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| **MEAC Board of Directors Meeting** | **Date:** Sept. 30, 2013 |
| **Time convened: 12:05pm EDT****Time adjourned:** **1:20 pm** |
| **Teleconference** |
| **Attendees:** | Board members: Andrea Ferroni, Jeanne Madrid, Mary Yglesia, Henci Goer, Heidi Fillmore, Kathryn MontgomeryStaff: Sandra Bitonti Stewart, Jessica Kelly-Shaieb, Karin Borgerson |
| **Absent:** | Kristi Ridd-Young, Sheila Simms-Watson, Nichole Reding |
| **Notes taken by:** | Jessica Kelly-Shaieb |
| ***Minutes*** |
| **Agenda Item:**  | Approval of minutes | **Presenter:**  | Kristi Ridd-Young |
| **Documents:** | 2 2013-08-01 Draft Minutes\_with edits from Board |
| **Discussion:**  | No comments or concerns noted.Motion to approve and adopt August minutes: Mary. Second: Andrea. Opposed: None. Abstain: None. |
| **Conclusions:** |  |
| **Action Items** | **Person Responsible** | **Deadline** |
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| Change to P+P ? | Change to Handbook? | Notify public or schools? |

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| **Agenda Item:**  | Finance Report | **Presenter:**  | Mary Yglesia |
| **Documents:** | 3a FY 2012-2013 Financial Review; 3b 2013\_08\_31 Balance Sheet; 3b 2013\_08\_31 Profit and Loss; 3c 2011 vs 2012 student enrollment data |
| **Discussion:**  | Mary presents the year-end financial report referenced above. Sandra notes that the CPA does not conduct the year-end review. Rather, it was a truly independent auditor. The auditor reported no concerns. The review was very clean. The next step is for the CPA to use the review to prepare taxes.Motion to approve the year-end financial reports: Henci. Second: Andrea. Opposed: None. Abstain: None.Mary presents the balance sheet and profit & loss statements. There are no changes or surprises. No questions or discussion from the Board.Motion to approve the balance sheet and profit & loss statements from July and August 2013: Mary. Second: Jeanne. Opposed: None. Abstain: None.Mary and Sandra present the projected budget with corrections for current student enrollment at Birthwise. Across the board, there is a 17% increase in enrollment. Board discusses option to revise budget or not. Henci poses question about the projected shortfall. Mary and Sandra address question by pointing out balance carried over from past year and the positive cash flow. |
| **Conclusions:** |  |
| **Action Items** | **Person Responsible** | **Deadline** |
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| **Agenda Item:**  | Staff Reports | **Presenter:**  | Sandra Bitonti Stewart |
| **Documents:** | 4a Executive Director Report\_2013\_09; 4b School Status Report 2013\_09 |
| **Discussion:**  | Sandra offers time for questions based on Executive Director’s report reviewed by the Board prior to meeting. Reports show large number of accomplishments but Sandra notes that MEAC is somewhat understaffed given the current amount of accreditation work all coming due at the same time. Extended timelines may be necessary. Board asks whether increased staff hours this winter will fulfill the needs. Sandra replies that it will be possible to assess capacity by spring.Sandra offers time for questions based on School Status report reviewed by the Board prior to the meeting and notes that there will be time at the October meeting to conduct in-depth review of each school’s status. Karin provides key to understanding color-coding of report. |
| **Conclusions:** |  |
| **Action Items** | **Person Responsible** | **Deadline** |
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| **Agenda Item:**  | Policies and Procedures | **Presenter:**  | Karin Borgerson |
| **Documents:** | 5 Section C Edits to add Benchmark Scoring to procedures and timeline\_2013\_09 |
| **Discussion:**  | Jessica and Sandra present the revised benchmark scoring language. Board offers comments on organization of the section. Board asks questions about plan for tracking weaknesses without generating interim reports. Perhaps an annual reminder to schools and a document in a future folder for the next staff person handling accreditation.Motion to approve revised language on benchmark scoring in Section C: Mary. Second: Henci. Opposed: None. Abstain: None. |
| **Conclusions:** |  |
| **Action Items** | **Person Responsible** | **Deadline** |
| * Prepare training for board in October and then for ARCs and schools
* Update Handbook section on Process
 | JessicaSandra | 10/21/2013 |
| Change to P+P ? | Change to Handbook? Y | Notify public or schools? Y |

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| **Agenda Item:**  | Accreditation Activity | **Presenter:**  | Karin Borgerson |
| **Documents:** | 2013-08 ARC Report on MCU Interim 2013-05-01; 2013-09 ARC Report on MCU Interim 2013-03-21 |
| **Discussion:**  | Kathryn presents her independent review of the recommendations made in the May 1st interim report regarding a FERPA complaint against the school. She recommends accepting the ARC report and accepting the interim report.Motion to accept the ARC recommendation that the Board accept the May 1st interim report: Mary. Second: Heidi Opposed: None. Abstain: None.Karin reviews the rules regarding the length of time in which a school must satisfy interim report requirements or face adverse action. Mary and Kathryn discuss their review of the MCU timeline and answer questions from the Board.Mary presents her independent review of the recommendations made in the ARC report. Board discusses recommendation to have interim report due on December 16, 2013. This timing will allow ARC to gain clarification at the site visit in early 2014.Motion to accept ARC recommendations: Kathryn. Second: Heidi. Opposed: None. Abstain: None.  |
| **Conclusions:** |  |
| **Action Items** | **Person Responsible** | **Deadline** |
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| **Agenda Item:**  | Upcoming Meetings | **Presenter:**  | Sandra Bitonti Stewart |
| **Documents:** |  |
| **Discussion:**  | **Board** fall in-person meeting, Portland OR Travel day: October 20Meeting days: October 21-22 AMO Meeting – Open to all board members October 22(1:30 pm start) and October 23 (9:00 am start) Travel home: October 24**MANA** Conference October 24-27 (Portland, OR) **Board** November 4, 2013 12:00 - 1:30 pm EST**Member School Annual Meeting –** November 18, 2013 12:00 – 2:00 pm EST **Board** December 2, 2013 12:00 - 1:30 pm EST |
| **Conclusions:** |  |
| **Action Items** | **Person Responsible** | **Deadline** |
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| Change to P+P ? | Change to Handbook? | Notify public or schools? |