

Maine Virtual Academy Governing Board Meeting Minutes

Tuesday, November 17, 2015

2:00 to 4:00 p.m.

6 East Chestnut St., Suite 230

Augusta, Maine 04330

I. Opening Item

A. Roll Call:

Attendance: Amy Carlisle (SKYPE), Peter Mills, Ginny Smith

Others in Attendance: Kim Quinn-Hutchinson, Jessie Thoman, David Jenkins, Jennifer Hight, and Sarah Berger

B. Approval of Minutes: October 20, 2015

Peter made a motion to approve the October 20, 2015 minutes. Ginny seconded the motion. Vote-unanimous.

II. Adjustments to the Agenda: None

III. Operations

A. Program manager's report: Jessie Thoman

Jessie told the Board about the NWEA testing. Although every student was scheduled for testing, 60 % have completed it. We are analyzing the reasons that many missed the testing so that we can have a better turnout in the spring.

B. CEO report: Beth Lorigan

1. 90 day review: December 2, 2015

Beth and Ginny told the Board about their discussion with Bob Kautz regarding the 90 day review which will take place on December 2, 2015. The agenda is being developed by Gina Post and the review will take require a full day. All Board members and teachers will need to be in attendance. The Board agreed to meet in a conference call to discuss and prepare for the review. Beth talked about the work teacher are doing in developing ILP's. They are expected to have these completed by 12/25/2015.

2. Part-time administrative assistant position

Beth explained that the part-time position is essential for the HR work to be completed in an efficient manner. Kim would like to have a flexible schedule and work 20 hours each week. She will prefer to have summers off. The Board agreed to keep the position through June 30, 2016 and then reevaluate. The Board said that the hourly rate will be \$16.00 per hour. Amy Carlisle made a motion to an administrative assistant position for 20 hours each week, through June 30, 2015. Ginny seconded the motion. Vote-unanimous.

3. Discussion of the CREDO report, looking closely at the governance piece.

There was a brief discussion about the National Report on the efficacy of virtual charter schools across the country. The report was not favorable. Maine was cited as having a good authorizing system. We discussed why even though testing logistics require extra work, they assist our school in providing clear and transparent data for the public.

IV. Governance

A. Electives Policy discussion

Beth presented to the Board ideas that the Policy Committee was developing for Plans for the 2016-2017 school year electives. These include using State of Maine resources including the *AP 4 All program, Rural U, Early College and the University of Maine Aspirations* programs. Each of these college level online programs are available to juniors and seniors across the state at either low or no cost to the student.

Review of proposed spring 2016 electives and stipends. We are searching for teachers to do electives. Beth discussed some of the addition charges that are included for teachers who would teach electives. There a \$2,195 per teacher cost for use of the OLC system. David said that it would be cut in half if a teacher would only teach for one semester. Peter expressed concern that we may not have the money to pay for spring electives.

B. Discussion regarding recruiting plans to find additional MEVA board members. The Board agreed that we all need to be recruiting for new members.

C. Will Board members volunteer to be on the following committees?
Drop Out Prevention (1), Curriculum (1), Title I development committee (1), Finance (1-3), Teacher Effectiveness Steering Committee (1)

Ginny Smith suggested that MEVA have two committees that would cover our needs. She suggested that they be:

1. Programs and Policy – Ginny Smith and Amy Carlisle
2. Finance-Peter Mills, Ed LeBlanc, Kevin Pomerleau and Amy Jenkins

The Board agreed with the idea and we will proceed with these two committees.

V. Finance

A. Finance report: Jennifer Hight and David Jenkins
David presented the budget for the first quarter. He explained some of the details n the invoices that we have had through K12. Beth said that at present the total owed to K12 is in the range of \$525,000.00. Jennifer and Beth are going through the invoices carefully to get a good understanding of each. David explained that our accounting system, “InTacct” will go live today. Beth and Jennifer have had some initial training with the software.

VI. Outreach:

VII. Public Discussion: None

VIII. Adjournment:

Amy Carlisle made a motion to adjourn at 3:50 P.M. and Ginny Smith seconded the motion. Vote-Unanimous.