



APPROVED 10/17/14

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

**Held at the following location and via teleconference:
75 John Roberts Road, Suite 11B
South Portland, ME 04106**

I. Call to Order

Ms. Volk called the meeting to order at 10:05 a.m. when all participants were present and able to hear each other. The meeting was open to the public.

II. Roll Call

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

Board Members Absent: Carol Weston;

Guests: Karl Francis, School Leader and Rachel Graver, Connections staff (in person); Heather Neal, RHR Smith & Company and Pat Laystrom, Connections staff (in person); Marci Carter, Shawn Soltz, Laura Karns, Megann Arthur and Heather Woodward, Connections staff (via phone).

III. Public Comment

There were no comments at this time.

IV. Routine Business

a. Approval of Agenda

Ms. Volk asked the Board to review the Agenda distributed prior to the meeting. The Board requested the addition of an Executive Session immediately following the approval of the agenda for the purposes of discussing a personnel matter, noting the necessary citation to be stated when entering the session. There being no further changes noted, a motion was made and seconded as follows:

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

The motion passed unanimously.

[Ms. Volk joined the meeting in person at 10:11 a.m.]

EXECUTIVE SESSION – Personnel Matter - - M.R.S. 1 § 405(6)(A) – Discussion or Consideration of the employment, appointment, assignment, duties, promotion, demotion, compensation, evaluation, disciplining, resignation or dismissal of an individual.

The Board entered into an Executive Session via a roll call vote at 10:12 a.m. pursuant to M.R.S. 1 § 405(6)(A) – Discussion or Consideration of the employment, appointment, assignment, duties, promotion, demotion, compensation, evaluation, disciplining, resignation or dismissal of an individual. Board members in attendance were Amy Volk, Julie Hannon, Nick McGee and Amy Linscott. All others left the meeting at this time.

[Mr. Francis rejoined the meeting at 10:23 a.m.]

[Ms. Graver rejoined the meeting at 10:31 a.m.]

After the Board concluded their discussion, the Board resumed their open session at 10:35 a.m. No action was taken during Executive Session.

[Ms. Neal rejoined the meeting in person at 10:35 a.m.]

[Ms. Laystrom rejoined the meeting via phone at 10:35 a.m.]

[Ms. Carter, Mr. Soltz, Ms. Karns, Ms. Arthur and Ms. Woodward rejoined the meeting at 10:35 a.m.]

Approval of Action(s) Necessary Based on Executive Session

There were no items needing consideration or approval.

V. Oral Reports

a. Principal's Report

i. Back to School Activities, Staffing and Training Update

Mr. Francis discussed with the Board recent back to school activities, including successful orientations with students, families and teachers. He also updated the Board on staffing and training efforts.

ii. Update on Enrollment

Mr. Francis reviewed the school's current enrollment numbers with the Board, including those students in the pre-approval and approved phases of their applications. The Board discussed per pupil funding levels in the state, and the impact of those on the school.

b. Financial Report

Ms. Neal reviewed the latest financial information with the Board, including estimated funding based on enrollment and specific budget line items. The Board discussed line items pertaining to travel and related expenses for Board members and school leadership. Mr. Francis reviewed plans for an educational administrator's summit to discuss extracurricular activities.

[Ms. Volk and Ms. Arthur left the meeting at 11:30 a.m.]

VI. Consent Items

Ms. Hannon asked the Board members whether any items from the Consent Items should be moved to Action Items for discussion, or tabled. The Board requested Item D: Approval of Federal Title Funding Plans for the 2014-2015 School Year and E: Approval of School Employee Handbook to be moved to Action Items. There being no further changes noted, a motion was made and seconded as follows:-

- a. Approval of Minutes from the August 15, 2014 Board Meeting;
- b. Approval of Minutes from the August 21, 2014 Board Meeting; and
- c. Approval of Staffing Report; are hereby approved

The motion passed unanimously.

VII. Action Items

Approval of Federal Title Funding Plans for the 2014-2015 School Year

Mr. Francis reviewed the Federal Title Funding Plans for the 2014-2015 School Year with the Board. Ms. Neal also responded to inquiries from the Board regarding the included professional development funds, and specified uses allowed. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Federal Title Funding Plans for the 2014-2015 School Year, as presented, is hereby approved.

The motion passed unanimously.

Approval of School Employee Handbook

Ms. Hannon presented the School Employee Handbook to the Board and thanked Connections staff for their assistance in compiling and drafting the handbook. Ms. Hannon reviewed the state specific requirements, including additional revisions being presented to fulfill those requirements. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the School Employee Handbook, as discussed and amended at meeting, is hereby approved.

The motion passed unanimously.

[Dr. Laystrom left the meeting at 12:01 p.m.]

- a. Approval of Connections Academy of Maine, LLC Invoices for Pre-Operational Expenses, July and August

This item was tabled as no detail was provided by the Fiscal Officer's office.

VIII. Information Items

- a. Legislative Update

There was no legislative update for this meeting.

b. 2014-2015 Items for Board Consideration

Ms. Woodward reviewed the outline of items planned to be presented for Board consideration throughout the current school year. She further advised the Board that the document was fluid, and items may be included, omitted, or considered on a varied timeline based on a number of factors, including state submission and enrollment deadlines, as well as school need for student support.

IX. Adjournment and Next Meeting – October 17, 2014 at 10:00 a.m.

Ms. Hannon noted that the Board was at the end of its agenda. The next Board meeting is scheduled for October 17, 2014 at 10:00 a.m. The Board being at the end of its agenda, the meeting was adjourned at 12:30 p.m.