

## **Maine Virtual Academy Governing Board Meeting**

April 25, 2017 2:00 to 4:00 p.m.  
6 East Chestnut Street 2<sup>nd</sup> Floor  
Augusta, Maine 04333

### **Meeting Minutes April 25, 2017**

The Regular meeting of the Board of Maine Learning Innovation was convened by the Head of School Melinda Browne in the MEVA Conference room in Augusta at 2:00 PM. Attending were Ed LeBlanc and Amy Carlisle by Skype.

Also present were: Fadia Afaneh, and Alice Schlosser from local staff; Sarah Berger from K12 by phone; Pattie Ashley from K12 accounting by phone

#### **I. Opening Items**

##### **A. Roll Call**

##### **B. Approval of Minutes: March 21<sup>st</sup>, 2017**

- Amy made the motion to approve the minutes for March 21, 2017 seconded by Ed.

#### **II. Finance**

##### **A. Finance Report (Jennifer Hight is on vacation.)**

Pattie Ashley reported that the live and natural balance sheet is 1 million in cash. The July through March actuals for the 9 months forecast is the cash flow is strong.

Income and Finances - The P and L pack was sent and the second MEVA actual tracking trending is fine; no surprises with expenditures. March tracking was average.

Patty had a question about the FY 18 budget – Patty said the salaries and assumptions are in the next year’s budget. The baseline budget will need to be presented to the board. Get on task with Jennifer. K12 has the increases and will move forward. Patty asked that in the next few weeks can we look at the budget. Enrollment projections are in line with state on student populations – all is good.

Patty compared the enrollment data that is current with where Fadia’s projections are. Maine is doing well with enrollment.

Melinda said she will provide Patty with a projected salary sheet. If we need to replace any staff they will use the spreadsheet.

Ed made motion to approve the March financial pack seconded by Amy.

### III. Administration

- A. Head of School Report – Melinda Browne
  - a. Academic Year 2016-17 Progress – Data Dashboard

Melinda reported she continues to send a weekly update to the Board. Not included in the last update was the second panorama survey to students and parents and faculty. The Charter Commission has not sent the links yet. We have until May 12 to complete the surveys. Parents/learning coaches completed 7 Students First Pulse Check Surveys and the results were reported it on the data dashboard. 120 parents took the last survey. Our parent satisfaction rate was 73%.

Melinda reported that she has recalculated the percentage of proficient students based on a cut score of the forty-first percentile.

We will be reporting the Data Dashboard to the Charter Commission. The schoolwide passing rate is at 66% and the internal goal is 80%. Melinda coaches teachers on how to get the students' grades up. We are asking teachers to make 10 calls per week to students, but teachers are more comfortable with corresponding with students through email and the live class sessions.

Ed asked - how does the student population compare for middle school and high school rate for children with learning issues. Melinda reported that our female population does well in reading compared to the male population. Challenges are with math. The summer program helps. We have a lower percentage of SPED students compared to some other Maine Charter Schools. The middle school is the strongest academically. In high school, the 10th grade students are the strongest and 12<sup>th</sup> graders the weakest.

Melinda reported that we lost the 3 seniors because they wanted to drop-out and were interested in getting their GED. We have a lot of 12<sup>th</sup> graders that are deficient in credits. We promote students to pace themselves and go an extra year.

Ed suggested if MEVA can maintain the middle school students to stay in MEVA as they move into high school the students will get better.

- b. Q3 Academic Plan Review Highlights

Melinda reported that the last teacher quarterly pulse check was 63% satisfaction. The family pulse check was 73%.

Amy said the MEVA data is getting better. Amy and Melinda reviewed the responses on why students left MEVA. The survey has specific categories. We need better data to see where we can improve. Amy suggested we refine the categories and use a Google document between now and the next board meeting to come up with a template.

MEVA uses an exit survey from k12 to send to parents that withdraw their students. Sarah said we can get the data from K12. Sarah suggested we also use the data on why families are joining MEVA. Melinda asked for the exit survey link so they can review the information.

