



APPROVED 03/20/15

**Maine Connections Academy, Inc. (MCA)
MINUTES OF THE BOARD OF DIRECTORS MEETING
Friday, January 16, 2015 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 10:15 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, Julie Hannon, Nick McGee, Amy Linscott and Carol Weston (in person);

Guests: Karl Francis, School Leader; Heather Neal, Financial Consultant (in person); Rachel Graver, Pat Laystrom, Lyn McCullen, Ben Peterson, Shawn Soltz, 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 added an additional citation to the Executive Session - pursuant to MRSA Title 1, Chapter 13, Section 405-6(f), Discussions of information contained in records made, maintained, or received by a body when access by the public is prohibited by statute. There being no further changes noted, a motion was made and seconded as follows:

RESOLVED, that the Agenda for the January 16, 2015 Maine Connections Academy, Inc. Board Meeting, as amended, is hereby approved.

The motion passed unanimously.

V. Oral Reports

a. Principal's Report

i. Update on Field Trips

Mr. Francis discussed with the Board school field trips recently held and those that are upcoming. Board members discussed the level of participation in the field trip opportunities to date, as well as options for assisting students and families who may need financial assistance to attend.

ii. Update on Staffing

Mr. Francis updated the Board on staffing changes at the school, based on enrollment and school need. He reviewed the current staffing model at the school, and the Health and Physical Education courses currently taught by iNACA teachers. The Board discussed the cost effectiveness of this additional support for staff. There being no additional discussion, a motion was made and seconded as follows:

RESOLVED, that the Authority for the School Treasurer and School Leader to Move Forward with Hiring Process for Health and Fitness Instructor, as discussed, is hereby approved.

The motion passed unanimously.

iii. Update on Preparations for State Testing

Mr. Francis provided the Board with an update on the current staff preparations for upcoming state testing, including the use of local university facilities.

iv. Update on State Specific School Handbook: Abusive LC/ Caretaker Policy

Mr. Francis provided the Board with an update regarding a minor language change in the recently Board-approved Abusive Learning Coach /Caretaker Policy for the school, which provides the school with recourse in the event that a learning coach or caretaker acts in an improper manner with school staff members. Mr. Francis advised that, following feedback from Counsel, the term "due process" has been changed to "grievance policy" throughout the policy. Board members expressed concern with this change, and requested that their Board Counsel review the change before it is implemented.

v. School Operations Metrics

Mr. Francis presented this item to the Board. He reviewed the data included in the Board materials, highlighting the school's performance as compared with other Connections' partnering schools of similar size and years in operation. Board members discussed the metrics data with Mr. Francis.

b. Financial Report

Ms. Neal reviewed the financial information contained in the Board materials with the Board, providing specific information on the budget and forecast for the school year. She reviewed the balance sheet, revenue and expense statements. Ms. Neal further reviewed specific expenses, invoices and funding levels for the school.

i. Update on Revisions to School Fiscal Policies

Ms. Neal discussed the current fiscal policies with the Board, and some proposed revisions for the Board to consider. The Board had discussion on the fiscal policies and state law.

ii. Capitalization Threshold Change

Ms. Neal reviewed the current capitalization threshold listed in the school's fiscal policies. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the revision to fiscal policies to reflect a fixed asset capitalization threshold of \$5,000 instead of the previously approved \$1,000, as presented, is hereby approved.

The motion passed unanimously.

iii. Budget Planning for 2015-2016 School Year

Mr. McGee and Ms. Neal reviewed the progress completed to date on budget planning for the next school year, including an anticipated timeline for a draft budget to be presented for the Board to consider.

iv. RFP for Audit

Ms. Neal presented this item to the Board. She provided an update on the RFP process for an auditor.

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. The Board tabled Consent Items (e) Approval of Revision(s) to the 2014-2015 School Year State Specific School Handbook: Internet Subsidy Program Policy, (f) Approval of the 2015-2016 School Year General School Handbook, and (g) Approval of the 2015-2016 School Year State Specific School Handbook to allow for additional review. There being no additional changes noted, a motion was made and seconded as follows:

- a. Approval of Minutes from the November 21, 2014 Board Meeting;
- b. Approval of Minutes from the December 15, 2014 Board Special Meeting;
- c. Approval of Staffing Report; and
- d. Approval of Agreements for Student Enrollment for 2015-2016 School Year: Regulatory Program Description, Parent /Legal Guardian (Caretaker) Acknowledgement and Designated Learning Coach Agreement; are hereby approved.

The motion passed unanimously.

