



APPROVED 11/06/15

**Maine Connections Academy, Inc. (MCA)
MINUTES OF THE BOARD OF DIRECTORS MEETING
Friday, October 2, 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 and Roll Call

Ms. Volk called the meeting to order at 10:02 a.m. when all participants were present and able to hear each other. The meeting was open to the public.

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

Guests: Karl Francis, School Leader; Heather Neal, Financial Consultant (in person); Pat Laystrom, Rachel Graver, Shawn Soltz, Heather Woodward and Megann Arthur, Connections staff (via phone).

II. Public Comment

There were no comments at this time.

III. 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 to the Routine Business items, the Board indicated their intent to consider all Routine Business items in one motion. A motion was then made and seconded as follows:

RESOLVED, that Routine Business items:

- a. Approval of Agenda;
- b. Approval of Minutes from the August 28, 2015 Board Meeting; and
- c. Approval of Staffing Report; are hereby approved.

The motion passed unanimously.

IV. Oral Reports

a. Principal's Report

Mr. Francis reviewed with the Board some highlights from his written report, as provided with the Board materials, as well as the Monthly School Report. He also reviewed current student enrollment, and those in the pre-approval stages of enrollment.

i. Update School Activities

Mr. Francis discussed with the Board recent and planned school activities, including the upcoming international trip.

ii. Update on Staffing

Mr. Francis updated the Board on current staffing levels at the school, advising that there had been no changes since the previous month's meeting.

iii. 2014-2015 School Year Goals Update/ State of the School Report

Mr. Francis provided the Board with a state of the school report. He reviewed test scores by course and grade level, student achievements as well as areas the school will focus on this school year for improvement. Mr. Francis also reviewed parent satisfaction survey results in connection with student retention rates. He discussed last year's enrollment figures and goals with the Board and reviewed the current enrollment and school goals. Mr. Francis reminded Board members that the staff worked closely with Connections Academy staff on establishing this year's school goals, and reiterated that the school goals represent the major driver for the staff incentive plan. Mr. Francis commented that the goals are created with the intention of making the school a better experience for students and to allow for better outcomes and student achievements. The Board had extensive discussion with school leadership on the plans for the school year, and thanked Mr. Francis for his thoroughness and partnership in the educational process.

The Board had extensive discussion on the future growth plans proposed for the school. Mr. Francis discussed with the Board the potential advantages of presenting a framework to the Commission at their November meeting, and a detailed plan early in 2016. He further reviewed the anticipated facility needs for school staff based on certain growth levels. Board members expressed interest in holding a work session prior to the next regularly scheduled Board meeting to discuss growth options further.

iv. Approval of Revision(s) to 2015-2016 School Year General School Handbook: Enrollment, Withdrawals and Transfers

Mr. Francis briefly reviewed the proposed changes to the handbook, and Ms. Hannon confirmed that she had reviewed the changes and supported the school's proposal.

v. Approval of Revision(s) to the 2015-2016 School Year State Specific School Handbook

Mr. Francis briefly reviewed the proposed changes to the handbook, and Ms. Hannon confirmed that she had reviewed the changes and supported the school's proposal. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the following items:

- iv. Approval of Revision(s) to 2015-2016 School Year General School Handbook: Enrollment, Withdrawals and Transfers; and
- v. Approval of Revision(s) to the 2015-2016 School Year State Specific School Handbook; are hereby approved.

The motion passed unanimously.

[Ms. Laystrom left the meeting at 11:55 a.m.]

a. Financial Report

Mr. McGee reviewed the financial information contained in the Board materials with the Board, providing specific information on the budget and forecast for the school year. He reviewed the balance sheet, revenue and expense statements. Mr. McGee further reviewed specific expenses, invoices and new reporting requirements for the school.

i. Review and Approval of Connections Academy of Maine, LLC Invoices for July and August

Mr. McGee reviewed in detail the July and August invoices as drawn from the financial report provided in the Board materials, and reviewed earlier in the meeting. 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 then made and seconded as follows:

RESOLVED, that the Connections Academy of Maine, LLC Invoices for July and August, as presented, are hereby approved.

The motion passed unanimously.

ii. Ratification of Fiscal Officer Agreement

Mr. McGee advised the Board that the Fiscal Officer Agreement was still in the process of being finalized, and would be presented at a future meeting.

The item was tabled.

Board members had discussion on the budget, as well as the option of having discretionary funds for specific purposes.

Mr. McGee also discussed the ongoing process of the school balancing credit card charges in real time, and potential options for improving the systems in place.

V. Information Items

a. Legislative Update

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

b. School Leadership Team Update

Ms. Graver advised the Board that she, as a representative of Connections' School Leadership Team, would be providing monthly updates throughout the school year on a variety of topics believed to be of interest to the Board and the school. She provided the Board with a brief review of technology currently in place at the school, upgrades to systems made since the school's opening, as well as the initiative to provide laptops to all teachers at the school.

c. 2015-2016 School Year Items for Board Consideration

Ms. Arthur 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.

d. Curriculum Town Hall Reminder

Ms. Arthur reminded the Board of the upcoming Curriculum Town Hall presentation to be provided by Dr. Pat Hoge. She advised that additional information would be provided to the Board via email prior to their next meeting.

VI. Adjournment and Next Meeting – November 6, 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 November 6, 2015 at 10:00 a.m. The Board being at the end of its agenda, the meeting was adjourned at 12:55 p.m.