

Mesa Valley Vision Inc.
Board of Stewards
Meeting Minutes
11/11/2008

Attending Board Members:

Craig Richmond
Susan Scofield
Candace Jahnke
Gerund Coomprom
Ruth Bond

Attending Employees:

Alison Bailey
Gail Giandonato
Tom Atkinson

Attending Parents

Darcie Perkins
Patrick Ebel

The board minutes from the previous meeting were unanimously approved.

Parent Concerns Raised

Both Darcie Perkins and Patrick Ebel shared their concerns about the logging of hours on the ILP website, requirement of set number of hours by certain time periods to access funding and communication between parents and MVV-HCP and the district in setting requirements. These parents requested that the subject headings on the drop-down menus be more relevant to young children as well as more reflective of alternative teaching styles. They requested more flexibility in choosing what time in the year they complete the required hours. There was also a concern regarding what activities count for academic hours. Mr. Ebel proposed having a committee of home school parents to give input into the future of the program. The BOS appreciated the concerns, responded in discussion to the concerns and agreed to get back to them with any board decisions regarding the issues.

Financial Update

Tom gave an update of the finances, demonstrating that the program is in good shape to date. He shared that the funding committee is operating smoothly and has been able to agree on all questionable items as presented weekly. Ruth will continue to act as board member on this committee to help in the decision making process and will update the BOS monthly. We discussed the issues of durable goods which are currently required to be returned to MVV-HCP. All agreed that we don't want to become a warehouse for these used materials. The board decided that the policy may need to be rewritten to avoid this problem.

Director Report

Alison gave an update on program operations during the past month.

- Brenda Scroggins is the **new office manager** and is working out wonderfully.
- Diane Rino, our **Family Advocate**, is working very hard, is energetic, personable and a great ambassador for our program.
- Diane and Alison are personally meeting with all the **high school counselors** to explain our program and how our students fit into their programs via crossover classes, sports, band, etc. Alison reported that we are getting a great response from these meetings.
- Last week the first **Networking Night** was held at the office where parents could meet to network to better educate their students. Alison reported that the staff is considering how to best continue that process and how to better connect families with similar educational philosophies, interests, or other ways they would like to network.
- **Special Education Update:** Alison continues to try to get answers from the district as to how to best serve our families so that we can set policy. She is trying to find out what we do with students with IEPs or those we feel need an IEP, what services can we provide through the district resources and how do we get the necessary evaluations for kids who we believe have special needs? This is of special concern with the CSAP testing coming in March. There are students who may need accommodations, but review deadlines must be met in the meantime.
- **Assessment Update:**
CSAP: This test must be taken by grades 3 – 10. We will need different rooms for those who need accommodations as well as a list of who needs accommodations and who does not. Alison has requested the use of Canyonview Vineyard Church to be the testing site as the facility is large enough. MVV-HCP plans to offer test preparation sessions in January. The testing for 3rd grade will be two days in February and the rest will be offered during the two-week window in March.

ACT: This test is given to 11th graders on April 22nd. Alison and Dick Nunamaker will be trained to supervise and provide accommodations for those who need it.

NWEA: This test was optional in the fall but is required in the spring for students in grades 3 – 8. It is optional for grades 9 & 10. Testing will be done in April in the Basil Knight building. Morning and afternoon sessions (4 total), 3 hours per session over two days will be offered.

DRA-2: This test is given in grades K – 3 in order to comply with the Colorado Basic Literacy Act. The test is given in a one hour session during which time a running record is completed to assess the child's reading level. Records are sent to the state. This test will be given in May. Alison expressed concern over parent response to this test as it was not originally required, but will work to make it non-threatening to parents.

Dibbles Reading Test: This test can be done online for students through 6th grade.

Facilities Update

Alison requested locking file cabinets so that she can safely lock up testing materials as well as other important files. These will be obtained through the district.

The plumbing was fixed. Susan's boys will rake the leaves into the street to be picked up by the streets department.

We discussed the need to have phone extensions for staff members as well as a current directory with names, positions, phone numbers and email addresses. Alison will have the office staff work on this issue.

ILP Software

The board decided to set a committee to finalize the desired changes to the software program and to communicate those changes with Kevin. Candace, Susan, Gerund, Gail and Linda will make up this committee. On Friday, Nov. 21st they will meet to work on this task. Alison will have Jill Hatten (RC) pull course lists together to compare and correct any discrepancies so that the drop-down menus will be complete and consistent. Susan will draft the issues which need to be changed and present them to Kevin. All agreed that significant changes need to be made **before** the holiday break so that RCs have time to work with the "changed" system.

Vision Logo

Work is still being done on the logo. Susan continues to monitor the progress.

RC Job Description/ Contracts

Susan reported that the employment agreement was reviewed by the lawyer who had minor suggestions for improvement. This will be given to the director, RCs and a BOS member to sign. The secretary will get the contracts ready for RCs to sign.

Program Guidebook

Susan is still working on this document. She will have changes made to the Governance section and ready to be voted on by next meeting. The Human Resources section will be revised next.

Family Advocate Position

Alison requested that the BOS consider changing Diane Rino's part-time status to full-time. Alison reported that she has the "catch-all" job description, entailing much more than just being a support to the families. Currently the background check issue for vendors/ instructors is so consuming that it could be her only job, although she has many other responsibilities. The BOS discussed that the budget will allow for this change and all agreed that she is too valuable to risk losing to a full-time position elsewhere. We voted unanimously to hire Diane full-time beginning January 1, 2009, with a salary of \$30,000 – 33,000.

Growth of MVV for 2009

Alison stated that there is a growing waiting list of potential students and RCs for next year. We were reminded that Steve Schultz had suggested that we have an open enrollment period in the spring. The board agreed that we need to determine how much our capacity will be for the coming school year – how much can we afford to grow. Data will be collected during the upcoming months regarding how many siblings will be added, how many on the waiting list, capacity of the current office building, other building options, RC's willing to go full-time and how many RCs we can afford to hire. The BOS will look at the data in the coming months to make the necessary decisions regarding growth.

Families Not Logging Hours

The question was raised as to what Alison and Susan should do if there are compliance issues with families not logging hours. We agreed that this is something we need to discuss further at our next meeting.

Director Search

Susan requested that board members email comments as to how each feels about the possibility of Alison being made Director of the program. She also shared that due to her PERA retirement status, she has limitations on the amount of money she can make in a year and the number of days she can work for the district. There could be the option of hiring her under a contract where she agrees to get a scope of work done in a specific amount of time. Susan is looking into the options. The board also discussed the need to run an ad when we are ready to begin the director search.

Next Meeting: Tuesday, December 9, 2008, 6:00 p.m.