

NOTICE OF PUBLIC MEETING

PPEP TEC High School Governing Board

Pursuant to Arizona Revised Statutes (A.R.S.) §38-431.02, notice is hereby given to the members of the PPEP TEC High School Governing Board and to the general public, that the Board will hold a meeting, open to the public as specified below. The Board reserves the right to change the order of items on the agenda, with the exception of public hearings set for a specific time. One or more members of the Board may participate in the meeting by telephonic communications.

Pursuant to A.R.S. § 38-431.02(H), the Board may discuss and take action concerning any matter listed on the agenda.

Pursuant to A.R.S. § 38-431.03(A)(3), the Board may vote to go into Executive Session, which will not be open to the public, for legal advice concerning any item on the agenda.

Pursuant to A.R.S. § 38-431.03(A)(2), the Board may vote to go into Executive Session, which will not be open to the public, for discussion or consideration of records exempt by law from public inspection.

Persons with a disability may request a reasonable accommodation such as a sign language interpreter or language translator, by contacting Alma De La Torre at (520) 294-6997. Requests should be made as early as possible to allow time to arrange the accommodation.

DATED AND POSTED this 26 day of June, 2018

By


Wayne Tucker
Superintendent

AGENDA

PPEP TEC High School Governing Board

Wednesday, June 27, 2018

6:30 P.M.

**PPEP TEC High School
Celestino Fernandez Learning Center
1840 E Benson Hwy.
Tucson, AZ 85714**

A copy of the agenda background material provided to the Members of the PPEP TEC High School Governing Board (with the exception of material relating to possible executive sessions) is available for public inspection at the PPEP TEC High School Administrative Offices, 1840 E. Benson Highway, Tucson, Arizona 85714.

Call to Order

Gertha Brown-Hurd

Old Business-

- I. Approval of Minutes from Meeting of April 25, 2018– *Action Item***

New Business-

- II. Review of FY19 Charter Staff Pay Increases, pursuant to HB2663 and SB1521**
- III. Review and Approval of the PPEP TEC High School FY19 Proposed Budget-*Action Item***
- IV. Review of Proposition 301 Performance Pay**
- V. School Updates**
- VI. Miscellaneous**
- VII. 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

Gertha Brown-Hurd

**PPEP TEC HIGH SCHOOL
GOVERNING BOARD MEETING
PPEP TEC High School Administration Office
1840 E. Benson Highway
Tucson, AZ 85714**

**April 25, 2018
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, 902 E. 46th St. , Tucson, AZ; the following PPEP TEC High School sites (Alice Paul Learning Center- Casa Grande, Raul Castro Learning Center-Douglas, Cesar Chavez Learning Center-San Luis, Colin Powell Learning Center-Sierra Vista, Jose Yopez Learning Center-Somerton, Celestino Fernandez Learning Center-South Tucson, on **April 16, 2018**.

In Attendance-Board

Gertha Brown-Hurd, Board President
Dr. Celestino Fernández Ph.D.
Héctor Sanchez
Ralph Romero

In Attendance-Administration

Dr. John Arnold Ph.D., PPEP Inc. CEO
Wayne Tucker, PTHS Superintendent
Eva Ybarra, PTHS Business/Grants Operations
Dr. Johnson Bia Ph.D., PPEP Inc. Deputy CEO
Geraldeen Levi, PTHS DOO

Absent

Board Member-Maria Chavez

Community Member

Hannah Hertenstein

Call to Order

The Meeting was called to order by Madam President, Gertha Brown Hurd at 6:30 PM

Old Business

I. Approval of the March 7, 2018 Meeting– Action Item

The motion was made to approve the minutes by Dr. Celestino Fernandez Ph.D. and seconded by Ralph Romero. It was a unanimous vote from all members present including Hector Sanchez; member Maria Chavez was absent. The motion was carried.

New Business

II. Review and Approval of the Proposed Governing Board Calendar for FY18-Action Item

The proposed Governing Board Calendar was provided to the board and it was agreed upon to keep the calendar as proposed with one change. The October meeting had two possible dates; October 3rd or 10th. The approval of the annual report is due to the State of Arizona on October 15th, which necessitates a meeting scheduled in October. Pursuant to the Board's expressed desire to hold its meetings at different PTHS sites over the course of the school year, Mr. Tucker observed that October 3rd is the only option for a meeting because the district is on Fall Break during the week of October 10th. The board agreed to have the October meeting on the third (3rd) of the month at the Colin L Powell Learning Center in Sierra Vista, AZ.

