

MOUNTAIN INSTITUTE
Governing Board of Education
Meeting Minutes
October 19, 2011

A regular meeting of the Mountain Institute Governing Board of Education was held on October 19, 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. STUDY SESSION

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, Casey Samsill and Michael Taylor. Heidi Baker and Thomas Liuzzo were absent. Also present were: Ray Polvani, Mountain Institute Superintendent; Jeramy Plumb, Program Director; Howard Moody, Yavapai County ESA Consultant and MI Finance Director; and Karen Leja, Board Secretary. Also in attendance were: Sheryl McCully, Bradshaw Mountain High School CNA Instructor, with former BMHS CNA students Tiffany Voth, Samantha Cronin, Stephanie Morgan and Jennifer Griffin.

4. ADOPTION OF THE OCTOBER 19, 2011 AGENDA:

Mr. Taylor moved to adopt the October 19, 2011 agenda as presented. Mr. Samsill seconded and the motion carried 4-0.

5. PRESENTATION: HOSA Students Bradshaw Mountain High School

Ms. McCully gave a brief description of HOSA – Health Occupations Student Association. The association started in 1976 in Texas, and has been active in Arizona for seven years. HOSA's two-fold mission is to promote career opportunities in the health care industry and to enhance the delivery of quality health care to all people. Leadership is through the election of student officers. The high school group participates in community service, fund-raising activities, social activities, leadership development sessions, business meetings and competition by means of skill and academic contests on the local, district, state, and national level. Ms. McCully recognized the students for their achievements at the June 2011 National Conference. She also thanked the MI Governing Board for JTED funding that helped finance the students attending the conference.

Former BMHS HOSA members Samantha Cronin, Stephanie Morgan, Tiffany Voth, and Jennifer Griffin, all students and HOSA members at Yavapai College, spoke of what HOSA has meant to them. Dr. Polvani congratulated the students and presented them with Certificates of Achievement.

A short video of the national summer conference was shared with the audience.

Mr. Harlow took a meeting break from 6:35 to 6:45 p.m. to allow Board Members an opportunity to talk with the HOSA students.

6. PUBLIC PARTICIPATION:

There was no public participation.

7. SUMMARY OF CURRENT EVENTS:

A. Superintendent:

1. **Preparation for January 2012 Organizational Meeting.** Dr. Polvani distributed an information sheet to board members reviewing the Chair rotation procedures, list of past board chairs, and a list of board member term expiration dates.
2. **ADE Report: Classroom Site Fund – Owned & Operated.** Dr. Polvani distributed a letter from ADE Associate Superintendent Marv Lamer. The ADE believes it's unclear if JTEDs should receive Classroom Site Funds and legislative action will be needed to clarify it. The ADE believes leasing of facilities or property on a member campus does not meet the owned requirement. Again, the ADE believes legislative action is required to clarify the matter.
3. **Governor's Education Symposium.** Dr. Polvani reported on the Symposium held October 17 at the Prescott Resort & Conference Center. The Governor has started a plan to form Educational Service Agencies into Regional Service Agencies. He distributed a map showing the planned cluster areas. Ms. Howington asked if Regional Centers will have superintendents and other administrators. Dr. Polvani said leadership is still in the planning stages but another layer of bureaucracy is not wanted. The current four Superintendents would most likely be involved.

B. Governing Board Members

1. Mr. Taylor said he also attended the Governor's Symposium. He was amazed at the energy in the room and responsiveness of the educators and community leaders discussing the plans for the new Regional Clusters.
2. Mr. Samsill said Superintendent Dean Slaga has requested he attend an upcoming Education Consortium at Mayer High School. Mr. Samsill asked Dr. Polvani to get further information on the meeting so he is well prepared for the event.
3. Mr. Harlow said he and Ms. Howington had participated at the Unfair at Tim's Toyota Center. He also attended the ASBA conference held at the Humboldt USD. Part of the meeting was on Open Meeting Law; one topic discussed was the possibility of inserting an agenda item each meeting that provided an opportunity for Board members to discuss and/or add future agenda items. Mr. Harlow reported the ASBA Conference coming up in December has some very good topics including a breakout session specifically on JTEDs.

8. DISCUSSION ITEMS:

A. Discussion Item: Curriculum/Instruction/Program Status

Mr. Plumb reminded board members that MI has purchased uniforms for JTED classes. He showed samples of a culinary uniform and a welding jacket. Mr. Taylor asked if uniforms belong to students and Mr. Plumb said class sets have been purchased. Students in Education Professions, Nursing and Sports Medicine also have polo shirts as they participate in clinicals in the community.

