



**APPROVED 6/2/2017**  
Maine Connections Academy, Inc. (MCA)  
**MINUTES OF THE BOARD OF DIRECTORS MEETING**  
Friday, May 5, 2017 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: Nick McGee, Carol Weston and John Larouche (in person); Amy Linscott, and Bernice Stockley (via phone);

Board Members Absent: Amy Volk;

Guests: Doug Bourget, School Leader; Heather Neal, Financial Consultant; Steve Bowdich, Member of the Public (in person); Rachel Graver, Jay W. Ragley, Amanda Jay, Heather Woodward, Shawn Soltz, Ben Shifflet, Laura Coleman and Megann Arthur, 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 March 10, 2017 Board Meeting
- c. Approval of Minutes from the March 10, 2017 Strategic Planning Meeting
- d. Approval of Staffing Report

The Board indicated their intent to consider the Routine Business items together. There being no changes, a motion was made and seconded as follows:

RESOLVED, that the Agenda for the May 5, 2017 Maine Connections Academy Board of Directors Meeting, as presented, is hereby approved.

FURTHER RESOLVED, that the Minutes from the March 10, 2017 Board Meeting, as presented, are hereby approved.

FUTHER RESOLVED, that the Minutes from the March 10, 2017 Strategic Planning Meeting, as presented, are hereby approved.

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

The motions passed unanimously.

[Mr. Soltz and Mr. Shifflet joined the meeting at 10:04 a.m.]

#### IV. Oral Reports

a. School Leader's Report

i. Graduation Plans and End of Year Activities Update

Mr. Bourget discussed planned end of school year activities, including the upcoming graduation ceremony as well as recent and upcoming field trips.

ii. State Testing Update

Mr. Bourget reviewed with the Board the ongoing state testing preparations by school staff.

iii. Telecommunications Services Update

Mr. Bourget reviewed the proposal for hosted Voice over Internet Protocol (VOIP) Services as included in the Board meeting materials. He further reviewed the benefits and budget effects of the communications upgrade, including eliminated costs and fees and increased mobility for staff. The Board discussed the telecommunications services transition and expressed their support.

[Ms. Neal and Mr. Bowdich joined the meeting at 10:15 a.m.]

iv. Approval of School Calendar for the 2017-2018 School Year

Mr. Bourget reviewed the School Calendar with the Board, advising that he had worked with his leadership team and Connections to develop the calendar in compliance with all state and federal requirements for students.

v. Approval of Staff Compensation Plan for the 2017-2018 School Year

Mr. McGee recommended the Staff Compensation Plan be tabled for further budget discussion.

vi. Approval of Employee Handbook Revision(s)

Ms. Graver reviewed the revisions to the Employee Handbook, as included in the Board meeting materials.

vii. Approval of Revised Homeless Education Policy

Mr. Bourget reviewed revisions to the Homeless Education Policy, as included in the Board meeting materials. He advised that the proposed revisions were updated compliance requirements to changes in the Every Student Succeeds Act (ESSA).

- viii. Review and Consideration of Third Party Evaluator for EMO Evaluation of 2016-2017 School Year

Mr. Bourget and Ms. Linscott reviewed this past year's experiences, and recommended the Board consider again hiring Mr. Bill Nave as the Third Party Evaluator for the Education Management Organization (EMO) Evaluation of the 2016-2017 School Year based upon his previous work with the School and Board for the 2015-2016 School Year.

Approval for Dean of Students

Mr. Bourget reviewed the job duties for the proposed Dean of Students, as included in the Board meeting materials. He discussed the benefits of the new position for the Board's consideration within the 2017-2018 Budget.

Review of Charter Commission Proposal: Work From Home

Mr. Bourget reviewed the draft Work From Home proposal as included in the Board meeting materials. The Board discussed the draft proposal in detail with Mr. Bourget and requested he approach the MCSC at the appropriate time.

The Board noted their intent to consider several items discussed thus far in the meeting in one motion. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the following items:

- iii. Telecommunications Services Update;
- iv. Approval of School Calendar for the 2017-2018 School Year;
- vi. Approval of Employee Handbook Revision(s);
- vii. Approval of Revised Homeless Education Policy; and
- viii. Review and Consideration of Third Party Evaluator for EMO Evaluation of 2016-2017 School Year, are hereby approved.

The motion passed unanimously.

**Information Items**

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

- a. Legislative Update

Ms. Weston and Ms. Jay provided the Board with an update on recent legislative activities in Maine, which may impact the school. The Board discussed recent legislative activities in detail.

[Ms. Woodward joined the meeting at 10:42 a.m.]

**Strategic Planning**

- a. Adoption of Strategic Plan

Ms. Woodward reviewed with the Board the draft Strategic Plan, as included in the Board meeting materials. The Board discussed the plan in detail with Ms. Woodward, including minor wording revisions.

[Mr. Ragley left the meeting at 11:01 a.m.]

