

Mesa Valley Vision Home & Community Program

Board of Stewards Regular Monthly Meeting Minutes February 9, 2010

Date: 2/09/2010	Facilitator: Kim Howard	Recorder: Susan Scofield	Meeting Locale: 1401 North 1 st Street	Targeted Start Time: 7:00 pm	Targeted End Time: 9:00 pm
Board Members Present: Gerund Coonprom, Ron Roybal, Alan Espinoza, Kim Howard, Jennifer Prieto and Brenda Nordstrom			Others Present: Alison Bailey, Susan Scofield, Gail Washington, Tom Atkinson, Tammy Erickson-Piper, Candace, Jahnke, Chris May and 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.

Executive Session (5:30 pm – 7:00 pm)

- Personnel Matters
- Contract Terms

Agenda Item	Targeted Time	Item Point Person	Action	Actual Time	Final Outcome
Approval of Minutes January 12, 2010	5 Minutes	Susan Scofield	Susan advised the board that the January minutes are not quite ready. She plans to send them via e-mail in the next few days.	0 Minutes	

Public Participation Segment

Agenda Item	Targeted Time	Item Point Person	Action	Actual Time	Final Outcome
Staff Update – Reading Specialist	10 Minutes	Gail Washington	Gail explained that the school just finished a time period of optional reading assessment for K-3. She had several requests for DRA2 and performed a total of 16, plus one PALS for a 2 nd grader. These were requested by parents for various reasons – from those that are behind grade level to those that are above grade level. She was overall very pleased with the literacy progress she saw. She is embarking upon a very busy assessment time for K-3 which will begin in April. The DRA2 will be administered as well as the KPA. She will be setting up specific dates later this month for RC training and actual assessments. Gail resumed story time this month and had 13 learners along with their siblings. Story time has proved to be a good forum to work on comprehension through retelling. The new office space worked very well for story time.	10 Minutes	
Staff Update – Financial Administrator	10 Minutes	Tom Atkinson	Tom passed out copies of the school’s current financials. He summarized by saying that learner support is currently under budget (by nearly 50%). He anticipates that number will be closer to 85% by the end of the year. Everything instructional will probably be spent 100%. RC salaries will come in right on budget, along with benefits; yet some of the travel and rental equipment will not get tapped at all this year. Staff development is most likely going to end up with a surplus. Tom also explained that the miscellaneous expenditures account will be spent in its entirety. Maintenance is currently over budget due to the move; yet utilities will be under as those are included in the current lease payment. On administrative (accounting services/bank fees) we are currently projected to run \$18,000 over in that account this year. This includes all our contract help. Tom based the original projected number on last year’s final numbers. He thinks it is over due to the student growth.	15 Minutes	

			<p>One of our largest expenses has been for the web application development, yet we are still within the budgeted amount. While we had dual rent for a few months, we will still end up under budget in that account. The telephone/web expenses are significantly higher this year due to the move/relocation expense. Supplies are running a little over budget due to the increased staff and the move (business cards, etc.). Equipment and furniture is currently under budget, although significantly higher than normal due to the move. (He had budgeted extra this year for the move.) Eight months into the year we have spent 60% admin and 54% total. Some things that will be coming up soon which will drive up the administrative expenses are more legal bills, additional laptops for the board members, curriculum committee supplies, math tutors, learner magazine subscriptions and contract labor. Also our sped contribution for 2009-10 has not been collected yet. At this time, Tom projects a year-end surplus.</p> <p>Tom also did a breakdown of how learner funds are spent. He attached a graph which showed professional services (such as tutors) as by-far the largest slice of learner funding.</p> <p>Another attachment was a chart which shows our largest accounts – learner funding is by far our largest expense. He was pleased to announce that the largest part of our budget goes directly to kids.</p>		<p>Alan asked why learner support was up from last year. Tom answered that the increase was due to increased enrollment.</p> <p>Kim asked what dues and fees were for. Tom explained that \$1833 was due to learner magazine subscriptions.</p> <p>Gerund asked why background checks were over budget. Tom explained that we refunded employees for their hiring background checks (this is standard procedure) and also gave staff members a \$120.00 holiday bonus.</p>
<p>Staff Update – Board Consultant</p> <ul style="list-style-type: none"> • Additions to Funding aspect of the web application • Paragon Royalty Agreement • Verizon Grant • Board Retreat – April 23 or 30? 	20 Minutes	Susan Scofield	<p>Susan spoke on behalf of the software committee and asked that the board approve an additional expenditure for the web application, specifically the funding aspect. The cost will be \$1500-2000. She said that the committee wants to add some key dates and reports so that the Excel spreadsheet Tom currently keeps can be eliminated. Tom added that it will be possible, in the future, to have the web application interface with the district’s accounting system and that Nancy Paregien (District Finance Manager) supports further researching this in the future.</p> <p>Susan went on to explain that several other schools have shown an interest in the web application, so she has been working with Melissa Callahan-DeVita and our own legal counsel in order to determine how we can make the web</p>	20 Minutes	<p>Ron moved that the board vote to approve funding the funding aspect of the web application. Alan seconded. Kim called for a vote and the board unanimous approved the additional expenditure.</p> <p>Brenda moved that the board approve the pursuit of a royalty agreement. Alan seconded. The board voted</p>