VII. Action Items

a. Approval of Connections Academy of Maine, LLC Invoices for November and December

Mr. McGee reviewed in detail the November and December invoices as drawn from the financial report provided in the Board materials, and reviewed earlier in the meeting. Mr. McGee reviewed an adjustment made to the November invoice since the distribution of the Board materials. He then asked the Board members whether they had any questions on the invoices or if any items required further explanation. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Connections Academy of Maine, LLC invoices for November, in the amount of \$164,134.74, and December, in the amount of \$196,645.90, as discussed and amended, are hereby approved.

The motion passed unanimously.

b. Approval of School Enrollment Opening for the 2015-2016 School Year

Mr. Francis reviewed the school enrollment opening information for the 2015-2016 school year, including the process to be completed by both returning students and new students and families. He advised that the open enrollment period will be from February 2, 2015 to March 4, 2015. Mr. Francis also provided the Board with an outline of the lottery process, should one be necessary. There being no further discussion, the motion was made and seconded as follows:

RESOLVED, that school enrollment opening for the 2015-2016 school year, as presented, is hereby approved.

The motion passed unanimously.

c. Approval of Funded Enrollment Target for the 2015-2016 School Year

Mr. Francis reviewed the proposed enrollment target for the 2015-2016 school year of 360 students and sought Board input in regards to the number. The Board had extensive discussion about the current enrollment cap, and the most appropriate enrollment target to set for budget planning. Board members agreed that 360 students was a good target to set for the upcoming school year based on staffing and budget. There being no further discussion, the motion was made and seconded as follows:

RESOLVED, that a funded enrollment target of 360 students for the 2015-2016 school year, as presented, is hereby approved.

The motion passed unanimously.

d. Approval of the Board Secretary to Work with the School Leader on the Teacher Performance Evaluation and Professional Growth System (PEPG)

Mr. Francis presented this item to the Board. He reviewed the state compliance requirement regarding a teacher performance evaluation team to develop the school's PEPG. Mr. Francis further discussed the school's plans to have the state-required teacher evaluation team to be in place by the end of the school year. Board members discussed the best representative from the Board to work with the evaluation team. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Board Secretary to work with the School Leader on the Teacher Performance Evaluation and Professional Growth System (PEPG), as presented, is hereby approved.

The motion passed unanimously.

VIII. Information Items

a. Upcoming LiveLesson® Sessions

Ms. Woodward presented this item to the Board. She reminded the Board they will be receiving links soon for LiveLesson® sessions for the upcoming Board consideration of the Curriculum and Outreach Plans for the 2015-2016 School Year. Ms. Woodward advised the Board that these recorded presentations are a more in-depth look at the plans prior to the Board meeting presentations and documentation.

b. Board Meeting Dates

Ms. Woodward presented this item to the Board, reminding Board members of previous discussion of possibly changing the regular board meeting schedule.

[Mr. Peterson, Ms. McCullen and Mr. Soltz left the meeting at 12:15 p.m.]

Board members had discussion on the current Board meetings schedule, and determined that they preferred to have a schedule of the first Friday of every month, with March 6, 2015 being the next meeting of the Board. School leadership reminded Board members of the process for gathering and compiling regular school data, including the MSR, as well as the end of month financial statements.

c. Legislative Update

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

d. Review of Old Business/ New Business

Board members discussed potential Board member candidate recruiting.

IX. Executive Session:

- a. Pursuant to MRSA Title 1, Chapter 13, Section 405-6, discussion of employment, promotion, evaluation, discipline, or resignation of an individual regarding public employment
- b. Pursuant to MRSA Title 1, Chapter 13, Section 405-6(f), Discussions of information contained in records made, maintained, or received by a body when access by the public is prohibited by statute.

The Board entered into Executive Session at 12:53 p.m. pursuant to MRSA Title 1, Chapter 13, Section 405-6(f) – for discussion of information contained in records made, maintained, or received by a body when access by the public is prohibited by statute. Board members in attendance were Amy Volk, Julie Hannon, Nick McGee, Amy Linscott and Carol Weston. The Board invited the following into Executive Session based on his work on this matter: Karl Francis. All others left the meeting at this time.

The Board continued their Executive Session discussion, pursuant to MRSA Title 1, Chapter 13, Section 405-6 for the discussion of employment, promotion, evaluation, discipline, or resignation of an individual regarding public employment. All Board members remained in attendance. The Board invited the following into Executive Session based on her work on this matter: Rachel Graver. Mr. Francis left the meeting at this time.

[Ms. Graver joined the call at 3:10 p.m.]

After the Board concluded their discussion, the Board resumed their open session at 3:40 p.m. via roll call. No action was taken during closed session.

X. Adjournment and Next Meeting – February 27, 2015 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 March 6, 2015 at 10:00 a.m. The Board being at the end of its agenda, the meeting was adjourned at 3:41 p.m.