

Mesa Valley Vision Home & Community Program

Board of Stewards Regular Monthly Meeting Minutes July 13, 2010

Date: 7/13/2010	Facilitator: Kim Howard	Recorder: Susan Scofield	Meeting Locale: 9 th & Ute, Emerson Conference Room	Targeted Start Time: 7:00 pm	Targeted End Time: 9:30 pm
Board Members Present: Brenda Nordstrom, Ron Roybal, Jennifer Prieto, Kim Howard and Alan Espinoza			Others Present: Tom Atkinson, Tammy Erickson-Piper, Susan Scofield, Candace Jahnke, Jill Hatten, Laura Jean Downs and Denice Cording-Laird		

Mesa Valley Vision Home & Community Program Goal

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 (5:30 pm – 7:00 pm)

- Personnel Matters

Agenda Item	Targeted Time	Item Point Person	Action	Actual Time	Final Outcome
Meeting Minutes April, 2010 May, 2010	10 Minutes	Susan Scofield	Susan explained that, due to the recent reorganization and year-end, the minutes are running behind. She'll send them via e-mail for board approval shortly.	5 Minutes	

Public Participation Segment

Agenda Item	Targeted Time	Item Point Person	Action	Actual Time	Final Outcome
<p>Assessment Schedule for 2010-11 Discuss changes to district assessment requirements, particularly NWEA, hear staff recommendation on the matter and adopt MVV-HCP assessment schedule for 2010-11</p>	30 Minutes	Tammy Erickson-Piper	<p>Susan gave a background MVV-HCP’s reasoning regarding participation in district assessments. She explained that the school finds itself in a bit of a quandary as the district is no longer requiring NWEA, yet it is the most helpful assessment we have in informing instruction. Much of our policy and procedures revolves around utilizing NWEA. Susan asked Tammy to explain NWEA further, as well as DRA2 and its usefulness in the fall.</p> <p>Tammy went into further detail about each assessment and explained that the staff had reached consensus on their recommendation for assessment use as follows:</p> <ul style="list-style-type: none"> • Expand the KPA window to better fit our 11-month calendar. • Use DRA2 for new learners in the fall, and those in an ILP – but not all our K-3 learners as they just took it in the spring, and the results in the fall aren’t particularly helpful to inform instruction. • Continue to require NWEA for 3-8 in the spring, but administer it toward the end of the window so there is a break after CSAP. This requirement would exceed the current district requirement. • Investigate assembling a “literacy team” that could administer the DRA2 each year to increase consistency. 	30 Minutes	<p>Ron expressed that he would support the four assessment recommendations as long as they do not fall outside of district/state requirements.</p> <p>Brenda motioned for a vote and both Ron and Alan seconded the motion.</p> <p>The board voted unanimously to adopt the four assessment recommendations for 2010-11.</p>
<p>Staff Update – Program Director</p> <ul style="list-style-type: none"> • Darnell Vanderberg • Username & passwords for BOS laptop usage • Paragon Licensing & Royalty Agreement • EOY Reporting 	30 Minutes	Susan Scofield	<p>Susan gave a summary of newsworthy items as detailed in the agenda as follows:</p> <ul style="list-style-type: none"> • The mother of two enrolled girls passed away and that MVV-HCP sent flowers to the funeral. • Usernames and passwords are finally available for the two board members using MVV-HCP laptops. 	30 Minutes	

