



APPROVED 8/15/14

Maine Connections Academy, Inc. (MCA)
MINUTES OF THE BOARD OF DIRECTORS MEETING
Thursday, June 19, 2014 at 10:00 a.m.

Held at the following location and via teleconference:
4 Elbridge Oliver Way
Scarborough, ME 04074

I. Call to Order and Roll

Ms. Volk called the meeting to order at 10:08 a.m. when all participants were present and able to hear each other. The meeting was open to the public.

Board Members Present: Amy Volk (in person); Amy Linscott and Carol Weston (via phone);

Board Members Joined During Meeting: Julie Hannon and Nick McGee (in person);

Guests: Rachel Graver, Pat Laystrom, Marci Carter, Shawn Soltz, Laura Karns and Heather Woodward, Connections staff (via phone).

II. Routine Business

a. Approval of Agenda

Ms. Volk asked the Board to review the Agenda distributed prior to the meeting. The Board requested to table Action Item (a) Approval of the 2014-2015 School Year Budget and Fee Schedule from Connections Academy of Maine, LLC. There being no further changes noted, a motion was made and seconded as follows:

RESOLVED, that the Agenda for the June 19, 2014 Maine Connections Academy, Inc. Board Meeting, as amended, is hereby approved.

The motion passed unanimously.

III. Oral Reports

a. Update on School Leader Hiring

Ms. Volk advised the Board that Mr. Karl Francis accepted the School Leader position and they are currently negotiating contract details. The Board requested Ms. Graver coordinate a press release.

[Mr. McGee and Ms. Hannon joined the meeting in person at 10:13 p.m.]

b. Update on Facility

Mr. McGee provided the Board with an update on the facility and noted that all timelines are expected to be made.

c. Update on Enrollment

Ms. Graver reviewed the most up-to-date enrollment numbers with the Board. The Board discussed strategies for student recruitment.

d. Update on Employee Benefits

The Board discussed the Employee Benefits provider search.

e. Financial Report

Mr. McGee reviewed the fiscal policy and authorized banking signors with the Board.

i. Update on CFO Engagement

Mr. McGee provided the Board with an update on the search for a Chief Fiscal Officer (CFO). The Board directed Mr. McGee to work with Connections to negotiate and finalize a contract with a CFO as the Board Designee.

ii. Update on Start Up Grant

Mr. Soltz provided the Board with an update on the Start Up Grant process and answered questions from the Board.

IV. **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. The Board requested to discuss and consider both items separately.

a. Approval of School Employee Handbook

Ms. Hannon updated the Board on the progress of the School Employee Handbook. Ms. Hannon recommended hiring an independent human resources consulting company to review the handbook. The Board discussed the cost and benefits of a third party review. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that Ms. Hannon as the Board Designee to engage KMA Human Resources Consulting, LLC, for up to \$500 for review of the Employee Handbook, as discussed, is hereby approved.

The motion passed unanimously.

b. Approval of Board Meeting Schedule for the 2014-2015 School Year; are hereby approved.

Ms. Woodward presented the Board Meeting Schedule included in the Board materials. The Board requested the addition of a March 20th meeting date and the rescheduling of the February 20th meeting date to February 27th and the April 17th meeting date to April 10th due to school vacation conflicts. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that Board Meeting Schedule for the 2014-2015 School Year, as amended, is hereby approved.

The motion passed unanimously.

V. Action Items

- a. Approval of the 2014-2015 School Year Budget and Fee Schedule from Connections Academy of Maine, LLC

This item was tabled earlier in the meeting.

- b. Approval of Directors

Ms. Woodward advised the Board all Board members terms were up for renewal at this meeting. Following their confirmation that they wished to continue on the Board, discussion was held on the renewal of their terms. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the appointments of Amy Volk, Nick McGee, Amy Linscott, Carol Weston and Julie Hannon to the Maine Connections Academy Board of Directors, for a term of one (1) year to the 2015 Annual meeting, are hereby approved

The motion passed unanimously.

- c. Approval of Officers

Ms. Woodward presented this item to the Board. She reviewed with the Board each Officer position as set out in the Board-adopted Bylaws, and advised the Board that all positions would be for a term until the Annual Meeting 2015. Nominations were opened for each position. Following the closure of nominations, and there being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the appointment of:

Amy Volk, Board President;
Julie Hannon, Vice President;
Nick McGee, Board Treasurer; and
Amy Linscott, Board Secretary, as discussed, is hereby approved.

The motion was approved unanimously.

- d. Approval of Board President to Work with the School on Policies Concerning Extra-Curricular Activities

Ms. Graver reviewed the need for a Board member to work with the School on policies concerning extra-curricular activities. Ms. Volk volunteered to work with the school on this matter. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Board President to work with the School on policies concerning extra-curricular activities, as presented, is hereby approved.

The motion passed unanimously.

VI. Adjournment and Next Meeting – August 15, 2014 at 10:00 a.m.

Ms. Volk noted that the Board was at the end of its agenda. The next Board meeting is scheduled for August 15, 2014 at 10:00 a.m. The Board being at the end of its agenda, the meeting was adjourned at 12:01 p.m.