

## **Maine Learning Innovations**

Minutes for a Meeting of the Board of Directors held May 15, 2018

Pursuant to email and public website notices, a meeting of the Board of Maine Learning Innovations was convened on May 15, 2018, in the Maine Virtual Academy offices in Augusta at 2:00 PM. Members attending in person were Donna Madore, Ed Leblanc, and Peter Mills.

Also attending in person were: Jennifer Hight, Melinda Browne, Fadia Afaneh, Danielle Pouzol, Mike Susi, Mehry Gunnison, and Ben Lannen.

Attending by phone were: Amy Carlisle, Sarah Berger, Patti Ashley, and Erica Seybert.

**Minutes.** Minutes for the meeting of April 24, 2018, were unanimously approved.

**Financial.** Financial and budget projections were reviewed by Jennifer Hight. We have authorized hiring two more teachers for next year and will budget for still a third new hire as a contingency. We will also budget for the possibility of expanded space although no decision on space needs has yet been made.

### **Head of School**

Melinda Browne reported on ESEA and IDEA desk audits, annual performance monitoring and intervention efforts.

Mehry Gunnison has recently been hired to assist Mike Susi in tracking down absent and truant students. She was introduced and she and Mike described her role.

**Executive Session.** At 3:56 PM upon motion by Donna, seconded by Ed, the Board voted unanimously to go into executive session pursuant to 1MRSA §405 for the purpose of discussing the duties and evaluation of appointees and employees of Maine Virtual Academy.

At 4:44 PM, the board came out of executive session.

### **Flexible Teaching Policy**

Upon motion by Ed, seconded by Amy, the Flexible Teaching Policy draft of November 29, 2017, as attached to these minutes was unanimously adopted.

The meeting was then adjourned.

Respectfully submitted,

Peter Mills, Secretary

**Maine Virtual Academy  
Policy on Flexible Teaching Schedules**

1. The MEVA office in Augusta is the administrative and instructional headquarters for all functions of the school. It has space and work stations to accommodate all teachers employed by MEVA and is the place to which all teachers and staff are expected regularly to report. The regular work day is from 8 AM to 4 PM.
  
2. With prior approval from the Head of School, teachers may instruct from home under the following circumstances:
  - a. Teachers may teach from home to avoid traveling during a storm or to accommodate a temporary illness of the teacher or a member of the teacher's immediate family;
  - b. Teachers may work regularly from home one day per week if they have at least one year of experience teaching for MEVA and the teacher's instructional performance has been and remains consistently effective as regularly reviewed and monitored by the administration; and
  - c. Teachers may work temporarily from a remote studio, laboratory, museum, workshop, or other facility to make use of special amenities or features of that location if it will enhance the value of instruction.
  
3. With prior approval from the MEVA Board, a teacher may instruct from home if the teacher's home is too far away for regular commuting to the office and if the school cannot readily find another teacher with comparable skills or expertise. With prior approval from the MEVA Board, a teacher may instruct from home for periods of limited duration while family or personal circumstances create an undue hardship to work daily from the office. In all such circumstances, permission will be granted only if:
  - a. the teacher has adequate experience to teach independently in a virtual environment;
  - b. the teacher's instructional performance has been and remains consistently effective as regularly reviewed and monitored by the administration;
  - c. the teacher is still able to confer regularly with colleagues, with guidance personnel, with administrators, and with students and learning coaches concerning the progress and performance of the teacher's students; and
  - d. the teacher participates in continuing education and other regularly scheduled administrative meetings.