



## Advisory Board Meeting Minutes February 13, 2008

Regular Meeting  
4800 Manzanita Avenue, Suite 15  
Carmichael, CA 95608

A. The meeting was called to order at 5:15 p.m.

***Board Members:***

Lindsey Fine (absent)  
Kate Carr (absent)  
Vince Candido  
Paula Tarpenning

Linda Nelson  
Joslyn Gaines  
Lori Kimm  
Cindy Huisking

Mindy Doshier  
Elise Larson

Paulette Adge, Board Secretary

***Guests:***

Jody Graf

B. **MINUTES** - The November 28, 2007, minutes were reviewed. It was moved by Cindy Huisking and seconded by Elise Larson that the minutes of the November 28, 2007, meeting be approved. Motion carried unanimously. It was suggested that the teacher, classified staff, parent, and public concerns be changed to “comments.”

C. **FIXED AGENDA ITEMS**

1. **Staff Report**

- Vince Candido stated student enrollment as of February 12, 2008, is 2883. There is the potential for 3,036 students. Visions will continue to enroll students at this time; however, enrollment usually closes in March.
- Charter Renewal – Visions staff members working on the charter renewal attended a charter renewal training. The Visions Charter expires June 30, 2009. Staff meets weekly to update the charter. Visions will submit the Charter for renewal to the San Juan Board of Education in September.
- WASC (Western Association of Schools and Colleges) – Vision is in the process of a second self-study WASC accreditation. Visions’ first WASC accreditation was for six years with a three-year review, which expires on June 30, 2009. WASC provides special self-study workshops for coordinators and other self-study leaders to assist schools in conducting the self-study. There are three training workshops, and Visions has staff members who have been attending these workshops. Visions submitted its “Confirmation of a Spring 2009 Scheduled

Accreditation Visit” form to schedule the three-day WASC accreditation visit. Visions selected the dates of Monday, March 9, 2009, to Wednesday, March 11, 2009. We requested that the visiting team be comprised of personnel from alternative schools and charter schools. Kathi McCulla is our WASC coordinator. When we receive the final date for the visiting team review, we will notify the Advisory Board members. The visiting team usually requests to meet with the Advisory Board. Linda Nelson asked whether the accreditation would be for six years again. The term of accreditation is based in part upon the appropriateness of the school’s stated purpose, goals, and objectives and how these are being met. The Accrediting Commission for Schools meet and review the visiting committee reports and then recommend a term of accreditation. The cycle of self-study, visit, and follow-up is normally repeated every six years, a full term. Paula Tarpinning stated that six-year accreditations were almost always granted; however, this is no longer the case.

- San Juan Unified School District Student Information System – the district will not be moving to SchoolMax for the student data system. The district has been reviewing other student data systems. Zangle is the recommended system. The San Juan Unified School District Board of Education authorized the San Juan Unified School District technology department to negotiate a contract.
- Vision, Mission, and Values – management staff worked on a process for developing a Vision and Mission statement with core values to be used to guide and direct decisions for the school. All staff will work together in groups at the Professional Development Day on March 31 to provide input. The goal is to begin the new school year with the school vision, mission, and core values in place.
- Personnel Update
  - ✓ This school year, Visions did not hire any additional teachers.
  - ✓ Visions will begin advertising in the East Bay area for teachers. Currently, there are students on a waiting list in this area.
  - ✓ Vince Candido will be retiring at the end of the school year, and Jody Graf has been selected as the Executive Director beginning July 1, 2008. Ms. Graf’s position of Director of Instruction will be advertised.

## 2. Teacher Comments

- CT Mindy Doshier – Technology and the Future
  - ✓ Ms Doshier discussed the need for a balance in the expectation for technology and the school’s goal as it relates to students and technology. Ms. Doshier understands the overall frustration of many people in that we have developed this great system (Launchpad) that should be fully utilized; however, for some of the curriculum, the workbooks are also working well for some of the students. Launchpad and using technology is great for students, and Ms. Doshier stated she is not necessarily advocating for one or the other her question is what is the expectation of the school, the teachers, and the students. CTs are asking themselves what they should be doing – we need a balance of the expectation. Mr. Candido stated that staff is continuing to discuss this issue to determine the best options for students and the school. Technology is important too, but we have had success with the paperwork also. Mr. Candido stated there is a group that meets to discuss these issues.

In the Visions environment, there is not a one size fits all. How do you use all the technology available when there are students who do not use a computer or they do not have Internet access (maybe only dial-up is available). Ms Doshier stated that as we look at our vision and mission and our WASC accreditation, we need to ensure these issues are being discussed. Ms. Doshier thinks this frustration is more of a clarifying issue: (1) do we use Launchpad because it was built; (2) does it work with students; (3) are we frustrated that the students are not getting what they need or that we built it; and (4) what gray areas are we comfortable with? Ms. Graf stated staff is discussing these specific issues, especially since we were operating with false assumptions about computers and their use. This is why we surveyed teachers about student computers and their use. Ms. Graf stated that the administrative staff is wrestling with these issues to make decisions. Now that the administrative team has accurate data from the student technology survey, we have the ability to view this with direction. As the discussions continue to focus on the various issues surrounding technology, we will include teachers in these discussions of paper and pencils and the electronic world. The school is also wrestling with the fact that even the Home School Academy and the 9-12 Academy differ in these areas. Mr. Candido stated that in order to make informed decisions, all the data collected must be accurate. The decisions need to be collective decisions. Cindy Huisking stated that some of the problems and difficulties associated with these issues and decisions is the fact that when working with a diverse population of students with a variety of circumstances, situations can change weekly with what the students have available.

