



APPROVED 10/7/2016

Maine Connections Academy, Inc. (MCA)
MINUTES OF THE BOARD OF DIRECTORS MEETING
Friday, August 26, 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. Linscott called the meeting to order at 10:05 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, Julie Hannon, Carol Weston and Bernice Stockley (all in person);

Board Members Joined During Meeting: Amy Volk and Nick McGee (both via phone);

Board Members Absent: John Larouche;

Guests: Doug Bourget, Interim School Leader; Bill Nave, EMO Evaluator Consultant; Rachel Graver and Megann Arthur, Connections staff (in person); Jay W. Ragley, Amanda Jay, Heather Woodward and Laura Coleman, Connections staff (all via phone).

II. Public Comment

There were no comments at this time.

III. Routine Business

- a. Approval of Agenda
- b. Approval of Minutes from the June 3, 2016 Annual Board Meeting
- c. Approval of Minutes from the June 17, 2016 Special Board Meeting
- d. Approval of Minutes from the August 5, 2017 Special Board Meeting

The Board indicated their intent to consider the first four Routine Business items together. There being no changes, a motion was made and seconded as follows:

RESOLVED, that the Agenda for the August 26, 2016 Maine Connections Academy Board of Directors Meeting, as presented, is hereby approved.

FURTHER RESOLVED, that the Minutes from the June 3, 2016 Annual Board Meeting, as presented, is hereby approved.

FURTHER RESOLVED, that the Minutes from the June 17, 2016 Special Board Meeting, as presented, is hereby approved.

FURTHER RESOLVED, that the Minutes from the August 5, 2017 Special Board Meeting, as presented, is hereby approved.

The motion passed unanimously.

e. Approval of Staffing Report; are hereby approved.

Ms. Linscott asked the Board to review the Staffing Report distributed prior to the meeting. There being no further discussion or changes, a motion was made and seconded as follows:

RESOLVED, that the Staffing Report, as presented, is hereby approved.

The motion passed unanimously.

f. Approval of 2016-2017 Base Salaries and Incentive Percentage, Career Ladder Positions and Home-Worker Stipends

Ms. Arthur provided the Board with a brief overview of the documentation included in the Board materials, as well as some additional information regarding staff member compensation structure and the background to the attached documentation being included annually for Board consideration. There being no changes, a motion was made and seconded as follows:

RESOLVED, that 2016-2017 Base Salaries and Incentive Percentage, Career Ladder Positions and Home-Worker Stipends, as presented, is hereby approved.

The motion passed unanimously.

IV. Oral Reports

At the request of the Board, this item was moved up on the agenda.

b. School Leader's Report

i. Back to School Activities, Staffing and Training Update

Mr. Bourget discussed with the Board recent back to school activities, including successful orientations with students, families and teachers. He also updated the Board on staffing and specific training efforts.

[Mr. Nave joined the meeting at 10:11 a.m.]

ii. Enrollment Update

Mr. Bourget reviewed the school's current enrollment numbers with the Board, including those students in the pre-approval and approved phases of their applications.

iii. School Operations Metrics

Mr. Bourget outlined some of the data included in the Board materials, highlighting the school's performance as compared with other Connections' partnering schools of similar size and years in operation.

iv. Flexible Work Schedule for Teachers Update

Mr. Bourget updated the Board on the Maine Charter Commission's decision not to approve the proposed Flexible Work Schedule for teachers for the current school year. The Board discussed other potential flexible schedule options for teachers.

v. Approval of Teacher Evaluation Plan

Mr. Bourget reviewed with the Board the Personal Evaluation and Professional Growth (PEPG) System plan, as included in Board meeting materials. He further reviewed the annual process and goals.

