

Maine Learning Innovations

Minutes for a Meeting of the Board of Directors held October 18, 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 Peter Mills, Ed LeBlanc, and Donna Madore. Amy Carlisle attended by phone. Absent was Kevin Pomerleau.

Also present were: Melinda Browne, Fadia Afaneh, and Kim Whitman from local staff and Sarah Berger and Patti Ashleigh from K-12.

Upon Motion by Ed seconded by Donna, minutes for the meeting of September 20 were unanimously approved.

Financial Matters

Jennifer reported that the audit by MacPage is underway. The audit report is due by December 31. Our reporting for the fourth quarter ending June 30 was approved and signed off by the state with no errors. It was a great deal of work at the end of the year to re-create the accounts from scratch.

Our budget for this year requires material changes. Because we are not being pressed by the state, we should defer filing until we have the budget prepared the way we want it. Filing it in two weeks by email should be adequate.

In the INTACCT system, K12 closes each month of entries the day after the month ends. Jennifer had asked for certain accrued postings for September to be changed to a cash basis but was told it is not possible once the month is closed. K12 is recording both prepaid expenses and unearned revenue as accruals when it is customary in Maine public schools to record these on a cash basis. It is also clearer for the board to track and understand our finances on a cash basis. Jennifer has no financial report to make until these issues are cleared up after further discussion with K12.

We have our Title I and local entitlement fund records approved for the past year. We plan to submit them quarterly from now on. The state requires a lot of records. Donna says that Augusta does it monthly.

Jennifer wants to make sure that expenditures greater than \$10,000 are approved by the board as our policy requires. That the money is in the budget does not mean that the expenditure is approved. Going forward, we should review K12's national price list when it comes out in the spring or summer to check it against the prior year's list.

Head of School Report

The academic plan is being implemented. The year is mapped out as seven weeks of instruction followed by one week of assessment. We are using USA Test Prep, a rigorous assessment by K12.

Melinda will host a parent engagement meeting to help achieve our goals, enlisting their help, for example on test attendance. Donna reminded us that we need consent forms for transportation of students by other families.

In regard to Individual Learning Plans, we are at 80% for welcome calls. Assessments are needed every eight weeks to meet benchmarks.

For post secondary planning, Melinda has interviewed every graduate to make a record of their present engagement and future plans.

Teacher Jennifer Gagne has left. Danielle Pouzol has replaced her.

On November 1, Melinda will meet with commission and state officials to review our Special Ed program. Our first formal evaluation will take place at the end of next year.

Program Manager's Report

Fadia Ayeneh reported that we had enrolled 360 students, our maximum allowed number, on the count date, October 1. Since then, we have lost two. It is too late to replace them this semester. We will start enrolling new students at the beginning of January to start the second semester.

We have many more girls than boys. We have 69 seniors and very few seventh graders. We have 81 in tenth grade and 82 in eleventh.

We have no behavioral concerns. Nor did we last year. The state bullying report is due on October 28 with nothing to report.

The state truancy report also due on October 28 is being prepared by Mike Susi. Under the state's personnel enrollment and attendance schema, we must coordinate dates with each sending district to make sure there is no overlap. Sarah said that K12 reviews and vets the reports before they go to the state.

Third Party Evaluation

Melinda reports that Bill Nave is returning to interview the remaining two teachers he has not yet met. He will draft some research questions and a contract for the board to approve to comply with the requirement that we complete an independent evaluation by a third party. Melinda said she has adopted a program of meeting every other week with each teacher.

Mitchell Institute

Kim Gustafson and Virginia Swain from the Mitchell Institute have visited the school. A potential scholarship of \$10,000 to one of our graduates may be available. The award is not for top achievers but for a student who may qualify under multiple criteria. They want us to nominate five students. They pick one from each high school in Maine.

Personnel & Other Management Issues

Ed, Donna, Peter and Amy all agreed that we should seek an accounting person with at least an associate's degree.

We are probably in good shape with two Special Ed teachers. Our caseload in Special Ed is under 70. Robert Lucas from the state says that one teacher for each 35 students is adequate. Donna said that \$1500 may be available for evaluation of new Spec Ed teachers.

Upon motion by Peter, seconded by Ed, it was unanimously agreed to use the K12 instructional coaching program for core teachers at a cost of about \$16,000 for the year. The program will be reviewed at mid-year to determine whether we wish to continue for the second semester.

At 3:40 PM the meeting was duly adjourned.

Respectfully submitted,

Peter Mills, Secretary