

Maine Learning Innovations

Minutes for a Meeting of the Board of Directors held October 19, 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, October 19, 2021. Board members attending were Donna Pelletier, and Nicholas Gannon. Amy Carlisle, Ed LeBlanc, and Peter Mills were excused.

Attending from MEVA were Melinda Browne, Donald Fournier, Christina O'Grady, Cheryl Brigham, Chelsea Osgood, Stephanie Emery, Joel Randazza, Jennifer Clark, Dan Pierce, and Holly Chapdelaine.

Attending from Stride were Todd McIntire, and Mary Markert.

Attending from other organizations was Stacey Blanchard.

Minutes. Approval of the September 21, 2021 minutes was postponed to the next meeting due to the lack of a quorum.

Finance. Jennifer was not able to attend the board meeting. Melinda Browne delivered her finance report:

The FY21 Audit is moving along nicely. Wipfli is preparing the draft reports. Jennifer knows of two reclassification entries so far. One is because of an error done at Stride when posting payroll related benefits. This will just move from one expense account classification to another. There is one other reclassification entry to move a couple of software expenses from CRF over to ESSERF. CRF had disallowed them due to the software license extending past 6/30/21, so we had to charge ESSERF instead. Nothing material.

Quickbooks (QB) is moving along nicely. It has taken some time to get systems up and running. For July and August our focus was billing the CRF Grants, closing year-end and preparing for the Audit. The focus has now turned to Quickbooks and finalizing the figures for the quarter ending 9/30/21. Most of the systems are now in place. Unfortunately, Jennifer could not attach the reports to an email. They are located on the dedicated QB computer in the office. Both Jillian and Jennifer can log into this computer from anywhere. Jennifer has the reports in Pdf format, but she cannot seem to export them off the computer. Jennifer is currently going to the MEVA office on Wednesdays and will get it figured out. Once Jennifer has the reports available, she will send them along to the board so they can see how they will appear off the new system.

For the period ending 9/30/21 we show a net surplus of \$282,941.88.

Administration. Melinda presented MEVA's actions in response to the Third-Party Evaluation, conducted by Lisa Plimpton, and approved by the board on September 21, 2021:

- MEVA hired seven (7) new teachers: two (2) English; one (1) math; (1) science (physics); (1) art; (1) world languages; and one (1) special education teacher(s) to expand course offerings and provide more support.
- MEVA hired five (5) educational technicians: one (1) English; one (1) math; and three (3) special education Ed Tech IIIs to support students in one-on-one sessions.
- MEVA hired a second Guidance Counselor and a Guidance Secretary. MEVA is backfilling a career readiness teacher position with a third Guidance Counselor to increase our advising.

- MEVA filled the Family Academic Support Liaison (FASL) position with a teacher who provides tutoring and helps with students' credit recovery efforts.
- MEVA filled the Curriculum Coordinator position to facilitate alignment with the Maine Learning Standards.
- MEVA is providing career readiness courses to students in grades 9-12, including two full-year career explorations courses for grades 11 & 12, to prepare students for educational and career opportunities.
- MEVA is offering a work-study program that awards credits for students' employment, internships, and volunteer activities.
- MEVA is offering Early College and AP-for-All courses through the University of Maine.
- MEVA is expanding its summer course offerings each year.
- MEVA is inviting students to a Help Desk that occurs Tuesday – Friday and provides on demand assistance in all subject areas. Help Desk is a very popular destination.
- MEVA is utilizing a proactive re-engagement procedure that involves frequent meetings with students and families.
- MEVA is improving students' access to their virtual education by implementing the new platforms.
- MEVA is addressing the ILP recommendation by exploring student report options in Infinite Campus and other venues.
- MEVA is improving communications about program highlights (e.g., work-study) by building a new website that allows for customization.
- MEVA teachers are refining their use of the IXL platform, sharing practices, and planning IXL professional development.
- MEVA is participating in the Modern Classrooms Project provided by the Maine Charter School Commission.
- MEVA is discussing/planning professional development opportunities at the Process Improvement Meetings, with a focus on analyzing/utilizing NWEA data.
- MEVA is conducting a teacher compensation study.

Donna inquired about course description availability for the work-study program. Melinda said that we have a work-study seminar, and course descriptions were coming soon.

Donna inquired when Infinite Campus (IC) will be set up. Melinda reported that the IC set-up process had started; the implementation was expected to be completed by January 2022.

Melinda noted that Christina O'Grady and Vanessa Richardson were participating in the Modern Classrooms Project provided by the Maine Charter School Commission. The Modern Classroom Project provided teachers opportunities to develop their practices and network with their peers from other schools.

Donna and Melinda are meeting with the Maine Charter School Commission's administration, to review the Third-Party Evaluation action steps, on Wednesday, October 27th.

Melinda noted that MEVA's internal website was nearing completion and was scheduled to go live by November 1st.

: Melinda presented the Enrollment Update:

- MEVA had 436 students on Oct.1st with 81 middle school students, and 355 high school students.
- Approximately 20% MS and 80% HS.
- Disadvantaged students: 240 (55%).
- Special education students: 75 (17%).
- The Public Law, Ch. 154 (introduced as LD798) is a factor. MDOE has issued exit codes.
- Mid-year enrollments are planned.

Governance. Approvals postponed for the next governing board meeting, due to lack of a quorum, included the MEVA Governing Board Goals, Facilities Plan, and Restraint and Seclusion Policy.

Donna initiated a conversation about adjusting/reducing office space due to most staff working remotely, given the continuing pandemic. On June 30th, 2023, MEVA's lease at the Ballard Center (for the two Suites) expires – more discussion about that topic next month.

Melinda said that she would like to begin the FY22 Third-Party Evaluation proposed by Dr. Mary Madden. Nicolas asked how the \$15K expense compared to the previous year. Melinda reported that the FY22 proposal was at a lower cost than FY21 (that was approx. \$20K). Donna said that she would follow up on Melinda's request after the board meeting.

Donna introduced Stacey Blanchard as a prospective new board member. Stacey said that her child had attended MEVA for the past three school years. Stacey's membership approval was planned for the November 16th board meeting.

Resignations and Retirements. Michael "Mike" Susi, Career Readiness Teacher, resigned effective October 1, 2021. Mike was a founding employee hired during the Summer of 2015. Donna noted Mike's dedicated service over the past six years and expressed appreciation for his efforts, wishing him well on his future endeavors.

Nominations of Professional Staff – SY2021/2022. Melinda presented the new hires: Meagan Coelho, Special Education Ed Tech III; Lauren Lugdon, English Ed Tech III; Roberta Polland, Math Ed Tech III; and Amy McKinley, Guidance Secretary.

Adjournment. The meeting was adjourned at 3:55 pm.

Respectfully Submitted,

Stephanie Emery and Melinda Browne
Secretary pro tempore