



**APPROVED 1/13/2017**

**Maine Connections Academy, Inc. (MCA)  
MINUTES OF THE BOARD OF DIRECTORS MEETING  
Friday, December 2, 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**

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: John Larouche (in person); Amy Linscott, Julie Hannon and Bernice Stockley (via phone);

Board Members Absent: Nick McGee, Carol Weston and Amy Volk;

Guests: Doug Bourget, School Leader; Heather Neal, Financial Consultant (in person); Pat Laystrom, Rachel Graver, Ken Helt, Amanda Jay, Megann Arthur, Laura Coleman and Shon Hocker, 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 November 4, 2016 Board Meeting
- c. Approval of Staffing Report

The Board indicated their intent to consider the Routine Business items together. The Board requested to add the Acceptance of Julie Hannon's Board Member Resignation to the Agenda and discussed the related amendment to the November 4, 2016 Board meeting minutes. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Agenda for the December 2, 2016 Maine Connections Academy Board of Directors Meeting, as amended, is hereby approved.

FURTHER RESOLVED, that the Minutes from the November 4, 2016 Board Meeting, as amended, are 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 Monthly School Report (MSR) with the Board, highlighting enrollment changes from the previous month's report.

##### i. Update on Student Intervention Efforts – Tier 1 and Tier 2

Mr. Bourget updated the Board on Student Intervention Efforts. He advised the Board of school staff members' increased awareness of critical educational components and benchmarks, as well as Connections' useful tools for tracking student progress. Mr. Bourget further discussed the relation these efforts have to the school's annual success in goals completion. The Board discussed intervention methods and long term benefits in detail.

##### ii. Update on Outreach Activities

Mr. Bourget discussed with the Board recent school activities, including field trips as well as ongoing outreach initiatives. He provided the Board with an update on specific outreach activities since the start of the school year.

##### iii. Review and Approval of Special Education Policies: Child Find Policy and Referral Policy for Students with Disabilities

Mr. Bourget reviewed the Special Education Policies recommended for the upcoming Special Education audit and as included in the Board meeting materials. The Board discussed the policies in detail and their subsequent incorporation into the school handbooks. The Board expressed their desire to appoint Ms. Hannon as Board Designee to review and finalize the policies in preparation for the audit and indicated their desire to review the final policies at a future meeting. There being no further discussion, a motion was made and seconded as follows:

RESOVLED, Julie Hannon as the Board Designee to Review and Finalize the Special Education Policies, as discussed, is hereby approved.

The motion passed unanimously.

[Ms. Neal joined the meeting at 10:50 a.m.]

##### 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. Ms. Neal further provided the Board with an update on the current progress of the annual financial audit.

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

Ms. Neal reviewed in detail the October 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 October, in the amount of \$304,675.06, as presented, pending the final review and approval of the Financial Consultant and Treasurer, is hereby approved.

The motion passed unanimously.

ii. Review of Treasury Services

The Board requested the review of Treasury Services be tabled to the January Board Retreat. There being no further discussion, this item was tabled.

Acceptance of Board Member Resignation: Julie Hannon

The Board reviewed Ms. Hannon's resignation letter as submitted during the previous Board meeting. The Board thanked Ms. Hannon for her service to the school and the Board. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, the resignation of Board Member, Julie Hannon, is hereby accepted effective December 31, 2016.

The motion passed unanimously.

[Ms. Stockley left the meeting at 10:55 a.m.]

**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 a final draft of the Education Management Organization (EMO) evaluation to be available for review with the Board. The Board requested that Mr. Bourget invite the EMO Evaluator to the next Board meeting to review the EMO evaluation.

c. School Leadership Team (PSLT) Update

Ms. Graver presented to the Board on behalf of Connections' School Leadership Team. She provided additional background on the upcoming analysis of state testing and academic performance data.

i. School Leader Review Process Update

No update was given at this time.

d. Board Strategic Planning Meeting Update – January 13, 2017

Ms. Linscott reminded the Board of the upcoming Strategic Planning Meeting on January 13, 2017 and the importance of Board member participation. Mr. Larouche reviewed the meeting room specifications.

i. Committee Structure Discussion

Ms. Linscott reminded Board members of the committee structure discussion to be held during the January Board Retreat.

**V. Adjournment and Confirmation of Next Meeting**

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 11:30 a.m. The next regular Board meeting and Board Retreat is scheduled for January 13, 2017 at 9:30 a.m.