Mr. Plumb reported Central Program enrollment numbers are holding steady at 182. MI is not seeing the attrition rate as in past years. One school district is having problems with data upload so satellite enrollment numbers are still not available. It is hoped they'll be ready next week. Mr. Samsill asked if the numbers are as high as expected and if the JTED is eligible for Sudden Growth Funding will there be a problem with distribution of funds. Mr. Moody said the IGA put in place last year for Sudden Growth funds can be renewed to cover funding distribution for the current year.

B. Discussion Item: Update on Governing Board Goals for 2011-12.

Dr. Polvani reviewed the Governing Board Goals document distributed with progress updates made after each section. Highlights of the updates included:

- Instructors have participated in three trainings on the new Pima JTED Curriculum, classroom management, curriculum standards and instructional delivery.

- The MI JTED Program Review instrument has been finalized and visits to classes are beginning this week for program review.
- New Allied Health program going very well.
- JTED Counselors at the satellite sites filling needs in student recruitment, marketing and communication.
- Community outreach efforts moving forward. MI JTED has joined Chambers of Commerce; and made presentations at state level. Looking at becoming involved in social media and utilizing Facebook for JTED registration information.
- The Administration is looking at holding a special Board Study Session on future facility and program needs.

C. Discussion Item: Review of Governing Board Self-Evaluation Tally.

Dr. Polvani reviewed the tally of responses and comments from the Governing Board Self-Evaluation. He said there are three ways to review the document: 1) review numbers in each category from year one to year two to year three and how responses have changed; 2) analyze the cluster of responses; and 3) read through individual comments given at the end of the document and the commonality of responses. A lengthy discussion continued on what the board should do to further evaluate the self-evaluation responses. Mr. Harlow suggested board members review the tally and bring back items they feel the Board or Administration should address. Mr. Taylor suggested an item be added to the December agenda to discuss the evaluation. Dr. Polvani suggested the tally be reviewed at the next board training session with John Gordon. Dr. Polvani and Mr. Harlow will look at future calendar dates when it would be best to discuss the evaluation in more detail. A potential mini-retreat in January may be a good opportunity. Dr. Polvani also requested as board members review the evaluation tally if they have any suggested wording changes for questions to let him know.

D. Discussion Item: Finance Report.

Mr. Moody reviewed the Fund Balances, Revenue and Expenditure reports for both fiscal years 2010-11 (final) and 2011-12. MI does not receive classroom site funds. As we gain teachers, we will start to receive funds. The National Forest Fees funding received in 2010-11 was net \$16,631. In 2011-12 forest fees funding received so far is \$26,196.72. Mr. Moody said these funds can be used for facilities and also on technology needs. We ended up with \$79,139.93 in carryover funds from 2010-11. The Maintenance and Operations (M&O) revenue for 2011-12 to date is \$104,468.58. Mr. Moody reviewed the Heinfeld Meech Audit Engagement letter board members received in their packet. The letter has been signed and the auditors will probably be here in January. The Administration is discussing having a Yavapai County financial representative consult with us to prepare for the audit.

9. ACTION ITEMS:

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

1. Approval of Payroll Vouchers: 507 totaling \$14,663.49 and 508 totaling \$14,663.21.
2. Approval of Expense Vouchers: 8105 totaling \$20,883.74; 8106 totaling \$33,665.84; and 8107 totaling \$5,273.13.
3. Approval of the September 21, 2011 Governing Board meeting minutes.

Mr. Samsill moved to approve the items on the consent agenda. Mr. Taylor seconded and the motion carried 4-0.

B. Discussion/Possible Action Item: Consider approval of Consortium IGA.

Mr. Moody reminded board members that MI had served as the fiscal agent for the Perkins and State Block Grants for 2010-11 for Ash Fork, Mayer and Seligman school districts. This agenda item is an approval of renewal of that agreement. He explained the only substantial change from the prior year is that MI will do all procurement and pay vendors based on budgets submitted by each participating district and approved by MI. The Administrations of the participating districts are in

agreement with this change. Mr. Plumb said having one site for ordering and payment will expedite the process and the districts are appreciative of this help. Mr. Moody said the County Attorney has approved and signed the IGA. Mr. Taylor moved to approve the Consortium IGA as submitted. Ms. Howington seconded and the motion carried 4-0.

