

Mesa Valley Vision, Inc.
Board of Stewards
Meeting Minutes
5-12-2009

Attending Board Members:

Brenda Nordstrom
Candace Jahnke
Wendy Hollenbach

Handouts:

Draft Budget, Finance & Funding Policy
Achievement Coordinator Job Description

Attending Employees:

Alison Bailey
Tom Atkinson
Diane Rino
Susan Scofield

Attending Guests:

Margaret Ahern

Director's Report

- Alison gave an update on open enrollment. She currently has 220 completed enrollment packets which includes returning as well as new learners. 30 more are expected to be returned next week, bringing the total enrollment to 250. She is meeting with several more families between now and the end of May and expects to meet the enrollment goal of 270 before summer break.
- Some of the applicants have previously been on IEPs. Alison now routinely gets copies of IEPs from the district on applicants and Carolyn (our special ed liaison) reviews them to help determine if MVV-HCP is the best place for the IEP goals to be met.
- The plan is for our guidance counselor, Dick Nunamaker, to meet with all high schoolers individually at the beginning of the 2009/10 school year.
- An RC passed along a request from a Delta County RC who asked if she could apply for employment through MVV-HCP and bring 10 of her Delta County learners with her. The board discussed this at length and made some decisions. They would encourage this RC, as with any applicant, to apply for any open staff position in which they might be interested. Also, the purpose of the program is to serve Mesa County families. We will enroll out of district learners unless our Mesa County waiting list been exhausted and we still have open slots. The board discussed amending the policy next year to perhaps reflect a percentage of out of district learners. One concern expressed by board and staff members is that out of district learners cannot avail themselves of some key elements of the program - crossover classes, community resources, etc.
- Some learners have completed their goal of logging 720 instruction hours early in the semester. The board discussed whether they should continue logging hours after the goal has been met. All agreed that this year, they could stop so that a Learning Journal Report could be run and their 2008-09 file closed out (particularly because we are in the middle of an attendance audit). Susan will do some research on the 720 instruction hours as it relates to accreditation (which

requires more) and get back to the board at the next meeting so that policy can be clarified on this matter.

- Alison reminded the board that there will be a year-end luncheon at the office on May 28th at 12:00.
- Alison and Tom brought a situation to the attention of the board regarding a learner who has regressed since enrollment with MVV-HCP, as indicated by NWEA assessment data. The learner would like to use leftover funding for art supplies, yet they purchased numerous art supplies in the fall. The funding committee (earlier in the day) had had a discussion about the use of the remaining funding – that perhaps, given the situation, the funds could be better used on academic subjects. The board discussed this extensively and concluded that there should not be a connection between how a family uses its funding and the academic progress of the learner. Instead, the board sees this as a continued enrollment issue. They fully support the RC and/or program director having a frank discussion with the family about whether or not MVV-HCP is the best learning environment for the learner. The RC/program director should suggest some other options, which may include a traditional classroom setting, before further regression occurs.
- Alison shared that she is getting several requests for grade retention from returning families, yet clear policy has never been written on this matter. The board discussed this at great length and concluded the following:
 1. Grade retention/advancement is something that should be available only once during enrollment with MVV-HCP.
 2. A request should be made in writing by the parent/guardian.
 3. Some good reasons for retention might be summer birthday, social development, ILP goals not being met, transition to traditional school.
 4. The decision should not be taken lightly as it may be difficult to have the grade altered again in the future should the learner transition to a traditional district school.

Susan mentioned that she is meeting with Steve Schultz on Thursday and will ask what the district's current thinking on grade retention is. After that discussion, she will draft a retention policy for the board to approve.

- Before the board approved the funding guidelines (part of the Budget, Finance & Funding section of the Guidebook), Alison presented an argument for the first allotment of funding to become available to all learners on August 15, rather than just returning learners. This suggestion came from an RC, Gail Giandonato, who presented many good arguments for the change. One reason not to make the policy change would be the financial risk of reimbursing a family for expenses, then having them exit the program before the October count date. The board discussed this and calculated the potential risk each year to be \$8,000-10,000. They concluded that the benefit to families would outweigh the risk, as many families cannot get started with instructional time until the purchase curriculum – yet the pressure to log instructional hours begins long before October 1. The board decided to amend the policy as suggested.

