

Mesa Valley Vision, Inc.
Board of Stewards
Meeting Minutes
8-31-09

Attending Board Members:

Brenda Nordstrom
Kim Howard
Ron Roybal
Ruth Bond
Gerund Coonprom

Handouts:

Curriculum Publisher Listings

Attending Employees:

Susan Scofield

The purpose of this meeting was to gain clarity on fundable curriculum, specifically secular curriculum which can be purchased through distributors and retailers that appear to have a religious affiliation due to the mission statement on their website, their name and their affiliation with a religious organization.

Susan gave a history of the rationale that went into the original policy as well an overview of some issues which recently arose which need clarity.

After a period of discussion, the board unanimously agreed to uphold their original guidelines and to better convey the message to staff. They unanimously agreed to the following:

- Susan will draft up an agreement for each staff member to sign, on behalf of the board. The agreement will articulate the board's policy related to MLP curriculum funding, specifically that MVV- HCP will not, through the MLP funding process, reimburse enrolled families for items purchased from publishers, distributors or retailers that they determine to have a religious affiliation, even if the subject matter and content of the items themselves can be determined to have a secular purpose. This includes any company which isn't on our Secular Vendor List. All staff members will be asked to sign the agreement, indicating their understanding of the policy and intent to comply. Staff members that fail to adhere to the agreement will be subject to disciplinary action.
- If RCs are unclear about line-items on a receipt or the identity of the vendor, they should ask the enrolled family for more information before sending the check request on for payment.
- When families make purchases from secular vendors that also carry religious curriculum in their inventory (i.e. Rainbow Resources), they should place their personal orders and MVV- HCP orders separately. MVV- HCP will only process check requests which contain receipts from these vendors listing secular curriculum and/or materials.
- This policy will be made clear in the Family Handbook which is slated to be published this fall.
- If an enrolled family has a question about the fundability of a vendor which doesn't currently appear on the Secular Vendor List, their RC should submit information about the vendor to the funding committee for review. The committee will make a determination about the vendor by asking these questions:

1. Does their name indicate a religious affiliation?
2. Does their website contain a religious mission statement?
3. Are they affiliated with, or are they a branch of, a religious organization?

If the committee answers "No" to these three questions, the vendor will most likely be added to the Secular Vendor List.

- The financial administrator will be responsible for keeping the Secular Vendor List current. The financial administrator job description will reflect this change the next time the Human Resources section of the Policy and Program Guidebook is updated.
- The board will instruct the program director to work with the administrative staff to develop an additional checkpoint to ensure that receipts/invoices from curriculum publishers, distributors and retailers with a religious affiliation are not processed. This checkpoint will be in addition to parent/guardian signature on the check request for himself, in addition to the RC staff scrutinizing receipts attached to check requests they submit and in addition to the financial administrator scrutinizing check requests before sending them on to the district for processing. The board would like the program director/administrative staff's plan for an additional checkpoint presented to the board at the October board meeting.