



**APPROVED 12/08/15**

**Maine Connections Academy, Inc. (MCA)  
MINUTES OF THE BOARD OF DIRECTORS MEETING  
Friday, November 6, 2015 at 10:00 a.m.**

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

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**I. Call to Order and Roll Call**

Ms. Volk called the meeting to order at 10:11 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, Amy Linscott, Carol Weston and Nick McGee (in person);

Board Members Joined During Meeting: Julie Hannon (via phone);

Guests: Karl Francis, School Leader; Pat Laystrom, Peter Robertson, Rachel Graver, Dave Potts, Ken Helt, Heather Woodward and Megann Arthur, Connections staff (all 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 Routine Business items distributed prior to the meeting. At the Board's request, Mr. Francis provided a brief background to item (d). 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 October 2, 2015 Board Meeting;
- c. Approval of Staffing Report; and
- d. Approval of Open Application Dates of February 1– March 2, 2016 and Authorization for the School Leader to Close Enrollment for the 2015-2016 School Year on March 1, 2016; are hereby approved.

The motion passed unanimously.

The Board indicated their intent to hear the Financial Report at this time.

### 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 provided the Board with an update on the current progress of the annual financial audit, including the upcoming Form 990 filing and communications to date with the audit firm.

### Review and Approval of Connections Academy of Maine, LLC Invoice for September

Mr. McGee reviewed in detail the September invoice 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 invoice 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 Invoice for September, as presented, is 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. Mr. Francis reviewed the school's plans regarding proficiency based diplomas, as well as staff professional development in progress this school year.

#### i. Update on School Activities and Staffing

Mr. Francis discussed with the Board recent and planned school activities for students and staff. He further updated the Board on current staffing levels at the school.

#### ii. Update on School Growth Plan

Mr. Francis provided the Board with a brief update on recent discussions with the Board Chair on the school's proposed growth plan. The Board had extensive discussion on the school's plan to expand into additional grade levels, including possible timelines for specific grade level expansions. Board members had additional discussion regarding communications with the Commission on the school's plans.

[Ms. Hannon joined the meeting via phone at 10:55 a.m.]

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

RESOLVED, that the School Growth Plan be proposed to the Charter Commission as outlined:

- For the 2016-2017 school year, the school will expand to include grades 5 and 6, and also add additional students currently on the waiting list, as appropriate and determined by the school leader;

- For the 2017-2018 school year, the school will work toward modest growth of approximately 100 students;
- For the 2018-2019 school year, the school will work toward modest growth of approximately 100 students;
- For the 2019-2020 school year, the school will expand to include grades 3 and 4;
- For the 2020-2021 school year, the school will work toward modest growth of approximately 100 students; and
- For 2021-2022 school year, the school will expand to include grades K – 2, is hereby approved.

The Board also discussed who would be best to accompany the school leader to the December Commission meeting, and Ms. Weston volunteered and had Board member support to do so.

Board members discussed the upcoming National Charter Schools Conference in Nashville in June 2016, as well as pending registration deadlines for discount rates. The Board had discussion of the cost of attendance, the budget currently for Board training and travel, and the advantages of conference attendance. The Board had additional discussion on working with Connections to participate in the group rate where there is a financial benefit to the Board. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that Board member attendance at the National Charter Schools Conference, as discussed, is hereby approved.

The motion passed unanimously.

Board members indicated their intent to briefly consider the remaining Financial Report items.

Review and Consideration of Revision(s) to Fiscal Policies and Procedures

This item was tabled to a future meeting.

Ratification of Fiscal Officer Agreement

This item was tabled to a future meeting.

[Mr. McGee left the meeting at 11:10 a.m.]

iii. Approval of Agreement for Student Enrollment for 2016-2017 School Year: Parent /Legal Guardian (Caretaker) Acknowledgement

Board members briefly discussed the PLCA, as included in the Board materials. There being no further discussion, a motion was then made and seconded as follows:

RESOLVED, that the Agreement for Student Enrollment for 2016-2017 School Year: Parent /Legal Guardian (Caretaker) Acknowledgement, as presented, is hereby approved.

The motion passed unanimously.

iv. Approval of Restraint and Seclusion Policy

Mr. Francis presented this item to the Board. The Board had discussion on the proposed Policy, as well as compliance requirements of the state and of the school staff. Board members requested additional information at the next meeting.

This item was tabled to a future meeting.

b. Financial Report

This item was considered earlier in the meeting.

i. Review and Approval of Connections Academy of Maine, LLC Invoice for September

This item was considered earlier in the meeting.

ii. Review and Consideration of Revision(s) to Fiscal Policies and Procedures

This item was considered earlier in the meeting.

iii. Ratification of Fiscal Officer Agreement

This item was considered earlier in the meeting.

**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

i. School Operations Metrics

Ms. Graver presented to the Board on behalf of Connections' School Leadership Team. She provided the Board with additional background on the school operations metrics, including specific factors that can affect metrics at the start of the school year. Board members discussed the metrics with school leadership.

ii. Introduction of SLT Representative, Dave Potts

Ms. Graver introduced Mr. Potts to the Board, and advised that he and Mr. Robertson would be supporting the school and the Board while she was on her upcoming maternity leave.

**VI. EXECUTIVE SESSION: Pursuant to MRSA Title 1, Chapter 13, Section 405-6, discussion of employment, promotion, evaluation, discipline, or resignation of an individual regarding public employment**

The Board entered into Executive Session at 11:44 a.m. via roll call pursuant to MRSA Title 1, Chapter 13, Section 405-6, for discussion of employment, promotion, evaluation, discipline, or resignation of an individual regarding public employment. Board members in attendance were Amy Volk, Julie Hannon, Amy Linscott and Carol Weston. At the Board's request, all others left the meeting at this time.

After the Board concluded their discussion, the Board resumed their open session at 11:56 a.m. via roll call. No action was taken during closed session.

[Ms. Graver re-joined the meeting at 11:56 a.m.]

Ms. Volk reminded the Board of the discussion held during Executive Session. There being no further discussion. A motion was made and seconded as follows:

RESOLVED, that the additional bonus payout, as discussed, is hereby approved.

**VII. Adjournment and Next Meeting – December 4, 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 December 4, 2015 at 10:00 p.m. The Board being at the end of its agenda, the meeting was adjourned at 12:00 p.m.