			<p>application available to others (we own the rights to it). Susan asked that the board approve the pursuit of a royalty agreement and asked if they would entrust her to negotiate the terms with Paragon and have our legal counsel draft it up.</p> <p>Susan asked the board which date works best for a 1-day retreat April 23 or 30.</p> <p>Susan explained that she had received an e-mail and phone call from Ruth Bond the day before, indicating that she feels the time is right to step down from serving on the board. Since she has gone back to work in the last few months, she has been feeling like she can't commit the time necessary to serve effectively.</p>		<p>unanimously to allow Susan to pursue such an agreement, but asked that she run the terms by Melissa before working with Paragon directly.</p> <p>The 23rd works best for all, so Susan will work with Rene on getting it scheduled.</p> <p>Ron motioned to approve resignation, and added it was with a heavy heart. Alan seconded the motion and the board voted unanimously to accept Ruth's resignation.</p>
Staff Update – Resource Consultants	10 Minutes	Gail Giandonato	Gail explained that she didn't have a general update this month, but did have something prepared for the work session on VILP standards.	0 Minutes	
Staff Update – Program Director <ul style="list-style-type: none"> • Staff time off policy • Board room community use • Staff use of equipment, facilities • Budget duties 	20 Minutes	Alison Bailey	<p>Alison reported that the enrollment is currently at 283. She said that 17 siblings will be grandfathered in for next year and there are currently 19 on the waiting list. Her recommendation is that the enrollment for 2010-11 remain pretty much the same as 2009-10. She feels that she is maxed out at this enrollment. She also recommended that we discontinue enrolling learners from adjacent districts (which was something we did only when we did not meet our enrollment with local learners).</p> <p>Alison will be embarking upon meetings with families who are not making progress toward their goal of 720 hours by the end of May.</p> <p>She reported that 190 kids are scheduled to take CSAP this year. Tammy and Alison will start with the 3rd grade reading next week. They will be training proctors in the coming days.</p> <p>Alison would also like all MVV-HCP students taking the</p>	25 Minutes	<p>Ron asked what the attrition will be as far as seniors and kids who will move and go to other schools. Brenda suggested we cap at 290, but will go over if grandfathered siblings drive the total up. All agreed unanimously to set the enrollment for 2010-11 with a soft cap of 290, which will translate to approximately 275 FTE.</p> <p>Ron asked if we will be using the Canyon View Vineyard facility. Tammy said that the co-op has graciously opted not to hold their classes at the church during the CSAP</p>

CSAP test with MVV-HCP rather than at their district schools if they are crossing over for classes there.

Eleven juniors will be testing for ACT on 4/28.

The math lab began for high schoolers this month. So far the turnout has been spotty, so it will be revisited at the end of the month. Both math tutors will be available for CSAP proctoring as well.

Alison shared that Dick (high school guidance counselor) had a good turnout for his recent college talk. He also had a good turnout for the student council talk. Lyn Storey, an RC and parent in the program, has expressed an interest in pursuing that with Dick and the interested high schoolers.

Alison and Diane will be getting involved with Kidsvoting this year. A rock-a-thon is also in the works. RC surveys also went out this week. The SAC has met in conjunction with members of the curriculum committee. Together they are working on supplying the lending library with things that will meet the needs of enrolled families. The District Accountability Committee will be visiting in April.

