

Maine Learning Innovations

Minutes for a Meeting of the Board of Directors held August 14, 2018

Pursuant to email and public website notices, a meeting of the Board of Maine Learning Innovations was convened on August 14, 2018, in the Maine Virtual Academy offices in Augusta at 2:00 PM. Members attending in person were Amy Carlisle, Donna Madore, Ed Leblanc, and Peter Mills

Also attending the meeting in person were Melinda Browne, Jennifer Hight, Fadia Afaneh, and Jillian Dearborn. Attending by phone were Erica Seybert, Bianca Pratt and Patti Ashley from K12.

Minutes. Upon motion by Ed, seconded by Donna, minutes for the meeting of July 17, 2018, were unanimously approved.

Finance. Jennifer reports that the FY 19 budget has been up-loaded but not yet accepted by the state. The audit went well. There is an adjustment to be made for last year to book summer salaries owed as of June 30. These must be expensed for last year rather than this. The auditors raised a question about the increase in our credit card limit to \$23K, but we have a need for it because some of our transactions are on that scale. They also suggested that we have more than four board members. We ran a \$218K surplus in July because there are no K12 bills in July and August.

Head of School. Melinda reported that the application to renew the gifted and talented program is due at the end of September. The GT grant people require specific itemizations of what is needed for the program, Alicia Uth's art supplies, for example. It is planned to have classroom teachers run the program. We have nine students who are academically gifted and 16 gifted in art as analyzed by the screen. None of our teachers has the 690 certificate to teach G&T. Four courses are required. CogAT (the Cognitive Abilities Test) is the screening tool used to determine student eligibility for the program.

David Silvernail and Dick Barnes, doing business as "Silver Analytics," are proposing to develop a system to measure growth and performance for all of Maine's charter schools. Our top students have trouble meeting growth targets. High schoolers are close to or above the 80% growth target. Our junior high students are not.

We did meet our 80% retention target. Silver Analytics recommends 90%. MEVA was number one in retention among 17 K12 schools in the northeast. Amy pointed out that chronic absenteeism is our leading problem.

Our fall enrollment so far is at 381 out of a cap of 390. We are focusing on 7th and 8th graders. It is rare that a 12th grader can finish in only one year. We have 94 students in 12th grade.

Office space. Jillian says that there are companies who will buy our old room dividers, but we don't have as many to offer as they might like. It is possible to purchase floor to ceiling dividers from a company called Next Wall but it then requires redoing ventilation and lights. Peter agreed to speak with Kevin Mattson about extra space and parking allocations.

Special Education. Adam Fox from K12 will be coming to do Special Ed professional training. Lauren Dow is being hired to work half time in Special Ed and half time as a Title I teacher. We have lost our part time secretary Lizzie Malvicini who will now be employed by K12 to replace Katy Wormwood in managing the Family Academic Support Program.

Miscellaneous appointments. The following appointments were unanimously approved: Our ELL Coordinator is Vanessa Valley. So far, we have no ELL students. Our Section 504 coordinator is Dee Pouzol. Melinda is charged with identifying homeless students. Our Foster Care Coordinator is Dee Pouzol. Melinda is responsible for Public Notices and Special Services and Programs.

Family leave policy. The state FMLA requirement for businesses with more than 20 employees is for 10 weeks authorized absence without pay. We also offer ten paid sick days but only five may be carried over from year to year.

Health Insurance. By unanimous vote, it was agreed to rescind the requirement for employees taking health insurance to contribute \$20 per pay period toward the premium cost.

Instructional Coaching. Bianca Pratt from K12 provided us an overview of K12's current program to provide 13 of our teachers with regular instructional coaching. The coaches make unannounced observations for up to 30 minutes at random times whether at the beginning or the end of a session. The coaches are not evaluative. They serve as partners to the teachers to guide them toward increased effectiveness. They support instruction by observing and providing feedback. It's just between the teachers and the coaches. However, the coaches do report trends based on data and K12 does measure teacher growth.

The meeting was adjourned at 4:00 PM.

Respectfully submitted,

Peter Mills, Secretary