vi. Approval of School Focus Goals for 2016-2017 School Year

Mr. Bourget reviewed the school focus goals for the 2016-2017 school year with the Board in detail. He advised the Board regarding the process completed in the drafting and weighting of the proposed goals, including those involved in the process from the school, Board and Connections. Ms. Graver reminded the Board that the school goals represent the major driver for the staff incentive plan, and the advantages of aligning the school's goals with existing Connections framework, to ensure proper quantifiable metrics for staff bonus calculation.

vii. Approval of Federal Title Funding Plans Documentation for the 2016-2017 School Year: Parent Involvement Policy and Compact

Mr. Bourget reviewed with the Board the Parent Involvement Policy, as included in the Board materials, and reminded the Board of the annual review requirements for the school to be eligible for Title I funding.

viii. Approval of Revision(s) to the Employee Handbook: WAH Stipend

Mr. Bourget presented this item to the Board. He reviewed the background to the proposed dissolution of the stipend for Work At Home (WAH) employees, as well as the timeline options as included in the Board documents for final removal of the stipend. Board members discussed the proposal and indicated their support of the removal of the stipend, Option 1, based on the information provided by school leadership.

There being no further discussion, the Board indicated their intent to consider items from the Principal's Report in one motion at this time. A motion was then made and seconded as follows:

RESOLVED, that the following items:

- v. Approval of Teacher Evaluation Plan;
- vi. Approval of School Focus Goals for 2016-2017 School Year;
- vii. Approval of Federal Title Funding Plans Documentation for the 2016-2017 School Year: Parent Involvement Policy and Compact; and
- viii. Approval of Revision(s) to the Employee Handbook: Work At Home Stipend, Option 1; are hereby approved.

The motion passed unanimously.

a. EMO Evaluation Discussion

Mr. Nave provided the Board with an update on the continued Educational Management Organization (EMO) Evaluation process and expected timeline for Board review. The Board indicated their intent to seek an extension from the Maine Charter School Commission (MCSC).

[Ms. Volk left the meeting at 10:38 a.m.]

[Mr. Nave left the meeting at 10:44 a.m.]

b. School Leader's Report

i. Back to School Activities, Staffing and Training Update

This item was discussed earlier in the meeting.

ii. Enrollment Update

This item was discussed earlier in the meeting.

iii. School Operations Metrics

This item was discussed earlier in the meeting.

iv. Flexible Work Schedule for Teachers Update

This item was discussed earlier in the meeting.

v. Approval of Teacher Evaluation Plan

This item was discussed earlier in the meeting.

vi. Approval of School Focus Goals for 2016-2017 School Year

This item was discussed earlier in the meeting.

vii. Approval of Federal Title Funding Plans Documentation for the 2016-2017 School Year:
Parent Involvement Policy and Compact

This item was discussed earlier in the meeting.

viii. Approval of Revision(s) to the Employee Handbook: WAH Stipend

This item was discussed earlier in the meeting.

V. **Action Items**

At the request of the Board, this item was moved up on the agenda.

a. Approval of Connections Training and Professional Development Offering for the 2016-2017 School Year

Ms. Graver reviewed the Professional Development Plan for the 2016-2017 school year as set out in the document included in the Board packet. She advised that the training, offered by Connections as required by the agreement between Connections and the School Board, is accomplished through a very comprehensive interactive program that requires several core courses which are graded to ensure adequate knowledge transfer to all participants. Ms. Graver also provided the Board with additional detail regarding the school's supplemental training plans for teachers. There being no changes, a motion was made and seconded as follows:

RESOLVED, that the Connections Training and Professional Development Offering for the 2016-2017 School Year, as presented, is hereby approved.

The motion passed unanimously.

b. Approval of Amendment to the Educational Products and Services Agreement with Connections Regarding Special Education Services and Associated Revised Fee Schedule

Ms. Linscott presented this item to the Board. The Board held detailed discussion on the Amendment to the Educational Products and Services Agreement with Connections Regarding Special Education Services and Associated Revised Fee Schedule. The Board expressed their desire to appoint the Board President as Board Designee to negotiate, finalize and execute the amendment. There being no changes, a motion was made and seconded as follows:

[Ms. Volk joined the meeting at 10:52 a.m.]

