

## **Maine Learning Innovations**

Minutes for a Meeting of the Board of Directors held January 17, 2017

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

Also present were: Melinda Browne, Fadia Afaneh, Jennifer Hight and Kim Whitman from local staff; Sarah Berger from K12 by phone; Pattie Ashleigh from K12 accounting; Gina Post from the Commission; and Pat Nichols and Danielle Tibbetts, auditors from MacPage.

Upon Motion by Donna, seconded by Peter, minutes for December 20, 2016, were unanimously approved

### **Audit Presentation**

Pat Nichols from MacPage provided us with an unmodified opinion on the financial statements. They recommended that we strengthen internal controls by dividing roles between the person who reviews accounts payables and the person who approves them. Payroll should be reviewed by two people before payment. It is agreed that Melinda will review output from Paychex and bank statements as a check on the system.

Our balance sheet shows a strong cash position with \$600,000 in current assets offset by \$200,000 in current liabilities for a new total of \$400,000 in working capital. For the prior year, we had \$2.4 million in revenue and \$2.1 million in expenses. For the 2015/16 School year, total fees paid to K12 were \$1,176,669 with \$168,738 due as of June 30, 2016.

Upon motion by Ed, seconded by Donna, the audit report was unanimously accepted. It has already been submitted to the state.

### **Financial Matters**

Jennifer says that the budget we approved has been submitted to the state. Tyler from the DOE suggests a quarterly report to catch the object code errors. Because our internet fees are major components of our instructional program, Jennifer has allocated them to instruction, which is not what other schools do. Jennifer has also added new rent lines. We have not reclassified previous payments, but going forward, we will use new account coding. The budget for 2017/18 is due in March.

This month, our net position increased by \$42,000. Liabilities and cash position went down. Although our net income shows as \$438,000, it is actually \$322,000 because K12 fees are spread out over the year. We pay M&T on actual money received. Preparation of our 990 is going well.

Because of our cash position, Patti Ashleigh and Jennifer suggested that MEVA repay part of the outstanding loan for \$70,000 owed to K12. Upon motion by Peter, seconded by Ed, it was unanimously agreed to repay \$35,000.

Upon motion by Donna, seconded by Ed, the finance report was unanimously accepted.

### **Head of School Report**

All of the major components of the academic plan are now rolled out. The final part was instructional mapping to lay out teacher responsibilities. Lesson plans, assessments and other plans are to be submitted to Melinda. This is a data driven academic plan to be used to measure achievement against our target goals.

Melinda met this morning with Gina Post and Mike Wilhelm from the Commission to review the data dashboard. Teacher hours of instruction are up and the passing rate is also up to 66%.

Bob Kautz on January 9 said that our enrollment process needs to be slowed down. We should not send out requests for commitment letters until we have a known slot for each applicant. We must receive the Intent to Enroll form before issuing the Commit to Enroll. We must compile the list of those interested before determining that a lottery is needed. The Commission wants to make sure that all applicants have a chance. After our 3rd year, we will no longer need to use the SAU tracker.

Second semester begins January 30. Grades for first semester close at mid-night on January 23. Enrollment in the present semester is down to 314. We are monitoring reasons for withdrawal to continuously improve.

### **Other Matters**

We are scheduling new students to take the NWEA next week through February break to provide a base level assessment. SAT testing for April 5 is set up for seven locations. ELL home survey is complete and we have no formally identified ELL students. The team under the MTSS Plan is meeting weekly.

Gina Post reminded us that before going into executive session, the applicable section of law must be cited out loud.

Kim says that we will soon be purchasing a version of Quickbooks that permits three computers to have access.

Melinda reported that Jennifer Clark will replace Tiffany Jones to help with marketing efforts this year and will be paid a stipend for her work. She will attend local promotional events and will talk to parents through online sessions. We learned from last year that reserving rooms is not effective. Melinda continues to host parent connect meetings monthly. People seem to prefer to call in to a conference line.

Bill Nave will be back at the end of January and will interview all teachers beginning in February.

Amy circulated FOI Access law training forms and instructions for taking the required training.

At 3:30 pm, the meeting was duly adjourned.

Respectfully submitted,

Peter Mills, Secretary