

Mesa Valley Vision, Inc.
Board of Stewards
Meeting Minutes
4-14-2009

Attending Board Members:

Susan Scofield
Candace Jahnke
Gerund Coonprom
Ruth Bond
Brenda Nordstrom

Attending Employees:

Alison Bailey
Tom Atkinson
Diane Rino

Potential Board Members in Attendance:

Wendy Hollenbach
Kim Howard

Director's Report

Assessments:

CSAP – Everything is done and all will be picked up today.

DRA2 – Testing to be completed for grades K – 3 between April 6th and May 6th. Report is due by May 21st.

ACT – Will be held on April 22nd at Emerson Modular for a half day. Students are to have a 1 hour meeting with Alison prior to testing. 3 of the 4 students planning on taking it have met with her to date.

NWEA – Testing to occur April 15 – 17 at BTK. 8th graders to complete technology assessment at the same time.

Alison expressed that the testing has been very time consuming. She would like to find out from Chrissy if we can access a site close by, perhaps even a public school during spring break. There is a need to evaluate how to best coordinate and organize the testing for next year. She expressed the need to hire an Assessment Coordinator. Gerund asked if we could offer the students incentives for perfect attendance and proficient scores.

SPED

A meeting is set for April 16th during which time all current SPED issues will be clarified. Those attending will be Steve Schultz, Carolyn Lunderman (our temporary SPED consultant), Alison Bailey, Susan Scofield and Ruth Bond.

So far out of the 15 students enrolled from intake interviews so far, 5 students are on IEPs and another couple has a child with special needs. Alison expressed the frustration in not having a clear policy when interviewing families.

Carolyn spent an hour going over the flow chart and memo from the last SPED meeting with Steve. She has studied the RTI process, has a great relationship with people within the District and is very knowledgeable. Alison is confident that as the SPED job evolves, Carolyn could be a resource for student interventions/ strategies for children that don't fit into the IEP process.

Early Access Kindergarten

The District is offering early kindergarten for a limited number of gifted and talented students who are younger than the current age requirement. One parent wants to know if we will offer that as well. All agreed that we will discuss this at the next BOS meeting.

Open Enrollment Consultations

Alison and Diane both expressed that the interview process is a great tool. They are asking families a set of prepared questions which allows them to be quite direct. Some families are still deciding whether or not to enroll, while others have balked a little when they find out the details of the program. Since Independence Academy is closing to high school students, there is an influx of students attempting to enroll in Vision. These students are meeting with Dick Nunamaker.

So far there are about 48 students left to interview – 12 days of interviewing, seeing 4 students per day. There are 6 – 8 additional siblings of returning students enrolling plus the 15 enrolled as of today.

Need to get these new students signed up for crossover classes by May (middle school) and June (high school).

Financial Administrator Report

1. Tom expressed that we are in good shape financially. The District understands that while we are a little over in some accounts and under in others, our bottom line is good. Susan notified Tom that she would be sending through a software invoice soon and asked that he allocate funds into the proper account before it is processed.

2. Ideas were generated regarding the surplus:

Office supplies for next year.

Buy out leases on computers/ copiers.

Buy laptops for new RCs.

Expand office space in some way. Can't prepay a lease, but can prepay a damage deposit.

Tom has purchased a LCD projector for presentations as well as a water cooler. He will check into the possibility of leasing some additional office space in another building down the street.

3. Tom informed the BOS that families can combine sibling funding if needed by March of the school year.

4. He also discussed the need to service the laptops – clean them out, tune up and upgrade. He will find out if the District IT department can help us with this process.

Family Advocate Report

1. District ID badges are available for staff and students at the District Administration Office.

2. The April Newsletter went out via mail.

3. The Curriculum Swap is in the planning stage. Hopefully will be held at the Lincoln Park Barn. BOS agreed to make this a SWAP of curriculum instead of a sale. Only open to Vision families.
4. Diane is still ordering samples of curriculum.
5. Grad Committee has separated into two committees, one to plan the actual ceremony and senior activities, the other to focus on transcripts, awarding of credits, etc. She will create a focus group to meet prior to the end of the year to discuss what graduation will look like next year. This group will be made up of interested parents, RCs and board members.
6. The family advocate recommended housing only secular curriculum in our resource library. She also reminded the BOS of the upcoming Curriculum Presentation for new families in preparation for next year. The 3 RCs would be presenting only secular curriculum.

Software Update

This issue is still pending.

Susan's Update

1. Accountability: Forms for HQs to use for verification of hours and direction of instructional program are nearly complete. They will begin instructional program review and direction for next year now that assessment data is available (NWEA and DRA2). Susan is creating a checklist for RCs to complete in getting files finalized by end of school year.
2. Susan's contract has been finalized and will be in effect until December of 2009.
3. She obtained legal counsel on our liability exposure on the Mentor Catalogue as well as field trips. Our attorney drafted a disclaimer for the catalogue as well as a "hold harmless" form for field trips.
4. A new more detailed Participation Agreement will be used now which ensures that there are no surprises for the families. Also, revised enrollment packets will be given to returning students and are due by the end of May.
5. The BOS will judge the Art Contest when entries are submitted.
6. Director Review: all BOS members are encouraged to complete the Director Evaluation and return to Susan by the end of April. She will compile the data and ask Steve Schultz to conduct the actual review.
7. Guidebook: There are 6 sections which Susan has been working on revising. She plans to make 42 copies for staff, District and BOS members. She will send each of the BOS a copy of Section 3 to review before a special meeting to be scheduled in the near future. She would like the Guidebook revisions to be done by July 1st so that the Family Handbook can be revised and published.
8. Hiring: Susan recommended some hiring policy clarifications to the BOS. She suggested that Alison have the authority to hire independent contractors as needed, but that the BOS approve the terms of any contracts entered into. She also recommended that the BOS retain the authority to create district staff positions at the Program Director's recommendation. She suggested that all staff positions be posted internally, then externally

if they can't be filled internally. Her purpose for suggesting the policy clarifications is to create a transparent, consistent process for hiring. All agreed that policy needs to be amended accordingly. Alison added that dates need to be set for the hiring committee to interview potential RCs. Susan will take care of doing this.

Next BOS Meeting: Tuesday, May 12, 2009, 6:00 p.m.