The motion to approve the PTHS Governing Board FY-18 Calendar with the October meeting being held on the 3rd was made by Ralph Romero and seconded by Dr. Celestino Fernandez Ph.D. The vote was unanimous from all present members including Hector Sanchez; member Maria Chavez was absent. The motion was carried.

III. Review and Approval of the School Calendars for SY 18-19-Action Item

Six separate calendars were provided to the board for review; one for each PPEP TEC Learning Center. Madam President, Gertha Brown, inquired if the Lead Teachers at each site had reviewed the calendars and approved the one for their particular site. Superintendent Wayne Tucker confirmed that the lead teachers were given autonomy to participate in the creation of the calendars with certain parameters set by the district including, but not limited to, ensuring that there are *149 instructional days across the district at all sites for both staff and students* and aligning certain breaks with the local school districts in their areas as well as the same start and end dates to the school year.

The motion to approve the PTHS School Calendars for SY 18-19 was made by Ralph Romero and seconded by Dr. Celestino Fernandez Ph.D. The vote was unanimous from all present members including Hector Sanchez; member Maria Chavez was absent. The motion was carried.

IV. Review An Approval of the AEC Efforts Regarding School Letter Grade Indicators-Action Item

Deputy CEO Dr. Johnson Bia Ph.D. gave the governing board an overview of the Alternative Education Consortium, (AEC), which Dr. Bia is the president, and Superintendent Wayne Tucker is the chair of the Advocacy Committee; statewide, on the consortium's stance on the School Letter Grade Indicators and their effort to build a bridge with the Arizona State Board of Education, (ASBE). The ASBE is directly involved with the Arizona Department of Education, (AEC), in the development of the State's efforts to create this process of accountability for all educational institutions including alternative programs like PPEP TEC.

A letter was composed by Dr. Bia Ph.D., (attached for review), on behalf of the AEC and its majority outlining two areas of concern within the consortium to the ASBE, specifically Executive Director, Alicia J. Williams.

AEC and their concerns in the matters pending at the ASBE in regards to:

- Providing sufficient lead-time to alternative programs to gather the data necessary to implement the impending framework approved by the ASBE
- Clarifying questions that were posed in an October 2017 meeting regarding a one-year practical “cohort” when calculating Graduation Rate for Alternative Schools, credits under the “Growth” category, and College and Career Readiness

The letter to Ms. Williams stated full enthusiasm to discuss the mentioned items at the June AZ AEC Full Consortium meeting in Prescott on June 8 with the ASBE; in response to the invitation; however, the ASBE declined due to scheduling conflicts, but invited the board to have further discussions. In the PPEP TEC Governing Board’s full support of this letter and for what it stands, as noted in the minutes, Dr. Bia also considered inviting the Governing Boards from the other AEC programs to support something similar as to the collective efforts of the alternative programs state-wide on these subjects.

The motion to support and approve the written letter and the collective efforts of the Alternative Consortium and Alternative Programs statewide and to support the recommendations from that entity to the Arizona State Board of Education was moved by Dr. Celestino Fernandez Ph.D. and seconded by Ralph Romero. The vote was unanimous including member Hector Sanchez; member Maria Chavez was absent.

PPEP Information-

V. PPEP Inc. Records Retention Plan

The PPEP TEC Governing Board was given an opportunity to review the PPEP Inc. Records Retention Plan. *The retention plan is attached to the minutes for review.* The focus of this plan is that “the management team members and supervisors of each division are ultimately responsible for the records under their purview.” It was reviewed by the board, and the board agreed that the organization as a whole has a policy in place for the proper disposal, storage, and limited access of records in PPEP TEC High School and PPEP Inc.

Member Ralph Romero questioned the absence of the release of student records regarding the FERPA law and that it is recommended it also be added to the PPEP Inc. Records Retention Plan.

