



APPROVED 02/05/16

**Maine Connections Academy, Inc. (MCA)
MINUTES OF THE BOARD OF DIRECTORS MEETING
Friday, January 8, 2016 at 10:00 a.m.**

**Held at the following location and via teleconference:
75 John Roberts Road, Suite 11B
South Portland, ME 04106**

I. Call to Order and Roll Call

Ms. Volk called the meeting to order at 10:02 a.m. when all participants were present and able to hear each other. The meeting was open to the public.

Board Members Present: Amy Linscott and Carol Weston (in person), Amy Volk and Nick McGee (via phone);

Board Members Joined During Meeting: Julie Hannon (in person);

Guests: Karl Francis, School Leader (in person); Heather Neal, Financial Consultant; Amanda Ebel, Member of the Public; Pat Laystrom, Peter Robertson, Dave Potts, Ken Helt, Heather Woodward and Megann Arthur, Connections staff (all via phone).

II. Public Comment

There were no comments at this time.

III. Consideration of Appointment of Board Member Candidate, Rachel Ryan

Ms. Volk advised the Board members that Ms. Ryan had withdrawn her candidacy for the Board prior to the meeting for personal reasons involving the time commitment of board service.

The Board discussed recruitment options for additional board members, and preferred qualifications for board member candidates.

There being no further discussion, this item was tabled.

IV. Routine Business

a. Approval of Agenda

Ms. Volk asked the Board to review the Routine Business items distributed prior to the meeting. The Board requested that the agenda be amended to move the Financial Report up to immediately follow the Routine Business items, and add the Consideration of a Donation to Maine Association of Charter Schools. There being no additional changes noted to the Routine Business items, the Board indicated their intent to consider all Routine Business items in one motion. A motion was then made and seconded as follows:

RESOLVED, that Routine Business items:

- a. Approval of Agenda, as amended;
- b. Approval of Minutes from the December 8, 2015 Board Meeting; and
- c. Approval of Staffing Report; are hereby approved.

The motion passed unanimously.

[Ms. Hannon joined at 10:10 a.m.]

Financial Report

Ms. Neal reviewed the financial information contained in the Board materials with the Board, providing specific information on the budget and forecast for the school year. She reviewed the balance sheet, revenue and expense statements. Ms. Neal further reviewed the timing of expenses submitted to the school, and provided an overview of the current process.

Ms. Neal reviewed a recent request for a donation from the Maine Association of Charter Schools. The Board had discussion on the advantages of membership with the Association, and activities the Association has been involved with in the state that have benefitted the school. Board members had further discussion on the school's budget, and their support of Board members donating on their own, as appropriate.

Ms. Neal next reviewed the subsidy revenue documentation, as included with the Board materials. She reviewed revenue and enrollment based fees, and the school's current cash balance.

Ms. Neal discussed with the Board the current progress in the school's annual fiscal audit. She advised the Board that the audit firm had requested payments outstanding for the Board's legal counsel, John LaRouche, and he had responded with a letter including the estimate of outstanding fees, and that an itemized invoice was still forthcoming. Board members had extensive discussion on legal fees incurred to date, and the need for the timing for the itemized invoice for the audit firm.

[Ms. Neal left the meeting at 11:00 a.m.]

The Board indicated their intent to consider all financial items in one motion. There being no additional discussion, a motion was made and seconded as follows:

RESOLVED, that the Financial Report items:

- i. Review and Approval of Connections Academy of Maine, LLC Invoice for November, and
- ii. Ratification of Fiscal Officer Agreement, as presented; are hereby approved.

The motion passed unanimously.

V. Oral Reports

a. Principal's Report

Mr. Francis reviewed with the Board some highlights from his written report, as provided with the Board materials, as well as the Monthly School Report. He further reviewed the Curriculum development process for the next school year, as well as the school's progress toward accreditation.

i. Update on School Activities and Staffing

Mr. Francis discussed with the Board planned school activities for students and staff, including upcoming field trips. He further updated the Board on the school's staffing levels and structure.

ii. Update on Enrollment

Mr. Francis reviewed current student enrollment, as well as outreach activities planned for student recruitment. He also provided a brief outline of waitlist procedures at the school, should that one be applicable.

iii. Approval of the 2016-2017 School Year General School Handbook

Mr. Francis briefly highlighted points in the memo regarding the General School Handbook and asked the Board whether they had any questions on the Handbook. Ms. Hannon advised that she had reviewed the handbook and recommended the approval of the 2016-2017 School Year General School Handbook. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the 2016-2017 School Year General School Handbook, as presented, is hereby approved.

The motion passed unanimously.

b. Financial Report

These items were discussed earlier in the meeting.

VI. Information Items

a. Legislative Update

Ms. Laystrom provided the Board with an update on the recent legislative activities in Maine, which may impact the school.

b. School Leadership Team Update

Mr. Potts advised that there was no specific update at this time.

VII. EXECUTIVE SESSION: Pursuant to MRSA Title 1, Chapter 13, Section 405-6, discussion of employment, promotion, evaluation, discipline, or resignation of an individual regarding public employment

The Board entered into Executive Session at 11:40 a.m. upon a motion, second and confirmed via roll call pursuant to MRSA Title 1, Chapter 13, Section 405-6, for discussion of employment, promotion, evaluation, discipline, or resignation of an individual regarding public employment. Board members in attendance were Amy Volk, Julie Hannon, Amy Linscott, Nick McGee and Carol Weston. Guests invited by the Board to attend were Mr. Robertson and Mr. Potts. All others left the meeting at this time.

After the Board concluded their discussion, the Board resumed their open session at 12:23 p.m. upon a motion, second and confirmed via roll call. No action was taken during closed session.

VIII. Adjournment and Next Meeting – February 5, 2016 at 10:00 a.m.

Ms. Volk noted that the Board was at the end of its agenda.

The next Board meeting is scheduled for February 5, 2016 at 10:00 a.m. The Board being at the end of its agenda, the meeting was adjourned at 12:24 p.m.