

Delta VISION Home & Community Program
March Steward Report
March 6, 2007

The Delta VHCP has actively been administering the program, supporting Learners, training RCs and preparing for the future.

Statistics:

- **Learners** – The program has 309 Learners enrolled at this time. There are 11 Learners on the immediate waiting list and 5 Learners who have applied to the program for the 2007-2008 school year.
- **RCs** – The program employs 21 Resource Consultants.
- **Administrative Staff** – The program employs nine part-time staff members who are responsible for the every day running of the program.
 - **Director** – Caryn Braddy
 - **Advocate** – Kristi Ward
 - **Special Activities Coordinator** – Elaine Queen
 - **Financial Administrator** – Trona Denny
 - **Funding Administrator** – Cristen Chermak
 - **Administrative Assistant** – Cheryl Dyer
 - **Administrative Assistant** – Marie Failing
 - **Public Relations/Technology Administrator** – Jeff Clemens
 - **Custodian** – Amy Bryant
- **Learner Support Staff** – The program compensates several support staff people based on their documented engaged work time.
 - **Teen night facilitators** – Mike Burns, Marie Failing, Caty Miller
 - **Curriculum Advisor** – Dolly Hill
 - **Guidance Specialist** – Dick Nunamaker
 - **Learning Specialist** – Gerry Lell
 - **Library Administrator** – Jennifer Quinn
 - **In-House Graduation Committee Coordinator** – Angela Toothaker
 - **CELA facilitator** – Nora Resz

Program report

- **Learners** –
 - This year the DVHCP has spotlighted at least two Learners each month through the VISION Outstanding Performance Award (VOP Award). The Learners are nominated by their RC through a ballot process that describes his/her accomplishment. The VOP committee chooses the special Learners based on the nominations. These Learners receive a certificate, a coupon for an ice cream cone at Dairy Queen, and are showcased in the DCI and program newsletter.
 - On February 16th, the DVHCP sponsored a talent show. It was held at the Recreation Center. For approximately 1 ½ hours, Learners danced, sang, performed gymnastics, recited poetry, and played instruments. The crowd really enjoyed the diverse offerings and the Learners were spectacular.
 - The DVHCP sponsored three ski days this year. The Learners who participated took two full day lessons and one half-day lesson. On the last day, which was the half-day lesson, the Learners were able to put their

knowledge to the test and ski with their friends for the rest of the day. This is the fourth year the program has sponsored these lessons, and each year the Learners enjoy the opportunity.

- This year the DVHCP adopted a monthly check-in process for the RC and Learner. This document is the formal representation of the conversation between the RC and family each month. The check-in includes documenting changes to the Learning Plan, description of the classes and Educators being used, how things are progressing, and whether the schedule chosen is working well. Ultimately, it is an update to the Learning Plan.
- **Resource Consultants –**
 - Resource Consultants set personal goals each year at evaluation time. Some of these goals include attending workshops or conferences. This year, some of the workshops and conferences that have been attended by RCs have been: Love and Logic conference, Response to Intervention Workshop (RTI – Special Services uses this), CPR (this will happen in April for all to renew their certification), Adobe class, IT workshop, and Step up to Writing class.
 - Resource Consultants are meeting with a Resource Consultant Buddy each month to “check-in”. They complete a check-in document and discuss ideas, concerns, and questions. This check-in has been a great support for the RC’s. They enjoy the time spent and feel it has increased their accountability to their Learners and the program. The check-in documents will be presented during the RC evaluation. We are hopeful that this will provide helpful information regarding the RC’s strengths and struggles. This document is comparable to the Learner check-in done with the RC.
 - Resource Consultant evaluations will begin the 1st of April. The process will include the Director, Advocate, and the RC. RC’s are encouraged to invite anyone else to participate in this evaluation, especially their RC buddy. The check-ins will be used, as well as, any other documentation that the RC chooses to present. Ultimately, the committee will complete a rubric that outlines the agreements made in regard to completing the RC job (contract). By completing these evaluations in April, if a RC needs to complete a growth plan prior to being rehired for the following school year, there is sufficient time to create, implement and review the improvements prior to the new school year.
- **Staff –**
 - The Director evaluation is in progress. The responsibilities and goals have been distributed to the RCs and staff. The steward representative has prepared, distributed and requested responses from the RCs in regard to the Director’s job performance. The Directors evaluation committee consists of Dick Nunamaker (steward), Kristi Ward (staff), Jo Watson (RC), and Anjula Jalan (Director). The self evaluation will be provided to the stewards with this report.
 - Staff has created a job responsibilities notebook this year. This book outlines the projects and monthly duties of each position. When new

items are discovered, it is determined through discussion which staff member will add it to his/her job description. Monthly accountability is kept in this notebook (documentation of projects completed and hours worked). The staff is developing a proposal that will be discussed at the RC retreat regarding placing staff members on salary as opposed to an hourly wage which includes expected office hours (10 minimum) and standard hours for completion of projects. This concept is consistent with both the RC role (pay based on expected contact time with Learners and standard hours for completion of paperwork/project) and placing value on completion of projects, not just “seat time” (consistent with Learner expectations).

- **Support staff** – These people are self starters and focused on opportunities for our Learners. Many of the ideas for these positions have been generated at the annual RC Retreat. The Coordinators, Administrators, and Facilitators in these positions are the people who instigated the idea and have consistently pushed to provide more and better opportunities for the Learners.

Program –

- **Paperless** – The DVHCP is very interested in becoming more efficient. We feel strongly that the system being used by Self Design in Canada can provide many of the features we already have (more efficiently applied), as well as, some features that we have been searching for such as a way to concretely demonstrate the progress of our Learners (both with learning hours and within the context of the Colorado Model Content Standards). We have had a presentation of the possibilities at the February large group RC meeting. The DVHCP has consensus on moving forward with a paperless environment.
- **RC Retreat** – The DVHCP will be hosting their annual RC retreat on May 3rd and 4th at Whistling Acres. We start with a group meeting and then follow an open space agenda. There have been several topics that have been proposed for this already: quality vs. seat time, graduation committee expectations, paperless, RC training/highly qualified RC, salaried staff members...
- **CSAP testing** – The DVHCP has adopted and is implementing a group testing experience for our Learners. The testing will be done on Tuesdays and Wednesdays for three weeks starting on March 13th. We have rented the Baptist Church to accommodate the large groups. Smaller groups have arranged other testing sites. All Learners will be testing at the same times barring illness or absence. No DVHCP Learner will be tested within their home.
- **Upcoming events** –
 - **Delta VISION HCP Fair** – April 26th from 4:00- 7:00 at the Delta Christian Church – This is an opportunity for the Learners to display their work from this school year and/or perform on stage.
 - **Senior Presentation Night** – May 7th, time and place to be announced
 - **Formal Graduation Ceremony** – May 31st time and place to be announced.

Respectfully submitted by Caryn L. Braddy