Melinda reported she will be distributing an offer letter for the 17-18 school year soon to staff. Kim will tweak the letter and send to Amy. Melinda asked if we should have a deadline for staff to return the letter. Amy said we should use a dateline and if any staff have a unique situation come talk with us. Melinda said we talked about a 2.5 percent increase for staff and \$41,000 for teachers that have teaching credentials. Teachers who do not have their credentials may not be offered the same salary until the teacher takes the courses needed and passes the Praxis exam.

Kylie and Matt are covering some of Rob's duties.

Melinda - Next year have a need in science. The IST courses higher level have worked out well. Offer the same next year. We will do a needs assessment. We could hire another teacher if there is money in the budget.

### c. Annual Monitoring

#### B. Program Manager Report – Fadia Afaneh

##### a. Enrollment/Re-Registration

This month we lost 4 students from MEVA. Three were 11<sup>th</sup> graders and one was a 7<sup>th</sup> grader. The current enrollment is 337 as of yesterday.

The EPS report is due on April 30 and we are working with state on some corrections.

Fadia reported on the re-registration numbers:

- Registering – 174
- Not Registering – 10
- Undecided – 5

- Status Unknown – 127
- Next month’s “status unknown” numbers will be lower than 127.

New student enrollees for the 2017-2018 school year - 80 students have completed the Intent to Enroll forms and the Commitment to Enroll forms and 53 students that have completed the Intent to Enroll forms.

Fadia reported that the marketing and enrollment team do not believe we should have trouble reaching the cap number of 390 students. We need about 80 more students to meet the number.

#### b. State Testing

Fadia provided the Board with a data sheet showing the MEVA enrollment and reporting update and the MEVA State testing update year over year comparison.

The MEA data was at 94% and this year is at 100%

MEA Science data shows MEA 61% this year and 95% this year

We had only 2 days this year to get students to complete their SAT’s.

MEVA has 3 more MEA tests to go on May 8.

We met or exceeded our participation goal of 95% students testing.

The SPED team went to the family’s home to test students which helped us greatly with the test participation.

The public testing participation reports lump together the 7, 8 and 11<sup>th</sup>.

The State will lump the essay results into the Reading and ELA metrics.

#### IV. Governance

##### A. Independent Third Party Evaluation Progress

Bill Nave is working on the MEVA evaluation has not completed his meetings with Melinda yet.

Amy talked to Bill about the evaluation. Some of Bill’s analyses included how the K12 relationship operates with MEVA and there should be further discussions with the Charter Commission on more flexibility for teachers. He understands the benefits. He may be an advocate. Amy said that Bill mentioned that MEVA and

Maine Connections are only schools that do this evaluation and he asked why other Charter schools are not required to do this

The big picture is to take all the information and think strategically about the school. Maybe use the SWOT analysis idea looking at the school and figuring projections.

#### V. Outreach

Melinda heard from Fern Desjardin a Superintendent that wants to partner with MEVA for high school and use MEVA as a resource. Fern emailed a letter to Melinda in support of a merger for a brand new high school in her area that will take 3 schools and combine them into one. How would we share students? Melinda took Amy's advice to contact Bob Kautz about this arrangement. Melinda is waiting to hear back from Bob.

Teachers start with MEVA on August 1st. The start date is outcome oriented and teachers will complete the k12 training. They will report to the MEVA office on August 15th. They may not need to be here every day. School starts on Aug. 28th. We are going to beef up the help sessions for students and parents/learning coaches. Teachers are paid on August 11th. Melinda said MEVA is giving the teachers the day before Thanksgiving off and the day before April break for the 17-18 school year.

Melinda talked about the new art work in the office. In a recent feedback session, teachers asked for art (color and life) in the office.

#### VI. Public Discussion

#### VII. Adjournment

Ed makes a motion to Adjourn and Amy seconded the motion. The meeting was Adjourn at 3:29 PM.