There was a request to use our facilities by a community member. Alison's opinion is that the board room is used informally and formally all day every day. It is also a security issue after hours.

Also, Alison received a request for staff members to use MVV-HCP equipment for personal use.

Alison handed out the Senior Checklist which was provided by the graduation committee. She pointed out that Catherine Mudd from FMHS, who serves as the District amicus on the graduation committee has been very helpful both this year and last, and she's very grateful to have received her input.

Alison deferred to Susan to explain this issue. Susan said that up until now, we haven't had any formal policy regarding paid time off for office staff for such things as sick days and personal days. She explained that she and Alison had met with Nancy Paregien, the District Finance/Payroll manger to inquire about how we might get our office staff on

dates. Alison suggested MVV-HCP send thank you cards to both Living Springs Conservatory and Grand Valley Co-op thanking them for their cooperation. The board plans to do so in the near future.

Ron expressed concern about the liability and scheduling. The board agreed to back Alison on whatever she decides on the matter of facility use.

The board expressed concerns about equipment use (for non-Vision purposes) with liability, damage and potential conflicts. They all agreed that use of MVV-HCP equipment for non-Vision business should not be allowed.

The board asked that Susan and Alison work with Nancy

			their system. Nancy provided a handout of the District’s policy for Support Staff Leaves and Absences and explained that MVV-HCP could easily put our office staff on their time off policy, which essentially allows support staff to accrue 10 days each year. Susan also explained that some unanswered questions still remained – such as would it be an added complication that our paid holidays are different that the districts?		to gain clarity on the unknowns. They also expressed that they would very much like to adopt a paid time off benefit for support staff as early as July 1. This item will appear again on the March agenda wherein the board hopes to formally adopt a policy.
VILP Policy Discussion (Pre-cursor to Instructional Program policy amendment) <ul style="list-style-type: none"> The background and legal significance of the VILP RC challenges with current VILP policy 	15 Minutes	Susan Scofield & Gail Giandonato	Gail shared that she had recently conducted an optional meeting for RCs to discuss VILP writing, specifically standards and challenges they encountered this year. At the beginning of that meeting, Susan shared with the RCs about the legal significance of the VILPs as well as the rationale that led up to the current policy. Susan had given a handout to the RCs (which she also submitted to the Board at tonight’s meeting). Then RCs had a time of sharing their thoughts and concerns. Gail summarized those concerns and provided them to the Board.	5 Minutes	Ron asked if the board could have some time to review the handouts and delve into the subject deeper at the next regular meeting. Susan will add it to the March agenda.
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 Learners Section of Guidebook Finalize policy – specifically credit overview statement and 8 th grade credit.	10 Minutes	Susan Scofield	Susan summarized the most recent changes to the Learner’s section – specifically the addition of the overriding principle related to the awarding of high school credit and the detail about the transfer and NCAA limitations on 8 th grade credit.	10 Minutes	Alan motioned that the board accepted the changes as proposed. Brenda seconded. Kim called for a vote and the changes were unanimously accepted.

#2 Enrollment Set 2010-11 enrollment	5 Minutes	Alison Bailey	This topic and subsequent vote was addressed in the Director's report earlier in the meeting (see above).		
#3 Scofield Contract Vote on and sign independent contractor agreement.	10 Minutes	Kim Howard	The board indicated that they approve the independent contractor agreement, as it was previously submitted, but would like to add an additional duty – the budget. They would like to have Susan work together with Tom on the 2010-11 budget and asked that she get with both he and Vi Crawford shortly. She said she would do so, and would amend the contract accordingly. She will provide a revised version to Kim shortly so that she can sign it. Susan said she has a meeting w/Melissa next week so will drop in on Vi and ask to be added to her list of contacts for anything budget related.		Brenda motioned to accept the Scofield contract, with the amendment that reflects the additional duty. Gerund seconded. The board voted unanimously to accept the contract with an amended scope of work.

Date and Time of Next Meeting: March 2, 2010 – Regular Monthly Meeting	Meeting Locale: 1401 North 1 st Street	Targeted Start Time: 7:00 pm	Targeted End Time: 9:00 pm
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