

Mesa Valley Vision Home & Community Program

Board of Stewards

Regular Monthly Meeting Minutes

November 8, 2011

Date: 11/8/11	Facilitator: Kim Howard	Recorder: Rene Knight	Meeting Locale: 930 Ute Ave	Start Time: 6:30p.m.	End Time: 7:45p.m.
Board Members Present: Brenda Nordstrom, Jennifer Prieto, Kim Howard, Alan Espinoza, Zoe Grimes			Others Present: Susan Scofield, Diana Alpert, Jill Hatten, Candace Jahnke, Laurajean Downs,		

Mesa Valley Vision Home & Community Program Mission

To create opportunity for learners to pursue a unique, comprehensive, individualized learning program supported by the district, private resources, technology and a learning community that includes family members, mentors and qualified resource consultants.

Executive Session (5:00 pm – 6:30 pm)

Public Participation Segment

Agenda Item	Targeted Time	Item Point Person	Action	Actual Time	Final Outcome
Approve Minutes – October	5 mins	Susan Scofield	The October minutes were not quite finished. Susan indicated she would e-mail them in a day or so and asked that the board approve them via e-mail.	5 mins	
Director's Report	10	Susan Scofield	<ul style="list-style-type: none"> Susan introduced Erin Cook, our new Community Resource Coordinator The staff will be holding their annual holiday potluck on Thursday, 12/15/11 from noon to 2:00 and the board is invited to attend as well. Enrollment is holding steady at 368. We have lost only one family to-date and that was due to a move. 		

			<ul style="list-style-type: none"> • Susan had a couple of • Susan summarized three parent meetings she had recently that had to do with the STAR assessment, funding and SAC • While the SAC meetings are being attended by a rotating board member, an update was given to the whole board. They will be meeting the last Tuesday of every month and working on Parent Night ideas and UIP Goals • Susan summarized the PLAN math scores (which show improvement over this same group's previous CSAPs and attributed the growth to participation in MVV-sponsored math classes as well as earlier conveyance of high school expectations by LJ • Diana's counterpart in District Finance has left her position to move out of state and it's likely the position won't be replaced. Susan and Diana are working with the District Finance Director, Nancy, in order to develop procedures that will keep things running smoothly going forward. • One of the changes in finance procedures will include improvement of the Funding Request Form in the web application. • Building Use Procedures are being developed which will govern both the main office and the annex. A Building Usage Agreement (based on District policy) is also being developed and will be implemented in the 2nd semester. • As we embark upon compiling a Mentor Catalog, which will list educational resources, including tutors, in the community, our attorney is reviewing documents that will be used in the compilation of that data. • With our last open position filled, we are in the process of obtaining pcards, business cards, furniture, etc. for them. • Policy Updates – Susan explained that she is in the process of finalizing several Guidebook sections and plans to create a current Family Handbook (derived from the Guidebook) in the 2nd semester. 		
Coordinator Staff Updates	30	Laurajeane Downs	Laurajeane reported that she will be conducting senior interviews, along with other members of the Graduation Committee, on 12/6/11. This is one of the requirements for graduation. She invited board members to participate. She recently obtained an invaluable document from ACT called the College and Career Readiness Book and plans to make that available to all high schoolers in the future.		

		<p>Tammy Erickson-Piper</p> <p>Jill Hatten</p> <p>Candace Jahnke</p> <p>Diana Alpert</p>	<p>Laurajean also reported that our senior class has 4 Daniels applicants and 1 Boetcher applicant – and she has assisted them all with their applications. Currently, six of our seniors are taking classes at CMU as part of their individualized learning plans for 12th grade.</p> <p>n/a</p> <p>Jill reported that she has completed the 2nd step in the annual RC evaluation process by meeting with each RC in early November. In advance of those meetings, RCs filled out a new Self-evaluation form, wherein they were asked to set goals. Last year at this time, Jill was dealing with several compliance issues with enrolled families but that is minimal this year. She continues to offer one-on-one training to the five new RCs on an as-needed basis and meets with each RC weekly for check-in visits.</p> <p>Candace reported that she'll be sharing an office with Erin shortly as she has needed an assigned workspace when working on technology issues. She will be training both Erin and Laura on the Paragon web app with the intention of having Laura maintain the family information in that database going forward (Rene will continue to maintain SASI). Several staff members have reported problems with Malware and she has been helping them resolve that. She and Susan will be meeting with IT shortly in order to discuss options for the RC laptops that are on a lease which will expire at the end of this school year.</p> <p>Diana expounded upon Susan's earlier report in that the web app Funding Form has been refined and should make District Finance's job easier, thus expediting payments going forward. One of the changes is the addition of drop-down accounting keys with accompanying examples. Families choose these when creating the funding request, they are corrected (if necessary) by her, then District Finance can simply enter them on their end (in the past they were assigning the accounting keys). A huge wave of funding requests came on 11/1/11 when the 2nd</p>		
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		Erin Cook	<p>allotment was made available this year. Because of the volume, she has had to return several items to RCs in order to get full receipt documentation, clarification, etc. They are making great strides and the checks requests are typically processed in 1-2 weeks.</p> <p>Erin thanked everyone for making her feel welcome. Her first order of business was to create a template for a monthly newsletter. Because of the date she started this year, the newsletter will come out the 15th of each month and will be a main mode of communication with enrolled families while other options are being evaluated (such as an e-mail tree or e-newsletter). The newsletter will contain a student or family. While she is awaiting direction from Susan following her work with our attorney, she is doing what she can on the Mentor Catalog by going through all the background check files and creating a database of approved mentors which includes their mailing addresses.</p>	
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Decisions Needed	Final Outcome
<ul style="list-style-type: none"> Policy Amendments <ul style="list-style-type: none"> <u>Section 4 Learners</u> <ul style="list-style-type: none"> Learn 407 High School Credit Learn 408 R1 Graduation Pathways Learn 409 Staff Roles in Graduation <u>Section 6 Budget, Finance and Funding</u> <ul style="list-style-type: none"> BDG-602-R1 Funding Guidelines 	<p>These policy amendments are mainly housekeeping items that clarify our policy on 7th grade credit for exceptional learners, created an easier table to show the credit content requirements for the different graduation pathways and clarified the staff roles in graduation to align with the new community resource coordinator job description. Alan motioned to accept the changes as submitted by the staff, Brenda seconded the motion. The board voted unanimously to accept the policy amendments in Section 4 Learners.</p> <p>These policy amendments were also housekeeping items. The main change was the elimination of direct-payments (via check) to vendors. This change came about because of the manpower needed to verify the PERA status of community mentors, obtain W9s, etc. Direct payments are still available via p-card to those that qualify for p-card use. Brenda motioned to accept the changes as submitted by the staff, Zoe 2nded the motion. The board voted unanimously to accept the policy amendments in Section 6 Budget, Finance and Funding.</p>