



**Approved 4/18/14**  
**Maine Connections Academy, Inc. (MCA)**  
**MINUTES OF THE BOARD OF DIRECTORS MEETING**  
Friday, April 4, 2014 at 12:00 p.m.

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

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

Ms. Volk called the meeting to order at 12:04 p.m. The meeting was open to the public.

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

Board Members Joined During Meeting: Carol Weston (in person);

Guests: John Larouche, Board Counsel and Rachel Bailey, Connections staff (in person); Bill Nave; Marci Carter, Lyn McCullen, Shawn Soltz, Heather Woodward and Laura Karns, Connections staff (all via phone).

**II. Routine Business**

a. Approval of Agenda

Ms. Volk asked the Board to review the Agenda distributed prior to the meeting. There being no changes, a motion was made and seconded as follows:

RESOLVED, that the Agenda for the April 4, 2014 Maine Connections Academy, Inc. Board Meeting, as presented, is hereby approved.

The motion passed unanimously.

**III. Introduction of Board Member Candidate**

Ms. Volk introduced the Board member candidate, Mr. Nave. Mr. Nave introduced himself and shared his background and experience with the Board. Board members discussed Mr. Nave's interest in the Board with him, and he indicated his intent to observe Board meetings prior to his appointment.

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

Mr. Larouche advised that this agenda item was no longer needed. There being no further discussion, this item was tabled.

## V. Oral Reports

### a. Update on Commission Charter Contract

Ms. Hannon and Mr. Larouche reviewed the Charter implementation progress with the Board. Mr. Larouche further reviewed the timeline and next steps towards the school's charter. The Board discussed specifics surrounding the enrollment lottery process.

[Ms. Weston joined the meeting at 12:32 p.m.]

### b. Update on Facility

Mr. McGee provided the Board with an update on the search for a school facility.

### c. Update on School Implementation

#### i. Opening Checklist Documents

Ms. Bailey reviewed with the Board the opening checklist documents, providing additional information on the priorities and specific tasks for completion prior to the school's opening.

#### ii. School Calendar

Ms. Bailey reviewed the school calendar, as included in the Board meeting materials, and previously approved for inclusion in the application. Ms. Bailey advised the Board that the school calendar will be included in the school's handbook.

### d. Update on Recruitment Plan and Staffing

Ms. Bailey provided the Board with an update on the search process for the School Leader position. The Board had discussion on advertising and the steps in the interview process.

### e. Board Related Launch Items

#### i. Update on Website

Ms. Woodward confirmed the school's website would be completed by the end of the business day.

#### ii. Update on Board Member Email Addresses

Ms. Woodward reviewed the Board members' email addresses as they would appear on the school's website.

#### iii. Discussion on Open Meeting Laws

Ms. Woodward offered to work with Mr. Larouche to provide the Board with a synopsis of Maine's Open Meeting Law and best practices. The Board indicated their support of this work.

#### iv. Discussion Regarding Board Consulting Services

The Board discussed recent proposals from independent consultants and determined Board consideration is not necessary at this time.

## **VI. 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 March 14, 2014 Board Meeting, as presented and subject to review by Board Counsel, is hereby approved.

The motion passed unanimously.

## **VII. Action Items**

- a. Approval of Board President to Work with Board Counsel and Connections to Finalize All Opening Checklist Document on Behalf of the Board

Ms. Bailey discussed this item with the Board. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Board President to work with Board Counsel and Connections to finalize all opening checklist documents on behalf of the Board, as discussed, is hereby approved.

The motion passed unanimously.

- b. Approval of Board Meeting Schedule through the Annual Meeting 2014

Ms. Woodward reviewed the proposed Board meeting schedule with the Board. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Board Meeting Schedule through the Annual Meeting 2014, as presented, is hereby approved.

The motion passed unanimously.

[Ms. Hannon left the meeting at 1:21 p.m.]

## **VIII. Information Item**

- a. Legislative Update

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

- b. Update on MCA Handbooks

Ms. Bailey updated the Board on the progress on the development of the MCA School Handbooks.

c. Update on CFO Engagement

Mr. Soltz provided the Board with an update on the CFO Engagement.

d. Review U.S. Department of Education's Charter Schools Program

There was no update at this time.

**IX. Adjournment and Next Meeting – April 18, 2014 at 10:00 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 18, 2014 at 10:00 a.m. ET. The Board being at the end of its agenda, the meeting was adjourned at 1:46 p.m.