

Mesa Valley Vision, Inc.
Board of Stewards
Meeting Minutes
1-13-09

Attending Board Members:

Brenda Nordstrom
Steve Schultz
Craig Richmond
Susan Scofield
Candace Jahnke
Gerund Coonprom

Attending Employees:

Alison Bailey
Gail Giandonato
Diane Rino
Tom Atkinson

Family Advocate Update

Diane gave the board an update on the status of background checks. She said, for the most part, that things were going very smoothly. She also shared about the upcoming District AIMS Open House at Two Rivers Convention Center (the 22nd). Diane has worked with Copy Copy on a display board and will have several handouts available at the table. She continues to compile a listing of tutors interested in being listed in our Educator Director and hopes to have it published toward the end of the 2nd semester.

Financial Administrator Update

To gave a budget update and explained that there was recently a revenue correction in the amount of \$51,883. The correction was due to kindergarteners being counted as full time in the initial budget, when they are in fact funded at only 58% of full-time PPOR. A discussion followed regarding budget carry-over. Tom stated that it is his understanding that we cannot carry over leftover funds from this fiscal year, which will end June 30. Steve suggested Tom get with Melissa Callahan-deVita in order to gain clarification on that.

Program Director Update

RC Evaluation: Alison has been drafting an RC evaluation which will go out to families in the next week or so, along with the CSAP schedule.

CSAP: The CSAP prep materials went out to families in early January and Alison was very pleased with the quality of the materials. Candace suggested that we have them available even earlier next year, as they make good curriculum supplements.

DRA2: The DRA2 reading assessment is scheduled for May 1. In the months leading up to the assessment, Gail Washington, our Reading Specialist, will be conducting story time at our offices for K-3 students. These story times will occur monthly and will include a snack and craft. Paula Martin from the District will be attending the January RC meeting and plans to explain more about the DRA2 to the RC staff.

Special Education: Alison shared that she and Susan have been working on policy writing for special ed, as our original policy needs to be much more detailed. Alison drafted a list of questions and Susan has been helping Alison to get answers to those questions and draft policy based on the answers. Susan had recently e-mailed Judy Thornburg at the District and received a helpful response. Many of those questions will need to be answered internally (by the board) in future meetings. The board agreed to begin looking for a special ed consultant who can help with the policy and procedures for students who come in with an existing IEP, as well as those who may need to be put on an IEP.

Software Committee

Candace shared that the recent round of changes have been implemented on the ILP Suite and that hour-entry is going much more smoothly for families. She would like to know what reports will need to be run in the future. It was agreed that we won't know exactly until we have had an attendance audit – and possibly an accountability audit. The board thought it would be helpful if Kevin (from Kevlors) could train Brenda, and possibly another staff member, to run reports as needed from the system. Candace will try to schedule a time for that. Candace had also gone through the contract with Kevlors and found several things that she felt had not been fulfilled. A discussion ensued about that. The board agreed that they would like to receive an update from Kevlors, as outlined in the contract, and asked Candace if she could set up a meeting for that. Candace will also ask for their recommendation as to what reports should be run at what time for compliance.

Graduation Committee

Craig shared that the Graduation Committee will meet for their regular monthly meeting on 1/14/09. They also plan to meet with seniors on February 11th. All seniors have a time slot scheduled on that day. The committee recently purchased transcript software, but realized it is only a temporary solution. Each unit of software (which is very inexpensive) can only be used by one family. The committee plans to ask a local software company to create something comparable for us to use next year.

Website

The board approved the changes made thus far, including the F.A.Q. page and Board page. Gerund suggested that we put Craig at the top of the BOS list, as he is the President of the board. All agreed that it would be a good idea to have photos of board members on the board page. Susan will send out a reminder to board members to submit a photo.

Guidebook – Governance Section

Only three points needed clarification before the Governance section can be approved. Steve suggested that we have a quorum of 4, not 3 as stated in some parts of the policy. Craig asked that the language regarding board members not being present for a vote be changed to omit the phrase “forfeit their opportunity for input”. Craig suggested that we omit the “financially non-conflicted” language for now, as it is difficult to find board members that are not affiliated with the school financially. He also suggested that we strive to find board members that represent diverse perspectives. The board agreed unanimously on all these points. Susan will update the policy accordingly and send it via e-mail for final approval.

Access to Funding for 2009 School Year

The board discussed the fact that by July 1st families will have access to funds for next year. It was advised that Tom should meet with Melissa to discuss the option of carrying over funds from this year into next, specific date by which this year's funds must be spent and option/ criteria for early access to funds for next year.

Growth of MVV for 2009

The board agreed that we need to have a clearly defined process by which new families are accepted into the program. Steve explained that some schools use the lottery process, while others accept on a first come, first serve basis. The board feels the latter would be best. Prospective families will be given a receipt when the application is completed. Alison, Susan, Tom, Nancy and Melissa will work to determine how many families will be returning and what our enrollment cap should be based on how many we can reasonably support (considering budget, building space, staff) as well as how the other district schools will be impacted. The board agreed that since we have a three-year lease on the building, we should continue to use it for at least another year. We discussed that we could reasonably support having 15 full-time RCs with our current situation and adequately serve up to 300 students. Steve mentioned that as a District 51 school, we can have access to meeting rooms in other schools. The board agreed that we should look to find another meeting room and it was suggested that the R-5 school would be a great option due to its proximity to the office. Diane will investigate this possibility. Alison shared that we currently have a waiting list of prospective students and she will let us know exactly how many are on that list to date. Alison shared that our school will be represented at the District 51 AIMS Open House on January 22nd. Interested families will be added to the waiting list for next year. The board also discussed whether or not we should accept any additional out of town students. All agreed that it would be best to limit enrollment to our district.

Status of Families Not in Compliance Regarding Logging of Hours/ Maintaining Contact with RC

Alison reported that of the 4 families not in compliance, one family withdrew from the program and the others who signed compliance agreements are showing improvement. Alison mentioned that certain families state that they cannot log hours due to computer problems. Steve suggested that we purchase several laptops to have at the office which can be borrowed by families who use this excuse.

RC Job Description and Contract

Alison shared that all RCs have signed their contracts.

Director Position 2009

Alison left the meeting while we discussed this agenda item. The board unanimously agreed that we would like to make Alison the Director of the program. We agreed that she has done a tremendous job as interim director and has brought great stability to the program. She is highly respected with staff in the district which has helped us to be seen as a viable option for students in District 51. The difficulty in hiring her fulltime lies in the fact that she is a PERA retiree and thus is limited in the number of days she can work. Steve stated that he would have a discussion with Colleen to determine what options we have to keep her as the Director. He requested that Ruth email him a reminder to have this discussion with Colleen as soon as possible. The board discussed that after we know whether or not hiring Alison is a viable option, the position would be posted, an ad would be run, and several applicants would be chosen to interview. In the meantime, we agreed that Alison needs to be put on the payroll so that she can receive health benefits as she has been paying for her own since she began to work for MVV-HCP.

BOS President/ Secretary Positions

Craig notified the board that he will be moving out of Grand Junction at the end of the school year so the BOS will need to choose another member of the board to take the position of president. Ruth added that due to some changes in her family situation, she may have to resign her position on the board in the coming months. Until then, she will continue to perform her responsibilities as board secretary.

Next BOS Meeting: Tuesday, February 10, 2009, 6:00 p.m.