

Mesa Valley Vision Home & Community Program

Board of Stewards Regular Monthly Meeting October 13, 2009 Minutes

Date: 10/13/2009	Facilitator: Brenda Nordstrom	Recorder: Susan Scofield	Meeting Locale: 804 Grand Avenue	Targeted Start Time: 6:00 pm	Targeted End Time: 8:00 pm
Board Members Present: Ron Roybal, Kim Howard, Brenda Nordstrom & Gerund Coonprom			Others Present: Alison Bailey, Laurajeon Downs, Jennifer Prieto, Tom Atkinson, Diane Rino, Gail Giandonato, Shallini Sheeron, Gail Washington, Susan Scofield & Joan Coonprom		

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
Introductions Jennifer Prieto, Potential Board Member Shallini Sheeran, Potential Board Member	5 Minutes	Susan Scofield Gerund Coonprom	Jennifer is a potential board member, visiting for the second time. She was formally introduced by both Kim Howard and Ron Roybal. Jennifer told the Board a little about herself and her interest in MVV-HCP. Jennifer has been a resident of Grand Junction for many years and currently has one child enrolled in the program. Gerund and Joan Coonprom introduced Shallini who has also expressed an interest in serving on the Board. Shallini also told the Board a little about herself. She is originally from Rangely, but has lived all over the world. Shallini also has an extensive background in homeschooling.	10 Minutes	n/a

Approval of Minutes August 11 September 8	5 Minutes	Susan Scofield	Susan said the minutes are done, but on her home computer which is in the shop. She will have them available at the next Board meeting.	2 Minutes	n/a
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Public Participation Segment					
Agenda Item	Targeted Time	Item Point Person	Action	Actual Time	Final Outcome
Family/Guest Proposals/Comments None scheduled	0 Minutes		n/a	0 Minutes	n/a
Director's Report General Update	15 Minutes	Alison Bailey	Alison stated that what she reported last year is now being reported by our extensive staff. She would like to know what the BOS would like her to report in the future. Alison reported that the current enrollment is at 286.	5 Minutes	Ron suggested Alison convey "big picture items" at future BOS meetings. The Stewards will give some thought to her future reports and let her know what additional information they'd like in the future.
Financial Report 2009-10 Budget Lease Termination 804 Grand	10 Minutes	Tom Atkinson	Tom reported that the 1 st quarter has past and we haven't gone over our budget in any accounts at this time. He will submit the final budget to the District in the next few days. Learner funding spent to-date is currently \$92,000. That is less than ¼ of what is budgeted for the year. The bulk will come at the end of the school year. Accounting services (covers consulting work) will be over \$24,000 over for the year (includes Gail, Dick, Susan, Ruth & Carolyn). Tom says he is not sure why it is so high. Legal fees will be over budget by the time the year is out. Building rental should come in under budget as Tom originally factored in keeping 804 Grand all year. We're already over ½ our budget for supplies this year. Not sure why. He budgeted plenty to cover the cost of the move, but is still waiting for the final number on technology.	20 Minutes	Alison offered to work with Tom to break down the consulting numbers and determine why there is a discrepancy.

