

Maine Learning Innovations

Minutes for a Meeting of the Board of Directors held December 17, 2019

Pursuant to email and public website notices, a meeting of the Board of Maine Learning Innovations was convened at 2:00 PM, December 17, 2019, in the Maine Virtual Academy offices in Augusta. Board members attending in person were Peter Mills (after 2:30 PM), Donna Madore, and Kim Whitman. On the phone were Amy Carlisle and Ed LeBlanc.

Also attending in person were Melinda Browne, Donald Fournier, Christina O'Grady (HS Science), MEVA Treasurer Jennifer Hight, Stephanie Emery, and Patti Ashley. On the phone was Jillian Dearborn.

Minutes. Upon Motion by Donna, seconded by Kim, minutes for November 26, 2019, were approved.

Financial report. The Board reviewed the written presentation of financial data from Patti Ashley. Patti reported that K12, Inc. is implementing a new accounting system during FY20, and is providing training to support the transition. Jennifer reported that Wipfli, the Auditor, is preparing the Schedule of Expenditures of Federal Awards (SEFA) and will be done by the end of the week, and that the Form 990 tax return is in progress and will likely be finished by next week. Upon motion by Donna, seconded by Kim, the financial report was approved.

The Board reviewed the draft conflict of interest policies and form provided by Melinda Browne.

Upon motion by Donna, seconded by Kim, the BCB: BOARD MEMBER CONFLICT OF INTEREST policy was approved.

Upon motion by Donna, seconded by Ed, the BCB: NEPOTISM policy was approved.

Melinda Browne will upload the two approved policies to the MEVA website and mail copies of the forms, and stamped addressed return envelopes, to facilitate obtaining all board members' signatures.

Head of School Report. Melinda provided an update on the school's progress with the renewal stipulations: New board member Kim Whitman has joined. Melinda offered a draft superintendent (Head of School) evaluation form as an example. Donna suggested that edits were necessary. Regarding a board evaluation, Donna said that she would provide a draft Self-Assessment Tool for their consideration.

Melinda presented FY20 data: MEVA had 396 students counted on October 1st, 2019. Twenty-two (22) students had withdrawn since count day. Fifteen (15) or 70% of Total withdrawals were students in the 8th and 9th grades. Grades 12, 10, and 7 had the fewest withdrawals. Grade 12 had zero (0) withdrawals, which was a tribute to the strong efforts of the senior advisory team. MEVA's post Oct. 1st retention rate was 94.4%: $(1 - 22/396) * 100\%$. The Performance Framework Goal was 86%+. MEVA had collected families' reasons for withdrawal. Per Kim's request, Melinda said that she will prepare a student by student exhibit displaying this data.

MEVA administered the Winter NWEA to students in grades 7-11 during the period, December 3rd -12th. Testing participation was as follows: 96% Math; 95% Reading; and 92% Language. NWEA calculated fall to winter growth for students who had both scores. The percentages of students who met growth within the standard error: Math 73%; Reading 61%; and Language 57%. The testing window occurred at just under sixteen weeks from the first day of school. Many students joined MEVA during September, and thus, they did not have sixteen weeks of instruction at our school.

MEVA planned to utilize the Winter NWEA results to develop a schoolwide plan to increase student achievement across the academic disciplines, which is a charter contract stipulation. Melinda reported that she was surveying the teachers to gain their feedback on implementing targeted instruction and utilizing mastery tools such as IXL, USA TestPrep, Reading Horizons and others, to identify and close students' achievement gaps. As of December 16th, students had achieved the following in IXL: 209,479 Questions Answered; 4,782 Skills Mastered; 5,599 Skills Proficient; and 8,274 Skills Practiced.

MEVA is offering a busy schedule of season events that include a trip to see Portland Stage Company's "It's A Wonderful Life," Live Radio Show. Virtually, students showcase their creative work every Thursday at the daily morning assembly. We are also running a variety of contests, such as a Gingerbread Tower Challenge, and a Podcast Challenge. MEVA is hosting a face-to-face Catch-Up Party at the MEVA Suite on Friday, 20th.

Program Manager's Report. Stephanie Emery reported that K12, Inc. hired a contractor registrar, Katherine Linden. Stephanie trained her to carry out the registrar duties and to assist with the mid-year enrollment process. The team planned to have all new families onboarded by at least two weeks prior to the beginning of the second semester, Monday, January 27th.

Governance. Peter has not yet received a reply to his request for proposed terms of a new lease for our current space in the Ballard Center.

Melinda proposed hosting an 8th grade awards ceremony in mid-June at the Civic Center to celebrate students' accomplishments and transitions to high school. Over the past few years, parents, students and faculty had expressed an interest in assembling such an event. Donna requested that MEVA survey the 8th grade parents to gauge their commitment to traveling to Augusta.

Donna and Patti discussed the school's contract with K12, Inc. that is concurrent with MEVA's charter contract renewal. It appears that the K-12 contract is subject to automatic renewal on the five-year anniversary date of June 2020 unless notice of cancellation is provided one year in advance. Peter suggested that this should not foreclose a discussion about scope and rates. Patti will seek to provide more clarity on the process.

The meeting was then adjourned.

Respectfully submitted,

Peter Mills
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