

MOUNTAIN INSTITUTE
Governing Board of Education
Meeting Minutes
December 7, 2011

A regular meeting of the Mountain Institute Governing Board of Education was held on December 7, 2011 at the Mountain Institute Joint Technical Education District Office, 3003 Centerpointe East Dr., Prescott, AZ and convened at 6 p.m.

6:00 P.M. REGULAR MEETING

1. CALL TO ORDER:

Chairman Roger Harlow called the meeting to order at 6:00 p.m.

2. PLEDGE OF ALLEGIANCE:

Chairman Harlow led the Pledge of Allegiance.

2. ROLL CALL:

Present were Board members Roger Harlow, Maxine Howington, Heidi Baker and Michael Taylor. Casey Samsill and Beth Cummins were absent. Also present were: Ray Polvani, Mountain Institute Superintendent; Jeremy Plumb, Program Director; Howard Moody, ESA Consultant and MI Finance Director; and Karen Leja, Board Secretary.

4. ADOPTION OF THE NOVEMBER 16, 2011 AGENDA:

Mr. Harlow announced Agenda Item 8F - Consider approval of NOIs is being removed as the program approval process is being changed by the Arizona Department of Education (ADE) and the deadline moved to early 2012. Ms. Howington moved to adopt the December 7, 2011 agenda as amended with Item 8F removed. Mr. Taylor seconded and the motion carried 4-0.

5. PUBLIC PARTICIPATION:

There was no public participation.

6. SUMMARY OF CURRENT EVENTS:

A. Superintendent:

1. **JTED breakout session outline.** Dr. Polvani distributed an outline of the JTED Superintendents' panel presentation to be made at the Arizona School Boards Association (ASBA) mid-winter conference.
2. **Holiday Social.** Dr. Polvani announced a Governing Board/JTED staff holiday social to be held at his home December 18th and a flyer was distributed. Please RSVP to Karen Leja.

B. Governing Board Members

1. **ASBA Update.** Mr. Harlow received a letter from Scott Holton, nominee for Secretary for the ASBA, requesting Mountain Institute's vote. Governing Board members showed support of Mr. Holton. Mr. Harlow also reminded board members to review the 2012 ASBA political agenda packet they received in the mail.

7. DISCUSSION ITEMS:

A. Discussion Item: Curriculum/Instruction/Program Status

Mr. Plumb reported the CTE Day scheduled at Yavapai College December 2 was postponed due to inclement weather. The rescheduled date is January 27. The JTED had planned to kick-off 2012-13 registration at this event; however, registration marketing is moving forward through the outreach counselors. New marketing materials have been developed and Mr. Plumb distributed sample posters, interest cards and central catalogs. Mr. Plumb also announced one of the 18 Pre-

Engineering students taking the CTE Assessment test received a perfect score. A press release will be distributed.

Mr. Plumb gave a power point presentation on enrollments from 2009-10; 2010-11; and 2011-12. Charts reviewed included 40th day enrollment comparison with 9th Grade; 40th day enrollment comparison without 9th Grade; and 100th Day enrollment comparison FY 2010 and FY 2011. Overall JTED is seeing good enrollment numbers. Bradshaw had a large increase in FY 2010 due to requiring all freshmen to take Career Prep classes. Chino Valley showed a decline from FY 2011 to FY 2012 correlating with the enrollment increase at Central Campus. The 40th day ADM numbers for this fiscal year are still being finalized. Last year at this time ADM was 326.71; this year thus far 361.59 is the total. The JTED expects to see moderate sudden growth. Mr. Harlow asked if there are concerns with the JTED enrollment leveling off in the next few years. Mr. Plumb and Dr. Polvani confirmed there are only so many students that can be enrolled through public schools. However, there are still many charter school and home school students that give the JTED a wider enrollment base. Ms. Howington asked if the JTED had a relationship with charter schools. Mr. Plumb confirmed we have a few charter school students currently enrolled and we have made presentations to several charter schools. The JTED Administration is reviewing options for charter school student tuition and this will be a future board agenda item.

B. Discussion Item: Governing Board Seat Status.

Dr. Polvani reported Beth Cummins, an employee with Bagdad Unified School District, has been appointed as the Bagdad JTED Governing Board Member. She is officially on the board as of December 5 and will be sworn in at the January meeting. The Humboldt open seat has been posted and is closing on December 15. Yavapai County Schools Superintendent Tim Carter hopes to have a candidate in place to swear in at the January meeting. Casey Samsill from Mayer USD has submitted his resignation letter effective December 31, 2011. Mr. Carter posted that vacancy December 5 with a deadline of January 5. It is possible there will be a Mayer representative to be sworn in at the January meeting.