VI. PPEP Inc. Emergency Plans/PTHS Plan to Plan

The PPEP Inc. Emergency Plan is in place across the organization. Dr. Bia Ph. D. explained the one-page overview and step-by-step policies for PPEP Inc. in an emergency. As stated it was created as a blanket plan and that sites were encouraged to modify it to their needs.

Superintendent Wayne Tucker presented to the board PTHS' Plan-to-Plan. Mr. Tucker attended a two-day seminar about emergency responses in schools. It was for superintendents across the state and presented by the Department of Homeland Security and other law enforcement agencies. Many tools were provided at the seminar to help facilitate the district's "Plan to Plan". *As Mr. Tucker was speaking he set a timer to go-off in 4 minutes and 53 seconds to show the members, poignantly, how long victims on average are exposed to an active shooter situation event and for law enforcement to arrive at the scene.* This provided a good example for the need to have plans in place, secure entrances in the buildings, and preparations. Mr. Tucker provided an "Emergency Response Plan" and an "Active Shooter Plan" template to each lead teacher asking them to sit with their staff to put a plan in place, walk through the plans, and submit them to the district office.

It was made very clear by the board and Mr. Tucker that "not only having a plan in place is important but also informing the staff, students, parents, and community that the school is a safe place and therefore deterring violent behavior." Dr. Fernandez Ph.D. also stated his concerns that schools should be safe but not prisons. Director of School Operations Geraldeen Levi added to the conversation that "although we have plans in place and procedures to follow, "our youth have been normalized to violent and horrible situations; they do not react, which is not good. To me it is not only the training and making them feel secure, but giving them the moral barometer to recognize what should be called an emergency situation and what should be labeled as bad and able to respond not with approval or indifference but act immediate and with intensity. It is the "props" that help to foster that by having security cameras and secure entrances which back up what we have on paper."

The board discussed the ability to use the Pre-Service event for staff as an opportunity to present training for emergency preparedness. CEO and founder John Arnold Ph. D. added his concern and recognized the need to have intercoms at all of the schools and to begin the bid process. The board showed full support in the efforts of the district and to continue moving forward with the plans and to keep the board updated of the progress.

Member Ralph Romero inquired whether the district had a system in place to record and review incidences at the site level. Superintendent Tucker did attest that the AZ SAFE system and reports are used to send data to ADE. Mr. Romero stated his experience and concerns to institute a system to receive reports and have a risk management team review the report for internal purposes. Dr. Bia Ph.D. did point out that in the documents that were given to the lead teachers has an incident report form specific for that purpose. Mr. Romero reiterated the importance of implementing this system to report incidents and not allowing the reports to end up in a file and not addressed by the administration to avert any liabilities.

VII. School Updates

Director of Business and Grants Eva Ybarra presented to the board that for the first time each site was given a "site budget" with which to work. The budgets consisted of typical expenditures each

site incurs and their needs. This is the first time each site has had a specific budget. Much work was put into keeping within their budgets. Most expenses were fixed ones like cleaning contracts. Overall the sites have fallen under budget as a whole. It was suggested that options be provided to allow the schools to be more flexible in the control of their expenses and encourage conversations with lead teachers to keep enrollment and retention high at the sites. The budgets are updated quarterly and meetings are held to discuss any concerns.

Superintendent Tucker spoke to the board regarding student activities at each site. A power point created by Student Recruitment and Retention Coordinator, Jeff Mace. There were several parents' nights at the sites, students attended a play, a Youth Leadership Event in Tucson, and there was an outreach event at The Goodwill in Tucson. PPEP TEC was a participant on 4th Ave. providing services to Tucson's homeless. Dr. Bia Ph.D. shared with the board his external activities with organizations to support the district and its programs.

VIII. Miscellaneous

Board members spoke about the PPEP TEC graduations and who would be attending. Guests who will be attending the graduation were also named. Dr. Arnold Ph.D. will be in Mexico attending some school graduations where he will be an honored guest. Member Ralph Romero told the board that he would attend the National Migrant Conference. He asked if some certificates could be created by PPEP TEC and PPEP Inc. to present to the honored student at the conference and her graduation.

- V. 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-Madam President Gertha Brown-Hurd

Meeting adjourned at 8:00 PM