

Maine Learning Innovations

Minutes for a Meeting of the Board of Directors held December 19, 2023

Pursuant to email and public website notices, a virtual meeting of the Board of Maine Learning Innovations was convened on Zoom at 3:00 PM, December 19th, 2023. Board members attending were Donna Pelletier, Stacey Blanchard, Nicholas “Nick” Gannon, and Tina Meserve. Susan Walters was excused. A quorum was present.

Attending from MEVA were Melinda Browne, Donald Fournier, Christina O’Grady, Stephanie Emery, and Chelsea Osgood.

Attending from, Wipfli, LLP was Patrick “Pat” Nicholas, CPA.

Opening Items.

Approval of Minutes. Tina motioned to approve the minutes of the Maine Virtual Academy (MEVA) Governing Board Business Meetings of November 21st, 2023. Nick seconded. All in favor, so moved.

Finance Report.

FY23 Audit Report. Pat Nicholas reviewed the Financial Audit Letter with the board and said that the disclosures have been clear and consistent year over year. MEVA management had provided everything that they asked for. Pat observed that the Financial Statements page also looked very clean and there were no issues. Pat committed to sending the final draft of the report after board approval.

Donna said that this sounded like a great audit and thanked Jennifer, Jillian, and Melinda for all their efforts. Tina gave a thumbs up as well.

Tina motioned to approve the FY23 Audit Report. Stacey seconded. All in favor, so moved.

Administration. Dr. Browne presented the Head of School Report.

SY-2023/2024 Progress:

- MEVA is revisiting Chapter 508, Teacher Effectiveness, this fall, with a view towards sharing an updated plan this spring for SY-2024/2025.
- MEVA is making excellent progress towards meeting its Maine Charter School Commission (MCSC) performance measures.
- We are preparing for the mid-year check-in meeting with the MCSC scheduled for February 12th, 2024.
- We need two board members to attend the meeting.
- MEVA is conducting the Multi-Tiered System of Supports (MTSS) process for below-basic learners. We are administering the Winter NWEAs, math reading, and language usage, on January 9th, 10th & 11th to all students in grades 7-11.
- MEVA’s Accuplacer results to date are promising, overall, but illustrate sub-group challenges.

Accuplacer Results, December 15, 2023 – All Students

Subgroup	College-Ready Reading	College-Ready Math

With 504 Plan	24/31 = 77.4%	26/31 = 83.9%
Without 504 Plan	69/80 = 86.25%	67/78 = 85.9%
Delta	Meets – Subgroup is Above 75%	Meets – Subgroup is Above 75%
Special Education (SE)	21/28 = 75.0%	17/27 = 63.0%
Non-SE	72/83 = 86.7%	76/82 = 92.7%
Delta	Meets – Subgroup is Above 75%	Does Not Meet – Subgroup is Below 75%
Male	40/45 = 88.9%	40/45 = 88.9%
Female	53/66 = 80.3%	53/64 = 82.8%
Delta	Meets – Each Subgroup is Above 75%	Meets – Each Subgroup is Above 75%
Economically Disadvantaged	26/32 = 81.25%	30/32 = 93.75%
Non-Economically Disadvantaged	67/79 = 84.8%	63/77 = 81.8%
Delta	Meets – Subgroup is Above 75%	Meets – Subgroup is Above 75%
Total	93/111 = 83.7% (Meets)	93/109 = 85.3% (Meets)

MEVA’s Number One Challenge:

- The Accuplacer results illustrate that MEVA’s number one challenge is math knowledge and skills for identified students. Another area of concern is reading level for these same students.
- We are leveraging the MTSS process, curriculum maps, and teacher/support-teacher coaching to address these issues.

Mid-Year Enrollments:

- Our mid-year enrollments begin on January 8th.
- Students will complete the Winter NWEAs.
- The second semester begins on January 12th.

2024-2025 Enrollment/Lottery Information:

Enrollment Open Date:	January 29, 2024
Lottery Date (If Needed):	March 21, 2024
Time:	12:00 PM
Location:	Zoom

Newspaper Blurb:

Maine Virtual Academy is an online public charter school that serves students statewide in grades 7–12. There is an Open Enrollment window for any student in the state in grades 7–12 interested in enrolling for the 2024–2025 school year. Enrollment is open from January 29, 2024, through 5:00 PM ET on March 1, 2024. If during the Open Enrollment window more Declaration of Student Intent to Enroll forms are received than space available, a lottery will be held on March 21, 2024, at 12PM via Zoom to determine initial seat offers. Full details will be available online. Interested families may access the Declaration of Student Intent to Enroll form via the school’s website mainevirtual.org or by calling 855.665.2248.

Governance.**Faculty Sick Time and Administrative Vacation Carry Over Procedures.****Sick Time Carry Over Procedure:**

All full-time employees will have sick time that is to be used either when they cannot report to work/meeting or are not available to perform their duties due to personal illness or illness of a dependent. Employees are awarded annually 10 sick days or a prorated amount. Employees must notify the Head of School, Supervisor and HR by email as soon as they realize they are not able to report to work/meeting or perform their duties. 40 unused hours of sick leave balance will carry over from year to year up to a maximum of 360 hours. The Head of School may require a doctor’s certificate or other medically reliable evidence for the employee’s illness or illness of a child, spouse or parent requiring continued absence of the employee of more than 3 days. Sick leave will not be paid to the employee upon termination. MEVA does not accept sick time balances from other school districts. Sick time will not be paid out upon termination of employment.

