

**Mesa Valley Vision, Inc.**  
**Board of Stewards**  
**Meeting Minutes**  
**7-14-2009**

**Attending Board Members:**

Brenda Nordstrom  
Kim Howard  
Wendy Hollenbach  
Ruth Bond

**Handouts:**

Budget Update  
2009-10 Budget based on 280 Learners

**Attending Employees:**

Alison Bailey  
Tom Atkinson  
Diane Rino  
Susan Scofield  
Candace Jahnke

Items Discussed:

An RC had a situation with a learner that wanted to bring up their grade for the 2008-09 school year after the report card was completed May 31. The board discussed this and decided that June can be used for this purpose. In the future, learners should submit a written plan to the program director. When it is approved, the learner can use the month of June to bring up the grade. The amended report card should be completed and dated June 30. July and August cannot be used to amend grades from the prior year. Susan will summarize this decision and e-mail out to staff later in the week.

Two topics which are being explored by the staff this year are identification of at-risk students and intervention strategies. There is no need for the board to write policy at this time, but they may receive recommendations on these matters from staff during the 2009-10 school year.

The board discussed the need to establish a loosely-defined employee dress code, especially for RCs as they meet with families. The board decided that men should wear collared shirts and that all staff should refrain from wearing sweats, sweatshirts, short shorts and baseball caps when conducting MVV-HCP business.

Candace gave an update on the software committee and reported that things are coming along nicely. Three areas are basically ready for use – the VILP creation area, schedule and logging of hours. Candace created passwords for all RCs and parents and they are beginning to create VILPs (returning learners) at this time. There have been some glitches along the way, but Paragon continues to show exemplary customer service and is working very hard to work them out.

Family Advocate's Report

Diane shared that she has scheduled a back to school night at Bananas for August 13 from 6-9 which will be open to Vision learners, their siblings and family members.

Some difficulties have been encountered with Crossover classes for middle schoolers as the district middle schools are generally quite full. She is waiting to hear from the district shortly as to how their numbers have fluctuated over the summer and how that might impact Crossover for middle schoolers.

## Financial Administrator's Report

Tom Atkinson reviewed the expenditures for this past year as well as the amount the school has in MVV-HCP surplus monies (\$152,338.44). He had researched the possibilities of MVV-HCP someday purchasing a building and explained that these are what will be available to us:

- Get the building financed by the District
- Get a loan and fund it ourselves
- Try to get grant money
- Become an add-on to the next bond issue

Tom plans to contact Doug May to find out about applying for grants for start-up charter schools as he has had experience in this area.

He gave us a picture of the year going forward, stating that we are striving for 280 students and currently have 270 FTE with 20 kindergarteners. Tom explained that that the District will return \$10,000 of the surplus for start-up funding for the 2009-10 fiscal year.

He also requested that his hours be increased from 20 hours to 40 hours per week, explaining that he is currently working on average 30 hours each week. Tom mentioned that he has been keeping track since the start of the year. Candace asked him to describe the funding request process. Tom described additional tasks he is handling such as the following:

- technical support liaison with the District
- putting together weekly agenda for Funding Committee and running that meeting
- finalizing and giving receipts to the District accounting department by Tuesday
- delivering funding requests almost daily as Belita appreciates this
- keeping a spreadsheet log of funding for each family
- helping with equipment and furniture purchases
- keeping track of students using the Odysseyware software program (we prepaid \$2,000 from last year's budget for students to use this next year)

The BOS decided that Tom's proposal would be discussed at the end of the board meeting.

Susan volunteered to take over looking for another building site since the one most recently considered will not work for our needs.

## Director's Report

### **Hiring**

Alison discussed the recent RC hiring process. The interview committee included Brenda Nordstrom, Gail Washington, Diane Rino, Alison Bailey and Dawn Hodges (district representative). Alison expressed that having Dawn on this committee was invaluable. Five new resource consultants were hired – Tammy Piper, Candace Jahnke, Tracy Creek, Dolly Hill and Preston Thornburg.

