

MOUNTAIN INSTITUTE
Governing Board of Education
Meeting Minutes
September 21, 2011

A regular meeting of the Mountain Institute Governing Board of Education was held on September 21, 2011 at the Prescott Resort and Conference Center, 1500 East State Route 89, Prescott, AZ and convened at 6 p.m. for a Study Session followed by a Regular Meeting.

6:00 P.M. STUDY SESSION

1. CALL TO ORDER:

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

2. ROLL CALL:

Present were Board members Roger Harlow, Maxine Howington, Tony Carroll and Michael Taylor. Heidi Baker arrived at 6:04 p.m. Casey Samsill and Thomas Liuzzo were absent. Also present were: Ray Polvani, Mountain Institute Superintendent; Jeramy Plumb, Program Director; and Karen Leja, Board Secretary. Howard Moody, ESA Consultant and MI Finance Director, was absent. Also in attendance was Study Session Facilitator John Gordon.

3. GOVERING BOARD TRAINING WITH JOHN GORDON:

Mr. Gordon reviewed the Study Session handouts: Study Session Transmittal from Dr. Polvani; Focus of Meeting 2; MI Vision, Mission, Values and Goals Summary; Eight Characteristics of Effective Board Members; and Board Data Review Options 2011-12.

Board members discussed the data they'd like to have to be a more effective board. Suggestions included:

- Track certifications with how many sitting for certifications and how many passing Certifications.
- Teacher certification tracking.
- Break down data by County and/or by School.
- Identify student needs through review of data.
- Along with Board Self-Evaluation, do individual self-evaluation on personal performance as a board member.
- Distribute data sheets and talking points to Governing Board members.
- Arrange visits to school sites for community leaders, legislators.

Mr. Gordon reviewed the communications structure to inform and engage stakeholders in setting and achieving the district's goals. He emphasized the importance of board members having a clear understanding of the JTED as they represent the organization to the community and disseminate information to stakeholders.

4. ADJOURNMENT:

The Study Session was adjourned at 7:01 p.m.

REGULAR MEETING IMMEDIATELY FOLLOWING STUDY SESSION

1. CALL TO ORDER:

Chairman Harlow called the meeting to order at 7:02 p.m.

2. PLEDGE OF ALLEGIANCE/FLAG CEREMONY:

The pledge was led by Roger Harlow.

3. ROLL CALL:

Present were Board members Roger Harlow, Maxine Howington, Tony Carroll, Michael Taylor and Heidi Baker. Also present were: Ray Polvani, Mountain Institute Superintendent; Jeremy Plumb, Program Director; and Karen Leja, Board Secretary. Absent were: Board Members Thomas Liuzzo and Casey Samsill; Yavapai County ESA Consultant and MI Finance Director Howard Moody.

4. ADOPTION OF THE SEPTEMBER 21, 2011 AGENDA:

Mr. Taylor moved to adopt the September 21, 2011 agenda as presented. Ms. Baker seconded and the Motion carried 5-0.

5. PUBLIC PARTICIPATION:

There was no public participation.

6. SUMMARY OF CURRENT EVENTS:

A. Superintendent:

1. Recognition of Outgoing Board Member Tony Carroll. Dr. Polvani thanked Mr. Carroll for his service on the Governing Board and for his passion and pride representing the MI JTED. He presented him with a clock engraved with a Mountain Institute logo. Board members added their comments of thank you and best wishes.
2. Board replacement procedures. Yavapai County School Superintendent Tim Carter has distributed a board opening notice. The notice will be emailed to board members. Letters of interest are due October 26. Mr. Carter will interview finalists on October 31 and the appointment should be announced by November 1.
3. Dr. Polvani, Howard Moody and Maxine Howington represented Mountain Institute at the ASBA Legal Conference in Scottsdale, Sept. 9-12, 2011. An excellent presentation was made by Sandra Day O'Connor. Also a very good presentation by Dr. Chuck Essigs on School Districts and Charter School Financial Data. Dr. Polvani distributed Dr. Essigs' power point presentation. The Conference Book of presentations was passed around for review. Dr. Polvani will email board members the website link where they can review power point presentations from the conference.
4. Dr. Polvani reported he and Maxine Howington made a presentation to the Seligman Governing Board.