Administrative Vacation Carry Over Procedure:

MEVA recognizes the need for employees to take time off to relax and recharge. As a result, most employees of MEVA are provided time off during the Holiday; winter; spring; and summer breaks. The dates of these breaks will be determined and added to the school calendar. The Head of School and/or Board reserve the right to amend this schedule. Employees are expected to schedule trips and other vacations during holidays; winter; spring and summer breaks. Requests for all time off (paid and unpaid) must be pre-approved by the Head of School. Unpaid time off will only be granted in extenuating circumstances. Vacation or PTO leave is determined by an employee’s job classification, negotiated agreement and employment schedules. Employees must send a request for vacation or PTO to the Head of School, Supervisor and HR by email for approval. PTO hours do not carry over from year to year. 40 hours of unused vacation time will carry over from year to year, up to a maximum of 40 hours, effective July 1, 2024. Up to 360 hours of employees banked vacation, earned prior to July 1, 2024, will be frozen. Unused vacation time will be paid to employee in good standing upon separation from the service or to a beneficiary or estate upon death. Please refer to the Employee Handbook for additional information surrounding policies relating to time off.

Donna asked if anyone was losing anything because of the changes. Dr. Browne stated that no one was losing vacation-time currently. This change impacted going forward. Donna was happy to hear that there were no losses as result of the changes and asked if there was any feedback from staff regarding the policy change. Dr. Browne said, no. Jillian would be managing the implementation.

Nick motioned to approve the faculty sick time and administrative vacation carry over procedure. Tina seconded. All in favor, so moved.

Updated Employee Handbook.

Updated MEVA Employee Handbook to align with practices for approval: The update on page 7 has a statement under at-will employment about residing in Maine and page 8 under separation of employment has the relocating statement. Page 14 has an update under outside employment, regarding volunteering. Pages 21 and 23 have the added verbiage regarding technology practices. Page 25 has updates under vacation/PTO/breaks, while page 26 has updates to sick time off.

Tina motioned to approve the updated Employee Handbook. Nick seconded. All in favor, so moved.

Acknowledge MEVA Approved Governing Board Policies and LAU Plan posted on the school's websites. All board members acknowledged the compliance item.

MEVA Governing Board Policies and LAU Plan:

- MEVA governing board policies are posted on the website:
<https://resources.finalseite.net/images/v1698761069/mevak12com/p4xfponr3lraqtgavdc1/2Updated103023MDOERequiredPoliciesMEVASY2023-20241.pdf>
- MEVA LAU plan is posted:
<https://resources.finalseite.net/images/v1676044094/mevak12com/fi3jtxpvdx6djdywufbv/revised20-24lauplanmdoejanuary.pdf>
- MEVA posts updated versions of these documents as needed.

SY 2024/25 Calendar.

- 180 Instructional Days.
- 190 Teacher Days.
- August 26th, 2024 – First Day.
- June 13th, 2025 – Last Day.
- MEVA does not have snow days.
- June 23rd, 2025, to August 8th, 2025 – Summer Session.

Donna asked when teachers began, one or two weeks before school started. Dr. Browne confirmed that teachers started two weeks prior to the first day of school for the purposes of prepping their virtual classes and attending professional development training and workshops.

Nick motioned to approve the SY 2024/25 Calendar. Stacey seconded. All in favor, so moved.

Resignations and Retirements

Holly Chapdelaine, English Teacher. Donna thanked Holly for the work she did at MEVA and wished her the best.

Nominations of Professional Staff

Holly Russell, English Support Teacher. Donna stated, welcome to MEVA! Tina asked about Holly's credentials. If she was certified, why was she designated as a support teacher? Dr. Browne reported that the support role gave Holly a chance to get acquainted with the virtual platform and learn the virtual model. Tina asked if she would be moved to a teaching role at some point? Dr. Browne replied, yes, we will evaluate that later.

Public Discussion. The next governing board meeting is on January 23rd, at 3:00 pm. Dr. Browne noted that MEVA's Program of Studies and SY-2024/2025 Parent-Student Handbook were up for approval at that time.

Donna informed board members about the new training platform the Maine Charter School Commission (MCSC) had implemented. The MCSC moved away from Epicenter to the Charter Network platform. Amy Allen sent an email out on December 11th with this information and there were training courses listed for all board members to take. Board members will need to log onto the new platform. If anyone has trouble or questions, please contact Donna directly.

Donna and Dr. Browne wished everyone Happy Holidays and thanked them for attending the board meeting despite the post-storm barriers.

Adjournment. Donna motioned, and moved, to adjourn. The meeting was adjourned at 3:39 pm.

Respectfully Submitted,

Stephanie Emery and Dr. Melinda Browne
Secretary pro tempore