



APPROVED 3/10/2017
Maine Connections Academy, Inc. (MCA)
MINUTES OF THE BOARD OF DIRECTORS MEETING
Friday, February 10, 2017 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 10:04 a.m. when all participants were present and able to hear each other. The meeting was open to the public.

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

Board Members Absent: Amy Volk;

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

II. Public Comment

There were no comments at this time.

III. Audit Committee, Committee of the Entire Board

a. Review and Acceptance of the 2015-2016 School Year Financial Audit Report

The Board requested this item be tabled to the next Board meeting when the audit firm representative and financial consultant could be present. There being no further discussion, this item was tabled.

IV. EXECUTIVE SESSION: Pursuant to MRSA Title 1, Chapter 13, Section 405-6, discussion of employment, promotion, evaluation, discipline, or resignation of an individual regarding public employment

The Board entered into Executive Session at 10:04 a.m. upon a motion being made, seconded and confirmed via roll call vote of all Board members present pursuant to MRSA Title 1, Chapter 13, Section 405-6 for the discussion of employment, promotion, evaluation, discipline, or resignation of an individual regarding public employment. Board members in attendance were Nick McGee, Amy Linscott, Carol Weston, John Larouche and Bernice Stockley. Guests invited by the Board to attend were Rachel Graver, Doug Bourget and Megann Arthur. All others left the meeting at this time.

[Mr. Bourget left the meeting at 10:31 a.m.]

After the Board concluded their discussion, the Board resumed their open session at 10:56 a.m. upon a motion being made, seconded and confirmed via roll call vote of all Board members present. No action was taken during Executive session.

[Mr. Bourget, Ms. Jay, Mr. Helt, Ms. Woodward, Mr. Hocker and Ms. Coleman rejoined the meeting at 10:56 a.m.]

[Ms. Graver left the meeting at 10:57 a.m.]

Approval of Action(s) Necessary Based on Executive Session

Ms. Linscott reminded the Board of the discussion within the Executive Session. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that Amy Linscott and John Larouche as Board Designees to draft and send written communication to former Employee X regarding the Board's decision on her request, as discussed, is hereby approved.

The motion passed unanimously.

V. Routine Business

- a. Approval of Agenda
- b. Approval of Minutes from the January 13, 2017 Board Meeting
- c. Approval of Minutes from the January 13, 2017 Special Board Meeting
- d. Approval of Staffing Report

The Board indicated their intent to consider the Routine Business items together. The Board requested to hear the Financial Report immediately following Routine Business and to add the consideration of Revisions to Bank Signatories to the agenda. There being no further changes, a motion was made and seconded as follows:

RESOLVED, that the Agenda for the February 10, 2017 Maine Connections Academy Board of Directors Meeting, as amended, is hereby approved.

FURTHER RESOLVED, that the Minutes from the January 13, 2017 Board Meeting, as presented, are hereby approved.

FURTHER RESOLVED, that the Minutes from the January 13, 2017 Special Board Meeting, as presented, are hereby approved.

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

The motions passed unanimously.

VI. Oral Reports

Financial Report

At the request of the Board, this item was moved up on the agenda. Mr. McGee reviewed the financial report included in the Board Meeting materials, highlighting the budget and forecasting areas of the financial statements. He reviewed the balance sheet and the school's revenue and expense statements with the Board.

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

Mr. McGee reviewed in detail the December invoice as included in the Board meeting materials. He recommended approval of the invoice pending final review by himself and the Financial Consultant. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Connections Academy of Maine, LLC invoice for December, in the amount of \$281,230.36, as presented, pending the final review and approval of the Financial Consultant and Treasurer, as discussed, is hereby approved.

The motion passed unanimously.

ii. Review and Approval of Line of Credit Renewal

Mr. McGee reviewed the renewal request for the line of credit with the Board. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Line of Credit Renewal, as presented, is hereby approved.

The motion passed unanimously.

Consideration of Revisions to Bank Signatories

Mr. McGee recommended the Bank Signatories be updated to include the new Board Chair and remove the former Board Chair. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that Amy Linscott be added as a Bank Signatory records and Amy Volk be removed as a Bank Signatory, as discussed, is hereby approved.

The motion passed unanimously.

a. School Leader's Report

i. School Operations Metrics

Mr. Bourget reviewed the data included in the Board materials, highlighting the school's performance as compared with other Connections' partnering schools of similar size and years in operation. Board members discussed the metrics data with Mr. Bourget.

[Ms. Weston left the meeting at 11:11 a.m.]

ii. Approval of Funded Enrollment Target for the 2017-2018 School Year

Mr. Bourget reviewed the proposed enrollment target for the 2017-2018 school year of 429 students, noting the MCSC enrollment requirements under the Charter, and sought Board input in regards to the number. The Board had a discussion and agreed that this was a good target to set for the upcoming school year based on staffing and budget. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Funded Enrollment Target for the 2017-2018 School Year, as discussed, is hereby approved.

The motion passed unanimously.

iii. Approval of Revision(s) to Employee Handbook: Social Media Policy

Mr. Bourget discussed the revisions to the Employee Handbook Social Media Policy and asked the Board whether they had any questions on the Handbook. There being no discussion, a motion was made and seconded as follows:

RESOLVED, that the revisions to the Social Media Policy in the Employee Handbook, as presented, is hereby approved.

The motion passed unanimously.

iv. Approval of Board Designee for School Handbooks Review

Ms. Arthur discussed the annual student handbook review process with the Board and noted the recent resignation of the previous Board Designee. The Board expressed their desire for the newly established Policy Committee to review all school handbooks when time allows. In the event time does not allow, Ms. Linscott volunteered as Board Designee. There being no discussion, a motion was made and seconded as follows:

RESOLVED, the appointment of Amy Linscott as Board Designee for School Handbooks Review, as discussed, is hereby approved.

The motion passed unanimously.

b. Financial Report

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

This item was considered earlier in the meeting.

ii. Review and Approval of Line of Credit Renewal

This item was considered earlier in the meeting.

VII. **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. School Leadership Team (PSLT) Update

There was no update at this time.

c. Committee Update(s)

Ms. Linscott advised the Board that Committee work will be discussed in further detail at the upcoming Strategic Planning Session. Ms. Linscott further requested that Mr. Larouche replace her on the Facilities Committee.

d. Strategic Planning Session Update

Ms. Arthur reminded the Board of the upcoming Strategic Planning Session scheduled for March 10, 2017. The Board discussed meeting location and travel logistics.

VIII. Adjournment and Next Regular Meeting and Strategic Planning Session – March 10, 2017 at 9:00 a.m.

Ms. Linscott noted that the Board was at the end of its agenda. The next Board meeting is scheduled for March 10, 2017 at 9:00 a.m. The Board being at the end of its agenda, the meeting was adjourned at 11:36 a.m.