C. Discussion/Possible Action Item: Consider approval of CAVIAT IGA.

Mr. Moody explained two students from Williams High School in the CAVIAT JTED district are attending MI's programs at Yavapai College. The IGA provides for payment to MI from CAVIAT for the ADM (Average Daily Membership) revenue generated by the CAVIAT students. MI cannot receive ADM from students outside the MI district boundaries. Ms. Howington commented this partnership could be a good growth area as Ash Fork has programs Williams does not and Williams has programs Ash Fork does not. Mr. Taylor asked if legal counsel had reviewed the IGA. Mr. Moody said our legal counsel has approved it and the CAVIAT Board is in agreement. Mr. Samsill moved to approve the CAVIAT IGA as submitted. Ms. Howington seconded and the motion carried 4-0.

D. Discussion/Possible Action Item: Consider support of the Re-Authorization of the Secure Rural Schools Act.

Dr. Polvani reminded board members of past presentations made on the funding and operating structure of the Forest Fees Management Association (FFMA). The Forest Fees payments in lieu of taxes have been imbedded in federal legislation originally passed in 1908 and modified in 2000 when the Secure Rural Schools program was enacted. The Secure Rural Schools Act is up for re-authorization at the federal level and our board has been asked to sign a resolution supporting the re-authorization. Mr. Plumb said this will provide a main funding stream for the Yavapai County Educational Technology Consortium. Mr. Moody said there are concerns that some legislators may want to add amendments to the Rural Schools Act due to environmental issues. Ms. Howington moved to approve the Resolution in support of Re-Authorization of the Secure Rural Schools Act. Mr. Taylor seconded and the motion carried 4-0.

E. Discussion/Possible Action Item: Consider ratification of the 2010-11 Annual Financial Report.

Mr. Moody explained all school districts are required to file an Annual Financial Report (AFR) no later than October 15 to the ADE. Since that was a Saturday, we had until Monday, October 17. There were some glitches in uploading MI's AFR and we are late. There are no penalties and the Yavapai County ESA is working to get the AFR uploaded to ADE. The AFR is a compilation of our district finances in a specified format. Many of the pages are not relevant to MI such as Transportation and Food Service as we do not receive funding in these areas. In last year's report MI showed \$34,000 in capital assets. We learned that the report only requires capital assets over \$5000 value. The capital assets number this year is \$28,531. MI keeps a stewardship list of other assets. Since the AFR had to be uploaded prior to the board meeting date, the Administration is requesting the Board ratify the AFR as submitted. Mr. Samsill moved to ratify the Annual Financial Report for the fiscal year 2011 as submitted to ADE. Ms. Howington seconded and the motion carried 4-0.

F. Discussion/Possible Action Item: Consider approval of the MI JTED Student Handbook.

Mr. Plumb reviewed the newly created MI JTED Student Handbook to be implemented for the spring semester. The handbook will provide students and parents detailed information on registration, grading, attendance, discipline and student conduct. It also reviews in detail the expectations of students maintaining and keeping track of JTED equipment being used in the classroom. Loss of equipment can cause grades to be held. Consequences of absence are detailed especially for students attending Yavapai College as they will be held responsible for tuition if they have too many absences. Mr. Plumb said the handbook has been reviewed in detail by staff, the Mountain Advisory Committee (MAC) and many of our member district administrators. Mr. Harlow asked if a plagiarism clause was included. Mr. Plumb said plagiarism is covered. Mr. Samsill suggested consequences

of absence be in bold typeface. He also voiced concern that in these hard economic times it may be very difficult for a family to pay back for lost equipment and grades being held back seemed awful strong. Staff will look at the wording of consequences. Board members requested two typographical errors corrected: Add Bagdad in Board school district list and correct spelling of the Seligman website. Mr. Taylor moved to approve the 2011-12 Student Handbook as presented with amendments discussed. Mr. Samsill seconded and the motion carried 4-0.

G. Discussion/Possible Action Item: Seek approval to waive first and second reading per Policy BGB for this meeting only.

Dr. Polvani explained the Board usually enacts a 1st and 2nd reading of proposed policy changes to ensure there has been adequate time to review and study the policy change. The Administration is seeking a waiver of the policy as the wording for Vice Chair in Policy BDA has been discussed in length over the last several months. Mr. Samsill moved that the Governing Board waive Policy BGB regarding 1st and 2nd reading as it considers changes to Policy BDA.

H. Discussion/Possible Action Item: Consider approval of revised Policy BDA wording on Governing Board Vice Chair.

Dr. Polvani reviewed the board transmittal on the potential modification to Governing Board Policy BDA, Joint Board Organizational Meeting. He said the Administration is recommending a wording change from “shall” to “may” as the policy states: “The new Chairman of the Joint Governing Board shall take office upon election. The Board may (instead of shall) then elect a Vice Chairman.” Dr. Polvani said this allows the board to determine each year the need for a vice chair; clarify the degree of formality regarding the vice chair position; and eliminate consideration of the vice chair as the chair-elect. Mr. Taylor moved to change the language in Paragraph 3, second sentence of Policy BDA from “The Board shall then elect a Vice Chairman” to “The Board may then elect a Vice Chairman.” Mr. Samsill seconded and the motion carried 4-0.