[Ms. Stockley left the meeting at 11:05 a.m.]

There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Strategic Plan, as revised, is hereby adopted.

The motion passed unanimously.

[Ms. Woodward left the meeting at 11:07 a.m.]

- i. Goal 3: Retain Staff, Families and Board - Staff – Request Approval from Commission for Work From Home Positions (WFH)

This item was discussed earlier in the meeting.

- ii. 17-18 Budget Process in Support of the following Goals and Actions:

The goals were discussed later in the meeting with the budget presentation.

1. Goal 1: Ensure Student Success – Provide necessary tools
2. Goal 3: Retain Staff, Families and Board – Staff - Compensation, Bonus and Benefits Package

- 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.

- i. Review and Approval of Connections Academy of Maine, LLC Invoice for February and March

Mr. McGee reviewed in detail the February and March invoices as included in the Board meeting materials. He recommended approval of the invoices 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 invoices for February, in the amount of \$288,201.30, and March, in the amount of \$265,690.25, as presented, pending the final review and approval of the Financial Consultant and Treasurer, as discussed, are hereby approved.

The motion passed unanimously.

- ii. Review and Consideration of the 2017-2018 School Year Budget and Fee Schedule from Connections Academy of Main, LLC

Mr. McGee reviewed the proposed 2017-2018 school year budget outline with the Board, including recommendations for staff compensation and bonuses, and the potential removal of treasury and facility support services from Connections. The Board discussed the recommendations in detail.

[Ms. Jay left the meeting at 12:00 p.m.]

The Board requested Ms. Neal provide various teacher compensation scenarios for their review and consideration at a future Board meeting. The Board further requested Connections to provide an analysis of the removal of treasury and facility support services for review and consideration at a future Board meeting. The Board advised they will consider the Budget and the School Financial

Consultant Revised Contract at the next Board meeting. There being no further discussion, this item was tabled.

[Ms. Jay rejoined the meeting at 12:49 p.m.]

## V. Information Items

### b. Legislative Update

This item was discussed earlier in the meeting.

### c. School Leadership Team (PSLT) Update

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

#### i. School Operations Metrics

Ms. Graver 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 Ms. Graver.

#### ii. School Leader Review Process Update

Ms. Lincott and Ms. Graver outlined the annual school leader review process with the Board. Ms. Grever reminded Board members that the process includes feedback from the Board through a survey. Ms. Liscott further reminded the Board that Mr. Bourget's final review will take place during the Board's Annual Meeting in June, following initial review with Ms. Graver, and reiterated the importance of all Board member participation in the review process.

[Mr. Soltz and Mr. Shifflet left the meeting at 1:07 p.m.]

#### iii. Curriculum for the 2017-2018 School Year

Ms. Graver presented this item to the Board. She reviewed the 2017-2018 Curriculum and Instructional Programming Memo as included in the Board materials, as well as the recent Curriculum Town Hall presentation hosted by Connections. Ms. Graver further advised the Board on upcoming enhancements to the curriculum based on performance indicators. Board members discussed the curriculum plans in detail.

### c. Board Meeting Software Pilot Update

Ms. Arthur updated the Board on the recent acquisition and subsequent product dissolution of the BoardMax board meeting software the Board recently agreed to pilot. Ms. Arthur thanked the Board for their willingness to participate in the pilot project, and advised that other board meeting software programs are being explored, and another will be introduced if found to have comparable functionality and benefits.

### d. Board Planning for the 2017-2018 School Year

Ms. Arthur discussed the planning for the 2017-2018 school year that Connections Academy has been working on with the school.

i. Board Composition

Ms. Arthur discussed with the Board the current composition, including board member terms that would be up at this year's annual meeting, and encouraged Board members to discuss their intentions regarding terms and renewal with the Board Chair.

ii. Proposed Meeting Schedule

The Board confirmed their support of maintaining the current meeting schedule for the upcoming school year. Ms. Arthur advised that the consideration of the Board meeting schedule for the 2017-2018 school year will be included on the June Annual Meeting agenda.

e. Committee Update(s)

There was no update at this time.

**VI. Strategic Planning**

a. Adoption of Strategic Plan

This item was discussed earlier in the meeting.

i. Goal 3: Retain Staff, Families and Board - Staff – Request Approval from Commission for Work From Home Positions (WFH)

ii. 17-18 Budget Process in Support of the following Goals and Actions:

1. Goal 1: Ensure Student Success – Provide necessary tools

2. Goal 3: Retain Staff, Families and Board – Staff - Compensation, Bonus and Benefits Package

**VII. Adjournment and Annual Meeting Date – June 2, 2017 at 10:00 a.m.**

Ms. Linscott noted that the Board was at the end of its agenda. The Annual Board meeting is scheduled for June 2, 2017 at 10:00 a.m. The Board being at the end of its agenda, the meeting was adjourned at 1:32 p.m.