

MOUNTAIN INSTITUTE
Governing Board of Education
Meeting Minutes
November 16, 2011

A regular meeting of the Mountain Institute Governing Board of Education was held on November 16, 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, Casey Samsill, Heidi Baker and Michael Taylor. Thomas Liuzzo was absent. Also present were: Ray Polvani, Mountain Institute Superintendent; Jeremy Plumb, Program Director; and Karen Leja, Board Secretary. Howard Moody, ESA Consultant and MI Finance Director, was present by video conference.

4. ADOPTION OF THE NOVEMBER 16, 2011 AGENDA:

Mr. Harlow announced Agenda Item 8E Consider approval of Satellite District IGA will be moved to above 8B to accommodate Mr. Moody leaving the meeting early. Mr. Taylor moved to adopt the November 16, 2011 agenda as amended with Item 8E moved ahead of 8B. Ms. Howington seconded and the motion carried 5-0.

5. PUBLIC PARTICIPATION:

There was no public participation.

6. SUMMARY OF CURRENT EVENTS:

A. Superintendent:

1. **Board Chair discussion December meeting.** Dr. Polvani reminded board members the Organizational Meeting will be held in January and a discussion on the Board Chair election process will be held at the December meeting.
2. **ASBA Delegate/Alternate.** Dr. Polvani advised members that the Arizona School Boards Association (ASBA) will be presenting a Bylaws Change at their annual conference in December and voting will take place. MI's Delegate of record is Tony Carroll who is no longer a Board Member. Dr. Polvani asked for volunteers to be Delegate. Mr. Harlow is attending the December conference and offered to be the MI Delegate. The Administration will send in Mr. Harlow's name to ASBA and his selection will be ratified at the December meeting.
3. **JTED Program Tour Schedule.** Dr. Polvani reported JTED Program Tours will be held Nov. 30-Dec. 7 at four sites: Ash Fork High School – Nov. 30, 2011, Chino Valley High School – Dec. 6, 2011, Bradshaw Mountain High School – Dec. 7, 2011 and Yavapai College CTEC – Dec. 2, 2011. Invitations are being distributed to business leaders, school boards, chambers of commerce, local government leaders, and legislators. Governing Board members agreed to attend tours as their schedules allowed. Mr. Samsill suggested for culinary tours it might be beneficial to invite local restaurant owners. Dr. Polvani agreed and said he'll work with the chambers of commerce to invite business representatives.

4. **Culinary Students.** Dr. Polvani thanked the central campus Culinary students for the pumpkin cake dessert for this evening's meeting. He announced the Culinary students are busy this week preparing Gingerbread houses for the annual competition held at the Prescott Resort and Conference Center.

B. Governing Board Members

No reports.

7. DISCUSSION ITEMS:

A. Discussion Item: Curriculum/Instruction/Program Status

Mr. Plumb reported there are still problems with 40th day enrollment numbers. The Arizona Department of Education (ADE) was supposed to aggregate last Monday but there were technical problems. In general, enrollment is holding steady and he hopes to have accurate enrollment numbers by the December board meeting. Students are taking CTE assessment tests until December 1. Scores received thus far show excellent results in the 98th and 99th percentile passing rate. Registration for the 2012-13 centralized programs will kick off December 2nd at the CTE Day at Yavapai College CTEC campus. Staff has been busy preparing marketing materials for registration. The outreach counselors will be spending a lot of time at the satellite sites December through February registering students.

B. Discussion Item: Superintendent Evaluation instrument.

Per Governing Board policy and Arizona Statutes, Dr. Polvani said the Governing Board members were provided a copy of the Superintendent Evaluation instrument on November 10. This year's evaluation procedure will have two parts as there is a Merit Pay factor plus the regular evaluation. The merit pay component will be reviewed in December and again at the end of the academic year. Dr. Polvani will be sending out updated Governing Board goals next week for board members to utilize for the review. Board members were requested to return evaluations to Karen Leja by November 29 so results may be tallied for the official review at the December 7, 2011 Board Meeting.

C. Discussion Item: Finance Report.

Mr. Moody reviewed the Fund Balances, Revenue and Expenditure reports for 2011-12. Fund 315 is the National Forest Fees with a cash balance of \$43,184.54 from two payments. Fund 400 is the Priority Grant with \$1303.43. Expenditures in the Maintenance & Operation fund is \$211,079.35. Also encumbrances in that category are \$212,137.92 which is mainly salaries.

Mr. Moody reported at the recent Arizona Association of School Business Officials (AASBO) an announcement was made from the Director of School Finance that Business Managers should not spend out of the capital account as it will probably be reduced to zero. Ms. Howington asked if there is concern of a sweeping of accounts. Mr. Moody said he had no information suggesting that would happen. The Administration will make monthly reports to keep board members up-to-date on the budget. Mr. Moody presented a letter received from Superintendent of Public Instruction John Huppenthal to Governing Boards that a budget revision is required for 2012. Mr. Moody said these changes are due to a difference in Average Daily Membership (ADM) and ADE making adjustments to our carry forward. The District is required to make these changes by December 15 so the revised budget will be agendized for December 7.