C. Discussion Item: JTED Program Tours Report.

Dr. Polvani said a tour of the Welding Program was held at Ash Fork High School on November 30. Ms. Howington and Mr. Harlow attended along with two Ash Fork Board Members and two community leaders. Attendees were very impressed with the remodeled welding facility and the opportunities available to JTED students. On December 6, a tour of the Chino Valley High School Culinary Program was held. Mr. Taylor attended along with the Superintendent, CTE Director and Construction Manager from Colorado Union High School District. Maureen Erickson from the Prescott USD Governing Board was also in attendance. Mr. Taylor said it was very exciting to see the culinary students in action especially with guest community chefs working with them. On December 7th, a tour was held of the Certified Nursing Assistant (CNA) program at Bradshaw High School. Mr. Harlow was in attendance along with a representative from NACOG, the Humboldt USD Superintendent Paul Stanton, and Mr. Moody representing the JTED and the Humboldt USD Governing Board. Mr. Plumb said Ms. Erickson has a background in CTE and has invited the JTED staff to make a presentation at the PUSD Board Retreat. Mr. Harlow said it was very positive to have school administrators and board members at these tours and would like thank you messages relayed back to them. Dr. Polvani confirmed this will be done.

8. ACTION ITEMS:

A. Consent Agenda: The following items were on the consent agenda:

1. Approval of Payroll Voucher 511 totaling \$14,663.21.
2. Approval of Expense Voucher 8110 totaling \$10,380.62.
3. Approval of the November 16, 2011 Governing Board meeting minutes.
4. Approval of revised contract with Yavapai County Education Service Agency for business manager services for 2011-12.

5. Approval of Policies Advisories 405-434 as presented by Arizona School Boards Association (ASBA).

Ms. Howington requested Items 8A-3 and 8A-4 be pulled from the consent agenda. Mr. Taylor moved to approve the consent agenda minus Items 8A-3 and 8A-4. Ms. Baker seconded and the motion carried 4-0.

- A-3. Approval of the November 16, 2011 Governing Board Meeting Minutes. Ms. Howington said she didn't receive the minutes in her board agenda packet. Dr. Polvani provided her a copy of the minutes. Ms. Howington moved to approve the November 16, 2011 Governing Board Meeting minutes. Mr. Taylor seconded and the motion carried 4-0.
- A-4. Approval of revised contract with Yavapai County Education Service Agency (YCESA) for business manager services for 2011-12. Ms. Howington said she had not received this item in her board packet and would like clarification of what was being approved. Dr. Polvani explained that the Administration is recommending an increase in the rate of reimbursement for the services of Howard Moody as Finance Director. Mr. Moody is hired by the YCESA. The new agreement would increase the hourly rate by 5%. Mr. Taylor pointed out the administrative fee also goes up by 5%. Mr. Taylor moved to approve the reimbursement rate for Business Management services as presented. Ms. Baker seconded and the motion carried 4-0.

B. Discussion/Possible Action Item: Ratify appointment of Roger Harlow as ASBA Representative.

Dr. Polvani reminded board members that Roger Harlow volunteered at the last meeting to serve as the JTED representative to the ASBA Delegate Assembly at the ASBA/ASA meeting December 14, 2011. The item had not been posted on the agenda and no action could be taken at that time. Ms. Howington moved to approve the appointment of Roger Harlow to serve as MI JTED's representative to the ASBA Delegate Assembly. Ms. Baker seconded and the motion carried 4-0.

C. Discussion/Possible Action Item: January Reorganization Meeting.

Dr. Polvani reminded board members that per Arizona statute, we are required to conduct a Governing Board organizational meeting prior to January 15 and our meeting will be held January 11, 2012. Activities that will take place include: Swearing-in of new board members; election of a Governing Board Chair; an optional election of a Vice Chair; establishment of regular board meeting dates, times and locations; and establishment of the official location for posting the board agenda/minutes. Dr. Polvani asked board members to be thinking about the board chair election. As Dr. Polvani meets with new board members, he will explain the Governing Board chair rotation process. Mr. Taylor said Mr. Harlow indicated he is interested in the board chair position again. Mr. Harlow said he believes Mr. Carter has concerns with Mr. Harlow serving again. Mr. Moody said Mr. Carter just wants to make sure the JTED is following Arizona statute and Board policy. Dr. Polvani agreed that board policy on the chair rotation will be followed and documented.

