



**APPROVED 06/03/16**

**Maine Connections Academy, Inc. (MCA)  
MINUTES OF THE BOARD OF DIRECTORS MEETING  
Wednesday, May 6, 2016 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 10:07 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, Carol Weston and Amy Linscott (in person) and Amy Volk (via phone);

Guests: Karl Francis, School Leader; Doug Bourget, School Staff member (in person); Heather Neal, Financial Consultant; Pat Laystrom, Rachel Graver, 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 Agenda distributed prior to the meeting. She then asked if there were any requested changes to the Agenda. The Board tabled item (vii) Approval of Employee Handbook Revisions, to allow for additional review. There being no additional changes noted, a motion was made and seconded as follows:

RESOLVED, that the Agenda for the May 6, 2016 Maine Connections Academy Board of Directors Meeting, as amended, is hereby approved.

The motion passed unanimously.

b. Approval of Minutes from the April 13, 2016 Board Meeting

Ms. Volk reminded the Board of the draft minutes included in the Board materials.

c. Approval of Staffing Report

Ms. Volk reminded the Board of the staffing report, as included in the Board materials.

#### 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, including state testing updates and student accomplishments.

##### i. Graduation Plans and End of Year Activities Update

Mr. Francis discussed planned end of school year activities, including the upcoming graduation ceremony.

##### ii. School Operations Metrics

Mr. Francis outlined some of the data included in the Board materials, highlighting the school's performance as compared with other Connections' partnering schools of similar size and years in operation. Board members discussed the metrics data with Mr. Francis.

##### iii. Google Apps for Education

Mr. Francis reviewed with the Board the school's upcoming migration to Google Apps. He referred the Board to the FAQ document provided in the Board materials, advised them on the background to this change and any anticipated impact on stakeholders. He further provided an approximate timeline for this process to be completed, as well as the support to be in place for all schools staff members.

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

Mr. Francis reviewed with the Board a proposed more flexible schedule for teachers that would include varying hours of coverage and work from home options. The Board reviewed the expectations of staff with a shift to the proposed work from home policy. The Board was supportive of the policy and indicated interest in parent input regarding the impact of a teacher work from home policy and flex time on the students. The Board and Mr. Francis discussed accountability and benefits of the proposed policy.

##### v. Approval of School Calendar for the 2016-2017 School Year

Mr. Francis reviewed the School Calendar with the Board, advising that he had worked with his leadership team and Connections to develop the calendar in compliance with all state and federal requirements for students.

##### vi. Approval of Staff Compensation Plan for the 2016-2017 School Year

Mr. Francis reviewed the Staff Compensation Plan, highlighting the specific changes from the Plan approved for the current school year. Board members had extensive discussion on the proposed Plan, including the hiring practices and Career Ladder advantages for teachers.

##### vii. Approval of Employee Handbook Revision(s)

This item was tabled to a future meeting.

viii. Approval of Curriculum for the 2016-2017 School Year

Ms. Volk reminded Board members of the memo included in the Board materials regarding the school's Curriculum offering for the next school year. Mr. Francis briefly highlighted some key aspects of the Curriculum, and Board members discussed specific offerings for the school.

ix. 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 3<sup>rd</sup> party evaluator, as well as the current options for vendor. The Board indicated their intention to continue discussions on this at a future meeting.

The Board noted their intent to consider several items discussed thus far in the meeting in one motion. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the following items:

- b. Approval of Minutes from the April 13, 2016 Board Meeting;
- c. Approval of Staffing Report;
- v. Approval of School Calendar for the 2016-2017 School Year;
- vi. Approval of Staff Compensation Plan for the 2016-2017 School Year, as amended at meeting; and
- viii. Approval of Curriculum for the 2016-2017 School Year; are hereby approved.

The motion passed unanimously.

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 further reviewed the balance sheet, and revenue and expense statements, as well as specific line items of interest.

Board members discussed specific funding sources for the schools, and indicated their desire to review those grants the school may be eligible for on an annual basis.

i. Review and Approval of Connections Academy of Maine, LLC Invoices for March

Ms. Neal reviewed the school's invoices for March, as included in the meeting materials with the Board. Mr. McGee advised that he had also reviewed the invoices, and found all to be in order.

ii. Review and Consideration of Credit Card Options

Ms. Neal presented this item to the Board. She reviewed the three (3) credit card option proposals for the school, as included in the Board materials. The Board discussed each option with Ms. Neal, as well as appropriate authorized users/card holders and fees associated with each. In response to the Board's request, Ms. Neal advised that she recommended the school apply for the Capital One Spark Business card, and that she be authorized to determine authorized users based on fees and credit level assignments per card.

iii. 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

Ms. Neal reviewed the proposed 2016-2017 school year budget outline with the Board and reminded them of the budget development process to date that included the school leader, Board Treasurer and/or other Designee(s) and Connections staff. She further reviewed the accompanying fee schedule from Connections Academy of Maine, LLC with the Board. Ms. Neal 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, outreach and other specific expenses for the school, as well as the fee schedule and all services provided by Connections under the schedule. The Board discussed that their approval of the budget and fee schedule was all subject to the MCSC approval.

The Board indicated their intent to consider all financial items in the same motion. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the financial items as presented by the school's Financial Consultant:

- i. Approval of Connections Academy of Maine, LLC Invoices for March;
- ii. Consideration of Credit Card Option of Capital One Spark Business card; and
- iii. Consideration of the 2016-2017 School Year Budget and Fee Schedule from Connections Academy of Maine, LLC for the 2016-2017 School Year, pending approval from the MCSC; are hereby approved.

The motion passed unanimously.

[Ms. Neal and Ms. Laystrom left the meeting at 12:08 p.m.]

**V. Information Items**

a. Legislative Update

Ms. Weston provided the Board with an update on the recent legislative activities in Maine, which may impact the school.

b. School Leadership Team Update

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

i. School Leader Review Process Update

Ms. Graver briefly reminded the Board of the annual school leader review process and timeline. She further reminded Board members that the process includes feedback from the Board through a survey, a link to which will be emailed to the Board soon after this meeting. She discussed with the Board members the importance of Board member participation in the review process.

c. Board Recruitment Update

The Board discussed current Board composition, potential Board member candidates, as well as their preferred background and credentials for the additional Board member candidates. The Board also discussed advantages and disadvantages of increasing the size of the Board.

i. Consideration of Board Candidate Application Form

The Board held discussion on the form, as included in the Board materials, board recruitment and onboarding processes for new members. There being no additional discussion, a motion was made and seconded as follows:

RESOLVED, that the Board Candidate Application Form, as presented, is hereby approved.

The motion passed unanimously.

d. Board Planning for the 2016-2017 School Year

Ms. Arthur discussed the planning for the 2016-2017 school year that Connections Academy has been working on with the school.

i. Proposed Meeting Schedule

The Board held discussion on the meeting schedule for the upcoming school year. Ms. Arthur advised that the consideration of the Board meeting schedule for the 2016-2017 school year will be included on the June Annual Meeting agenda.

**VI. Adjournment and Next Meeting – June 3, 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 June 3, 2016 at 10:00 a.m. The Board being at the end of its agenda, the meeting was adjourned at 12:30 p.m.