Based on the history of ADE not presenting a budget on time, major cutbacks and freshmen funding cuts, Mr. Samsill asked if MI could be facing a financial problem. Mr. Moody said he thinks MI will still be in a good position. As budget numbers have not been finalized with ADE, no monies for this year have been committed to the satellite districts. The satellite districts are facing the same budget concerns with ADE and are aware the JTED is not committing to a funding number. Mr. Moody said he still believes once final budget numbers are received some funds will be distributed to districts. Mr. Moody said he also anticipates MI receiving Sudden Growth Funds. If that happens, separate

IGAs for that funding will be prepared as was done last year. The districts would be asked to submit budgets for the Sudden Growth funds.

D. Discussion Item: Governing Board Seat.

Dr. Polvani reported a Governing Board candidate representing Bagdad has not been found and the deadline has been extended by Yavapai County School Superintendent Tim Carter. Dr. Polvani said he'd received notification from Thomas Liuzzo that he would be leaving the board and read Mr. Liuzzo's resignation letter. Dr. Polvani also reported Mr. Samsill had contacted him yesterday and unfortunately was also going to be leaving the board. Mr. Samsill explained he is unable to fulfill his term on the board. He told board members it had been an honor and privilege to be part of the formation of the JTED, to serve on the Governing Board and to see the development and growth of Mountain Institute. Board members expressed their best wishes to Mr. Samsill.

8. ACTION ITEMS:

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

1. Approval of Payroll Vouchers: 509 totaling \$14,032.05 and 510 totaling \$14,663.21.
2. Approval of Expense Vouchers: 8300 totaling \$1,437.94; 8301 totaling \$292.20; 8108 totaling \$31,428.39; and 8109 totaling \$16,880.11.
3. Approval of the October 19, 2011 Governing Board meeting minutes.

Ms. Howington moved to approve the items on the consent agenda. Mr. Samsill seconded and the motion carried 5-0.

E. Discussion/Possible Action Item: Consider approval of Satellite District IGA.

Mr. Moody reviewed the changes to the 2011-12 Satellite IGA as outlined in his transmittal to board members. Generally, the IGA is the same as past years; significant changes include:

- Added new items for professional development and curriculum review.
- Clarified wording, "monies received must be spent as budgeted," not "as deemed appropriate"
- Limits amount of MI JTED funding that can apply to transportation to amount "agreed to by both parties"
- Added restrictions on percentage of salaries and benefits to 60% of total funding beginning next year
- Added information and request for parent approval as included in the IGA with Yavapai College.
- Student Handbook will be attached as an exhibit.

Mr. Moody confirmed the IGA had been reviewed by legal counsel and is in the process of review by the Deputy County Attorney who will sign for all parties to the IGA. Board members voiced concern if districts were aware of these changes. Mr. Moody and Mr. Plumb confirmed they had been in conversation with the districts and they are aware of changes. Mr. Harlow asked about out of county tuition charges and Mr. Plumb said he will follow up as it would affect students from Williams. Mr. Samsill voiced concern on the amount of funding going toward salaries especially clerical/administrative as he hopes most funding is going towards program. Dr. Polvani assured board members the Administration recognizes the importance of funding programs, equipment, supplies, and professional development but there are times when CTE administrative or clerical functions may be covered by JTED funds. Mr. Moody and Mr. Plumb have lengthy meetings with each district on how they budget. This year, Mr. Plumb and Dr. Polvani are conducting program evaluations to make sure all JTED programs are meeting ADE standards. Mr. Samsill also voiced concern that the JTED is involved in transportation as he remembered when the JTED was forming an attorney said we should not get involved in transportation as any potential lawsuits could be directed to board members. Dr. Polvani said in the case of Mayer USD, we send funds to the district and they choose to use it for transportation. The JTED is insured and Governing Board Members would be covered by this insurance in case of an incident. The attorney who had discussed transportation with the board was recommending the JTED not purchase buses. Mr. Taylor asked if

there was a problem approving the IGA before the legal counsel had signed. Mr. Moody said our legal counsel had reviewed the document and the Deputy County Attorney will sign the IGA for all districts. A waiver of conflict of interest is included in the document so the County Attorney can sign for all parties. Ms. Howington moved to approve the Satellite IGA as submitted contingent upon approval of the County Attorney. Ms. Baker seconded and the motion carried 5-0.

Mr. Moody left the meeting at this point.

B. Discussion/Possible Action Item: First reading of Policies Advisories 405-434 as presented by the Arizona School Boards Association (ASBA).

