



APPROVED 05/06/16

**Maine Connections Academy, Inc. (MCA)
MINUTES OF THE BOARD OF DIRECTORS MEETING
Wednesday, April 13, 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. Hannon called the meeting to order at 10:05 a.m. when all participants were present and able to hear each other. The meeting was open to the public.

Board Members Present: Julie Hannon, Nick McGee and Amy Linscott (in person);

Board Members Absent: Amy Volk and Carol Weston;

Guests: Karl Francis, School Leader; Katie Foley and Bernice Stockley, Members of the Public (in person); Heather Neal, Financial Consultant; Pat Laystrom, Rachel Graver, Ken Helt, Jay W. Ragley, Laura Coleman and Megann Arthur, Connections staff (all via phone).

II. Public Comment

The Board welcomed potential Board member candidates, Ms. Foley and Ms. Stockley. The potential Board member candidates reviewed their qualifications and previous experience with the Board.

III. Routine Business

a. Approval of Agenda

Ms. Hannon asked the Board to review the Agenda distributed prior to the meeting. She then asked if there were any requested changes to the Agenda. The Board requested to add an Audit Update to the Financial Report and an Executive Session to discuss personnel after Information Items. There being no further changes noted, a motion was made and seconded as follows:

RESOLVED, that the Agenda for the April 13, 2016 Maine Connections Academy Board of Directors Meeting, as amended, is hereby approved.

The motion passed unanimously.

b. Approval of Minutes from the March 4, 2016 Board Meeting

Ms. Hannon asked the Board to review the Minutes from the March 4, 2016 Board Meeting distributed prior to the meeting. She then asked if there were any requested changes to the Minutes. There being no changes noted, a motion was made and seconded as follows:

RESOLVED, that the Minutes from the March 4, 2016 Board Meeting, as presented, are hereby approved.

The motion passed unanimously.

c. Approval of Staffing Report

Mr. Francis reviewed the Staffing Report distributed prior to the meeting. The Board expressed a desire to discuss specific staff resignations during the Executive Session later in the meeting. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Staffing Report, as presented, is hereby approved.

The motion passed unanimously.

IV. Oral Reports

a. Principal's Report

i. Consideration of Teacher Work Schedules for 2016-2017 School Year

Mr. Francis proposed to the Board a flexible work from home schedule for teachers. He reviewed the qualifications and work requirements teachers would need to meet to receive the flexible schedule option. The Board discussed the proposal in detail, including the associated work from home policy and expectations of participating teachers. The Board requested additional plan information for their review and consideration at a future meeting.

ii. Consideration of Connections Special Education Services Proposal

Mr. Francis reviewed with the Board the Special Education Services proposal from Connections, as included in the Board meeting materials. The Board discussed the proposal in detail, including the need for approval from the Maine Charter School Commission (MCSC). There being no further discussion, a motion was made and seconded as follows:

RESOLVED, the Connections Special Education Services Proposal, as presented, is hereby approved pending Maine Charter School Commission approval.

The motion was approved with two (2) affirmative votes by Mr. McGee and Ms. Linscott; and one (1) negative vote by Ms. Hannon.

[Ms. Laystrom left the meeting at 11:02 a.m.]

iii. Update on MCSC Vendor for Parent and Student Surveys for 2016-2017 School Year

Mr. Francis provided the Board with an update on the Parent and Student Survey information requested by the MCSC. He advised that the MCSC continues to request their survey completion despite the school having already engaged parents and students with satisfaction surveys in February. The Board discussed the impact multiple surveys could have on overall survey completion rates.

iv. Consideration of Vendor to Conduct EMO Evaluation

Ms. Hannon provided the Board with an update on the continued search for a vendor to conduct the Educational Management Organization (EMO) Evaluation. Board members discussed their preferred background and credentials for the 3rd party evaluator, as well as the current options for vendor. The Board members agreed to table this item for consideration at a future meeting.

This item was tabled.

v. Update on Staff Compensation Survey

Ms. Graver reviewed the staff compensation survey data as included in the Board materials. The Board discussed the survey findings and recommended base salary increase in detail.

b. Financial Report

Audit Update

Mr. McGee updated the Board on the recent audit. He highlighted key aspects of the report and related the minor findings and recommendations from the audit firm.

[Ms. Neal joined the meeting at 11:34 a.m.]

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

Ms. Neal reviewed the school's invoice for February, as included in the meeting materials with the Board. Mr. McGee advised that he was in the process of reviewing the invoices and recommended approval of the invoices, pending his final review and approval. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Connections Academy of Maine, LLC invoice for February, in the amount of \$251,972.06, as presented, is hereby approved.

The motion passed unanimously.

ii. Review and Consideration of the 2016-2017 School Year Budget and Fee Schedule from Connections Academy of Maine, LLC for the 2016-2017 School Year

Mr. McGee reviewed the proposed 2016-2017 school year budget outline and Budget Notes documents with the Board, also reminding them of the budget development process to date that included the school leader and Connections staff. He further reviewed the accompanying fee schedule from Connections Academy of Maine, LLC with the Board. Mr. McGee advised the Board that the 2016-2017 Fee Schedule being presented summarizes the basis for all charges from Connections to the school under the Educational Products and Services Agreement (EPSA), and that the basis for all charges is drawn directly from the Budget. Board members discussed the budget, including related staffing and Board expenses, as well as the fee schedule and all services provided by Connections under the schedule. The Board agreed to table this item and consider a final budget and fee schedule at a future meeting.

This item was tabled.

V. Information Items

a. Legislative Update

There was no update at this time.

b. School Leadership Team Update

There was no update at this time.

c. Board Recruitment Update

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

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 12:09 p.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 Julie Hannon, Nick McGee and Amy Linscott. Guests invited by the Board to attend were Mr. Francis and Ms. Graver. All others left the meeting at this time.

After the Board concluded their discussion, the Board resumed their open session at 12:31 p.m. upon a motion, second and confirmed via roll call. No action was taken during closed session.

VI. Adjournment and Next Meeting – May 6, 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 May 6, 2016 at 10:00 a.m. The Board being at the end of its agenda, the meeting was adjourned at 12:31 p.m.