



**APPROVED 4/4/14**

**Maine Connections Academy, Inc. (MCA)  
MINUTES OF THE BOARD OF DIRECTORS MEETING  
Friday, March 14, 2014 at 9:30 a.m.**

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

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**I. Call to Order and Roll Call**

Ms. Volk called the meeting to order at 9:49 a.m. The meeting was open to the public.

Board Members Present: Amy Volk, Nick McGee, Amy Linscott and Julie Hannon (in person);

Board Members Absent: Carol Weston;

Guests: John Larouch, Board Counsel; Pat Laystrom and Rachel Bailey, Connections staff (in person); Marci Carter, Lyn McCullen and Laura Karns, Connections staff (all via phone).

**II. EXECUTIVE SESSION – Personnel Matter – M.R.S. 1 § 405(6)(A) – Discussion or Consideration of the Employment of the School Leader and Resignation of a Public Official of the Board of Directors.**

The Board entered into Executive Session at 9:50 a.m. pursuant to M.R.S. 1 § 405(6)(A) for the discussion or consideration of employment of the School Leader and resignation of a public official of the Board of Directors. Board members in attendance were Amy Volk, Nick McGee, Amy Linscott and Julie Hannon. The Board invited the following into Executive Session based on their work on this matter: John Larouch, Pat Laystrom, Rachel Bailey, Marci Carter, Lyn McCullen and Laura Karns. After the Board concluded their discussion, the Board resumed their open session at 10:31 a.m. No action was taken during closed session.

**III. Routine Business**

a. Approval of Agenda

Ms. Volk asked the Board to review the Agenda distributed prior to the meeting. The Board noted the addition of Executive Session, Oral Report: Update on Informational Sessions, and Action Item: Approval of Educational Products and Services Agreement. The Board removed Action Item (e) Approval of Board Designee to Work with Connections on the MCA Employee Handbook. There being no further changes, a motion was made and seconded as follows:

RESOLVED, that the Agenda for the March 14, 2014 Maine Connections Academy, Inc. Board Meeting, as amended, is hereby approved.

The motion passed unanimously.

The Board took a brief recess from 10:33 a.m. to 10:38 a.m.

#### IV. Oral Reports

a. Update on Educational Products and Services Agreement with Connections Academy of Maine, LLC

Mr. Larouche provided the Board with an update on his review of the Educational Products and Services Agreement (EPSA) with Connections Academy of Maine, LLC. He further recommended the correction of minor typographical errors and Board acceptance. The Board expressed their satisfaction with the EPSA with Connections Academy.

b. Update on Commission Charter Contract

Mr. Larouche reviewed the Charter implementation process with the Board. He congratulated the Board on the approval of the charter. Mr. Larouche further reviewed the timeline and next steps towards the school's charter.

c. Update on Facility

Ms. Volk and Mr. McGee provided the Board with an update on the search for an appropriate school facility.

d. Update on Recruitment Plan and Staffing

Ms. Bailey provided the Board with the process and timeline for advertising the School Leader position.

Update on Informational Sessions

Ms. Laystrom updated the Board on the upcoming Information Sessions for interested families and thanked the Board for their participation and support.

#### V. Consent Items

Ms. Volk asked the Board members whether any items from the Consent Items should be moved to Action Items for discussion, or tabled. There being no items moved, a motion was made and seconded as follows:

RESOLVED, that the Consent Item:

- a. Approval of Minutes from the February 24, 2014 Board Meeting; is hereby approved.

The motion passed unanimously.

## VI. Action Items

a. Approval of Board Designee to Work with Connections to Negotiate, Finalize and Execute a Lease Agreement

Ms. Laystrom provided the Board with information concerning the school's desire to obtain a facility for the upcoming school year. The Board discussed the need for a Board member to work with Connections to secure a facility and Mr. McGee volunteered to assist with this item. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that Mr. McGee, as the Board Designee to work with Connections to negotiate, finalize and execute a lease agreement, as discussed, is hereby approved.

The motion passed unanimously.

b. Ratification of Job Description for School Leader and Authorization for Connections to Post the Job Description and Begin Recruitment for a School Leader

Ms. Bailey presented this item to the Board. The Board discussed the need for a Board member to work with Connections to coordinate the job description posting. Ms. Volk volunteered to work with on this item on behalf of the Board. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the job description for School Leader, as presented, is hereby ratified; and

FURTHER RESOLVED, that Ms. Volk is appointed as the Board Designee to work with Connections to post the job description and begin recruitment for a School Leader, as discussed, is hereby approved.

The motion passed unanimously.

c. Approval of Board Designee to Work with Connections on the MCA Employee Handbook

Ms. Bailey provided the Board with information concerning the MCA Employee Handbook. The Board discussed the need for a Board member to work with Connections to draft the handbook for further consideration by the Board. Ms. Hannon volunteered to work on this item on behalf of the Board. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that Ms. Hannon, as the Board Designee to work with Connections on the MCA Employee Handbook, as discussed, is hereby approved.

The motion passed unanimously.

d. Approval of Board Designee to Work with Connections on the MCA School Handbooks

Ms. Bailey provided the Board with information regarding the MCA School Handbooks. The Board discussed the need for a Board member to work with Connections on the handbooks and Ms. Hannon volunteered to be the Board designee. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that Ms. Hannon, as the Board Designee to work with Connections on the MCA School Handbooks, as discussed, is hereby approved.

The motion passed unanimously.

f. Approval of Board Meeting Schedule through the Annual Meeting 2014

Ms. Bailey reviewed the proposed Board Meeting schedules. The Board discussed their availability and requested additional schedule options to be sent to them via email.

g. Approval of Board Member Attendance at the National Charter School Conference

Ms. Bailey advised the Board of the upcoming National Charter School Conference (NCSC) that may interest the members. The Board discussed the conference and interested members. There being no further discussion, a motion was made as follows:

RESOLVED, that the Board Member attendance at the National Charter School Conference, as presented, is hereby approved.

The motion passed unanimously.

Approval of Educational Products and Services Agreement with Connections Academy of Maine, LLC.

Mr. Larouche presented this item to the Board. The Board requested the correction of the school name to Maine Connections Academy, Inc. throughout the document. He advised the Board that he has reviewed the document and recommends the document for approval. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, the Educational Products and Services Agreement (EPSA) with Connections Academy of Maine, Inc., as amended, is hereby approved.

The motion passed unanimously.

**VII. Information Item**

a. Legislative Update

Ms. Laystrom provided the Board with an update on the recent legislative activities in Maine, which may impact the school.

**VIII. Adjournment and Next Meeting – April 4, 2014 at 9:30 a.m.ET**

Ms. Volk noted that the Board was at the end of its agenda and that the next meeting was scheduled to be held April 4, 2014 at 9:30 a.m.ET. The Board being at the end of its agenda, the meeting was adjourned at 12:11 p.m.