



**APPROVED 8/26/2016**

Maine Connections Academy, Inc. (MCA)  
MINUTES OF THE BOARD OF DIRECTORS SPECIAL MEETING  
Friday, August 5, 2016 at 10:00 a.m.

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

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**I. Call to Order and Roll Call**

In Ms. Linscott's absence, Ms. Hannon called the meeting to order at 10:20 a.m. when all participants were present and able to hear each other. The meeting was open to the public.

Board Members Present: Julie Hannon, Amy Volk, John Larouche and Bernice Stockley (in person); and Nick McGee (via phone);

Board Members Absent: Amy Linscott and Carol Weston;

Guests: Doug Bourget, Interim School Leader (in person); Pat Laystrom, Jay W. Ragley, Amanda Jay, Rachel Graver, Emily Lee, Heather Woodward, Laura Coleman and Megann Arthur, Connections staff (all via phone).

**II. Public Comment**

There were no comments at this time.

**III. Routine Business**

a. Approval of Agenda

Ms. Hannon asked the Board to review the Agenda distributed prior to the meeting. The Board requested the addition of an Oral Report from the Interim School Leader, Approval of Employee Handbook Revisions to Action Items and Education Management Organization (EMO) Evaluation Update to Information Items. There being no further changes, a motion was made and seconded as follows:

RESOLVED, that the Agenda for the August 5, 2016 Maine Connections Academy Board of Directors Special Meeting, as amended, is hereby approved.

The motion passed unanimously.

#### IV. Oral Reports

##### a. School Leader Vacancy Update

Ms. Graver introduced Mr. Bourget as the Interim School Leader and provided the Board with an update on the School Leader recruitment efforts. She further reviewed the process and timeline for candidate interviews. Board members discussed their availability and intent to participate in the process for the hiring of the new School Leader.

##### Back to School Activities, Staffing and Enrollment Update

Mr. Bourget discussed with the Board recent back to school activities, including successful orientations with students, families and teachers. He further reviewed the school's current enrollment numbers.

#### V. Action Items

##### Approval of Employee Handbook Revisions

Ms. Hannon reviewed the revisions to the Employee Handbook as included in the Board meeting materials. The Board discussed the revisions in detail, including desired revisions to the school staff bonus incentive. The Board agreed that school staff should be eligible to receive a 5% bonus in the first year; which increases to 8% in the fifth year. There being no further discussion a motion was made and seconded as follows:

RESOLVED, that the Employee Handbook Revisions, as discussed and amended at meeting, are hereby approved.

The motion passed unanimously.

##### Review and Consideration of Staff Compensation Plan

The Board requested to move this item up on the agenda. The Board discussed their desire to update the 2015-2016 and 2016-2017 Staff Compensation Plans to reflect the corresponding update to the Employee Handbook with a 5% bonus potential for first year staff. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the 2015-2016 Staff Compensation Plan, as amended, is hereby approved.

FURTHER RESOLVED, that the 2016-2017 Staff Compensation Plan, as amended, is hereby approved.

The motion passed unanimously

##### a. Approval of School Leader Job Description and Authorization for Connections to Engage in Recruitment Efforts for School Leader

Ms. Graver presented the School Leader Job Description as included in the Board meeting materials to the Board. The Board requested that all references to "Principal" were changed to "School Leader" and "contracting" was changed to "management" in regards to the delivery of special education services. The Board further discussed the best Board Designees to work with Connections in hiring the new School Leader. The Board agreed that the Board Chair, Ms. Linscott, shall determine the best Board Designees. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that School Leader job description, as amended, is hereby approved.

FURTHER RESOLVED, that authorization for Connections to engage in recruitment efforts for School Leader with two Board Designees to be identified by Ms. Linscott, as discussed, is hereby approved.

The motion passed unanimously.

b. Review and Consideration of Staff Compensation Plan

This item was discussed earlier in the meeting.

**VI. Information Items**

a. Advisory Panel Update

On behalf of Ms. Linscott, Ms. Arthur provided the Board with an update on the progress of research regarding a potential advisory panel to the Board, and advised that additional information will be presented for the Board's discussion at a future meeting.

b. Board Retreat Update

Ms. Arthur advised the Board that, following discussions with their Board Chair, some Connections representatives to the Board plan to attend the next Board meeting in person. She further advised that the coordination of the previously discussed Board Retreat would take place after the new School Leader has started. The Board welcomed Ms. Arthur and Connections to attend the next Board meeting in person.

Educational Management Organization (EMO) Evaluation Update

The Board discussed requesting an extension from the Maine Charter School Commission on the required EMO Evaluation due to the School Leader resignation and transition. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Board Chair and Vice Chair will seek an EMO Evaluation extension from the Maine Charter School Commission, as discussed, is hereby approved.

The motion passed unanimously.

**VII. Adjournment and Next Meeting – August 26, 2016 at 10:00 a.m.**

Ms. Hannon noted that the Board was at the end of its agenda. The next Board meeting is scheduled for August 26, 2016 at 10:00 a.m. The Board being at the end of its agenda, the meeting was adjourned at 11:52 a.m.