- CT Elise Larson
  - ✓ Is there the possibility of doing an electronic MA for K-8 students next year?
  - ✓ Can teachers receive an updated copy of the CT salary schedule at the end of the school year each year? This year, CTs did not sign anything (contract). Do we have a procedure?
  - ✓ Ms. Larson also stated Home School CTs are asking if they can have a flex session so they can discuss their concerns before the Advisory Board meetings.
  - ✓ New student visitation – it is suggested that the two meeting requirement for Home School CTs to meet with new families be a suggestion versus a requirement. This should be left up to a teacher's professional judgment. Jody Graf stated she understands this issue is difficult for those teachers with full caseloads; however, there are some compounding issues and we need to be reasonable. Elise Larson stated this might be a case-by-case issue and teachers would know if families needed an additional visit. Some Home School Academy teachers are frustrated with this requirement.

3. Classified Staff Comments

- Linda Nelson stated there are no concerns at this time.

4. Parent Comments:

- No parent comments were made.

5. Public Comments:  
Parent community representative Joslyn Gaines discussed “Colleges Making It Happen” for sixth grades through ninth grade students. Ms. Gaines will bring flyers for this next time. It is time to begin registering for American River College (ARC) summer and fall classes. Current enrollment for American River College is over 37,000 students. There is a new ARC education campus in the Natomas area off of Del Paso Road and Natomas Boulevard. Ms. Graf stated that a group of teachers visited ARC, and she would like to set this up again. Ms. Gaines stated that the ARC counselors would be willing to talk with the Visions teachers. Ms. Gaines suggested Ms. Graf contact her if she is interested in setting this up in the future.

#### **D. NEW BUSINESS**

1. Budget Update – Visions has maintained its financial stability, and the school ensures there is a percentage of funding held in reserves in case of difficult financial times. All school districts in the state have been affected by the budget reductions, with some districts hit harder than others. Visions enrollment is beginning to stabilize, which is a large factor in our financial stability. Mr. Candido stated that caring teachers with the one-on-one connection is a great factor in our students continuing with our program. Visions continues to advertise to keep enrollment stable, not necessarily for trying to grow.
2. Staff is reviewing the budget for next year to determine the necessary purchases needed to continue to provide services for our students. The plan is to purchase new CT laptops for the 2008/09 school year. There is a plan for a one time 3% COLA off the salary schedule, however, the San Juan Unified School District Board of Education would need to approve the raise. This one-time COLA has been budgeted. Staff continues to ensure any expenditures and commitments are feasible now and long-term.
3. Special Project – Each year, Visions uses an outside auditing agency to perform a special project on processes and procedures related to independent study and attendance and accounting procedures to ensure Visions is in compliance with all state and federal laws and regulations as they relate to nonclassroom-based independent study. The team reviewing our records stated that Visions records were the most organized files they had seen. Visions SSRs and Michael Brubaker are to be commended for the clean and accurate files. Mr. Candido discussed the need for accurate paperwork and its importance since one error in a state audit can cost a school or a district millions of dollars. If an error is found, it is calculated and reflected for all the students enrolled. This is why it is extremely important that all the policies and procedures are followed appropriately.
4. Josephine Kao, a seventh-grade Home School Academy student, won the California Central Spelling Bee for the third year in a row. She will compete in the Scripps National Spelling Bee in Washington, D.C., May 25-31. Last year, Josephine placed 16<sup>th</sup> in the National Spelling Bee.
5. Single Plan for Student Achievement – Each school in San Juan is responsible for submitting a Single Plan for Student Achievement, which is a plan of actions to raise the academic performance of all students to the level of performance goals established under the California Academic Performance Index. The plan was distributed to Advisory Board members last year. A copy of the updated plan that

was submitted this year was distributed. There are four goals: (1) maintain and increase student skills in English Language Arts; (2) maintain and increase student skills in math; (3) provide support for students to help pass the CAHSEE; and (4) develop and maintain partnerships with ARC and transitional programs for our students. Visions started writing classes and math classes for Home School Academy students, funds were allocated for math curriculum, additional tutoring is available, ELD classes with support were developed, and support for students who are transitioning (identify students and work with counselors to help them enroll in college or vocational programs) has been provided. Joslyn Gaines mentioned that ARC has a great Human Career Development class for student skills and how to transfer to a four year college.

6. Instructional Update – Jody Graf discussed the survey monkey that was used for professional development feedback. Cindy Huisling stated she was unable to get through the survey (did not work). The first link to the survey that was sent out did not work. Elise Larson liked the results. Teachers stated they did like seeing all the feedback comments. Ms. Graf stated that we are continuing to work out the kinks with the survey monkey.
7. Instructional Updates – the CT professional development flex sessions have been scheduled for the second semester. CTs can view the various flex sessions and the narrative of the class all in the same area. Lori Kimm asked if the only place to view the information is in the professional development area. Ms. Graf stated you can also view the professional development catalog.
8. Jody Graf discussed the large gap in time between the professional development days this school year. Ms. Graf stated the instructional division will be surveying teachers regarding the professional development sessions this year (the full days and the flex sessions).
9. Planning for Next Year – Visions is planning to purchase new teacher laptops. CTs will have the option to test and rank the various laptops. Ms. Graf stated we are continuing to review student learning and teacher delivery as it relates to technology. Ultimately, are goal is to continue to upgrade our technology to meet the needs as we move forward into the future.
10. Conferences – The California Charter School Conference is scheduled for March 4, 5, 6, and 7, which is being held at the Sacramento Convention Center. Selected administrators, CTs, and classified staff will be attending the conference.

#### **E. NEXT MEETING**

1. The next Advisory Board Meeting is scheduled for Wednesday, April 16, 2008, 5:00 p.m., 4800 Manzanita Avenue, Suite 15, Carmichael, CA 95608.

Minutes approved:

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Vince Candido

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Paulette Adge, Board Secretary