

Maine Learning Innovations

Minutes for a Meeting of the Board of Directors held August 15, 2017

Pursuant to email and public website notices, a regular meeting of the Board of Maine Learning Innovations was convened in the MEVA Conference room in Augusta at 2:00 PM. Members attending in person were Donna Madore, Amy Carlisle and Ed LeBlanc. Attending by phone was Peter Mills. Absent was Kevin Pomerleau.

Also present were: Melinda Browne, Fadia Afaneh, and Tanya LaCroix from local staff, CFO Jennifer Hight and Patti Ashley from K12 accounting. Attending by phone were Sarah Berger and Kim Quinn-Hutchinson.

Corrections made to July 18, 2017 minutes: The school is allowed three years to draw down surplus funds or lose it – surplus changed to subsidy. Title II funds are based on number of students enrolled, not by free and reduced lunch. Jennifer Hight was listed as Treasurer, changed to CFO. Upon motion by Donna, seconded by Ed, minutes for the meeting July 18, 2017 were unanimously approved with these changes.

Finance Report

Audit is going well. Auditors will be back in the MEVA office 8/24/17. Jennifer recommended that money be moved because MEVA is only insured for \$250,000 but there is over \$1million in surplus. Jennifer spoke with Peter about setting up a fund balance policy. We should have 3 months of expenses in the fund balance. Amy will contact Bangor Savings. Draft budget has \$488,000 surplus budget.

K12 course fees should go down approximately \$100,000. Melinda is approving all IST courses. There are high costs for students to drop classes and enroll in new classes. The stipend paid out on August 11, 2017 was not in the budget.

Amy will follow up with Peter about additional office space.

Upon motion by Ed, seconded by Donna, the provisional budget was unanimously approved.

Head of School Report

Waiting for performance report for Title I and II. Applications were approved and a new Title I Math teacher was hired.

CTE is supported by the Charter Commission. A CTE committee was formed about a year ago.

Approximately 12 students are training at technical centers. The schools do not bill MEVA. The schools are funded by head count. Educate Maine wants to double the number of students. They are looking to start with 9th and 10th grade. Currently technical centers are for 11th and 12th grades. MEVA could potentially partner with Educate Maine. The first step would be to have a meeting with Kim Quinn-Hutchinson and Chuck. Kim stated that Cianbro and Jackson Labs are having trouble finding employees so it's important to get the students trained. MEVA should survey students to determine areas of interest

August professional development – MEVA is taking advantage of the state trainings. Teachers will develop compass point trainings called Find Your Direction. Activities will be done in homerooms for new and continuing students. This is being done in the hopes to improve retention.

Program Manager Report

MEVA will definitely reach the 390 cap. There are a lot of 10th grade students this year. Enrollment is going smoothly. There is currently a large waiting list. Katy Wormwood is doing additional orientation classes twice a week, 2 in the morning and 2 in the evening. Fadia had concerns about the health training with a nurse but Donna stated that she uses YouTube.

Governance

- A. Teacher Hiring – Tiffany Jones turned in her resignation. An ad was immediately posted and there will be interviews held the following Tuesday and Wednesday.
- B. Recruiting Governing Board Members – The Board should have 7 members. The CTE program could help with finding an employer to become a member. School finance is a good place to also look. Amy also suggested putting a notice up on the MEVA website.
- C. Individual Third Party Evaluation Progress – Bill Nave may have the report done by 8/25/17. Melinda will find out if the report goes to the commission and what the next steps are. Amy would like to have lunch with the teachers at the next board meeting. The next board meeting was rescheduled to September 15, 2017 at 1:00 PM.
- D. Strategic Planning – Jennifer Hight will prepare 5 year projection.
- E. Flexible Schedule – The Charter Commission developed a guidance plan. They are against working from home but they have become more understanding about a flex schedule. Teachers who are not meeting benchmarks should be in the building. The earliest that teachers would be allowed to work from home would be in the 2nd semester for first year teachers. Amy suggested that MEVA develop a pilot flex schedule based on the Commission's recommendations. Amy also suggested having a floating flex day. Every Friday teachers should be in the office for professional development and SPED meetings. The flex days should not fall on Mondays due to holidays. Flex days should be Tuesday, Wednesday or Thursday. Melinda will write up a flexible schedule policy.

Outreach

The teachers' pictures and bios should be on the MEVA website. The question was asked about developing a pilot so students and teachers can use webcams. Each teacher needs to organize 1 activity per semester.

Respectfully Submitted,

Tanya LaCroix