			<p>Tom reported that we failed to give proper notice for the lease termination at 804 Grand, according to a letter from the landlord's attorney. Ken Hunt asked for late fees on 3 month's rent which he said was late. Tom determined that there were no late payments. The check stubs stated the wrong date, which lead the landlord to believe the payments were late. Also, the final rent check was omitted from the lease termination letter so it will have to be resent.</p> <p>Kim asked why the check wasn't in the envelope. Tom answered that it was because he was in a rush, so forgot. Kim asked if there was a timeframe problem. Tom said the attorney sent the draft on Friday afternoon, but since he wasn't there on Friday, he didn't attend to it until Monday. Alison asked when we will send the letter again. Tom said there is plenty of time for the next month. Ron asked who was responsible for putting the month names on the rent check stubs. Tom said that the district finance office made that error. It was an honest mistake.</p> <p>Brenda asked what action the board would like to take.</p>		<p>Tom's plan is to re-submit the termination notice and ask that the termination date be December 31 rather than the original date of November 30.</p> <p>The board unanimously agreed to have Mike Grattan revise the termination letter, dispute the late fees, revise the termination date and offer to pay the lawn spraying fees.</p>
<p>Reading Specialist Overview</p>	<p>15 Minutes</p>	<p>Gail Washington</p>	<p>Although Gail has worked for MVV-HCP as an independent contractor since it opened, she introduced herself to the board as many of them had not yet met her. Gail retired over a year ago from teaching in the district for many years. Her experience is with K, 1 and 2. She has a master's degree in reading instruction. Her background is mainly with literacy of young children. Since she has been with MVV-HCP, she has observed many changes with the growth.</p> <p>Gail then handed out a summary sheet which detailed what she does. She administers required literacy assessments such as the DRA2, KPA and PALs. These assessments give parents valuable information on where their child is at so they can incorporate appropriate goals into the VILP. Now that the required fall testing is over, she is working with families who specifically ask for her assistance. Sometimes</p>	<p>15 Minutes</p>	

			<p>she has to clarify with families that the assessments are for their benefit and that they are not punitive.</p> <p>Gail also developed an Individual Literacy Plan form along with an accompanying road map that is used specifically for the Vision School model. ILPs are required to meet federal NCLB guidelines as well as district guidelines. The ILP forms she has used in her past work with the district were geared to the classroom setting. She has done quite a bit of training on the Vision ILPs with the RC staff. They did some role playing on how they could be presented to families. So far, Gail has received positive feedback from the RC staff. They are telling her that the information in the ILPs has been generally well-received by enrolled families.</p> <p>Gail also does a monthly Reading Time for K-2, typically the last Friday of the month. Turnout has really varied. The highest turnout was 20+ and the lowest turnout was roughly seven.</p> <p>Gail also does RC training on literacy as well as one-on-one appointments with families who request it. In those cases she does assessment then follows up with a detailed written report.</p> <p>One thing she is working on for the future is literacy workshops for RCs and possibly for parents as well.</p> <p>Alison added that assessments can be a sensitive area with our learner population. Alison spoke very highly of Gail's ability to build trust with our enrolled families in this area.</p>		
<p>Resource Consultant Representative</p> <p>Update from September RC Meeting</p>	10 Minutes	Gail Giandonato	<p>Gail said Alison asked her to be a line of communication between the RCs and the board, by attending monthly board meetings and advising them of RC news, then taking board decisions back to the RCs.</p> <p>Gail mentioned that there is a real need for a board representative on the funding committee.</p> <p>Gail also explained that there are now two P-cards for use in curriculum purchases.</p>	10 Minutes	<p>The board will work out a schedule and get back to Tom or Gail shortly.</p>

			<p>Gail expressed that the current understanding of the funding policy is that we are not funding secular curriculum from vendors that have a religious mission statement.</p> <p>Gail also expressed tallied concerns from about 4 or 5 RCs. Everyone who expressed their concerns said they were happy to have a forum to express their thoughts to the board.</p> <p>The RCs that expressed interest said they are concerned about the relationship between themselves and their families as requirements have changed. Some of those changes are graduation requirements, funding guidelines, longer turnaround time for funding and stricter VILP standards.</p>		<p>The board explained that is our current policy, but that revised funding guidelines are in the works. The new guidelines will look at the content of the curriculum, not the publisher or distributor. The board expects to have the new guidelines completed within the next few weeks.</p>
<p>Family Advocate</p> <p>School Without Walls Crossover Option</p>	10 Minutes	Diane Rino	<p>Diane talked about offering School Without Walls as a crossover option to families. She proposed that we commence this option beginning November 1. Diane and Alison spoke to R5 high school and gained clarification on the programs they offer. They all determined that SWW crossover is a doable option. Diane worked out detailed procedures for MVV students to access SWW courses.</p>	15 Minutes	<p>The board voted unanimously to offer SWW as a crossover option beginning November 1.</p>
<p>Board Consultant</p> <p>Attendance Update Recommendation for Position 1/1/10</p>	10 Minutes	Susan Scofield	<p>Susan shared that she is working on refuting the auditor's attendance exception findings for 2008-09. She is optimistic that she'll be able to whittle the list down to 4-6 and is confident that the new software will ensure we meet attendance requirements better and will be able to provide uniform attendance back-up the next time around. She showed the board a copy of a Schedule and an Attendance Report, which indicates daily attendance and can be run off the Paragon system. She has already compiled the attendance back-up for 2009-10.</p> <p>Susan had hoped to provide a detailed list of her duties so that the board could begin discussing what to do about covering them when her contract expires 12/31/09. But she won't have that for another week or so. She requested that the board hold an additional meeting/work session in early November to finalize some policy and begin working on a plan so that there is no gap in coverage of her duties.</p>		<p>The board agreed to convene for a special work session November 3, 2009.</p>

