28 students and 3 staff. No outbreaks within the school due in large part to wearing masks. In Maricopa County a judge did not approve of banning mask mandates in schools thus PTHS students and staff will continue to wear masks until further notice.

Superintendent Wayne Tucker asks the board if they would like for him to continue with the Safe Return to School Plan with appropriate modifications as new information comes out. Board President Gertha Brown Hurd agrees and ask for a motion to approve the Safe Return to School Plan with modifications. Board member Maria Chavez makes the motion and it is seconded by board member Dr. Celestino Fernandez. The vote is unanimous including member secretary Hector Sanchez via telephone. The motion is carried

V. School Updates

Superintendent Wayne Tucker proceeds to talk about the Instructional Time Model that was adopted in July 2021. At the time, the model was subject to change due to the ADE not giving very specific guidance, but it was not expected to change much and it has had only one minor change. The ADE developed certain codes for reporting student's attendance or absence when they are taking advantage of off-site learning. As previously discussed in June and July, the state legislature has given us some latitude to be able to count student's off time work as actual seat time and to be continuing to provide credits for students when they are working here. It allows us to create a real hybrid environment and to respond to things like student isolation or quarantine due to exposure to COVID. If an outbreak did happen at the school, we would be able to utilize this instructional time model to continue to provide instruction and be in compliance with state law and continue to be funded for that instruction. Because of the pandemic, many students had to take on the roll as head of household and have jobs and are having difficult getting back into school because it's a real dislocation. This lets us meet them where they are and mix their school days so that they may do some work at home and other in the classroom.

Mentor Coach Mike Burns will be providing trainings for our teachers to deal with the experiences of a post-pandemic environment for our students. In keeping with the mentoring process that is really needed in our schools based on the types of students we have whom many have trauma-based issues and/or issues that is overwhelming their academic progress. Mr. Burns task is to train our teachers on how to be mentors and to bring in professional development trainings that assist in doing the mentoring. For example, training with burnout, training on motivational interviewing to empower youths through the use of words, training on de-escalation techniques, student engagement training which is key to be able to do a great job of preparing the youths for the future. To engage students in school is important and relationship building is also important. There are trainings going on throughout the year. Mr. Burns has set up professional development trainings most Fridays for all the schools to bring in the previously mentioned topics. Trainings have already begun. One of the trainings occurred during pre-service it was a trauma-based neuro developmental approaches-giving teachers a way to look at and be aware of the kinds of trauma they are coming across and how the brain works in that process and how to better work with the students who are going through trauma times. At pre-service they also had a crew-mentoring training. Each teacher that is a mentor is given a group of young people to work with. This training is to teach them how to deal with groups and how to motivate them within the group. One on one trainings

are also being provided. If a teacher has a subject that they would like help on, Mike Burns will help.

Mike Burns continues explaining that social workers known as student support specialist are being brought into the schools. Mr. Burns works with them in terms of the development of intervention referral process and how to deal with youths when they come across their desk and developing a procedure for that. The goal is to effectively work with the students so that they may become successful both socially and academically.

Director of School Operations, Geraldeen Levi, adds that surveys have been done with the staff to find out specifically what they needed in terms of professional development at the end of last school year anticipating that this school year students would be coming back, and some have gone through hardships. The structure is from scientific based ideas, but it is built more around on what the feedback has been from staff and students. It has been an extensive amount of training, but it has been a necessary requirement. The instructional time model is different so that requires a different approach than what the teachers are used to because of the hybrid classroom and dealing with technology and thinking on lesson plan structures. A lot of energy and money has gone into project-based learning because that is impactful and more engaging for our students since it is connected to their everyday lives.

Board President Gertha Brown Hurd emphasizes the importance mental health to succeed in any field and the pandemic has brought out a lot of these issues along with traumas which can affect someone socially and academically. The trainings being given will provide much needed support for the students. Superintendent Wayne Tucker adds that these are new times and with that brings new challenges thus new skills are needed to be able to meet the needs of our students as they come back to school tentatively.

Board member Maria Chavez asks if the students are receptive to it. Geraldeen Levi answers that it depends on the student and the approach which is what Mike Burns has worked on with the staff. Different students might require different approaches. The trainings are meant to guide the teachers in adjusting their approach to fit the needs of the student. Academically development is via project-based learning where teachers are using different techniques to suit their students needs. Superintendent Wayne Tucker adds that the ESSER 2 & 3 are being used to fund the positions for the social workers at least for the next 3 years and notes that social workers have a particular context within the school, so the position was changed to student support specialist, and it feels more welcoming to the students.

PPEP founder and CEO, Dr. John Arnold states that PPEP is a mental health organization, and we have many services including utility assistance and rental assistance and combined it makes a difference in our schools that no other schools have. Our student support specialist have those resources in hand.

Next, PTHS Recruitment and Retention Coordinator, Linda Garcia, has a presentation for the board regarding what the students have accomplished from June 2021 to now. Over the summer Wayne Tucker worked with Francisco Fuentes in recruiting for CFLC. There were billboards and bus signs with PPEP info. There was an interview on AZTECA TELEVISION with some of our staff and students. In south Tucson there was the 6th Avenue Street Fair, where they were able to reach out to the community and talk about PPEP TEC for those that

did not know about it. In September there was an event at Casino del Sol where PPEP had a table in, and our staff went out to promote PPEP. Over the course of two weeks, there was also a radio add playing a commercial of us.

In addition, Linda begins to talk about the new websites. In where each individual school will have its own website. She will train some of the staff on how they can add material to their center's website. The schools will be able to utilize this website and be able to reach out to the community.

The big thing that has the student's attention is student council. They are having elections, making speeches, and doing presentations about college. RCLC had a COVID event at the school in which the students over 18 and/or with adult permission to get tested and/or to get the vaccine and community members were also invited. PPEP invested in technology called Aquasports. They are monitors that help teachers and students have a more interactive learning. CFLC has revived their garden and the students are tending to it. CPLC will soon be moving to their new location. Maintenance is working on getting it ready for a mid-January 2022 opening. JYPL have created a decompression room. Geraldeen Levi expands on this room. CSI unused grant funds were used to get this room ready for the students. It will have bookcases with about \$4,000 worth of books. There are sofas, chairs, game table, and soft lighting in the room. The idea behind this is for the students to have an area to be calm. RCLC has new bathrooms.

- VI. Call to the Public** – This is the time for the public to comment. Members of the Board may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. § 38-431.01(H), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism, or scheduling the matter for further consideration and decision at a later date.

Adjourn- Board Secretary Hector Sanchez adjourns the meeting.

Meeting adjourned at 7:30PM