



APPROVED 5/5/2017

**Maine Connections Academy, Inc. (MCA)
MINUTES OF THE BOARD OF DIRECTORS RETREAT
Friday, March 10, 2017 at 9:00 a.m.**

Held at the following location and via teleconference:
Portland Marriott at Sable Oaks
200 Sable Oaks Drive
South Portland, Maine 04106

I. Call to Order and Roll Call

Ms. Linscott called the retreat to order at 9:05 a.m. when all participants were present and able to hear each other. The meeting was open to the public.

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

Board Members Joined During Meeting: Amy Volk (via phone and in person);

Guests: Doug Bourget, School Leader; Mardi Krenek, Board Consultant; Bill Nave, EMO Evaluator; Pat Laystrom, Rachel Graver, Amanda Jay, Heather Woodward, Shon Hocker and Megann Arthur, Connections staff (all in person); Heather Neal, Financial Consultant; John Bernier, Audit Firm Representative; Shawn Soltz and Laura Coleman, Connections staff (all via phone).

II. MCA Board Meeting

Separate minutes are kept for the Regular Board Meeting.

[Ms. Volk joined the meeting via phone at 9:09 a.m.]

[Mr. Bernier left the meeting at 9:13 a.m.]

[Dr. Nave left the meeting at 9:44 a.m.]

[Ms. Neal left the meeting at 9:54 a.m.]

[Ms. Volk joined the meeting in person at 10:05 a.m.]

The regular board meeting adjourned at 10:08 a.m. and the Board immediately began the strategic planning process session.

III. Strategic Planning Session

Ms. Krenek introduced herself to the Board members, and provided her background and her company's focus and services. She provided participants with an overview of the previously polled and submitted responses by members of the Board to the SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis for the school. Ms. Krenek

and Board members discussed priorities for the day's planning session, and Connections staff members reviewed documentation and research performed to date to assist the Board in their strategic planning process.

IV. Brainstorming of Potential Goals (SWOT)

Ms. Krenek and Ms. Woodward facilitated the Board's discussion of SWOT suggestions, and documented all areas of SWOT on lists viewable to all participating in the meeting. Board members discussed all contributions to the analysis and identified potential goals for the school's long-term strategic plan. Ms. Krenek advised that the Board's goals should be measurable and able to be completed/resolved definitively. She also reviewed the recommendation for the Board to establish three to five (3-5) high-level goals with multiple action plans assigned to each. Board members brainstormed and created some draft goals for the school.

V. Confirm Goals

Ms. Krenek continued to facilitate the Board's discussion of proposed goals for their strategic planning, and Board members established five (5) final goals with which to build their strategic plan and individual action plans surrounding. Board members established specific goals pertaining to: (1) student success and achievement, (2) retention of staff, families and board members, (3) charter renewal and growth of the school, (4) governance, and (5) relationships.

VI. Lunch and Break

The Board and all guests took a recess at 12:10 p.m. for lunch and returned to meeting at 1:03 p.m.

VII. Action Planning for Goals

Board members narrowed their priorities and established their final goals for the strategic plan. Following the establishment of the specific goals, the Board worked with Ms. Krenek and Connections support staff to brainstorm action items and plans to support completion of each goal. Board members discussed data available to them from the school and Connections, as well as expectations that have been communicated to the school by their authorizer, and how to incorporate all into the plans.

VIII. Break

The Board and all guests took a brief recess at 2:41 p.m. and returned to meeting at 2:50 p.m.

IX. Action Planning for Goals – continued

Board members continued to work through the planning process, establishing specific action plans to support each goal, the individuals and/or groups responsible for each action, as well as an estimated appropriate timeline for completion of all action items. The Board continued working through this process, with the support as needed from the guests in attendance, until they had created a chart of all action items believed to be needed in support of their long-term goals.

Board members discussed next steps and continual support planned by all involved, to facilitate success of the Board's strategic plan. Board members thanked all involved for their support and assistance in creating their plan.

X. Adjournment and Next Regular Meeting – April 7, 2017 at 10:00 a.m.

Ms. Linscott noted that the Board was at the end of its agenda.

The next Board meeting is scheduled for April 7, 2017 at 10:00 a.m. The Board being at the end of its agenda, the meeting was adjourned at 4:02 p.m.