



**APPROVED 11/4/2016**

**Maine Connections Academy, Inc. (MCA)  
MINUTES OF THE BOARD OF DIRECTORS RETREAT  
Friday, October 21, 2016 at 10:00 a.m.**

**Held at the following location and via teleconference:**  
Larouche & Dyer  
5 Community Drive  
Augusta, Maine 04330

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

Ms. Linscott called the meeting to order at 10:03 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, Carol Weston, Nick McGee, John Larouche and Bernice Stockley (in person);

Board Members Absent: Amy Volk and Julie Hannon;

Guests: Doug Bourget, School Leader; Heather Neal, Financial Consultant; Pat Laystrom, Rachel Graver, Megann Arthur (in person) and Josh Solomon (via phone), Connections staff.

Board members discussed the availability of members of the Board and invited guests, and decided to discuss the budget and fee schedule topics first.

**Budget 101**

Ms. Neal reviewed with the Board the process completed each year to develop the school's budget, as well as those involved in the process, including the Board Treasurer, School Leader, Ms. Neal and representatives from Connections. She reviewed the school's funding model, and documents showing detailed financial statements and charts displaying the major areas of school expenses.

**Discussion of Fee Schedule**

Mr. McGee discussed the school's fee schedule from Connections in detail with those in attendance. He and Ms. Neal inquired about specific line items within the fee schedule, requesting additional detail of services provided for fees. At the Board's request, Ms. Laystrom addressed the Board regarding some of the inquiries about the fee schedule, as well as current initiatives and focus areas of Connections as the school's partner in education.

The Board discussed a potential initiative to increase reading scores, and had an extensive discussion on the school's instructional model and offerings. The Board also discussed the enrollment process and support received, as well as other areas of support received within the fee schedule.

All in attendance had discussion on the funding model and ways to utilize resources to improve student outcomes.

## **II. Successful Charter School Governance**

### **a. Role of School Board Member and Discussion of Management versus Governance**

Ms. Linscott presented this item to the Board. She reviewed the primary topics to be discussed, and advised that she asked Mr. Larouche to lead the Board's governance discussion. Mr. Larouche reviewed nonprofit corporation regulations, the 501c3 status of the school and state statutes that apply to the school as a statewide virtual charter school. He reviewed his experiences in working as a board attorney with other schools around the state, discussed roles of the Board and policy development for the school and Board.

Board members discussed several areas of board governance, including the Board's responsibility to carry out the school's mission and vision statement(s), as well as acting as the fiscal officers and governing body for the school. Board members discussed the potential creation of board committees, as well as highlighted previous discussions about a potential advisory panel. The Board had discussion with all in attendance regarding governance best practices, management versus governance of the school, and roles and responsibilities of the Board, School Leadership and Connections support personnel.

## **III. Networking Lunch**

## **IV. Budget 101**

This item was discussed earlier in the meeting.

## **V. Discussion Of Fee Schedule**

This item was discussed earlier in the meeting.

## **VI. Topics To Be Determined**

The Board held discussion on the areas established as priorities, and the deadlines agreed upon by the school, board members and Connections staff to provide detailed reporting on services provided by Connections. Board members also tentatively scheduled a strategic planning meeting for Friday, January 13, 2017, and objectives for that meeting.

## **VII. 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 next Board meeting is scheduled for November 4, 2016 at 10:00 a.m. The Board being at the end of its agenda, the meeting was adjourned at 3:31 p.m.