Dr. Polvani explained the ASBA has sent recommended policy changes concurrent with statutory changes that were enacted effective July 1, 2011. Board members have been sent all of the documentation to review the changes and are given the opportunity to discuss this evening. Board members may also review this documentation on their own time and submit any questions to Dr. Polvani, Mr. Harlow or Karen Leja. Dr. Polvani confirmed these policies advisories have been created by the ASBA and backed up by legal advice. Ms. Howington recommended the policies be placed on the consent agenda for 2nd reading next month. If a board member has a concern with an individual policy, it may be pulled from the consent agenda and discussed.

C. Discussion/Possible Action Item: Consider approval of Revised Governing Board Meeting Calendar.

Dr. Polvani said the Administration is seeking approval of a revised Board Meeting Calendar. The reorganization meeting in January must be held by January 15 so it is being recommended the scheduled meeting of January 18 be changed to January 11. The final budget revision in May is due by May 15 so it is being recommended the May 16 meeting be moved to May 9. There has been some discussion of holding a board mini-retreat in January or February. Mr. Harlow and Dr. Polvani have discussed this and are hoping to have some of the new board members in place before a retreat is scheduled. Ms. Howington recommended a board orientation be held at the same time for new and current board members. Ms. Howington moved to approve the revised 2011-12 Mountain Institute Governing Board Calendar. Mr. Taylor seconded and the motion carried 5-0.

D. Discussion/Possible Action Item: Consider approval of IGA for Lobbyist Services.

Dr. Polvani reminded board members during the 2009-10 and 2010-11 academic years, MI had entered into an IGA with 11 other JTEDs to jointly hire lobbyists to work with the Legislature, the Governor's Office, ADE and other government entities in implementing and supporting JTED legislative changes. As one of the smaller JTEDs the cost is \$9,000 per year. The original IGA was established in 2007-08 and has undergone three amendments. The Administration is seeking the board's approval of the fourth amendment extending the IGA for the 2010-11 year. Deputy County Attorney Randy Schurr has reviewed the IGA and believes legal requirements have been met. Ms. Howington asked for clarification if the lobbyists were for JTED and part of lobbyists for ASBA or other organizations. Dr. Polvani explained the JTEDs utilize two lobbying organizations: Arizona Government Affairs and The Polito Group. The JTEDs also keep in communication with the Arizona School Administrators (ASA) and Arizona School Boards Association (ASBA). Ms. Howington asked what type of direction or instructions do the lobbyists receive from the JTEDs. Dr. Polvani explained the JTED superintendents meet monthly. This year Dr. Polvani is serving as chairman of the group and he and the vice chairman met with the lobbyists on expectations, communication and reporting devices so the superintendents are assured of their activities and receiving breaking news. Mr. Samsill voiced concern that the lobbyists may not have represented the JTEDs well in the past with losses of funding, loss of 9th grade funding. Dr. Polvani said he understands that perception. In the first two years they accomplished all the JTED superintendents asked them to do. Dr. Polvani said the lobbyist's efforts have benefited us greatly. Ms. Howington requested the Governing Board receive periodic updates on lobbyist work and Dr. Polvani confirmed this would be done. Mr. Taylor moved to extend the existing JTED Lobbyists IGA by approving the fourth amendment for 2011-12. Ms. Baker seconded and the motion carried 5-0.

F. Discussion/Possible Action Item: Consolidation of Mountain Institute JTED Data.

Dr. Polvani said at the September Board Training board members had shown a desire to have access to student and program data in a more consolidated form. Dr. Polvani reviewed a list of data topics and dates extracted from the Board Goals which were provided in the board packet. Dr. Polvani asked for input from board members on whether this was the type of data they wanted. Once direction is given, the staff will develop some documents or spreadsheets in an easy-to-read format. Board members voiced support for this data so they have correct information when talking to community members. A potential format would be small laminated cards. Mr. Samsill suggested the Administration needs to seek more suggestions from students. Mr. Harlow said the board needs more statistical data for the board to make long-term decisions on programs, faculty and facilities. Ms. Baker suggested data be provided to board members on their specific districts. Dr. Polvani thanked board members for their input and said staff will develop data documents and provide to board members at future meetings.

9. FUTURE GOVERNING BOARD AGENDA ITEMS

Mr. Harlow said our policy states a board member may call or email the Superintendent or Governing Board Chairman with agenda suggestions. This Board item has been added to the agenda if a board member wants to suggest an agenda item. There will be no discussion of an item just a comment from a board member of an item for a future agenda. Mr. Samsill said there are still a lot of teachers and community people asking what JTED is. He suggests a survey of students; teachers and parents might be beneficial to understand any JTED awareness problems. Ms. Howington supported the concept of a needs assessment to help our marketing efforts. Dr. Polvani said a timeline of Board meeting agenda topics is maintained by the staff and it could be shared with board members so they are aware of future agenda topics.

10. ANNOUNCEMENTS:

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

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

Mr. Samsill moved to adjourn the Governing Board Meeting. Mr. Taylor seconded and the motion carried 5-0. The meeting was adjourned by Mr. Harlow at 8:27 p.m.

Respectfully submitted,

Karen Leja
Board Secretary

Posted 11/21/2011