



APPROVED 11/4/2016

**Maine Connections Academy, Inc. (MCA)
MINUTES OF THE BOARD OF DIRECTORS MEETING
Friday, October 7, 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 10:02 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 and John Larouche (in person); Amy Linscott (via phone and in person); and Bernice Stockley (via phone);

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

Board Members Absent: Carol Weston;

Guests: Doug Bourget, School Leader; Heather Neal, Financial Consultant; Rachel Graver, Ken Helt, Amanda Jay, Megann Arthur, Heather Woodward and Laura Coleman, Connections staff (all via phone).

II. Public Comment

There were no comments at this time.

[Ms. Volk and Mr. McGee joined the meeting at 10:03 a.m.]

III. Routine Business

- a. Approval of Agenda
- b. Approval of Minutes from the August 26, 2016 Board Meeting
- c. Approval of Minutes from the September 6, 2016 Special Board Meeting
- d. Approval of Staffing Report

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

RESOLVED, that the Agenda for the October 7, 2016 Maine Connections Academy Board of Directors Meeting, as presented, is hereby approved.

FURTHER RESOLVED, that the Minutes from the August 26, 2016 Board Meeting, as presented, is hereby approved.

FURTHER RESOLVED, that the Minutes from the September 6, 2016 Special Board Meeting, as presented, is hereby approved.

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

The motions passed unanimously.

IV. Oral Reports

a. School Leader's Report

Mr. Bourget reviewed the progress and expected timeline for the Education Management Organization (EMO) evaluation.

i. Enrollment and Staffing Update

Mr. Bourget provided the Board with the most up-to-date enrollment numbers. He further provided an update on changes to staff composition for the school year based on enrollment.

[Ms. Neal joined the meeting at 10:05 a.m.]

ii. Approval of February 1, 2017 as Enrollment Closure Date for the 2016-2017 School Year

Mr. Bourget reviewed with the Board the recommended enrollment closure date of February 1, 2017 for the 2016-2017 School Year. There being no further discussion, a motion was then made and seconded as follows:

RESOLVED, that February 1, 2017 as Enrollment Closure Date for the 2016-2017 School Year, as presented, is hereby approved.

The motion passed unanimously.

[Ms. Volk joined the meeting in person at 10:14 a.m.]

iii. Parent Feedback Update (to follow)

Mr. Bourget advised the Board of two recent concerns from parents regarding the school handbook and dual enrollment credits. The Board expressed their desire for Ms. Hannon to review the school handbook recommendation as Board Designee. The Board further expressed their desire for Mr. Bourget to research college dual enrollment policies and encourage credit acceptance.

b. Financial Report

Mr. McGee reviewed the financial status of the school advised that the financial reports for the past month would be included in the next Board meeting materials for Board review.

i. Review and Approval of Connections Academy of Maine, LLC Invoices for July and August

Ms. Neal reviewed in detail the July and August invoices. She recommended approval of the invoices pending final review by herself and the Board Treasurer. There being no further discussion, a motion was then made and seconded as follows:

RESOLVED, that the Connections Academy of Maine, LLC Invoices for July, in the amount of \$229,395.50, and August, in the amount of \$241,589.31, as presented, are hereby approved pending final review and approval by the Treasurer and Financial Consultant.

The motion passed unanimously.

IV. 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. EMO Evaluation Update

This update was provided earlier in the meeting within the School Leader's report.

c. School Leadership Team (PSLT) Update

There was no update at this time.

d. Advisory Panel Update

Ms. Linscott reminded the Board of the Advisory Panel information included in last month's Board meeting materials and requested Board member review and feedback for discussion at the upcoming Board retreat.

e. Board Retreat Update

Ms. Linscott confirmed the Board retreat will be held on Friday, October 21, 2016 beginning at 10:00 a.m. She further reviewed agenda topics and requested Board member suggestions.

V. Adjournment and Next Meeting – November 4, 2016 at 10:00 a.m.

Ms. Linscott noted that the Board was at the end of its agenda. The Board had additional discussion on the recommended school handbook change as well as the enrollment target. There being no further discussion and the Board being at the end of its agenda, the meeting was adjourned at 10:50 a.m. The next regular Board meeting is scheduled for November 4, 2016 at 10:00 a.m.