I. Discussion/Possible Action Item: Consider approval of 2012-13 Programs.

Mr. Plumb said the Administration has been working with the MAC committee over the last two months to review existing programs, potential new programs and employment statistics. The Administration is recommending:

- **Current central campus programs:** Welding Technologies, Transportation Technologies (Auto), Nursing (CNA), Education Professions, Culinary Arts, Pre-Engineering and Sports Medicine.
- **Current satellite campus programs:** Welding Technologies, Bioscience, Business Management & Administrative Services, Nursing (CNA), Culinary Arts, Agriculture, Marketing, Multi-Media, Drafting & Design, Transportation Technologies (Auto), Construction Technologies, Computer Networking, and Education Professions.
- **New central campus programs:**
Allied Health – Medical Assistant Services
- **Distance Learning Options:**
All Locations: Business Management & Administrative Services, Drafting & Design, Education Professions, Marketing, Management & Entrepreneurship.

The Governing Board held a lengthy discussion on the current number of programs and content of program offerings. Ms. Howington voiced concern that part of the Governing Board Self-Evaluation had comments on number of programs and program content and the Board had not had time to discuss these concerns. She felt it might be prudent to wait to vote on new programs. Mr. Plumb explained that the Administration is requesting program approval this evening to move forward with printing of registration and marketing materials. Board members voiced concern if there would be enough student enrollments in the quantity of programs being offered. Mr. Plumb said when we're looking at program growth; we are primarily looking at Central Campus programs. The satellite programs are planned at our partner districts. Mr. Plumb said student enrollment has to be at 15 students for a central program to be held. He explained admission deadlines at Yavapai College

drive some of our registration deadlines. If we do not have 15 students registered by February 1 in a program to be held at YC the program gets dropped. Mr. Plumb reiterated that we are requesting program approval specifically to prepare registration and marketing materials. He assured board members if enrollments were not high enough, programs would not be held. Mr. Harlow voiced concern with some of the program titles such as Pre-Engineering. He said the title didn't designate type of engineering. He also felt the Drafting & Design title needs to be clarified on what is being taught specifically as CAD. Mr. Taylor suggested wording in the program catalog will clarify the program content. Mr. Samsill moved to approve the 2012-13 programs as presented. Mr. Taylor seconded and the motion carried 4-0.

J. Discussion/Possible Action Item: Consider approval of revised Governing Board Calendar for 2011-12.

Dr. Polvani said Item 9J was being withdrawn. He explained due to scheduling conflicts, we were seeking to revise the board meeting calendar but have since found out some of the new dates will compound the scheduling problems.

K. Discussion/Possible Action Item: Consider approval of Substitute Teacher Pay Rate.

Dr. Polvani explained during the Professional Development training recently held, two centralized campus instructors had substitute teachers. MI had planned to pay them with stipends but the Yavapai County Education Services Agency (ESA) requested we put in place a substitute hiring policy and pay rate. MI currently has two programs that may need substitute teachers assigned in the case of a teacher absence: Allied Health (Sports Medicine) and Culinary Arts. The Administration is recommending two rates for the 2011-12 academic years:

- Arizona Substitute or Standard Teaching Certificate = \$20 per class period taught
- Career and Technical Education Certificate = \$25 per class period taught

Dr. Polvani said the hourly rate for Humboldt and Prescott districts is \$15 per hour. Mr. Samsill moved to approve the recommended Substitute Teacher rates for the 2011-12 academic years. Ms. Howington seconded and the motion carried 4-0.

10. ANNOUNCEMENTS:

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

11/16/2011	Regular Meeting	6:00 p.m.	MI District Office
12/7/2011	Regular Meeting	6:00 p.m.	MI District Office

Mr. Samsill said we need to discuss board attendance at the next meeting as making a quorum is becoming an issue. He requested an update on the board attendance of Mr. Liuzzo and an update on the board position from Bagdad USD. Mr. Harlow asked that a board agenda item be added for future agenda items. Dr. Polvani said the Administration will research adding such an agenda.

10. ADJOURNMENT

Mr. Taylor moved to adjourn the Governing Board Meeting. Ms. Howington seconded and the motion carried 4-0. The meeting was adjourned by Mr. Harlow at 9:40 p.m.

Respectfully submitted,

Karen Leja
Board Secretary