



APPROVED 2/10/2017

**Maine Connections Academy, Inc. (MCA)
MINUTES OF THE BOARD OF DIRECTORS MEETING
Friday, January 13, 2017 at 2:45 p.m.**

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

Due to the posted start time of the meeting being 2:45 p.m., the Board indicated their intent to begin hearing oral reports at 2:22 p.m.

At the Board's request, Mr. Helt briefly reviewed the invoice and financial materials that were included in the Board materials. He noted that a thorough financial report will be provided by the school's Financial Consultant, Ms. Neal, at the next meeting, and asked if the Board had any questions on the invoice. The Board indicated there were no questions at this time, and they would consider the invoice later in the meeting.

[Mr. Helt left the meeting at 2:25 p.m.]

Mr. Bourget reviewed the Monthly School Report (MSR) with the Board, as well as recent school activities and field trips. He reviewed plans for school staff to further analyze student testing data, and develop more specific action plans for student support.

[Amy Volk joined the regular meeting via phone at 2:30 p.m.]

The Board had discussion on the school's current waitlist and the best use of resources in regards to the waitlist. There was additional discussion on placement tests as well as state test score data.

I. Call to Order and Roll Call

Ms. Linscott called the meeting to order at 2:52 p.m. when all participants were present and able to hear each other. The meeting was open to the public.

Board Members Present: Amy Linscott, Nick McGee, Bernice Stockley, John Larouche (in person) and Amy Volk (via phone);

Board Members Absent: Carol Weston;

Guests: Doug Bourget, School Leader; Rachel Graver, Amanda Jay, Ken Helt and Megann Arthur, Connections staff (in person); and Shon Hocker, Connections staff (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 December 2, 2016 Board Meeting
- c. Approval of Minutes from the December 21, 2016 Special Board Meeting
- d. Approval of Staffing Report

The Board indicated their intent to consider the Routine Business items together. The Board added an Action Item: Resolution Regarding Authorization for Amy Volk to Act as Interim Board President during the Board President's Medical Leave. There being no additional discussion or changes noted, a motion was made and seconded as follows:

RESOLVED, that the Agenda for the January 13, 2017 Maine Connections Academy Board of Directors Meeting, as amended, is hereby approved.

FURTHER RESOLVED, that the Minutes from the December 2, 2016 Board Meeting, as presented, are hereby approved.

FURTHER RESOLVED, that the Minutes from the December 21, 2016 Special Board Meeting, as presented, 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

This section of the report was provided earlier in the meeting.

- i. Update on Special Education Policies

Mr. Bourget provided the Board with an update on the special education policy updates presented at a previous meeting. He advised that he had worked with school staff, Connections and the Board's appointed Designee to finalize the policies and ensure all were compliant with state and federal regulations prior to the school's special education audit at the end of December.

- ii. Review and Approval of 2017-2018 School Year General School Handbook

Mr. Bourget briefly highlighted points in the memo regarding the General School Handbook and asked the Board whether they had any questions on the Handbook. He also noted the completion of review by the Board Designee, Ms. Julie Hannon, prior to her resignation from the Board. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the 2017-2018 School Year General School Handbook, as presented, is hereby approved.

The motion passed unanimously.

iii. Review and Approval of the 2017-2018 School Year State Specific School Handbook

Mr. Bourget briefly highlighted points in the memo regarding the State Specific School Handbook and asked the Board whether they had any questions on the Handbook. He again also noted the completion of review by the Board Designee, Ms. Julie Hannon, prior to her resignation from the Board. There being no discussion, a motion was made and seconded as follows:

RESOLVED, that the 2017-2018 School Year State Specific School Handbook, as presented, is hereby approved.

The motion passed unanimously.

b. Financial Report

This item was discussed earlier in the meeting.

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

Mr. McGee reminded the Board of discussion with Mr. Helt earlier in the meeting. There being no further discussion, a motion was then made and seconded as follows:

RESOLVED, that the Connections Academy of Maine, LLC invoice for November, in the amount of \$275,916.75, as presented, pending the final review and approval of the Financial Consultant, is hereby approved.