B. Governing Board Members

1. Maxine Howington reported on the presentation to the Seligman Governing Board. She said Dr. Polvani made a very informative JTED power point presentation that was well received by board members. She also reported on her attendance at the ASBA Legal Conference. She reported it was confirmed that the Arizona Legislators said funding of 9th graders can come from Property Tax funds and JTED can fund education for adults. She also attended the Pre-Conference on Bullying which was very informative. She feels the JTED counselors at the school sites will be helpful in student concerns, i.e. bullying situations or 504 Accommodation plans.
2. Roger Harlow reminded board members of the Yavapai County School Board meeting on October 12. The cost is \$15 and will be held in Prescott Valley. He plans to attend.

7. DISCUSSION ITEMS:

A. Discussion Item: Curriculum/Instruction/Program Status

Mr. Plumb presented an Enrollment Summary showing 40th day numbers by district for 2010-11 and 2011-12. To align the data accurately, the numbers only included grades 10-12 for both years as JTED is only receiving funding for grades 10-12 this year. Total enrollment for 2010-11 was 1196; and for 2011-12 was 1527; an increase of 331 for the current year. Ms. Howington asked if we'd be eligible for Sudden Growth funding again. Mr. Plumb and Dr. Polvani said it will depend on how

ADE compares the numbers with or without freshmen. A summary of the Spring 2011 CTE Assessment scores was distributed. Mountain Institute JTED had an excellent 87.70% passing rate.

B. Discussion Item: Governing Board Self-Evaluation Procedures

Dr. Polvani reviewed the Board Self-Evaluation form. A few minor wording changes had been made to last year's form. Board members were asked to complete the form and return it to Ms. Leja by October 11. The data will be compiled for a summary report at the October board meeting.

8. ACTION ITEMS:

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

1. Approval of Payroll Vouchers: 504 totaling \$14,663.49; 505 totaling \$14,663.21; and 506 totaling \$14,663.21.
2. Approval of Expense Vouchers: 8132 totaling \$142,889.54; 8133 totaling \$145,592.72; 8103 totaling \$12,765.65; and 8104 totaling \$3,137.89.
3. Approval of the August 17, 2011 Governing Board meeting minutes.

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

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

Dr. Polvani reminded the board the Pima Curriculum IGA includes the purchase of the Pima JTED curriculum and the agreement for professional development services that have both been previously approved by the board. This is a new agreement reviewed by the administration and attorneys of both Mountain Institute and Pima JTED. Mr. Taylor asked if the costs are included in this year's budget and Dr. Polvani confirmed it is budgeted. There was additional discussion on class seat time and credits. Ms. Howington moved to approve the Pima Curriculum IGA. Ms. Baker seconded and the motion carried 5-0.

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

Dr. Polvani reviewed the transmittal on the Yavapai College IGA. Several changes, revisions and clarifications of policy had been made on equipment, out-of-state tuition, instructional staff selection, minimum enrollment of 15 students per course, and form revisions. Dr. Polvani said the IGA had been reviewed by the MI attorney. Mr. Taylor questioned the Yavapai College use of equipment paid for by JTED funds. Mr. Plumb said we are jointly responsible for General Fixed Assets. However, it is agreed when JTED equipment is not in classroom use it may be used by the college. JTED equipment is inventoried and penalties can be assessed if equipment is removed or missing. Ms. Baker moved to approve the Yavapai College IGA. Mr. Taylor seconded and the motion carried 5-0.

