

## Maine Learning Innovations

Minutes for a Meeting of the Board of Directors held August 17, 2021

Pursuant to email and public website notices, a virtual meeting of the Board of Maine Learning Innovations was convened on Zoom at 2:00 PM, August 17, 2021. Board members attending were Donna Pelletier, Ed LeBlanc, and Peter Mills. Amy Carlisle was excused.

Attending from MEVA were Melinda Browne, Jennifer Hight, Donald Fournier, Lena Vitagliano, Christina O'Grady, Mehry Mohammadi, Stephanie Emery, Jennifer Clark, Joel Randazza, and Holly Chapdelaine

Attending from Stride was Todd McIntire.

Attending from other organizations was Nicholas Gannon.

**Minutes.** Upon motion by Ed, seconded by Peter, minutes for the meeting of July 20, 2021, were unanimously approved.

**Finance.** Jennifer Hight reported that the Quick Books implementation was going well; Jillian Dearborn was maintaining regular entries and generating checks. Jennifer was focusing her time on preparing for the FY21 Audit, scheduled for early September. As a result, Jennifer was planning to begin producing FY22 financials for board approval at subsequent meetings.

Jennifer presented the FY22 Budget that was informed by several workshops held on July 27<sup>th</sup> and August 3<sup>rd</sup>. The budget did not contain any federal relief funds. The largest expense was salaries (\$2,376,174) for 51.5 positions. The FY22 Budget cited Budget Revenues of \$4,747,218, Expenses of \$4,594,808, and a Net Surplus of \$152,410. Donna made the point that the surplus funds needed to be committed to have a balanced budget. Jennifer responded that the surplus funds would be reserved as contingency to MEVA's planned technology improvements, including the new Infinite Campus Student Information System.

Upon motion by Ed, seconded by Peter, the FY22 Budget was unanimously approved.

**Administration.** Melinda presented the updated SY2021/2022 MEVA Student Handbook and School Calendar. The new Calendar added three days to Semester-1 that were previously used by Stride, Inc. for system integration of new courses. However, MEVA no longer needed to reserve this time due to adopting its own D2L/Brightspace platform. Melinda noted that the Calendar change did not add or subtract school days to SY2021/2022; there remained 180 days for students.

Upon motion by Donna, seconded by Ed, the updated SY2021/2022 MEVA Student Handbook was unanimously approved.

Upon motion by Ed, seconded by Peter, the updated SY2021/2022 MEVA Student Handbook was unanimously approved.

Melinda reported that teachers were engaged in two weeks of professional development, August 16<sup>th</sup> – 27<sup>th</sup>, including compliance trainings, data workshop, and differentiated instruction. The leadership team was offering coaching to new and returning teachers on course development and standards alignment. The highest priority was focusing on getting the new systems up and running, building upon what the faculty had learned by using them during Summer 2021. The MEVA team was also facilitating the onboarding of new and returning students and families.

Currently, technology operating in house includes MEVA's Learning Management System (D2L/Brightspace), Virtual Classrooms, G-Suite and student laptops. Stride, Inc. is maintaining the

enrollment process, student data, office network and faculty computers. Still in progress are MEVA's New Website and Student Information System (to be provided by the Maine Charter School Commission).

Melinda notes that there are approximately 401 active students in the system: 77 middle school students and 324 high school students, or an 19%/81% (MS/HS) split. Enrollment activity has increased in the past few weeks, likely due to family concerns about COVID-19 risks/protocols. Other districts are offering full time virtual learning for qualifying students (e.g., Portland Public Schools). MEVA is allowed to enroll up to its cap, 390 students, plus and an additional 39 students, which combined is 429 students.

**Seeking Stakeholder Comments on the ESSER III Grant.** As a compliance matter, Melinda formally requested stakeholder feedback to inform the development of the ESSER III Application. Melinda planned to submit the ESSER III Application to the MDOE in September.

**Governance.** Donna welcomed board member candidate, Nicholas Gannon, to the meeting and thanked him for his willingness to serve the school.

Upon motion by Peter, seconded by Ed, Nicolas Gannon's appointment to the MEVA governing board was unanimously approved.

The board considered the Second Amendment to the Educational Products and Services Agreement (July 1, 2021) that was reviewed by Dan Stockford (School Counsel). The Amendment removed COVID/ESSER funds received by the school from the Program Revenues definition. It followed that COVID/ESSER funds were no longer subject to Stride, Inc. (K12) Administrative and Technology fees (4% and 7%, respectively).

Upon motion by Donna, seconded by Peter, the Second Amendment to the Educational Products and Services Agreement (July 1, 2021) was unanimously approved.

Melinda will send the Second Amendment to Donna via Docusign for her signature.

**Resignations and Retirements.** The board acknowledged that Kim Whitman, Board Member, had resigned. Donna expressed appreciation for Kim's hard work and her MEVA-parent's voice that was valued by the board.

**Nominations of Professional Staff – SY2021/2022.** Melinda presented the new hires to date: Alex Campbell, English Teacher. Carlotta Thompson, English Teacher. Mary Violette, Math Teacher. Caitlin Walker, Science Teacher. Lyndsey Bosk, Art Teacher. Jenna Greenbaum, Foreign Language Teacher. Holly Feyler, Special Education Teacher. Holly Chapdelaine, Family Academic Support Liaison. Christina O'Grady, Curriculum Coordinator. Both Holly Chapdelaine and Christina O'Grady were continuing employees at MEVA assuming new roles.

**Adjournment.** Upon motion by Nicholas, seconded by Donna, the meeting was adjourned at 2:53 pm.

Respectfully Submitted,

Stephanie Emery and Melinda Browne  
Secretary pro tempore