

Board of Stewards Meeting Minutes Tuesday, August 12

Meeting commenced at 7:00 p.m. and ended at 10:00 p.m.

Persons in attendance: Craig Richmond, Alison Bailey, Candace Jahnke, Brenda Nordstrom, Gail Giandonato and Ruth Bond

Persons not in attendance: Joan Coonprom

Craig Richmond led the meeting.

The meeting began with a vote to accept Ruth Bond as a new member of the Board of Stewards. All were in favor, none were opposed.

All members were asked to bring up any issues to be discussed and an agenda was created.

The following issues were discussed:

1. Board of Stewards
 - Suggested that the office keep a list of Policy Change suggestions to be brought to the BOS.
 - Note made to make copies of Policy Books for BOS members Candace & Ruth.
 - Craig will ask Steve to nominate two people from the District to serve on the BOS. BOS will meet them and vote to approve.
 - Propose that BOS meet every two weeks through October – every other Tuesday from 7 – 8 p.m. to better handle the workload as the school starts up.
 - Voted to add policy that the District member on the board does not sit on other school committees.
2. Alison updated the BOS on the upcoming Family Orientations which will be held at the office next week. During the two hours, parents will receive an overview of the program, a handbook and time to ask questions. RCs assigned to come to at least two meetings for at least the 2nd hour.
 - Susan asked to forward a copy of the handbook draft to be reviewed by all BOS prior to printing.
3. Alison's Role/ Susan's Role
 - Alison Bailey is Director and needs to begin making decisions as such.
 - Susan Scofield is a consultant to the program.
4. RC Training
 - Discussed recent RC trainings and difficulties.
 - Proposed that 1 BOS attend RC monthly meetings on a rotating basis.
Brenda to attend 8/28, Ruth to attend 9/25
 - Kevin Sheppard to return on August 25th to help RCs with questions.
 - RC's will be encouraged to volunteer for certain responsibilities as needed.
 - RCs to be instructed to alert all high school students to SAVE ALL WORK & BOOKS.
5. Clarification on policy on families requesting specific RCs.

- Voted to change policy so that BOS families do not get any preferential treatment in requesting RCs and families do not request specific RCs but can list any specific needs which will assist administration in assigning RCs.
6. Discussed roles of Laddie and Dick as consultants.
 - Laddie as consultant to BOS via Craig only.
 - Voted that Dick Nunmaker be hired as Guidance Counselor consultant to assist RCs in guiding high school students. All voted in favor.
 - Alison to have Dick draw up a contract to be a consultant.
 7. Crossover Classes
 - Alison and Barb will be attending a district meeting where crossover classes will be discussed.
 - There is a need to find a specific person to handle problems in this area.
 8. Voted on Contract between MVVHCP and District. All in favor to approve. Will now go to the Board of Education for approval. A signed final copy will be made for all BOS.
 9. Proposed that a committee be put together to look at updating the ILP suite with funding document, changing the ILP piece as needed, etc.
 10. Discussed Alison's concern that she understands how we are to comply with the Colorado Literacy Act, accommodations for the NWA & CSAP and IEP policy related to special education students. Many issues are time sensitive.
 - Craig will explain to Alison.
 - Need to review staffing.
 11. Discussed changes to be made in Funding Guidelines
 - Change composition of committee to be Funding Administrator, District Funding Person, 1 BOS member and 1 RC.
 - The Funding Committee will meet as needed.
 - Funding Allotment per family = \$2,000 minimum per student per year.
 - Need clarification on requirements, procedure and District point person for mentors obtaining background checks. Craig will discuss this with Steve.
 - Craig will rewrite the Updated Funding Guidelines and send to BOS for approval prior to including in the Family Handbook.
 10. Discussed need for additional staff to be hired
 - Family Advocate (ASAP), Financial Administrator (ASAP), Director (possibly in January)
 - Brenda will create ad for Family Advocate and Financial Administrator.
 - Alison Bailey and Joan Coonprom to interview 3 – 4 candidates per position and hire the best candidate.

Items for Future Discussion:

- Web site development
- Create RC contract with job description to be signed by RCs
- Form a committee to hire Director

Next BOS Meeting: Tuesday, August 26th (7:00 – 8:00 p.m.)