



**APPROVED 12/2/2016**

Maine Connections Academy, Inc. (MCA)  
**MINUTES OF THE BOARD OF DIRECTORS MEETING**  
Friday, November 4, 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 the absence of a quorum of Board Members, Ms. Linscott indicated the Board's intent to hear Oral Reports until additional members of the Board could join the meeting. The meeting was open to the public.

Board Members Present: Julie Hannon and Bernice Stockley (in person); Amy Linscott (via phone);

Board Members Joined During Meeting: Nick McGee (in person);

Board Members Absent: Carol Weston, Amy Volk and John Larouche;

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

**II. Public Comment**

There were no comments at this time.

**Oral Reports**

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

a. School Leader's Report

i. State of the School Report

Mr. Bourget provided the Board with a state of the school report. He discussed last year's target enrollment goals as well as final enrollment numbers by grade level with the Board and reviewed the current enrollment and school goals.

[Mr. McGee joined the meeting at 10:08 a.m.]

The Board had discussion on the staff and student accomplishments over the past year, and thanked Mr. Bourget for his thoroughness and partnership in the educational process.

[Ms. Neal joined the meeting at 10:33 a.m.]

Having a quorum of the Board present, Ms. Linscott called the meeting to order at 10:45 a.m. when all participants were present and able to hear each other.

### III. Routine Business

- a. Approval of Agenda
- b. Approval of Minutes from the October 7, 2016 Board Meeting
- c. Approval of Minutes from the October 21, 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 November 4, 2016 Maine Connections Academy Board of Directors Meeting, as presented, is hereby approved.

FURTHER RESOLVED, that the Minutes from the October 7, 2016 Board Meeting, as presented, is hereby approved.

FURTHER RESOLVED, that the Minutes from the October 21, 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
  - i. State of the School Report
  - ii. Parent Communication Response Update

This item was presented earlier in the meeting.

Mr. Bourget reminded the Board of recent communications from parents of an MCA student regarding dual enrollment credits. The Board noted their understanding and empathy regarding the parent's concerns, but also that the dual enrollment policy in question is the local University's policy and not Maine Connections Academy's policy.

- iii. Approval of Opening Enrollment on February 2, 2017 for the 2017-2018 School Year

Ms. Arthur provided the Board with some brief context regarding the request for the Board's approval of the proposed opening enrollment date for next school year. There being no further discussion, a motion was then made and seconded as follows:

RESOLVED, that opening enrollment on February 2, 2017 for the 2017-2018 school year, as presented, is hereby approved.

The motion passed unanimously.

b. Financial Report

Ms. Neal reviewed the financial report included in the Board Meeting materials, highlighting the budget and forecasting areas of the financial statements. She reviewed the balance sheet and the school's revenue and expense statements with the Board. She further discussed her desire to subscribe to a Dropbox account to share financial files with the Board Treasurer and School Leader. The Board expressed their support of the use of an online cloud service to share financial documents.

i. Review and Approval of Connections Academy of Maine, LLC Invoice for September

Ms. Neal reviewed in detail the September invoice. She recommended approval of the invoice 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 invoice for September, in the amount of \$272,537.54, as presented, is hereby approved.

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

Mr. Bourget reviewed the progress and expected timeline for the Education Management Organization (EMO) evaluation with the Board. The Board expressed a desire to see the draft EMO evaluation at the next regular Board meeting before submission to the Charter Authority.

c. School Leadership Team (PSLT) Update

i. School Operations Metrics

Ms. Graver presented to the Board on behalf of Connections' School Leadership Team. She provided the Board with additional background on the school operations metrics, including specific factors that can affect metrics at the start of the school year. Board members discussed the metrics with school leadership.

ii. Instructional Program Update

Ms. Graver reviewed the Instructional Program data with the Board, as requested at a previous Board retreat and included in the Board Meeting materials. Board members discussed the data and additional testing data expected to be released from the state before the end of the calendar year.

- d. Agreements for Student Enrollment for 2017-2018 School Year: Parent/Legal Guardian (Caretaker) Acknowledgement, Regulatory Program Description, Caretaker Designee Agreement and Designated Learning Coach Agreement

Ms. Graver reviewed the student enrollment agreements for the 2017-2018 school year included in the meeting materials. She explained that minor edits have been made to the agreements for next school year, but highlighted that changes were non-substantive from the current year's agreements

[Mr. Hocker left the meeting at 11:30 a.m.]

- e. 2016-2017 School Year Items for Board Consideration

Ms. Arthur reviewed the outline of items planned to be presented for Board consideration throughout the current school year. She further advised the Board that the document was fluid, and items may be included, omitted, or considered on a varied timeline based on a number of factors, including state submission and enrollment deadlines, as well as school need for student support.

- f. Board Reporting Priorities Update

Ms. Arthur reviewed with the Board the list of reporting priorities as discussed during the recent retreat. The Board confirmed the reporting priorities list and timeline for review.

#### **Board Member Resignation: Julie Hannon**

Ms. Hannon reviewed her resignation letter as included in the Board Meeting materials. Board members and school staff expressed their appreciation for Ms. Hannon's service to the school and the Board.

#### **V. Adjournment and Next Meeting – December 2, 2016 at 10:00 a.m.**

Ms. Linscott noted that the Board was at the end of its agenda. There being no further discussion and the Board being at the end of its agenda, the meeting was adjourned at 11:51 a.m. The next regular Board meeting is scheduled for December 2, 2016 at 10:00 a.m.