

Maine Learning Innovations

Minutes for a Meeting of the Board of Directors held July 19, 2016

Pursuant to email and public website notices, a meeting of the Board of Maine Learning Innovations was convened by Secretary Peter Mills in the MEVA Conference room in Augusta at 2:00 PM. Attending were Directors Amy Carlisle (by Skype), Peter Mills, and Ed LeBlanc. Absent was Kevin Pomerleau. Also present were Donna Madore, Melinda Browne, Jennifer Hight, Fadia Afaneh, Sarah Berger, Kim Quinn-Hutchinson, and finance personnel from K12, Mary Markert, and Patty Ashley.

Board Membership

Upon motion by Ed, seconded by Peter, the board unanimously accepted with regret Ginny Smith's resignation from the board.

Upon motion by Peter, seconded by Ed, the board unanimously accepted Donna Madore as a new member of the board.

Executive Session

At 2:10 PM, upon motion by Peter, seconded by Ed, the board unanimously voted to go into Executive Session pursuant to 1 MRSA §405(6)(E) to discuss its legal rights and duties relating to K12's provision of financial services under its contract with Maine Learning Innovations. In addition to the four board members present, the session included Jennifer Hight, Melinda Browne, and Kim Whitman.

At 3:00 PM, the board came out of executive session and the guests from K12 returned to the meeting.

Procedures to be presented for Commission review

We have two issues to bring to the attention of the Commission at their next meeting on August 2.

Melinda presented suggested drafts of statements on both.

The first is to ask that our charter be amended to permit administering the NWEA to students in their homes with remote proctoring rather than to ask students and their families to travel to a proctored site. The hope is to improve participation and to allow students to avoid taking both math and English on the same day.

The second is to present to the Commission a description of our current practices that ordinarily require teachers to work from the central office three days per week while allowing them to work at home for the remaining two. Melinda as administrator has discretion to require more frequent attendance at the office as needed for training or for helping new teachers get started.

The Board agreed that there is no reason to have teachers report in their actual number of our hours worked each week, but Melinda may circulate a guide for how teacher time is expected to be allocated.

At Donna's suggestion, both issues will be dealt with as statements of procedure rather than policy.

Upon motion by Peter, seconded by Donna, it was unanimously voted to authorize Melinda to present these two issues to the Commission on August 2: (1) Commission approval of the NWEA proctoring change and (2) Commission review of the teacher attendance procedure.

Teachers

Upon motion by Peter, seconded by Donna, it was unanimously voted to authorize Melinda to hire Kylie Tudela as a Title 1 teacher to work one-third of the time for one-third of annual pay.

Contract

Upon motion by Peter, seconded by Ed, it was unanimously voted to approve the health services contract presented by Melinda.

Financial management

Upon motion by Peter, seconded by Donna, it was unanimously voted to authorize Melinda and Jennifer to establish an internal accounting system in Quickbooks going forward for the current year and to remove that function from K12's administrative services. Melinda and Jennifer are further authorized to retain such additional help as may be necessary to administer finances from our Augusta office.

Accounting for the current year has been done under K12's control at first through Quickbooks through the end of 2015 and then through a new system called Intacct since January 1. Bills have been paid late and there are many accounting entries that do not conform to state requirements for allocation of costs.

A spot check of postings for the current year reveals the need for many adjustments, revised postings and other clarifications before the annual audit can commence. There are three deadlines of concern:

1. To reconcile last year's Title I accounting so that we may calculate the carryover in time to apply for the coming year's Title I funds by August 1.
2. To upload our books to MEDMS with data that will conform to state requirements and will be consistent with what we present to our auditors.
3. To present a set of consistent accounts to our auditors who are ready to start their review forthwith.

The board asked K12 to assign someone immediately to these tasks, but if we continue to lack confidence in K12's capacity to complete this work within Intacct, we will need to decide by next week to retain someone else to enter all of last year's transactions into Quickbooks with proper postings to accounts that comply with what the state requires. We are a small school that wrote only about 200 checks last year but many of these transactions must be divided among different accounts for posting. To do this work requires someone willing and able to understand the state's requirements.

Health Plan

Upon motion by Amy, seconded by Donna, it was unanimously voted to offer teachers the option to choose a high deductible health plan supplemented by a \$2100 health savings account to assist with meeting deductibles. \$2100 is the difference in the employer's share of the premium.

The meeting was then duly adjourned.

Respectfully submitted,

Peter Mills, Secretary