



MAINE VIRTUAL ACADEMY

Ballard Center
6 East Chestnut Street
Suite 230
Augusta, Maine 04330
Phone: 207-613-8900
Fax: 603-836-0489

Maine Learning Innovations Meeting Notes April 26, 2016

Attendance: In person: Dan Weeks, Tiffany Jones, Virginia Smith (board member), Melinda Browne, Sarah Berger, Jessie Thoman, Katie Wormwood, David Jenkins, and Kim Whitman. Attending on the phone: Kim Quinn Hutchinson, and board members, Amy Carlisle, Peter Mills, Ed LeBlanc.

The meeting minutes from March 15th were unanimously approved by board members.

Spring and Summer Marketing

Tiffany Jones will be coordinating local marketing events for the spring and summer. There will be online and in person events in May, June, July and August. She will be going to Presque Isle, Rockland and other Maine communities. She has some Frisbees, bracelets and magnets to give away. She will have cookie and lemonade stands at various events throughout the summer including the Damariscotta Fish Festival. Virginia Smith suggested current MEVA students attend some of the events.

Financial Update

David Jenkins presented the monthly update. He continues to work on revisions, details, and detailed line updates. Next month the final revision should be prepared for the board to approve.

The big item is finding an accounting firm to conduct the annual audit. We need to get quotes from at least 3 firms or do a full on RFP which is a more formal and time consuming process. It is important to get the audit on the schedule. The cost of the audit should come in somewhere between \$10,000 and \$15,000 based on what other schools pay for their audits. Virginia Smith proposed that we request bids from 3 firms rather than going through the RFP process. Peter seconded and all were in favor.

David and Jennifer will reach out to firms to get quotes. They may need to provide the firms with our Charter contract as well as other documents so that the firms can properly prepare their quotes.

David through conversations with Melinda and Kim realized that they had not been given a copy of Fiscal Policies and Procedures upon the leadership transition so he gave them each a copy. The document is in need of revision due to the newly acquire INTACCT software. As a result we have some checks to Vendors that did not have the dual signature. However the checks were sent to pay well reviewed bills to known vendors with good backup on the charges. Moving forward we will develop a process to get the dual signatures required at board meetings. This is an internal policy. We have several vendors whose monthly charges to MEVA are over \$5000.00 but under \$10,000.00. Virginia proposed that we adjust the amount require for dual signatures from \$5000.00 to \$10,000, Amy seconded and Peter and Ed approved.

Head of School Report

Melinda announced that the very first MEVA graduation will be held on Saturday, June 11th at 2 pm in the Ballard Center Lobby which can accommodate 150 people. We have ordered graduation gowns, caps, tassels and diploma covers and have reserved chairs, tables, podium and tablecloths through the Vickery Café. Melinda invited all board members to attend. She will also invite the Charter Commission.

Melinda has completed and sent in phase 1 of the Annual Monitoring Report to the Charter Commission. Melinda described how we operate here at MEVA in the phase 1 report. In the Phase 2 report Melinda will be submitting data on formal goals.

The Charter Commission will spend the day with us at school on May 25th. This will be a formal visit. Melinda needs to send data to the commission by May 11th so that they can prepare for the visit. The Charter Commission will also be on site on July 12th to review data and meet with administration.

Due to recent testing (MEA's and SAT's) we have not had our formal Wednesday staff meeting. Instead of the formal meeting, Melinda sends an email thread with questions and asks for teacher input. Teachers are asked to reply all so that everyone is involved in the online meeting.

Peter Mills indicated he is hoping to attend the May 4th staff meeting.

Melinda explained that we have been very busy with IEP and 504 meetings. She also stated that we are starting to prepare for grant applications and have training upcoming for Melinda, Kim and David. She also discussed summer tutoring which would be at no cost. We would use A Plus curriculum in addition to one or two of our current teachers.

FAST Program

Katy wormwood shared data as well as examples of FAST victories. We have closed 9 cases to date. We have 22 students in Tier II, 3 students in Tier III, 5 students in Tier IV. Katy will be sending a survey to staff as a process improvement tool.

Program Managers Report

Jessie presented enrollment outcomes, registration outcomes and the State assessment overview. We currently have 153 students registered for the upcoming school year. We have 8 students who are not returning, 8 who are undecided and 77 who are unknown. Staff will reach out to the students who are in the unknown category to determine whether they will enroll for next year.

Jessie shared participation results of the recent Math and ELA MEA's. We had an overall completion rate of 89.7%. We had 3 students opt out and 3 who were unresponsive and 1 who was unable to participate. Jessie stated that the teachers did a phenomenal job in proctoring.

Jessie shared DATA from the recent SAT session. We had just under 50% participation at the first session. The make-up session is Wednesday, April 27, 2016. The staff here put in a good faith effort by making many attempts at communication through various means to remind students about the SAT testing.

This was our first year. Jessie has many ideas to improve outcomes for next year such as having a later start time for students, offering the test at more locations, announcing testing dates, times and

locations much earlier to parents and students. Meeting participants suggested having the SAT on a Saturday and sending a survey to students and families.

Hazard Communication Plan: Emergency Response Procedures

Melinda reviewed the plan and posted it on the cabinets outside of her office. She would like to work on an improved plan this summer.

Outreach

Kim Whitman will survey parents to see if there is interest in forming a parent organization.

Executive Session

The board members and Melinda Browne went into executive session. The meeting adjourned at 3:55 p.m.


Kim Whitman
Secretary Pro Tem