RESOLVED, that the Board President as Board Designee to Negotiate, Finalize and Execute the Amendment to the Educational Products and Services Agreement with Connections Regarding Special Education Services and Associated Revised Fee Schedule, as discussed, is hereby approved.

The motion passed unanimously.

c. Approval of Board Training and Conference Attendance for the 2016-2017 School Year

Ms. Arthur reviewed the upcoming trainings and conferences that have been identified that may interest members of the Board. The Board had extensive discussion on training options for the Board, and the school's current budget. There being no changes, a motion was made and seconded as follows:

RESOLVED, that the Board Training and Conference Attendance for the 2016-2017 School Year, including on-site training and up to three (3) Board Members' attendance to the National Charter School Conference, as discussed, is hereby approved.

The motion passed unanimously.

[Mr. McGee joined the meeting at 10:58 a.m.]

IV. Oral Reports

c. Financial Report

Mr. McGee reviewed the financial report included in the Board Meeting materials. He highlighted key aspects in the school's revenue and expense reports, as well as the school's forecast for the school year.

i. Unaudited 2015-2016 School Year Financial Results

Mr. McGee reviewed the unaudited financial results from the previous school year with the Board.

ii. Review and Approval of Connections Academy of Maine, LLC Invoices for May and June

iii. Review and Approval of Invoice(s) from Connections Education for Summer School 2016

iv. Review and Approval of Connections Academy of Maine, LLC Invoice for Reimbursement of Capital Expenditures

The Board indicated their intent to consider the Financial Report items together. Mr. McGee reviewed all invoices and recommended approval of the May and June invoices pending his final

review and approval and the Financial Consultant. He further recommended approval of the Summer School and Reimbursement of Capital Expenditure invoices as presented. He then asked the Board members whether they had any questions on the invoice or if any items required further explanation. There being no further discussion, a motion was then made and seconded as follows:

RESOLVED, that the Connections Academy of Maine, LLC invoices for the months of May 2016 in the amount of \$252,154.23 and June 2016, in the amount of \$284,256.49, pending the Board Treasurer's and Financial Consultant's final review and approval, are hereby approved.

FURTHER RESOLVED, that the Connections Education invoice for Summer School 2016, in the amount of \$55.00, as presented, is hereby approved.

FURTHER RESOLVED, that the Connections Academy of Maine, LLC invoice for Reimbursement of Capital Expenditures, in the amount of \$44,618.43, as presented, is hereby approved.

The motion passed unanimously.

V. Action Items

- a. Approval of Connections Training and Professional Development Offering for the 2016-2017 School Year

This item was discussed earlier in the meeting.

- b. Approval of Amendment to the Educational Products and Services Agreement with Connections Regarding Special Education Services and Associated Revised Fee Schedule

This item was discussed earlier in the meeting.

- c. Approval of Board Training and Conference Attendance for the 2016-2017 School Year

This item was discussed earlier in the meeting.

VI. Information Items

- a. Legislative Update

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

- b. School Leadership Team (SLT) Update

- i. School Leader Recruitment Update

Ms. Graver provided the Board with an update on the recruitment for a new school leader. She further outlined the process and timeline for candidate interviews.

- c. Advisory Panel Update

Ms. Linscott reviewed the Advisory Panel information as included in the Board meeting materials and requested Board member review and feedback for discussion at the upcoming Board retreat.

d. Board Retreat Update

Ms. Arthur and the Board discussed potential dates for an in-person Board retreat. Ms. Arthur advised the Board would receive confirmation of the date and additional details via email.

VII. Adjournment and Next Meeting – October 7, 2016 at 10:00 a.m.

Ms. Linscott noted that the Board was at the end of its agenda. The next Board meeting is scheduled for October 7, 2016 at 10:00 a.m. The Board being at the end of its agenda, the meeting was adjourned at 11:35 a.m.