She also explained the hiring process for the Achievement Coordinator position. Dick Nunamaker, Brenda Nordstrom and Alison interviewed several candidates. During the interview process, all decided that the position really needed to be divided into two part-time positions that could be combined with a half-time RC position. So they moved forward with the creation of the Assessment Coordinator position and obtained board approval to create it. Laurajeane Downs was chosen for the Achievement

Coordinator and Tammy Piper for the Assessment Coordinator. Both will have a half-time RC position as well.

Alison felt the need to offer Rene a  $\frac{3}{4}$  position instead of a  $\frac{1}{2}$  time position based on the amount of work required of the office manager. She also expressed her concern that we avoid expanding positions until it becomes clear that the position or expansion is needed.

### **Training**

Alison felt the RC training went very well this year. One day was designated for the new RCs and two days for all of the RCs, new and returning. All the RCs and staff expressed that the training was very beneficial. Lunch was served both days, but was not expensive. Alison is encouraged that the new RCs are jumping in with both feet, working very diligently to learn and perform their assigned duties.

### **Student Number Update**

The numbers to date are 271 students, 21 being kindergarteners; however the numbers continue to fluctuate. Alison is hoping to add about 9 more students. The enrollment and interview process of families will continue until we are at capacity. Additional families will be placed on the waiting list as some may exit the program. The concern is that we may get an influx of people not happy with the traditional schools at the start of the year. The BOS would like the staff to keep track of the percentage of students who are traditional home schoolers, those coming from traditional public school and those who have never home schooled before.

### Board Consultant's Report

#### **Attendance Audit**

- The attendance auditor was given everything he asked for. He asked Susan 3 questions which she answered about a month ago, but still has not heard a response
- Key dates were set in the calendar and check lists created for the RCs
- VILP deadlines are set and extremely important to follow: August 15<sup>th</sup> for returning students and September 15<sup>th</sup> for new students.
- The Paragon program has been designed to calculate the hours specifically for the auditor.
- The auditor will return every year now to audit the district.

#### **In House Policy Updating and Accountability**

- Policy and Program Guidebooks are still being updated. Susan will bring another section for review to the next BOS meeting.
- She plans to audit the RC files in November.
- She created handbooks for the RCs

#### **School Accountability**

- As part of our school accountability, Susan expressed the need to put together a School Accountability Committee made of parents, staff members and the director or a designee. This committee will set goals and bring the parent perspective in advising the board. A form has been included in the enrollment packets to find interested parents. So far 4 or 5 have expressed interest.
- Another requirement is that we ensure that the Instructional Program is under the direction of Highly Qualified Learning Specialists. In order to be considered "highly qualified" the specialists must have a degree in the core subject areas. Susan created a form called a Core Subject Instructional Program Appraisal which has been adapted to reflect NWEA, CSAP and DRA2 achievement and recommendations for under-performing students. Ruth Bond has been completing these appraisals for K-6 (all subjects) and 7-12 (language arts). She has reviewed the

NWEA scores and made recommendations for K-6 reading, language usage and mathematics based upon the VILPs and Colorado Model Content Standards. Gail Washington, our Elementary Reading Specialist, has evaluated the DRA2 assessments and made recommendations for students not meeting proficiency in grades K – 3 in reading. As soon as CSAP scores are available, additional recommendations for the core subject areas will be made (science is required at grades 5, 8 and 10).

### **Susan's Position**

Susan is currently contracted through the end of the year. She has added the task of finding a suitable building to her list. The BOS will need to determine whether the staff should absorb the tasks she is currently overseeing, if a position should be created or if she should continue on as a consultant. Since her contract expires on 12/31/09, she will submit a list of duties for the board to begin reviewing this fall. The board should then decide if existing staff should absorb those duties, Susan should continue as an independent contractor or a district staff position should be created and posted.

### Two Additional Issues

- The BOS discussed the idea of offering reimbursement to BOS members for mileage and internet usage at the rate of \$50.00 per month as well as providing desserts or appetizers at the monthly meetings. The BOS voted unanimously to provide both to board members. Also discussed the possibility of offering a Christmas dinner out for the BOS.
- The BOS discussed Tom's proposal and determined that they would like him to keep a log of hours and tasks performed each week so that it can be clearly determined whether the position should be expanded. The BOS will ask Tom to bring his log to the monthly BOS meetings through October when his proposal will be re-evaluated.

Next BOS meeting: Tuesday, August 11, 2009