Financial Administrator's Report

- Tom gave a budget update which indicated we are still running a surplus for the 2008-09 fiscal year. He will forward the update to Melissa Callahan-DeVita and inquire about what will become of the surplus.

- We recently purchased three laptops and two desktops for staff use in 2009-10. Tom also received a buyout number for the current laptop lease and recommended that it is more feasible to continue leasing the laptops and desktops which are on the lease, rather than buy it out.
- The board had a lengthy discussion about future facility needs after Alison, Tom and Diane indicated that 804 Grand is quickly becoming too crowded day in and day out. Tom had called on a couple of properties nearby, but nothing he found was ideal. The board agreed that for the next two years, we'll fulfill our lease and keep our main offices at 804 Grand, but will continue to look for additional office space within walking distance of our current offices. Diane will call a real estate broker and begin working with them.

Family Advocate's Report

Diane shared that the first annual Curriculum Swap is planned for May 15th at the Center for Independence. Families will bring their used curriculum to swap rather than sell.

The diploma template was finalized by our graphic artist and Diane was able to locate four hardbound diploma binders. The diplomas will be granted unceremoniously this year, but Diane is formulating ideas for a graduation ceremony/presentation night next year.

Diane has fine-tuned the crossover class procedures wherein she will be the main point of contact for crossover classes. This procedure comes after meeting with Bill Larson, executive director of high schools and Deb Bailey, executive director of middle schools, recently. So far, things are going smoothly using the new procedure.

Board Consultant's Report

Susan shared that a CDE attendance audit for the 2008-09 year is coming shortly. This is a regularly scheduled district audit which couldn't come at a better time for us, as we hope to fine tune our attendance back-up to fully meet CDE's requirements. It was unfortunate that the Kevlors product did not produce schedules for our students back in October, but it appears the temporary word.doc will suffice this year, as it shows start and stop times for each learning activity. Susan is working with the District Reporting Office in order to provide the documentation they need for the audit.

Susan finished updating the Human Resources section of the Guidebook and will schedule a special BOS meeting shortly so that the changes can be amended or approved.

Survey results for Alison's annual review have been received and compiled. The board talked about who should do Alison's actual evaluation in May and all agreed (including Alison) that they would like Steve Schultz to do it this year. Susan will ask Steve when she meets with him later in the week.

Susan will also talk to Steve about the district leadership transition, as it appears he is in line to be the new Superintendent. She will also inquire as to who might replace him on our board as the district representative (assuming he won't have time to continue in the 2009-10 school year).

Software Committee

Candace shared that the committee thoroughly reviewed two software proposals recently, one to continue with our current provider, Kevlors ES and another to develop a new program entirely through

Paragon. They decided not to renew with Kevlors ES after our agreement with them runs out (June 30) and to begin working with Paragon as soon as possible. MVV-HCP will fulfill all financial obligations to Kevlors ES and will send them a letter, notifying them of the change, in early June. The committee will commence working with Paragon on development of the new software immediately with hopes of having it ready to go by August 15 at the latest. Susan will ask District IT to review the Paragon contract, then run the final version past our attorney before obtaining signatures.

Items for Board Approval:

- The meeting minutes from 4-14-09 were approved and will be posted on the website.
- While there were only two voting board members in attendance, they both voted to bring on Kim Howard and Wendy Hollenbach as board members effective June 1. Brenda and Candace would like the other board members to voice their opinion before a final decision is made, so Susan will ask them their opinion on the matter via e-mail, then let Kim and Wendy know the outcome.
- The board approved the creation of a new staff position, Achievement Coordinator, which will be filled July 1. The opening will be posted internally first (within MVV-HCP). If it cannot be filled internally, it will be posted in The Daily Sentinel and on the District website. Alison hopes to interview for it in late May.
- The two voting board members in attendance asked for assistance judging the art contest submissions, so Susan and Wendy helped with that. Two of these ladies had children with entries in the contest, so they refrained from voting in those age categories. There were several entries in each category and winners were chosen in each one. Susan will advise the winners and arrange for their prizes to be picked up in late May.