

Maine Learning Innovations

Minutes for a Meeting of the Board of Directors held November 15, 2016

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, Ed LeBlanc, and Donna Madore. Absent was Kevin Pomerleau.

Also present were: Melinda Browne, Fadia Afaneh, Jennifer Hight and Kim Whitman from local staff, Patti Ashleigh from K-12, and Attorney Bill Ferdinand from Eaton Peabody.

Upon Motion by Peter seconded by Ed, minutes for October 18 were unanimously approved. Bill Ferdinand then reviewed state election outcomes and alerted us to issues for the coming legislative session.

Financial Matters

Jennifer reported that discussions continue with K12 about how to account for pre-paid expenses and accruals. The state is paying us preliminarily for 396 students, or about \$25K per month too much; but that number will be adjusted to reflect the October 1 census. Our surplus is at \$360K, but we must credit \$100K back to the state.

Fadia reported that our census count for October 1 came in at 355 rather than 360 because five students were not released by their districts and the state sided with the districts even though they had enrolled with MEVA. One student did eventually stay with us which put our census at 356. Since October, our enrollment has dropped to 337. We will pick it up again as we begin the second semester.

The MacPage auditor has been ill which is delaying completion of the audit. We need copies of our cancelled checks with statements sent to the school.

We have not yet found a person to take over Jennifer's duties of business management. Most of the questions about billing flow directly from Kim to Jenn. We need someone to look at the balance sheet and do monthly reconciliations, a function that could be done in one day per month. But the manager also needs to review payroll, provide a second look at bookkeeping and payment functions, oversee proper entering of debits and credits, and allow for segregation of duties. It is hard to project how much time the work should require. It would be possible to have an accountant from HFBF do this work at a lower scale than Jennifer's usual rate.

Our budget is in the black on most line items. We paid almost \$8000 in computer reclamation fees which includes a \$500.00 charge for students who damaged or lost their computers and the normal \$125.00 fee for every student with a computer who withdraws.

Head of School Report

Melinda reported that we are up to date on billings for Title I, Title II and IDEA and are keeping up with it every other month. Roberta Lucas from DOE and Gina Post from the Commission have asked for our plan for continuation of Special Education services.

Melinda and Fadia reviewed the K12 Northeast Region review of our Academic Plan in conjunction with our MCSC Performance Measures. Some of our faculty are still not teaching 15 hours a week. We received a C for Instruction and a B for Assessment for Quarter 1. It is expected that the school will make incremental progress each quarter until the plan is fully implemented. Sarah suggested that the Academic Plan should really be called an "academic progress plan."

Bill Nave is progressing with his third party evaluation. He has been to the school three times and interviewed all of the teachers but not the administrators.

The large room on the south side of our space has been redone to accommodate three more teaching cubicles. Melinda reported that the people from the Mitchell Institute say that we are in the running to receive one of their scholarships.

The meeting was duly adjourned. Respectfully submitted,

Peter Mills, Secretary