



# MAINE VIRTUAL ACADEMY

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## Maine Learning Innovations

Minutes for a Meeting of the Board of Directors held May 17, 2016

**Attendance:** Pursuant to email and public website notices, a meeting of the Board of Maine Learning Innovations was convened by President Amy Carlisle in the MEVA conference room in Augusta at 2:00 PM. Attending were Directors Amy Carlisle, Peter Mills, and Ed LeBlanc.

Also present were Melinda Browne, Jessie Thoman, Kim Whitman, Jennifer Hight, David Jenkins, Kim Quinn-Hutchinson, and Dan Weeks.

Upon motion by Peter, seconded by Ed, minutes for the meeting of April 26, 2016, were unanimously approved.

### Financial Report

In presenting Budget Review 2017, version 5, David Jenkins reviewed FAQ's, enrollment numbers and projections, budget assumptions, revenue sources, school staff, K12 staff, budget comparison and enrollment cases. Our health insurance through Community is likely to increase by as much as 22% next year. A Fine Arts course is required for graduation. Kim has finished reviewing K12 bills through March. We propose to pay our \$23K debt with payments starting next year and amortized over time.

Our 2017 nine-month enrollment average is projected to be 312 students. Next year our enrollment cap will increase from about 300 to 360. He reviewed K12 charges and staffing annual raise, bonus and benefit estimates by percentage. MEVA staffing is not expected to increase in 2017 and will remain at 14 full time employees. K12 staff will remain at 3.5.

Version 5 of the 2017 budget estimates total revenues to be \$2,845,534.00 with \$2,295,438.00 coming from Basic Formula Funding, \$444,288.00 from SPED funding, \$54,521.00 from Federal Title 1 funds and \$51,287.00 from Federal IDEA funds.

David asked the board to consider how to pay back the \$70,000 startup loan. It could be paid in 1, 2, or 3 year increments. The Charter Commission requires that it be paid back within 3 years.

David also reviewed the firms that have offered to do our annual audit. The costs ranged from \$9400.00 to \$14,500.00. Some firms had experience auditing charter schools and some did not. It was suggested that firms be asked about their experience with auditing charter schools. Ed volunteered to make the calls. Ed & Jennifer will interview two of the auditors by phone to finalize a recommendation.

### Head of School Report

A graduation ceremony will be held on June 11<sup>th</sup> in the Ballard Center lobby. Melinda presented a draft of the graduation agenda to the board. We currently expect 15 students to graduate. We have chairs rented, caps and gowns purchased, and diploma covers bought. We are currently designing the diploma. Melinda is choosing a valedictorian and salutatorian. Faculty will award

academic prizes for the 4 content courses. We will take pictures to post on our website. Jessie and Melinda and any attending board members may present diplomas.

Melinda and Jessie are working to complete the annual monitoring report. Kim Quinn-Hutchinson suggested that this was the end of the 1<sup>st</sup> year and to sit with commission and adjust to realistic goals. We don't want to set unrealistic goals. Important to have good starting point data. Customized reports can be run from the K12 data base.

When the commission comes next week, they will be meeting with students, parents and faculty. They will meet with faculty from 9:30 – 10:30 AM, then with parents and students for 45 minutes. Melinda has reached out to parents and students through Kmail and on Facebook to invite them to be here to meet with the commission. Teachers have been told to remind students and invite students to be here on May 25<sup>th</sup>. The question was asked if the commission would allow for teleconference as we have students from all over the State of Maine and it is not possible for many families to be here due to the long distance.

On July 12, the commission will meet with the board and administration.

The number of standardized tests (MEA, NWEA) requires a lot of traveling by students and their families. We may send out a survey to ask how it affects them and to ask if attendance would improve if they were only required to come 1 or 2 times per year. It is confusing for parents to understand the difference between MEA's and NWEA's.

### **Title I Program**

Melinda reported that we will have a Title 1 summer Program funded through ESEA (formerly No Child Left Behind). This program provides us with about \$44K to enhance achievement for students struggling in math and English. Once funds are received any child can use it. There is no family income screening by the school. Jennifer Gagne is structuring the program based on who has the greatest need. It is essentially tutoring.

Title I comes in two forms, the schoolwide program and the targeted program. We currently participate in the targeted program because a school wide access program would require a year of planning and won't be ready until year three. A schoolwide program would relieve us from auditing.

Gilliland taught Title I math for \$21K. We have about \$24K left to create a summer tutoring opportunity for 9<sup>th</sup> and 10<sup>th</sup> graders. Teachers must be highly qualified in their subject areas.

Teachers will be paid a stipend to teach for the summer. The program will start in late July and end in mid-August with a week off in July. It will conclude about two weeks before the start of the next school year.

We will purchase the A+ curriculum and I ready. Title I may not be used for credit recovery but may be used for elective credit. Title 1 prevents kids from losing ground over the summer.

Our proposed program prices out at \$23,750. The original grant just had teachers teaching during the school year, but we did not use it all then. We can now amend the grant with help from Jackie Godbout at DOE. We might get as many as 100 students. Title I is not usually available for high school.

### **Performance Evaluations**

A lengthy Performance Evaluation and Professional growth survey under rule 180 are due June 1st. A steering Committee has been formed with Dan Weeks and Dom Susi as leads. A Board

member and a parent are needed. It was suggested that that Ginny take part. The steering committee will develop process and make recommendations to teachers.

A \$46,000 grant will be used to purchase Teach point. Melinda will complete baseline evaluations this year. The steering committee must prepare a process and criteria for evaluation to be used beginning next year. The Teach Point program costs \$27 per user per year.

### **Program Manager's Report**

Jessie reviewed enrollments and withdrawals by month. Our biggest enrollment month was in August. We currently have 161 students registered for next year, mostly in grades 9 to 11. 12 are not registering, 3 are undecided and 66 are unknown. Some families do not understand that they have to re-register every year and that the designation has to be made in the Learning Coach module. MEVA is 2<sup>nd</sup> highest in the northern region for re-registration. We are using many forms of communication to alert the 66 unknowns about re-registering.

Jessie reviewed MEA and SAT outcomes. We had 89.7% participation in the math and ELA MEA. We had 64.84% participation in the Science MEA and 66.13% completion. If students opt out, it still counts against us with DOE, but it is important for us to know. 8<sup>th</sup> and 11<sup>th</sup> graders were just coming off NWEA testing and had to test again. It is often difficult for families to travel and take time off from work.

Spring NWEA tests for math and reading are being held at six sites on May 19<sup>th</sup> and 20<sup>th</sup>.

### **Governance**

Melinda presented the 2016/2017 school calendar. Upon motion by Ed, seconded by Peter, the calendar was approved by all board members present.

Melinda presented the course reimbursement form for teachers authorizing payments for up to \$1000 to take faculty courses. Upon motion by Peter, seconded by Ed, the form as presented was unanimously approved.

We would like to examine sample science kits to see what they contain and if they will add value. It was also suggested to purchase some items and mail them to students or send an ingredient list to students for specific science projects that would add enhance their learning experience at low cost. It was suggested we do online labs for core science classes and kits for honors classes. We need science lab recommendations before the next meeting.

### **Outreach**

Snow Pond will use our conference room for meetings this summer. We can also use their facility. Because Snow Pond is still in startup, we will table discussion of electives.

At 4:45 PM, the meeting was adjourned.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Peter Mills", written over a faint circular stamp or watermark.

Peter Mills, Secretary