

Mesa Valley Vision Home & Community Program

Board of Stewards Regular Monthly Meeting Minutes January 12, 2010

Date: 1/12/2010	Facilitator: Brenda Nordstrom	Recorder: Susan Scofield	Meeting Locale: 1401 North 1 st Street	Targeted Start Time: 7:00 pm	Targeted End Time: 9:15 pm
Board Members Present: Brenda Nordstrom, Kim Howard, Alan Espinoza, Ron Roybal, Kim Howard, Jennifer Prieto, Gerund Coonprom, Ruth Bond			Others Present: Alison Bailey, Susan Scofield, Carolyn Lenderman, Cathy Atkinson, Laurajeane Downs, Candace Jahnke & Gail Giandonato		

Mesa Valley Vision Home & Community Program Goal

To create opportunity for learners to pursue a unique, comprehensive, individualized learning program supported by the district, private resources, technology and a learning community that includes family members, mentors and qualified resource consultants.

Agenda Item	Targeted Time	Item Point Person	Action	Actual Time	Final Outcome
Approval of Minutes September 8, 2009	5 Minutes	Susan Scofield	Ron motioned for a vote.	5 Minutes	The board voted unanimously to approve the minutes.
Learner Story	10 Minutes	Cathy Atkinson	Cathy shared about an older senior that she has (20 years old). This particular learner had some real struggles in high school and ended up dropping out originally. She enrolled with MVV-HCP this year and will be graduating in the spring.	10 Minutes	

Public Participation Segment

Agenda Item	Targeted Time	Item Point Person	Action	Actual Time	Final Outcome
Staff Update – Special Education & Learning Support Specialist <ul style="list-style-type: none"> • Policy Presentation, Discussion & Vote – Students with Special Needs, Learn-403 	15 Minutes	Carolyn Lenderman	<p>Carolyn talked a bit about the RTI process and explained the different levels (1, 2 and 3). Since the three levels are hard to distinguish in our learning setting, a Resource Consultant along with the Learner Support Committee, serve that purpose. Carolyn and Gail Washington provide research-based assessment and interventions. Parents help determine which level their learner is at by giving input on a form, filled out by their RC, before meeting with the committee. Their hope is to move into learner intervention strategies. They typically ask what the RC has already done, then assign a case manager which is a MVV-HCP staff member. Then there is a set time when the RC comes back to meet with the committee. The committee develops documentation for RTI. Alison said another focus of the committee is to establish, in conjunction with the Curriculum Committee, curriculum that can help with specific struggles. Two curriculums they are looking at are Lexia and Unique Reader.</p> <p>Brenda called for a motion to approve the amended Students with Special Needs policy (Learn-403) and Jennifer seconded.</p>	15 Minutes	The board voted unanimously to accept the final draft of the Learn-403 policy.
Staff Update – Achievement Coordinator <ul style="list-style-type: none"> • Seniors • Math Crossover • Math Lab 	15 Minutes	Laurajean Downs	<p>Laurajean provided a senior summary handout to the board. The seniors were ranked by the ACT scores which is how MVV-HCP currently determines class rank. One student has already received a full ride scholarship to Mesa State College. Four have applied for the Daniels Scholarship and hope to hear back in the next several weeks.</p> <p>She shared a situation she has with one senior. This senior should not have been admitted as a junior last year. This occurred during the start-up year – and we didn't have a point person on staff at that time. This particular senior is not on track to graduate this year. Laurajean will meet with her soon and present the realistic options.</p>		

			<p>Going forward, Laurajeane will look at all high schoolers at the beginning of each year to verify that they have been placed in the right grade according to the previous credits earned and CDE age/grade requirements.</p> <p>On CLEP credit, Laurajeane recommends awarding high school credit for college CLEP tests. She has done some research and can't find much information on high schools that do it. It makes sense to her that, if they can pass a college course, they should be able to get high school credit for it.</p> <p>Laurajeane says we will have MVV-HCP high schoolers that want to crossover for math, yet it can be very messy with the district's new math curriculum. She has begun to advise high schoolers of the complications of going back and forth between traditional math curriculums and the district traditional schools.</p> <p>She is looking at starting a math lab in February which would entail math tutors available at the office two times a week. These tutors would most likely cover pre-algebra and go through high school math. This is one way the program is intervening in math as it is the area that most high schoolers are behind in. The program is paying for this out of our general budget rather than learner funds. She hopes to have it develop into teachers teaching full math courses next year – perhaps working with the Math and Science Center.</p>		<p>Ron expressed that he concurs with Laurajeane and that he would like to work toward advocating for this.</p>
<p>Staff Update – Resource Consultant</p>	<p>10 Minutes</p>	<p>Gail Giandonato</p>	<p>Gail shared that RCs are working on the 2nd semester VILPs at this time. They are due at the end of January at which time they'll be printed out.</p> <p>She also advised the board that the program took in some learners for the 2nd semester in order to fill the open slots we have due to exiting students. The RCs wanted to do this as the district takes our students who exit mid-year. One family we enrolled was referred by Fred Bolton, the district's truancy officer.</p> <p>The only concern the RCs wanted to share with the board are concerns about Tom's hours. Right before Christmas he was</p>	<p>10 Minutes</p>	<p>Brenda asked about the status of the Instructional Program policy. Susan advised Brenda that is the next section of the Guidebook to be updated. She recommended that the BOS hear from staff members, especially RCs, before they embark upon the policy revisions.</p> <p>Gerund asked Alison about Tom's hours, specifically if</p>