Achievement Coordinator Graduation High School Credit Transcripts	20 Minutes	Laurajeau Downs	<p>Laurajeau handed out a sample transcript that was produced by the Paragon system. It isn't in final form, but is getting very close. Some seniors who are applying for college scholarships right now, need a transcript now – so Laurajeau has been working on those. She said we have four seniors who are applying to highly competitive colleges. The transcript is currently 3 pages long and she is working on getting it down to 1 or 2 pages. She is considering creating an addendum to the transcript.</p> <p>Laurajeau has been working on revising the graduation policy. She handed out a draft of that policy which outlines four graduation pathways: Distinction (high GPA, very challenging classes), College Bound/Conventional (very similar to Distinction, lower expectations for test scores), Conventional and Individualized.</p> <p>Laurajeau went on to explain the credit requirements of the four pathways. One specific question LJ brought before the board was whether or not they want to require one foreign language credit for the conventional pathway. She asked for the board to approve the policy and decide on the foreign language question.</p>	25 Minutes	<p>The board decided to take a couple of weeks to look over the proposed policy. They plan to decide on the foreign language requirement and vote on Laurajeau's recommended policy at their work session on November 3.</p>
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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

<p>Topic #1 Funding Guidelines & Flowchart</p> <p>Review flowchart and revise it to reflect recent policy decisions. The policy will then be drafted based on the flowchart.</p>	15 Minutes	Susan Scofield	The board discussed the flowchart which summarized the last conversation they had regarding the curriculum funding policy. They fine-tuned it and added another layer of accountability.		Susan will re-vamp the curriculum map to reflect the additional layer. The board will plan to vote on the curriculum map at their next special meeting in early November. Susan will draft the policy accordingly.
<p>Topic #2: Financial Administrator Job Description</p> <p>Review of Topic and Prior Documentation (hour logs, staff correspondence, job description)</p> <p>Vote</p>	15 Minutes	Tom Atkinson	Ron motioned to go into Executive Session on this matter. Role was taken and all voting board members agreed.	30 Minutes	Upon returning from Executive Session, the board voted to keep the hours of the Financial Administrator position at 20/week.
<p>Topic #3: Community Service Hours</p> <p>Discuss venues where community service hours for high schoolers may be counted toward graduation.</p>	10 Minutes	Susan Scofield	The board discussed this a bit, but decided to shelve it until there is more time to delve into the subject at either the November or January regular board meetings.	10 Minutes	
<p>Topic #4: Jennifer Prieto as new board member.</p>	5 Minutes	Kim Howard	Jennifer has visited two board meetings. In between those meetings, she met with Susan who explained the role and responsibility of stewards in great depth. Susan also provided Jennifer with a Policy & Program Guidebook. Jennifer has expressed an interest in serving and the other board members feel that she does indeed meet the requirements. She believes in the Mission and Philosophy of the school and is an upstanding member of the community.	5 Minutes	Ron motioned for a vote, roll was taken and all voting board members agreed to accept Jennifer Prieto as a board member effective 10/13/09.

<p>Date and Time of Next Meeting:</p> <p>November 3, 2009 – Work Session</p>	<p>Meeting Locale:</p> <p>804 Grand Avenue</p>	<p>Targeted Start Time:</p> <p>6:30 pm</p>	<p>Targeted End Time:</p> <p>8:00 pm</p>
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