<ul style="list-style-type: none"> • RC training complete for existing RCs • RC performance reviews • Admin staff performance reviews • Grant writing training • MVV, Inc. 501c3 status • Staff openings • Status of new hires • Upcoming curriculum swap & workshops • New office hours • Weekly staff meetings 9:30 am Mondays • Semi-monthly RC meetings 1-3 pm 2nd & 4th Thursdays • HQ Core Subject Appraisals • Enrollment at appx. 295 FTE • Enrollment reporting, specifically exits • Family Handbook • Waiver package for CDE • Policy updates for waiver package • Daily operation priorities – cumulative files, archive learner files, RC contact with new families, training of new hires, VILP & schedule development, IEP review of incoming learners, transcript review of incoming learners, finalizing enrollment, staffing committees, new literacy team for DRA testing, locate facility for CSAP, finalize reorganization of facility • Staff schedules 8/1/10 • Upcoming senior night • BOS staff updates going forward 			<p>They need to contact the helpdesk in order to obtain them, then pick up their laptops from Candace at the office.</p> <ul style="list-style-type: none"> • The Paragon Agreement had been revised to reflect two changes: the hourly programming rate was changed to “current rate” and the language was modified to reflect that the royalty is earned on the base sale price of the web app, not additional programming that is done to it for other customers. • There was a significant volume of year-end reporting that occurred in June, which is always time consuming as the data can’t normally be run from SASI – it must be translated since MVV-HCP is so unique. • Two days of training was recently completed for returning RCs; unfortunately this training came a week or so before 3 new RCs were hired. • Susan completed all RC performance reviews before handing off supervision of the RCs to Jill effective July 1. • She will be working on administrative staff performance reviews in the next few weeks. • Diane attended a grant writing training course in SLC in June and plans to begin pursuing grants in the fall. • Obtaining MVV, Inc. 501c3 status has been put on hold while we raise funds to pay for the IRS fee and associated service. Susan plans to ask the Jared Polis Foundation to support the endeavor – also the Verizon Grant could be applied to the fee. • Three new RCs were hired in mid-July – Kathy Miller, Karen Adelgren and Brandie Hough. Susan explained that the hiring committee changed their focus a bit this year and looked for candidates that had home education experience, specifically knowledge of home-based curriculum. • A curriculum swap and workshops was planned to occur in the next few days – and had been organized by Tammy and the Curriculum Committee. It is one of the highest priorities of the program in July. • The office will be open from 9-4 each weekday beginning August 1st. • The administrative staff has begun meeting each 		<p>Kim signed the revised agreements.</p>
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			<p>Monday morning at 9:30 and so far it has helped improve communication and allowed them to set program-wide priorities each week.</p> <ul style="list-style-type: none"> • Susan gave the board the schedule of admin staff meetings as well as RC meetings for the coming year, and asked them to drop in and attend any time they'd like. • The first wave of HQ Core Subject Appraisals occurred in June, wherein Laurajean and Diane reviewed NWEA data (from the spring) for all returning students, K-8. If learners were partially proficient, they indicated which standard it applied to. If they were unsatisfactory, they attached the detailed benchmark as well. This focus recommendation will make its way to families in time to inform VILP development in the fall. The second wave of HQ Core Subject Appraisals, which utilize CSAP data (9-10) will occur in late August. • Susan shared that enrollment is currently hovering around 295 FTE. She explained that some trends with our exits have become apparent and she'll report on that toward the end of the summer. • The Family Handbook is in the works and should be posted in the password-protected area of the website very soon. A minimal number of hard copies will be run, but she'll get one to each member of the board when they are available. • At Ron's request, Susan will be drafting the waiver package for the district in early fall. The district will take the draft and finalize it before submitting a request for waiver renewal to CDE later this school year. • Susan gave an update on the daily operations of the school as listed on the agenda. • Coming down the pike soon... another significant workshop is in the works by Laurajean for August – Senior Night. This will be held in a room at Goodwill and Laurajean will conduct it. All high schoolers, especially seniors, will be encouraged to attend. • Susan asked if the board would like to continue the format of receiving staff updates that they used at board meetings last year. 		<p>The board indicated they prefer the format of having the executive director give an update at each meeting and</p>
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					having the administrative staff in attendance at all meetings in case they want more detailed information. They also indicated they would like a financial update each month.
End of Public Participation Segment					

Beginning of Board of Stewards Topic Item Discussions/Business Work Session					
Agenda Item	Targeted Time	Item Point Person	Action	Actual Time	Final Outcome
#1 General Program Operations Policy Amendments <ul style="list-style-type: none"> • Reflect recent reorganization and changes in job titles • Reflect changes to assessment schedule for 2010-11 	20 Minutes	Susan Scofield	<p>In order to prepare for the upcoming waiver package, Susan is in the process of updating each policy section to reflect changes from the recent reorganization. This month, she brought the General Program Operations section to the board. She had revised “director” to say “executive director” throughout and also revised the relationship map to be more accurate. She also asked whether or not the board would like to adopt the District’s Code of Ethics – since our employees are actually district employees. She explained that it overlaps the Operating Principles and suggested that all need to be revisited.</p> <p>Brenda concurred that the Operating Principles were derived from the Delta Program, and now that MVV-HCP was fully operational, perhaps they need to be revisited.</p>	20 Minutes	The board voted to adopt all the policy changes, with the exception of the adoption of the District Code of Ethics. They want to shelve that discussion until the next meeting and have a month to think about which direction they’d like to go.

#2 Future Meeting Times	5 Minutes	Kim Howard	Kim and Ron asked the other board members if they thought it was necessary to continue with the old schedule of an executive session from 5:30 to 7:00, then the regular meeting right after going forward. Ron explained that the downstairs conference room could be available earlier.	5 Minutes	<p>The board agreed to continue scheduling an executive session at 5:30, but to move the regular meeting time up to 6:30 in the future.</p> <p>Denice will check into the downstairs conference room availability in future months.</p>
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Date and Time of Next Meeting: August 10, 2010 – Regular Monthly Meeting	Meeting Locale: 9 th & Ute, Emerson Conference Room	Targeted Start Time: 6:30 pm	Targeted End Time: 8:00 pm
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