			<p>really backlogged. The RCs are finding that the turnaround time for checks is longer than last year, although last year the turnaround was perhaps too good to be true. She also added that she thinks he is caught up at present but that he'll be busy again in January with the next wave of funding.</p> <p>As the board begins working on the VILP sections – question narrative format vs. lists of curriculum indexes. RCs want to know why the narrative format. They also wonder about the personal goals in the course descriptions. And wonder if that could be broken down into another text box.</p>		<p>Tom still felt it was still an urgent situation. Alison said she has been meeting with Tom regularly and would like to talk with the board in an executive session at some point in the future in order to February to discuss it further.</p>
<p>Staff Update – Program Director</p> <ul style="list-style-type: none"> • Core Subject Appraisal Form • HQ Math • Extended Travel/Illness Policy 	15 Minutes	Alison Bailey	<p>Alison handed out some current financial information from Tom. She also handed out an enrollment summary broken down by grade level. The program has exited 8 students since the end of September. Out of those 8, only 3 returned to traditional district schools. We have filled those 8 slots with 5 new students at mid-year. At that time, the waiting list was exhausted. But since that time, she has received new interest every day and our waiting list is growing again.</p> <p>She shared that we're looking for someone that is highly qualified in math that can do Core Subject Appraisals. They will most likely be an independent contractor, and perhaps one of the aforementioned math tutors can double as the math HQ.</p> <p>Alison gave an update on the student that had an extended illness. Susan said she will work in the previously discussed policy suggestion regarding extended illnesses into the Instructional Program section of the Guidebook.</p>	20 Minutes	
Communication Flowchart	10 Minutes	Ron Roybal	<p>Ron handed out a communication flowchart called the "Agenda Process". Alison asked a few questions about how that would work if the board made decisions in closed meetings. Ron explained that no votes are taken in executive sessions, only during open meetings.</p> <p>Gail asked if the handout means that Alison would be the point person for staff members to go to if they want to put something on the agenda. Ron confirmed that was his</p>	10 Minutes	<p>Brenda suggested that the board and staff look it over this next month. The board agreed that in the meantime, Susan will continue to be their point person until further notice. She will be responsible for communicating board</p>

			intention.		decisions back to the staff at present.
HR Policy Discussion The board needs to determine if pay increases going forward will be based on merit or cost-of-living.	15 Minutes	Susan Scofield & Alison Bailey	Brenda asked that the issue of pay increases be tabled until the February or March meeting.	0 Minutes	The board agreed unanimously.
End of Public Participation Segment					

Beginning of Board of Stewards Topic Item Discussions/Business Work Session					
Agenda Item	Targeted Time	Item Point Person	Action	Actual Time	Final Outcome
#1 Community Service Hours Should community service hours be counted and included in learner's initial schedule? Should they be counted and included into the 720+ instruction hours?	15 Minutes	Laurajean Downs	Susan explained the background on this topic and that she is currently awaiting feedback from Marilyn Lyman on whether or not the district counts community service hours as instruction hours and awards high school credit for it.	10 Minutes	The board agreed to table this issue until more information is obtained.
#2 New Administrative Position Who will draft the ad, when will it be posted and who will interview for this position?	10 Minutes	Alison Bailey	Brenda communicated, on behalf of the entire board, that they will be postponing the creation of this position. They want some time to consider the details. They also asked Susan if she would continue as an independent contractor for a few months, as her original contract term ended 12/31/09. Susan said she would like some time to consider the offer to continue on a month-to-month basis and would like to get back to them in a few days with some proposed terms.		Ron offered some clarification and explained that the board wants some time to review several aspects of the program, including the organizational structure. He said that an all-volunteer board will need some time to do this. He also expressed his appreciation for both Susan and Alison, and for their patience, and asked if the board could

					meet with them individually to discuss the boards' plans further in the coming days.
#3 Odysseyware Access for non-MVV-HCP Students	5 Minutes	Alison Bailey	Alison explained that Odysseyware is computer-based courses. Linda Skinner and Dolly Hill (both RCs) are the point people that have administrative access to Odysseyware. They would like to make it available for non-Vision students to use it. Some board members said it sounds a lot like Novell Stars. Alison said it is similar, but would be one more tool that perhaps can be used for credit recovery. Jennifer thought it sounded kind of sticky and could perhaps divert our staff's time for product support, etc.		The board asked that further research be done by the staff and that it be presented again when more information is known.
#4 Finalization of Learners Section of Guidebook <ul style="list-style-type: none"> Staff Roles in Graduation, Learn-409 	10 Minutes	Susan Scofield	After a short review of this policy, Jennifer motioned for a vote. Ron seconded and a vote was taken by Brenda.		The board voted unanimously to adopt the revised Learn-409 – Staff Roles in Graduation.
Additional Item			Brenda advised that she plans to step down as President, but explained that she would like to continue serving on the board at this time. She asked if there were any nominations for a replacement and Ron nominated Kim. Alan seconded and Brenda called for a vote.		The board voted unanimously to accept Kim as the new board president.

Date and Time of Next Meeting: February 9, 2010 – Regular Monthly Meeting	Meeting Locale: 1401 North 1 st Street	Targeted Start Time: 6:00 pm	Targeted End Time: 8:00 pm
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