



APPROVED 04/13/16

**Maine Connections Academy, Inc. (MCA)
MINUTES OF THE BOARD OF DIRECTORS MEETING
Friday, March 4, 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 10:07 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 Amy Linscott (in person); Julie Hannon, Nick McGee and Carol Weston (via phone);

Guests: Karl Francis, School Leader; Judy Enright and Christie McNally, Members of the Public (in person); Pat Laystrom, Rachel Graver, Ken Helt, Marjorie Rofel, Laura Coleman and Heather Woodward, Connections staff (all via phone).

II. Public Comment

There were no comments at this time.

III. Routine Business

- a. Approval of Agenda;
- b. Approval of Minutes from the February 5, 2016 Board Meeting;
- c. Approval of Staffing Report

Ms. Volk asked the Board to review the Routine Business items distributed prior to the meeting. The Board requested the addition of Approval of Legal Invoices 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 February 5, 2016 Board Meeting; and
- c. Approval of Staffing Report; are hereby approved.

The motion passed unanimously.

IV. Oral Reports

a. Principal's Report

i. Update on State Testing

Mr. Francis provided the Board with an update on the current staff preparations for upcoming state testing, as well as locations around the state where testing is planned to be held.

ii. Update on Graduation Plans

Mr. Francis advised the Board that the high school graduation ceremony is planned for June 9, 2016, and encouraged Board members to attend. He reviewed the venue and number of students expected to graduate.

iii. Update on Search for Vendor to Conduct EMO Evaluation

Mr. Francis introduced Ms. Enright as a potential vendor for the Board to contract with to conduct their Education Management Organization (EMO) Evaluation. Ms. Enright reviewed her background and experience with the Board.

[Ms. Hannon joined the meeting in person at 10:20 a.m.]

The Board discussed with Ms. Enright her qualifications in detail.

[Ms. Enright left the meeting at 10:46 a.m.]

The Board discussed their preferred background for a vendor to assist them with the EMO Evaluation and agreed that multiple vendors should be considered before their final selection. The Board agreed to seek additional vendors for consideration at a future meeting.

iv. Consideration of Vendor for Parent and Student Surveys for 2015-2016 School Year

Mr. Francis provided the Board with an update on the Parent and Student Surveys requested by the Maine Charter School Commission (MCSC). The Board discussed the various surveys that would benefit the school in addition to the MCSC supported Parent and Student Surveys. The Board agreed to follow up with the MCSC.

[Mr. McGee joined the meeting in person at 11:03 a.m.]

v. Discussion of Staff Incentive Plan

Board members discussed with school leadership specific school goals and measurements, the school leader and teacher competencies and school bonus incentive matrix in detail. The Board requested Connections coordinate a Staff Compensation Survey through the Human Resources Department for discussion at a future Board meeting.

vi. Approval of PLCC Teacher Certification Plan

Mr. Francis reviewed with the Board the Professional Support System Teacher Certification Plan as included in the meeting materials.

vii. Approval of Outreach Plan for the 2016-2017 School Year

Mr. Francis presented the Outreach Plan for the 2016-2017 School Year to the Board, as included in the Board materials. Mr. Francis highlighted projected enrollment numbers, as well as planned activities for student recruitment.

The Board expressed their desire to consider the PLCC Teacher Certification Plan and Outreach Plan for the 2016-2017 School Year together. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the PLCC Teacher Certification Plan, as presented, is hereby approved; and

FURTHER RESOLVED, that the Outreach Plan for the 2016-2017 school year, as presented, is hereby approved.

The motion passed unanimously.

b. Financial Report

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

Mr. McGee reviewed the school's invoice for January, as included in the meeting materials with the Board.

ii. Update on Line of Credit

Mr. McGee reviewed with the Board the advantages of renewing a school line of credit in the amount of \$100,000.

iii. Update on Budget Development for 2016-2017 School Year

Mr. McGee further provided the Board with an update on the process and timeline for the Budget Development for the upcoming school year.

Approval of Legal Invoices

Mr. McGee reviewed the agreement reached with Mr. John Larouche for Board Counsel services from July 1, 2014 to present in the amount of \$4,809.42.

The Board expressed their desire to consider all Financial Report items together. There being no additional discussion, a motion was made and seconded as follows:

RESOLVED, that the Connections Academy of Maine, LLC invoice for January, in the amount of \$242,391.55; as presented, is hereby approved;

FURTHER RESOLVED, that the Line of Credit 1-Year Renewal, as presented, is hereby approved; and

FURTHER RESOLVED, that the Legal Invoices, in the amount of \$4,809.42, as discussed, is hereby approved.

The motion passed unanimously.

V. **Information Items**

The Board members agreed to table Information Items (a)-(d) in the consideration of time to a future Board meeting.

a. Legislative Update

This item was tabled.

b. Special Education Support Update

This item was tabled.

c. School Leadership Team Update

This item was tabled.

d. Board Recruitment Update

This item was tabled.

e. National Charter Schools Conference Update

Board members discussed which Board members would benefit the most from attending the upcoming National Charter School Conference (NCSC) in Nashville, Tennessee. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Board conference attendance and expense reimbursement for one (1) Board member to the National Charter School Conference, as discussed, is hereby approved.

The motion passed unanimously.

VI. 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

The Board entered into Executive Session at 12:12 p.m. upon a motion, second and confirmed via roll call vote of all Board members present 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, Nick McGee, Amy Linscott and Carol Weston. Guests invited by the Board to attend were Karl Francis, Rachel Graver, Laura Coleman and Heather Woodward. All others left the meeting at this time.

[Ms. Rofel joined the meeting at 12:15 p.m.]

[Mr. Francis left the meeting at 12:30 p.m.]

[Ms. Volk joined the meeting via phone at 12:40 p.m.]

[Ms. Rofel left the meeting at 12:45 p.m.]

[Ms. Volk left the meeting at 1:01 p.m.]

After the Board concluded their discussion, the Board resumed their open session at 1:04 p.m. upon a motion, second and confirmed via roll call of all Board members present. No action was taken during closed session.

Approval of Action(s) Necessary Based on Executive Session

Ms. Hannon reminded the Board of the discussion in Executive Session. There being no further discussion a motion was made and seconded as follows:

RESOLVED, the Board will pursue securing a legal retainer, as discussed, is hereby approved.

The motion passed unanimously.

VII. Adjournment and Next Meeting – April 1, 2016 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 April 1, 2016 at 10:00 a.m. The Board being at the end of its agenda, the meeting was adjourned at 1:06 p.m.