



APPROVED 03/04/16

**Maine Connections Academy, Inc. (MCA)
MINUTES OF THE BOARD OF DIRECTORS MEETING
Friday, February 5, 2016 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 10:17 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 and Julie Hannon (in person); Amy Linscott and Carol Weston (via phone);

Board Members Absent: Nick McGee;

Guests: Doug Bourget, School staff (in person); Karl Francis, School Leader; Libby Kaut, Member of the Public; Heather Neal, Financial Consultant; Pat Laystrom, Rachel Graver, Ken Helt, Laura Coleman and Heather Woodward, Connections staff (all via phone).

II. Public Comment

Ms. Kaut, who identified herself as the parent of an MCA student, provided the Board with her comments on the identification and support of special need students. The Board thanked Ms. Kaut for her time and comments.

[Ms. Kaut left the meeting at 10:24 a.m.]

III. Routine Business

- a. Approval of Agenda;
- b. Approval of Minutes from the January 8, 2016 Board Meeting (attached);
- c. Approval of Staffing Report (attached)

Ms. Volk asked the Board to review the Routine Business items distributed prior to the meeting. The Board requested the Legislative Update be moved to directly follow the Routine Business items and the addition of Approval of School Petty Cash Fund to the Financial Report. There being no further 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, as amended;
- b. Approval of Minutes from the January 8, 2016 Board Meeting; and
- c. Approval of Staffing Report; are hereby approved.

The motion passed unanimously.

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.

IV. Oral Reports

a. Principal's Report

On behalf of Mr. Francis, Mr. Bourget reviewed with the Board some highlights from the Principal's report, as provided with the Board materials, as well as the Monthly School Report.

i. Update on School Activities and Staffing

Mr. Bourget discussed with the Board the staff's progress toward accreditation and proficiency based diploma standards. He further reviewed the upcoming staff professional development day and Performance Evaluation and Professional Growth (PEPG) team's scope of work to reevaluate the current system and potential incentive bonus. The Board discussed the recent school activities in detail and requested that staff, evaluations and the accompanying budget be discussed in further detail at a future meeting.

[Ms. Laystrom left the meeting at 10:53 a.m.]

ii. Review and Consideration of Funded Enrollment Target for the 2016-2017 School Year

Mr. Bourget reviewed the reasons for withdrawing the request for increased enrollment for the 2016-2017 school year based on funding.

This item was tabled.

iii. Approval of the 2016-2017 School Year State Specific School Handbook

This item was discussed later in the meeting.

iv. Approval of School Enrollment Opening on March 1, 2016 for the 2016-2017 School Year

This item was discussed later in the meeting.

v. Approval of Board Designee to Work with School Leader to Engage Vendor for EMO Evaluation

Mr. Bourget presented this item to the Board. The Board discussed in detail the qualifications of the third party contractor presented for approval and if there are any potential conflicts of interest for her to facilitate the school's upcoming professional development day as well as assist the Board with an Education Management Organization (EMO) Evaluation.

This item was tabled.

b. Financial Report

Approval of School Petty Cash Fund

Ms. Neal reviewed the need for a school Petty Cash fund and the process for maintaining those funds. There being no additional discussion, a motion was made and seconded as follows:

RESOLVED, that the School Petty Cash Fund, as discussed, is hereby approved.

The motion passed unanimously.

i. Review and Approval of Connections Academy of Maine, LLC Invoice for December; is hereby approved

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. The Board discussed the Board Counsel invoice in detail and requested Ms. Neal investigate further. There being no additional discussion, a motion was made and seconded as follows:

RESOLVED, that the Connections Academy of Maine, LLC Invoice for December, in the amount of \$261,995.76; as presented, is hereby approved.

The motion passed unanimously.

[Mr. Francis joined the meeting at 11:50 a.m.]

IV. Oral Reports

At the request of the Board, this item was revisited.

a. Principal's Report

v. Approval of Board Designee to Work with School Leader to Engage Vendor for EMO Evaluation

Mr. Francis reviewed the third party contractor's qualifications and recommended the Board consider her as the vendor to work with them on their EMO Evaluation. The Board reviewed their potential conflict of interest concerns and desire to meet with the recommended third party contractor. Mr. Francis advised he would postpone the staff professional development day and invite the potential contractor to an upcoming Board meeting.

[Mr. Francis left the meeting at 12:02 p.m.]

[Ms. Neal left the meeting at 12:06 p.m.]

V. Information Items

a. Legislative Update

This item was presented earlier in the meeting.

b. School Leadership Team Update

Ms. Graver presented to the Board on behalf of the Connections' School Leadership Team.

i. School Operations Metrics

Ms. Graver provided the Board with additional background on the school operations metrics, including specific factors that can affect metrics. Board members discussed the metrics data with Ms. Graver.

VI. Oral Reports

At the request of the Board, this item was revisited.

a. Principal's Report

iii. Approval of the 2016-2017 School Year State Specific School Handbook

Ms. Hannon briefly highlighted points in the memo regarding the State Specific School Handbook and asked the Board whether they had any questions on the Handbook. Ms. Hannon advised that she had reviewed the handbook and recommended the approval of the 2016-2017 School Year State Specific School Handbook with minor revisions she will discuss with Mr. Francis and Connections. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the 2016-2017 School Year State Specific School Handbook, as amended, is hereby approved.

The motion passed unanimously.

iv. Approval of School Enrollment Opening on March 1, 2016 for the 2016-2017 School Year

Ms. Woodward reviewed the school enrollment opening information for the 2016-2017 school year, including the process to be completed by both returning students and new students and families. She advised that the opening will be March 1, 2016. There being no further discussion, the motion was made and seconded as follows:

RESOLVED, that school enrollment opening on March 1, 2016 for the 2016-2017 school year, as presented, is hereby approved.

The motion passed unanimously.

V. Information Items

c. Board Recruitment Update

The Board discussed current Board composition, as well as their preferred background and credentials for the next candidate for the Board.

d. National Charter Schools Conference Update

Ms. Woodward provided the Board with details on the upcoming National Charter School Conference (NCSC) in Nashville, Tennessee. Board members discussed which Board members would benefit the most from attending the conference and requested to discuss this item at a future meeting when the Treasurer was present.

e. Upcoming LiveLesson® Sessions

Ms. Woodward presented this item to the Board. She reminded the Board that they will be soon be receiving a link to a LiveLesson® session presentation intended to provide a more in-depth look at the Outreach plans for the upcoming school year prior to the next Board meeting's documentation and request for approval. Ms. Woodward further reminded the Board of the timing of the upcoming Curriculum Town Hall presentation as part of the annual review process for Curriculum consideration.

VII. EXECUTIVE SESSION:

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

The Board entered into Executive Session at 12:32 p.m. upon a motion, second and confirmed via roll call pursuant to MRSA Title 1, Chapter 13, Section 405-6 (f) discussions of information contained in records made, maintained or received by a body or agency when access by the general public to those records is prohibited by statute. Board members in attendance were Amy Volk, Julie Hannon, Amy Linscott and Carol Weston. Guests invited by the Board to attend were Rachel Graver. 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 (a) 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.

[Ms. Weston left the meeting at 1:03 p.m.]

After the Board concluded their discussion, the Board resumed their open session at 1:17 p.m. upon a motion, second and confirmed via roll call. No action was taken during closed session.

VIII. Adjournment and Next Meeting – March 4, 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 March 4, 2016 at 10:00 a.m. The Board being at the end of its agenda, the meeting was adjourned at 1:18 p.m.