

Maine Learning Innovations

Minutes for a Meeting of the Board of Directors held September 8, 2015

Pursuant to email and public website notices, a meeting of the Board of Maine Learning Innovations was convened by President Amy Carlisle at the Senator Inn in Augusta at 1:00 PM. Attending were Directors Amy Carlisle, Peter Mills, Virginia Smith, and Ed LeBlanc. Absent was Kevin Pomerleau. Also present were Beth Lorigan, Jessie Thoman, Jennifer Hight, and various staff.

Minutes

It was agreed to amend the minutes for July 14 to reflect that Jennifer was present and not on the phone. It was agreed to amend the minutes for August 26 to reflect that the contract with PresenceLearning is directly between MeVA and the contractor but we have the advantage of using K-12's national pricing schedule without having to make a minimum purchase.

Subject to these changes, upon motion by Peter, seconded by Ed, the minutes of the meetings of July 14, August 11, and August 26 were unanimously approved.

Operations Report

Amy asked how to manage a crisis if a student appears to be emotionally troubled. We need to have emergency contact information. Beth said she would come back with a plan.

Finance

Jennifer Hight and David Jenkins presided over the finance discussion. Jennifer said that she has spent a great deal of her time straightening out payroll and withholding. Beth said she did not realize that Paychex needed to be told not to withhold Social Security. Total payroll is between \$13K and \$14K per week.

Amy said we are paying a lot for an HR support specialist from Paychex and not getting much. The checking account has \$424K in it. Jennifer advises setting up a transfer of \$18K each week to cover payroll.

Jennifer reported that two of the payroll warrants have second runs. She will go down this week to check on things. Beth has started enrollments for MePERS. Beth said we need to make sure the insurances are all in place for health and life. They are due by Friday.

Jenn said there are many things that a qualified temp could do including detailed reviews of long purchase orders from K12.

Ginny expressed concern to know how big we expect this office to become. We have a lot going on right now and we are still a small school.

Upon Peter's motion and Ed's second, it was unanimously agreed to authorize up to \$2900 to hire a part time employee through a temp agency to supply clerical and bookkeeping assistance.

Jenn reported that we now have a budget upload code and will need to plan on quarterly uploads to the state. She said that expenses incurred prior to July 1 are still in question. We may need to issue a new check to reimburse MeVA for the pre-July expenses.

After a lengthy discussion about printers and copiers, upon motion by Peter, seconded by Ed, it was unanimously approved to lease a copier for 60 months at \$155 per month.

Program Manager's Report

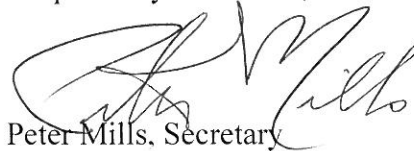
Amy said if we didn't emphasize at the outset to our teaching staff the advantages of flexibility, then we have done ourselves a disservice. Ginny said we need to show that we are different. There is a perception that we start school at 8:30 AM.

In regard to Special Ed planning, Peggy Armstrong from state DOE says we have plenty of time to get our IEPs done because we are a new school. Beth said she will reach out to MADSEC to see if we can find a retired person to do this part time. Two other charter schools have Special Ed directors.

Upon motion by Peter, seconded by Ed, the board unanimously voted to go into Executive Session pursuant to 1 MRSA §405(6)(A) to discuss the duties, assignments, and evaluations of individuals employed by the school who were invited to be present for the discussion.

Upon conclusion of Executive Session, the meeting was duly adjourned.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Peter Mills", written over a printed name.

Peter Mills, Secretary