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 in person were Donna Madore, and Ed LeBlanc. Attending by phone were Amy Carlisle and Peter Mills. Absent was Kevin Pomerleau.

Also present were: Melinda Browne, Fadia Afaneh, and Tanya LaCroix from local staff and CFO Jennifer Hight. Attending by phone were Patti Ashley from K12 accounting and Sarah Berger from K12.

Upon motion by Donna, seconded by Ed, minutes for the meeting of June 20, 2017, were unanimously approved.

Finance Report

We discussed the surplus, what we are required to achieve by charter and what we will have on hand at the end of the school year. Jennifer believes that our contract with the Commission requires us to maintain surpluses as follows:

for the first year	$217,000
for the second year	$281,493
for the third year	$477,053
Total	$975,546

This seems like a large surplus to maintain for an annual budget of only about $3.5 million. Donna says that a public school may carry a surplus of only 3% of its operating costs. The school is allowed three years to draw down surplus funds or lose some subsidy.

The state has issued a provisional revenue estimate of $3,692,000 based on an enrollment of 429 kids, equal to what Connections is now allowed for its fourth year of operation. Because our allowed enrollment for this, our third year, is 390, we will be overpaid for the first quarter of the year and must plan to remit the excess after the October 1 census date.

Our salaries for teachers are in line. Jennifer said that Maine teachers with one to five years of experience with a BA typically earn $35,000. With 6 to 10 years of experience, they typically earn $42,000.

Our federal subsidies under Title II are increasing. Donna says this is because Title II funds are paid in proportion to the number of students enrolled.

Our annual rent for office space is budgeted at between $72,000 and $75,000. Peter agreed to speak with Kevin Mattson about what it would cost to add space to our current quarters to improve the teaching environment since it appears that our teachers will need to continue teaching primarily from the office and congestion within our "call center" environment continues to be a challenge.

Head of School Report

Title I funds will be used this summer to support two programs: a reading program by Kristen Tripp and a math program by John Gilliland who will both work from home. Each will be paid a stipend of $3200. The reading will involve purchase of paper backs for each student. The math program will be based on the Kahn Academy curriculum which is free.

There was general discussion about the how better to improve average daily attendance not only for the summer program but during the school year as well. It is a challenge for both MeVA and Connections.

Program Manager

Fadia reported that courses have been ordered for all new and returning students. We have 130 new enrollees and 219 returning. With only 41 openings, we should easily meet our October 1 quota of 390. A number of our courses such as calculus and trigonometry will continue to be taught directly by K12 through the ISP option under our contract.

Executive Session

At 3:27 PM, upon motion by Ed, seconded by Donna, the board unanimously voted to go into Executive Session pursuant to 1 MRSA §405(6)(A) to discuss the employment, duties, compensation, and evaluation of the Head of School. In addition to the four board members present, the session included Jennifer Hight. At 4:15 PM, the board came out of executive session.

Upon motion by Peter, seconded by Donna, it was unanimously voted to approve for the Head of School a raise of 2.5% for the fiscal year commencing July 1, 2017. Her annual salary will thus be increased from $84,000 to $86,100. In addition, the vacation policy for the Head of School will be clarified to reflect that of the 20 days available each year, only five may be carried over. Vacation left unused, may not be paid for in salary.

Respectfully submitted,

Peter Mills