

## Maine Learning Innovations

Minutes for a Meeting of the Board of Directors held April 24, 2018

Pursuant to email and public website notices, a meeting of the Board of Maine Learning Innovations was convened in the Maine Virtual Academy offices in Augusta at 2:00 PM. Members attending in person were Ed Leblanc and Peter Mills. Amy Carlisle attended by phone.

Also attending in person were: Melinda Browne and Jillian Dearborn. Attending by phone were Sarah Berger, Patti Ashley (K12 accounting), Erica Seybert (K12 Northern Region Academic Director) and Bianca Pratt (who directs K12 Instructional Coaching for our region).

**Instructional Coaching.** Bianca Pratt described how K12 is providing Instructional Coaching to four of our teachers at a cost of \$200 per month per teacher. Highly experienced K12 teachers provide one on one feedback to reflect on their observations of lessons made every two weeks. They add supportive resources and use K12's Instructional Rubrics. Each coach does this work full time for K12 and each is assigned no more than 25 teachers to work with. They also provide school wide and monthly small group professional services. Next year, we have reserved slots for seven teachers.

**Minutes.** Minutes for the meeting of March 20, 2018, were unanimously approved.

**Finance.** Upon motion by Amy, seconded by Ed, Jennifer's written financial report was unanimously accepted.

**Head of School Report:** Melinda has discussed with Gina Post revisions to the goals and performance measures for MEVA in preparation for a visit from the Commission in the first week of June to meet with parents and faculty. The Commission will meet with the Board at our June meeting.

MEVA did well on two big desk audits this year for IDEA (Special Ed) and ESEA (Title 1 and 2). A report will be out by the end of May.

We had one student from NH who was under an IEP for attendance issues. We failed to track down her actual file and did not honor her IEP. Ironically, we did provide services under our FAST intervention program because of her attendance. We must make sure to get the Special Ed file no matter what the IEP says. From now on, more than one person will review intake of files.

On motion by Peter, seconded by Ed, policies on Purchasing, the LAU Plan (ELL), Migrant Education, Homeless Admissions, and Parental Involvement for Title I were all unanimously approved.

MEVA has 150 students on 504 plans. Section 504 of the Americans with Disabilities Act requires accommodations for students with a disability or a handicap without regard to whether the disability has an adverse impact on the student's education. Section 504 accommodations are not covered by Special Ed grants and must not be included in them.

Mehry Gunnison is a new part time temporary employee who is working on truancy and attendance with particular attention to record keeping to track the students to see that needs are met. Teachers must be aware of each student's need for accommodations. In a virtual teaching environment, accommodations are not difficult. Sometimes, students with anxiety require special attention in coordination with parents and learning coaches who must bring these conditions to our attention.

To enroll students from our waiting lists, we prefer students in grades 7 through 9. Attendance is terrible for 11th and 12th grades who are often more focused on outside employment than on school work. It

requires energy just to track them. Some seniors are credit deficient and will simply come back again. Sometimes, they can stay for a 5th or 6th year until they are 20. The state will continue to fund them if they turn 20 after the end of August. Our rate of reimbursement is lower for junior high students but we have much better success with them.

**Governance.** Amy has arranged to move ahead with Sarah Jessom to provide a third party evaluation as required by our contract with the Commission. Amy, Ed and Peter will meet with her in Portland.

For FY 19 Title I staffing plans, Melinda proposes to retain two teachers for math and one for English for this coming summer. For the fall, we will have one full time teacher in middle school and one for the high school. Melinda will hold a parent Title I information meeting tomorrow evening.

Peter agreed to interview some parents who might make good prospects as board members.

We are arranging for three new work stations in our existing space. We will need room for two new teachers for next year and Katy Wormwood needs a space for one day per week. We have only one spare site in the fishbowl room. The Special Ed room arrangements for two teachers is presently on hold. We deferred until the June meeting further discussions on space.

At 4:00 PM, the meeting was adjourned.

Respectfully submitted,

Peter Mills, Secretary