D. Discussion/Possible Action Item: Consider approval of Mountain Institute Salary Schedules.

Dr. Polvani reminded board members they were presented the proposed MI Salary Schedules at the August board meeting. Board members had requested additional time to review the schedules. Schedules being reviewed were for: Administrative Assistant I; Administrative Assistant II; JTED Outreach Counselors; Teacher Salary Schedule; and Program Director. Each of these employee groups are working under current contracts and the contracts were offered independent of the salary schedules. The salary schedules include a 2.5% increase for vertical or horizontal movement on the chart. Dr. Polvani said salary schedules are only a guideline and may be modified or frozen each year based upon the availability of funds and Governing Board approval. Ms. Howington asked if the teacher salary schedule is only for Sports Medicine. Dr. Polvani said since this position is the only current teaching position that the schedule was based on that position. It could be incorporated with minor changes for other types of instructors. Mr. Taylor moved to approve the Mountain Institute Salary Schedules. Ms. Baker seconded and the motion carried 5-0.

E. Discussion/Possible Action Item: Consider approval of Top Ten Legislative Priorities.

Dr. Polvani thanked board members for their recommendations for the Top Ten Legislative Priorities and thanked Howard Moody for compiling the data. Dr. Polvani pointed out the highest ranked items were highlighted in yellow on the handout. He also pointed out that three items that had been in the top ten last year but did not receive a high ranking this year were highlighted in blue. A lengthy discussion was held on the different item rankings. Mr. Taylor suggested recommending the top five. Mr. Carroll suggested approving the top eleven as that seemed to be a ranking break. Mr. Harlow suggested next year there should be more conversation in the board meeting to educate board members on the topics. Mr. Harlow suggested approving the top nine as that showed a good break in rankings. Ms. Howington moved to approve the Top Nine Legislative Priorities as presented. Mr. Carroll seconded and the motion carried 5-0.

F. Discussion/Possible Action Item: Consider approval of Governing Board Chair Rotation Procedures.

Dr. Polvani reviewed the board transmittal reviewing the history of the Governing Board Chair rotation and Arizona Statute 13-393-J and Governing Board Policy BDA that address this issue. Dr. Polvani said the Administration is seeking to establish a Regulation, tied to Policy BDA, which outlines the Governing Board rotation. The recommended rotation would occur as follows:

- Rotation commencing with the Organizational Meeting in January 2012
- Seligman shall be the next district in line followed alphabetically by:
 - o Ash Fork
 - o Bagdad
 - o Chino Valley
 - o Humboldt
 - o Mayer
 - o Prescott
 - o Seligman

The chair position will be rotated annually; the new chair selection should come from a pool of those districts that have not served or had the opportunity to serve during a seven-year rotation cycle; and a board member may decline to serve however this eliminates their district from having a representative serve as Chair until the opportunity has rotated through all seven districts.

Mr. Taylor said he felt discussions from previous board meetings suggested board members were in agreement on an alphabetical rotation. Mr. Taylor moved to approve the Governing Board rotation procedures as presented. Ms. Baker seconded and the motion carried 5-0.

G. Discussion/Possible Action Item: Consider directing Administration to change Governing Board Policy BDA language regarding vice-chair from “shall” to “may.”

Dr. Polvani reviewed Governing Board Policy BDA which indicates a vice-chair “shall” be elected at the organizational meeting. The Administration is recommending a change of word from “shall” to “may” that will have the effect of giving the board the option to select a vice-chair annually. A lengthy discussion followed on the needs and role of a vice-chair. Board members agreed in giving direction to Dr. Polvani that they support the wording change and would like to see more detail of the role of a vice-chair. No voting action was taken.

9. ANNOUNCEMENTS:

A. Next scheduled Board Meetings:

Mr. Harlow reminded board members of the upcoming meetings:

10/19/2011	Regular Meeting	6:00 p.m.	MI District Office
11/16/2011	Regular Meeting	6:00 p.m.	MI District Office

10. ADJOURNMENT

Mr. Carroll moved to adjourn the Governing Board Meeting. Ms. Baker seconded and the motion carried 5-0. The meeting was adjourned by Mr. Harlow at 8:32 p.m.

Respectfully submitted,

Karen Leja
Board Secretary