

## **Maine Learning Innovations**

Minutes for a Meeting of the Board of Directors held June 20, 2017

Pursuant to email and public website notices, a regular meeting of the Board of Maine Learning Innovations was convened in the MEVA Conference room in Augusta at 2:00 PM. Members attending were Peter Mills (presiding), Donna Madore, and Ed LeBlanc. Absent were Amy Carlisle and Kevin Pomerleau.

Also present were: Melinda Browne, Fadia Afaneh, and Tanya LaCroix from local staff; Pattie Ashleigh from K12 accounting; and Sarah Berger by phone.

### **Finance Report**

Jennifer reported that the health insurance deductible is increasing from \$500 to \$1000. Chad Cote, the agent from Clark, has offered to come speak to staff. Members would be wise to use the health savings account that can take care of up to \$2600 in unreimbursed medical expenses. Insurance rates remain about the same because the pool has changed to a balance of younger staff. Jennifer suggested that we might also offer a Section 125 plan to which the employee contributes pre-tax dollars from their paychecks. Paychex could administer it. If the employee fails to use the entire fund by year end, the money reverts to the employer; but the money may be spent on nearly anything related to medical care.

Upon Jennifer's recommendation, it was unanimously voted to pay off within this fiscal year the remaining \$35,000 that we owe to K12.

The DOE recently performed a desk audit as required by the Elementary Secondary Education Act (ESSA). As Donna explained, they look at your procedures, parent involvement, and policies on migrant children. As a condition of accepting Title I and Title II funds, the state must do this every five years and provide a corrective action plan. We can expect a similar inspection for Special Ed.

Next year, we are looking for \$93K in Title 1A funds and \$20K under Title II. Donna explained that Title I is based on the relative population of free and reduced lunch students. Title II is proportional to overall student population. We have \$10K in unspent Title II reserves for teacher professional development.

Pattie has agreed to find out where we may return surplus teacher supplies that K12 has agreed to accept back.

We have a present but temporary surplus of \$557K subject to year end accruals. Our charter requires us to hold reserves of about \$300K. Jenn will check into whether we as a non-profit are allowed to make and hold interest on these government funds. Agency funds can be held separately in trust.

Upon motion by Ed, seconded by Donna, it was unanimously voted to increase the teacher allowance for professional development expenses from \$1000 to \$1500 per year. UMO charges \$1600 for a course. Maine Education Consortium and Phoenix charge \$600 per course.

Because K12's Intacct accounting system is finally serving us well, Jennifer is no longer recommending that we switch to Quick Books on July 1.

Jenn just sent the budget to Pattie for entering. We are over-budgeting by about \$30K. We had budgeted for an additional teacher but have not yet decided whether it is necessary. By Tuesday, we should have the budget finalized in preparation for uploading it to the state. We expect revisions later.

### **Head of School Report**

Our calendar includes 182 student days beginning August 28. Melinda has directed that teachers begin working from home on August 1 and from school on August 15. After discussion, it was unanimously

voted to pay a stipend of \$1500 to each returning teacher to compensate them for the two weeks of working from home beginning August 1. Teachers may continue to expect 26 pay periods from August 12, 2017, through July 31, 2018.

Charter Commission members were here yesterday to meet with administrators and with Ed from the Governing Board. They reviewed the panorama survey results from families, students and teachers. They recommend working on increased student engagement. Although families rate themselves really low on their own engagement, Melinda feels they should rate themselves higher. The Commission is luke warm on the prospect of parent sponsored trips. They asked lots of questions on professional development.

Teachers need to become more student centered with their lessons. Some are having a harder time than others. End of year evaluations emphasize the need for more student interaction and engagement. Melinda says the upper grades are particularly non-participatory because so many students at that level are working and relying on recordings.

### **Enrollment and Testing**

Fadia reports that test participation this year is much improved over last. She produced withdrawal graphs, a passing rate exhibit, and the field trip list. She reported that 84% of our families say they want to return next year. We have a few juniors who may graduate in three years based on credits. This year, we had several attend graduation upon condition of their getting acceptable grades. Everyone at the ceremony got a diploma cover with the understanding that signed diplomas will later be delivered to those eligible. In future years, we could make graduation later. Donna suggested it is easier to close out senior grades earlier.

For our independent assessment, Bill Nave has finished interviewing faculty and staff and is now doing parents and students. He may be done by mid-July.

Upon motion by Donna, seconded by Ed, we unanimously approved the Monthly Financial Statements for the period ending June 20, 2017.

At 3:30 pm, the meeting was adjourned.

Respectfully submitted,

Peter Mills, Secretary