



**APPROVED 1/16/15**

Maine Connections Academy, Inc. (MCA)  
**MINUTES OF THE BOARD OF DIRECTORS MEETING**  
Monday, December 15, 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 10:08 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: Amy Volk, Amy Linscott, Julie Hannon and Carol Weston (via phone);

Board Members Absent: Nick McGee;

Guests: Karl Francis, School Leader (in person); Rachel Graver, Laura Karns and Megann Arthur, 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. There being no changes noted, a motion was made and seconded as follows:

RESOLVED, that the Agenda for the December 15, 2014 Maine Connections Academy, Inc. Board Meeting, as presented, is hereby approved.

The motion passed unanimously.

**V. Action Items**

a. Review and Adoption of a Principal Evaluation Process

Ms. Graver outlined the annual school leader review process and related documents included in the Board materials with the Board. She further reviewed how the annual review process adheres to the State Charter Commission requirements.

[Ms. Hannon joined the meeting at 10:15 a.m.]

Ms. Graver reviewed with Board members that the process includes feedback from the Board through a survey and various meetings. The Board discussed the Commission's intention for the school leader evaluation, and the need to have at least one member of the Board present and involved in every aspect of the evaluation process. The Board further agreed that they will meet and discuss Mr. Francis' mid-year review as scheduled in January and finalize the evaluation report at a meeting to be scheduled shortly thereafter.

[Ms. Karns left the meeting at 10:50 a.m.]

There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the adoption of a Principal evaluation process, including Board member presence at all meetings with the school leader related to the evaluation process, as discussed, is hereby approved.

The motion passed unanimously.

**VI. Adjournment and Next Meeting – January 16, 2015 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 January 16, 2015 at 10:00 a.m. The Board being at the end of its agenda, the meeting was adjourned at 10:27 a.m.