The motion passed unanimously.

V. Information Items

a. Legislative Update

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

b. School Leadership Team (PSLT) Update

Ms. Graver updated the Board on behalf of Connections' School Leadership Team.

i. School Leader Review Process Update

Ms. Graver outlined the annual school leader review process with the Board. She reminded Board members that the process includes feedback from the Board through a survey. Ms. Graver further reminded the Board that Mr. Bourget's mid-year review will be discussed during an upcoming meeting and the final review will take place during the Board's Annual Meeting in June. She also reiterated the importance of Board member participation in the review process.

c. Committee Structure Discussion

Ms. Linscott provided an update on this item to the Board. She reviewed the intended purpose of establishing each committee, as well as her recommendations for composition of each committee. Board members briefly discussed preferences for committee participation, as well as those who would likely benefit

each committee from the school and Connections on an as-needed basis as advisors, and asked Ms. Arthur to begin drafting a tentative list of potential advisors. The Board established committee memberships as follows:

- Finance and Budget – Nick McGee and John Larouche
- Facilities – Amy Volk and Amy Linscott
- School Improvement – Carol Weston and Bernice Stockley
- Policy Review – John Larouche and Amy Volk
- Employee Relations – Carol Weston and Amy Linscott

d. Board Meeting Software Pilot Discussion

Ms. Arthur inquired about Board member interest in participating in a pilot program for the use of BoardMax to support monthly Board activities. She reviewed the benefits and assistance that the software could provide, as well as Connections interest in hearing Board member feedback on the pros and cons of the system for partnering boards. Board members expressed a desire to pilot the program, and a motion was made and seconded as follows:

RESOLVED, to participate in the three (3) month pilot of BoardMax software, as discussed, is hereby approved.

The motion passed unanimously.

Board members indicated their intent at this time to consider the additional item added to Action Items. Ms. Linscott advised the Board of the likelihood that she would be unavailable for a period of time in late January and February due to medical leave. Therefore, she was proposing the Board authorize Ms. Volk to act as Interim Board President for any period of time during the remainder of the current school year in which she was unavailable due to medical leave, and referred the Board to the drafted resolution reflecting the action. There being no additional discussion, a motion was made and seconded as follows:

RESOLVED, that the Resolution authorizing Amy Volk to act as Interim Board President during Amy Linscott's medical leave, as discussed, is hereby approved.

The motion passed unanimously.

VI. Adjournment and Next Regular Meeting – February 3, 2017 at 10:00 a.m.

Ms. Linscott noted that the Board was at the end of its agenda and that the next Board meeting is scheduled for February 3, 2017 at 10:00 a.m. The Board being at the end of its agenda, the meeting was adjourned at 3:44 p.m.

Motion
of
Board of Directors of
Maine Connections Academy, Inc.

WHEREAS, the current Chairperson of the Board of Directors of Maine Connections Academy, Inc. (the "Board"), Amy Linscott is considering undergoing a medical procedure which may prevent her from exercising the duties of Chairperson of the Board for several weeks; and

WHEREAS, the Board wishes to provide for the orderly exercise of her powers as Chairperson during any incapacity caused by this medical procedure:

NOW THEREFORE, the Board hereby authorizes Amy Volk, a member of the Board, to exercise all of the powers of the Chairperson of the Board during the period of any such medical incapacity. Such period of medical incapacity shall begin on the date when such period is certified below by the Chairperson of the Board, and shall end on the date when such period is certified below as ending by the Chairperson of the Board or the date of the next annual election of Officers of the Board, whichever is sooner.

This Motion was duly adopted by the Board of Directors of Maine Connections Academy, Inc. at a meeting, duly called, on January 13, 2017, at Augusta, Maine.

By: Amy Linscott
Amy Linscott
Chairperson

Commencement of Medical Incapacity:

Amy Linscott

Date: _____

Termination of Medical Incapacity:

Amy Linscott

Date: _____