

# Mesa Valley Vision Home & Community Program

## Board of Stewards Regular Monthly Meeting

### Minutes

November 17, 2009

<b>Date:</b> 11/17/2009	<b>Facilitator:</b> Kim Howard	<b>Recorder:</b> Jennifer Prieto	<b>Meeting Locale:</b> 804 Grand Avenue	<b>Targeted Start Time:</b> 6:00 pm	<b>Targeted End Time:</b> 8:00 pm
<b>Board Members Present:</b> Gerund Coonprom, Kim Howard, Ron Roybal, Ruth Bond & Jennifer Prieto			<b>Others Present:</b> Alison Bailey, Susan Scofield		

### 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.*

### Beginning of Board of Stewards Topic Item Discussions/Business Work Session

Agenda Item	Targeted Time	Item Point Person	Action	Actual Time	Final Outcome
<b>Topic #1 Additional Staffing Needs</b> Background	10 Minutes	Susan Scofield	Susan explained that she has been involved with MVV since its inception about four years ago. She expressed feeling overwhelmed during the “start up” process. She said that burden was eased significantly when Alison came on board as the Director. Alison was able to devote the hours needed to get the school operational and her background and knowledge of CBLA and sped were very helpful. She thought their combined backgrounds of public education and home education/business complemented one another well.  Susan went on to explain that a year and a half later she	15 Minutes	

			<p>often still feels alone in her understanding of the district contract, state waivers, MVV policy, and state requirements related to attendance, accreditation and NCLB “HQ” requirements. She feels that that the program is very well developed on the customer service and staff support side, but is underdeveloped on the administrative side. She believes the creation of a permanent administrative position would be helpful and would also like to see the administrative requirements of the program understood and valued by other staff members. She is particularly concerned about VILP standards at present. In addition to the creation of an administrative position, Susan suggested a weekly staff meeting so that the programs’ challenges can be more understood by other staff members and prioritized weekly.</p> <p>Ron asked Susan if she and Alison have discussed the issue at hand and she said they had not.</p>		<p>The Board agreed that a weekly staff meeting would be helpful.</p>
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### Beginning of Board of Stewards Executive Session

Agenda Item	Targeted Time	Item Point Person	Action	Actual Time	Final Outcome
Topic #1 Additional Staffing Needs	30 Minutes		Ron motioned to go into an Executive Session to discuss personnel matters. Jennifer seconded and voting board retreated for approximately 45 minutes.	45 Minutes	

### Beginning of Board of Stewards Topic Item Discussions/Business Work Session

Agenda Item	Targeted Time	Item Point Person	Action	Actual Time	Final Outcome
Topic #1 Additional Staffing Needs Plan of Action	10 Minutes	All 15 Minutes	Upon returning from Executive Session, the board discussed the creation of an Assistant Director position. They asked Susan and Alison to get together and draft a job description for this position which should include detail on office hours and meetings the Assistant Director should attend. The	15 Minutes	.

		Assistant Director will be responsible for and have authority on compliance matters, will report to the Program Director and will work together with the Program Director in the day-to-day operation of MVV-HCP. These two positions will have frequent and consistent communication. The draft job description should then be submitted to the BOS to vote on at their December meeting. If they vote to create the position, they will post the job according to District and MVV-HCP policy in the hopes of filling the position in January or February of 2010.	
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<b>Date and Time of Next Meeting:</b> December 8, 2010 – Additional Regular Monthly Meeting	<b>Meeting Locale:</b> 1401 North 1 <sup>st</sup> Street	<b>Targeted Start Time:</b> 6:00 pm	<b>Targeted End Time:</b> 8:00 pm
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