D. Discussion/Possible Action Item: Consider approval of Budget revision #3 for 2009-10.

Mr. Moody said the 2009-10 budget reflected a reduction in Soft Capital of \$18,932. There has been confusion on whether the reduction in Soft Capital state wide applied to JTEDs. After discussion with ADE, it was agreed a revised budget with the Soft Capital could be submitted. Mr. Harlow asked if Mr. Samsill's name should be removed from the budget document. Mr. Moody said he is still a Governing Board member until December 31. Mr. Taylor moved to approve the 2009-10 Revised Budget #3 as submitted. Ms. Baker seconded and the motion carried 4-0. The ADE revised budget documents were signed by board members.

E. Discussion/Possible Action Item: Consider approval of Budget Revision #1 for 2011-12.

Mr. Moody explained at the last board meeting there had been discussion of required budget changes for 2010-11 summarized in a letter from State Superintendent Huppenthal. The changes noted by ADE to the 2010-11 budget-related to budget capacity and were correctly included in ADE’s budget report for 2011-12. Since the carry over amounts are correctly presented there is no need to revise the 2010-11 budget.

Mr. Moody reviewed the changes to the 2011-12 budget:

- Revenue decreased by \$5,490 due to the slight decrease in student count of 2.37 ADM.
- Preliminary allocation of \$266,530 for ADM Revenue distribution added. In prior years, MI budgeted separately for New Sections Costs; Growth and Sustainability Grants; and ADM/Revenue Distribution. Because of uncertainties of central campus and satellite enrollments, it was not possible to budget for them at the time of the adopted budget. Although an accurate student count is not finalized, this preliminary allocation is being made.
- Changes in expenditures including a reduction in salaries of \$175,257 primarily from the elimination of the Instructional Services Director for \$81,134 and moving budgeted salaries from Maintenance & Operations (M&O) to Edu Funds which are included in Federal Grants. The amount of \$2400 was added for the business manager purchased services. Due to new registration materials, the marketing and printing budget was increased by \$7,500. Also \$15,000 added for the Pima Curriculum Professional Development Training.

Mr. Taylor moved to approve the 2011-12 Revised #1 Budget as submitted. Ms. Howington seconded and the motion carried 4-0. The ADE revised budget documents were signed by board members.

Mr. Moody reviewed the monthly finance report including Fund Balances, Revenue Report and Expenditure Budget Balances Report. Mr. Moody pointed out the Expenditure report shows the CTE Basic Grant budget balance of \$25,052; National Forest Fees fund of \$16,958.28; and CTE Priority Grant of \$52,806.

G. *Executive Session. Pursuant to ARS 38-431.03A1, the Governing Board may vote to hold an Executive Session for discussion of the Superintendent’s evaluation.

Ms. Howington moved to convene in Executive Session pursuant to ARS 38-431.03A1 for the Superintendent’s Evaluation. Mr. Taylor seconded and the motion carried 4-0.

The Executive Session commenced at 7:52 p.m. Minutes of the Executive Session are confidential. Mr. Harlow moved out of Executive Session at 8:43 p.m.

H. *Discussion/Possible Action Item: Consider approval of Governing Board Superintendent Evaluation documents.

Ms. Howington moved to approve the Governing Board superintendent evaluation summary as presented. Mr. Taylor seconded and the motion carried 4-0. Mr. Taylor moved to approve the 2011-12 merit pay rating summary as amended. Ms. Baker seconded and the motion carried 4-0.

9. FUTURE GOVERNING BOARD AGENDA ITEMS

Dr. Polvani distributed a future board meeting timeline used by the administration to plan future agendas. He said a board retreat or extra meeting was being discussed for late January or early February to allow further board discussion of programs and facilities. Mr. Harlow and Dr. Polvani would like to have the new board members included in this future meeting.

10. ANNOUNCEMENTS:

A. Next scheduled Board Meeting: Mr. Harlow said the next scheduled board meetings are:

1/11/2012	Regular Meeting	6:00 p.m.	MI District Office
2/15/2012	Regular Meeting	6:00 p.m.	MI District Office

Dr. Polvani reminded board members of the holiday social on December 18. A soft posting will be prepared for that event.

11. ADJOURNMENT

Ms. Baker moved to adjourn the Governing Board Meeting. Mr. Taylor seconded and the motion carried 4-0. The meeting was adjourned by Mr. Harlow at 8:48 p.m.

Respectfully submitted,

Karen Leja
Board Secretary