



Advisory Board Meeting Minutes November 28, 2007

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

A. The meeting was called to order at 5:08 p.m.

Board Members:

Lindsey Fine	Linda Nelson	Mindy Doshier
Kate Carr	Lori Kimm	Joslyn Gaines
Paula Tarpenning	Cindy Huisking	Elise Larson
Vince Candido		
Paulette Adge, Board Secretary		
Jody Graf, Guest		

MINUTES - The September 19, 2007, minutes were reviewed. It was moved by Cindy Huisking and seconded by Linda Nelson that the minutes of the September 19, 2007, meeting be approved. Motion carried unanimously.

B. FIXED AGENDA ITEMS

1. Staff Report

- Vince Candido provided an update on Visions staff.
 - ✓ Administrator Kathi McCulla retired on October 31. Ms. McCulla will continue with Visions on a part-time basis as the school's WASC coordinator.
 - ✓ Helen Li is the new business analyst.
- Enrollment
 - ✓ Enrollment for new students closed on November 16. As of November 26, 2007, enrollment for the school is 3,093. Enrollment applications for spring are being accepted.
- ***Charter Renewal*** - The current Visions charter expires on June 30, 2009. Staff members have begun reviewing the charter and will make the necessary changes and updates to the charter. The charter will be renewed through San Juan Unified School District. The District has four charter schools up for renewal in 2009.
- ***WASC*** - Visions is also preparing for the process of WASC (Western Association of Schools and Colleges) accreditation. Visions currently has a six-year WASC accreditation which will expire in June 2009. The purpose of WASC is to professionally support schools in their creation of a clear vision of what they desire their students to know and be able to do and then ensure that efficient and relevant systems are in place that predictably result in the fulfillment of those expectations for every child. Kathi McCulla is Visions' WASC coordinator. The school will prepare for the accreditation visit, which will be scheduled in March 2009. Visions will write a self-study report about the school, and a WASC visiting committee (three to eight people) will come to Visions for three and one-half days to provide an outside perspective on the quality of the curricular and instructional program provided for students. The visiting committee team members review student performance

data, confer separately with each school committee, observe the school operations, and dialogue with individual administrators, teachers, students, and others. The visiting committee then prepares a report and submits it to the WASC commission with a recommendation for the term of accreditation. Visions' first accreditation was a six-year accreditation with a three-year review.

- ***Vision, Mission, Core Values*** -Vince Candido discussed the process cabinet members and the management team have been participating in to determine the direction of the school and the core beliefs. Staff worked with Dr. Paul Porter in developing a vision, mission, and core values. The school's vision, mission, and core values will guide and direct the school and help provide the school with a picture of the future the school plans to achieve. During a scheduled CT meeting in March, classified staff will join with the teachers and there will be a presentation of the vision, mission, and core values with time for discussion and reflection. A parent survey will be used to gather information. Cindy Huiskings suggested putting the document (vision, mission, and core values) in the English curriculum, and then ask the students for feedback. Students can provide information from their perspective, and they could also write what their parents think. Ms. Huisking suggested using this as an English assignment.
- ***San Juan Student Information System*** – The San Juan district will not be using Maximus for the new student data base system. The San Juan Unified School District Board of Education will be voting on a vendor for a new system in January.

2. Teacher Concerns

- Elise Larson inquired about part-time teachers and professional development hours. Is the Home School student caseload 34 or 36, and if a teacher is over the caseload limit, will they be compensated? Mr. Candido stated the school tries to keep the Home School caseloads to 34 to 36, but the actual caseload limit is 40 students. Can the Home School spring Master Agreements be electronic since the elementary students do not have any changes in their schedule at semester? Due to audit requirements, the Master Agreements must be signed each semester for independent study students. However, Mr. Candido will check to see if the elementary MAs for the first semester and second semester can be signed at the beginning of the school year. Some teachers feel the work sample reviewer sheet is unnecessary; is there some way around this? Due to the importance of ensuring that all work samples are 100% accurate, the work sample sheet will still be required.
- Mindy Doshier inquired about the caseload for 9-12; is the caseload 24 or 26? Mr. Candido again stated that the school tries to keep the caseloads for 9-12 around 24 to 26, but the actual caseload limit is 26. Mr. Candido also explained that staffing is a large percentage of the school's budget. In order for the school to continue to be fiscally sound, teacher caseloads must be managed to prevent unnecessary hiring during declining enrollment. Managing teacher caseloads appropriately also prevents overstaffing and prevents the possibility of reducing the number of teachers.
- Lori Kimm stated that parents are very happy with the prealgebra classes, and they love the Mad Science workshops.
- Cindy Huisking appreciates the Home School waiting area in the resource center.

3. Classified Staff Concerns

- Linda Nelson stated staff expressed their appreciation for the invitation and the ability to participate in the December 3 staff development day meeting. Staff also requests to have some of the discretionary vacation days back since there are only four discretionary vacation days for employees. Vince did state that staff is continuing to review this issue.

4. Parent Comments

- Kate Carr stated that Mad Science is an “awesome workshop.” Ms. Carr also stated that this has been a good start this year for workshops and classes, and she is hopeful for more to come.

5. Public Comments

- Joslyn Gaines was unable to attend the meeting, so Paulette Adge read a message from Joslyn Gaines. The 2008 American River College (ARC) spring catalog is now available, and applications for spring registration are being accepted. ARC has also added a Diesel Mechanic Program to the schedule. Jody Graf stated that Visions has over 100 students who are concurrently enrolled in Visions and ARC.

C. NEW BUSINESS

1. Instructional Services

- Visions had 400 students (11th and 12th grade students) who participated in the November testing date for the California High School Exit Examination (CAHSEE).
- Teachers provided feedback to the Technology Department about changing the student view in Launchpad. The Technology Department updated the screens.
- Visions secured two licenses for United Streaming, a digital video on demand on-line teaching tool. This can be used to access current information and is a visual for the student. Two Visions teachers will provide training for staff on how to use United Streaming.
- Nettekker is an educational search engine that Visions is also using. The links available through Nettekker are secure, current, relevant, and reliable information. This site can be accessed through VIE Community.
- The Home School Academy is hosting a Spelling Bee on Friday, November 30, 2007.
- The school will be piloting a survey monkey internally. A survey monkey can provide input and feedback instantaneously. The survey monkey will be used after the professional development session on Monday, December 3, 2007. Mindy Doshier stated a few teachers mentioned that they provided feedback on previous surveys but never heard any results from their feedback. Jody Graf stated that if there is an overarching theme regarding the feedback, staff will acknowledge it, even if it may not change.

D. NEXT MEETING

- The next Advisory Board Meeting is scheduled for February 13, 2008, 5:00 p.m., 4800 Manzanita Avenue, Suite 15, Carmichael, CA 95608.

Minutes approved: February 13, 2008

Vince Candido, Executive Director

Paulette Adge, Board Secretary