



**APPROVED 01/08/16**

**Maine Connections Academy, Inc. (MCA)  
MINUTES OF THE BOARD OF DIRECTORS MEETING  
Tuesday, December 8, 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 10:06 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, and Carol Weston (in person); Julie Hannon (via phone);

Board Members Absent: Nick McGee;

Guests: Karl Francis, School Leader; Heather Neal, Financial Consultant; David Doyle, Member of the Public (in person); Rachel Ryan, Member of the Public; Pat Laystrom, Peter Robertson, Dave Potts, Shawn Soltz, Laura Coleman, Heather Woodward and Megann Arthur, Connections staff (all via phone).

**II. Public Comment**

Mr. Doyle and Ms. Ryan thanked the Board for the opportunity to attend their meeting.

**III. Routine Business**

a. Approval of Agenda

Ms. Volk asked the Board to review the Routine Business items 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 November 6, 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 the school's progress towards AdvancED Accreditation, plans regarding proficiency-based diplomas, as well as conversations with the Maine Charter School Commission (MCSC) regarding truancy and teacher retirement. The Board discussed the Principal's Report in detail with Mr. Francis.

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

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

##### ii. Update on Student Intervention Efforts – Tier 1 and Tier 2

Mr. Francis updated the Board on Student Intervention Efforts. He advised the Board of school staff members' increased awareness of critical educational components and benchmarks, as well as Connections' useful tools for tracking student progress. Mr. Francis further discussed the relation these efforts have to the school's annual success in goals completion. The Board discussed the student intervention efforts in detail.

##### iii. Discussion of Feedback from MCSC On MCA Approved Enrollment Plan

Mr. Francis reviewed the feedback from the MCSC on the MCA Board-approved Enrollment Plan. He further described proposed adjustments to the Plan for Board review at a future meeting.

##### iv. Approval of Agreements for Student Enrollment for 2016-2017 School Year: Regulatory Program Description, Caretaker Designee Agreement and Designated Learning Coach Agreement

##### v. Approval of Revision(s) to 2015-2016 School Year General School Handbook: FERPA Policy Updates

##### vi. Approval of Federal Title Funding Documentation: Homeless Education Policy

##### vii. Approval of Restraint and Seclusion Policy

The Board expressed their intent to review the four recommendations from the School Leader together. The Board briefly discussed the revisions to the Student Enrollment Agreements, General School Handbook and Homeless Education Policy, as well as the new Restraint and Seclusion Policy. There being no further discussion, the motion was made and seconded as follows:

RESOLVED, that the Agreements for Student Enrollment for 2016-2017 School Year: Regulatory Program Description, Caretaker Designee Agreement and Designated Learning Coach Agreement, as presented, are hereby approved.

FURTHER RESOLVED, that the Revision(s) to 2015-2016 School Year General School Handbook: FERPA Policy Updates, as presented, is hereby approved.

FURTHER RESOLVED, that the Federal Title Funding Documentation: Homeless Education Policy, as presented, is hereby approved.

FURTHER RESOLVED, that the Restraint and Seclusion Policy, as presented, is hereby approved.

The motion passed unanimously.

[Ms. Neal joined the meeting at 10:51 a.m.]

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 the direct course instruction detail, as well as other specific expenses for the school and the auditor request for proposals process for next school year. Board members had extensive discussion regarding the expenses billed to date.

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

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

The Board expressed their intent to review the two recommendations from the Financial Report together. Ms. Neal reviewed in detail the October invoice as drawn from the financial report provided in the Board materials, and reviewed earlier in the meeting. She further reviewed the revisions to the Fiscal Policies and Procedures. Ms. Neal asked the Board members whether they had any questions 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 invoice for October, in the amount of \$310,536.24, as presented, is hereby approved.

FURTHER RESOLVED, that the Revision(s) to Fiscal Policies and Procedures, as presented, are hereby approved.

The motion passed unanimously.

iii. Ratification of Fiscal Officer Agreement

This item was tabled to a future meeting.

**V. Information Items**

a. Legislative Update

Ms. Laystrom 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 Leader Review Process Update

Mr. Potts outlined the annual school leader review process with the Board. He reviewed with Board members that the process includes feedback from the Board through a survey, as well as additional evaluation tools by the Board. Mr. Potts further reminded the Board that Mr. Francis' mid-year review will be discussed during the upcoming meetings and the final review will take place during the Board's Annual Meeting. The Board discussed their desire and requirement to take the lead on evaluating Mr. Francis.

**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 11:58 a.m. upon a motion, second and confirmed 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. Guests invited by the Board to attend were Mr. Robertson and Mr. Potts. All others left the meeting at this time.

After the Board concluded their discussion, the Board resumed their open session at 12:07 p.m. upon a motion, second and confirmed via roll call. No action was taken during closed session.

**VII. Adjournment and Next Meeting – January 8, 2016 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 8, 2016 at 10:00 a.m. The Board being at the end of its agenda, the meeting was adjourned at 12:07 p.m.