



Approved 8/26/2016

Maine Connections Academy, Inc. (MCA)
MINUTES OF THE BOARD OF DIRECTORS ANNUAL MEETING
Friday, June 3, 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 10:04 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 and Carol Weston (via phone);

Board Members Joined During Meeting: Nick McGee (via phone);

Guests: Karl Francis, School Leader; Bill Nave, Potential EMO Evaluator Consultant (in person); Heather Neal, Financial Consultant; Pat Laystrom, Jay W. Ragley, Rachel Graver, Ken Helt, Heather Woodward, Laura Coleman 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 requested the addition of agenda items: Approval of Pilot Program for Evening Work Hours, Approval of Interest and Referral Income Designation to Principal Discretionary Funds, Approval of Additional Professional Development for Two Staff Members at a Cost not to Exceed \$3,000, and Approval of Potential Board Member Candidates.

b. Approval of Minutes from the May 6, 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. Mr. Francis provided the Board with an update to staff composition.

d. Approval of Board Meeting Schedule for the 2016-2017 School Year

Ms. Arthur reviewed the proposed Board Meeting Schedule for the 2016-2017, as included in the Board meeting materials.

e. Approval of Board President as Board Designee to Approve Summer Staffing Decisions for the 2016-2017 School Year

Ms. Volk reminded the Board of the annual appointment of the Board President as Board Designee to Approve Summer Staffing Decisions for the 2016-2017 School Year. The Board's designation of this task would include staffing decisions made through the time of the August meeting and the Board would then be presented all updates for review and consideration in the Staffing Report at the September 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:

- a. Approval of Agenda for the June 3, 2016 Maine Connections Academy Board of Directors Annual Meeting, as amended;
- b. Approval of Minutes from the May 6, 2016 Board Meeting;
- c. Approval of Staffing Report;
- d. Approval of Board Meeting Schedule for the 2016-2017 School Year; and
- e. Approval of Board President as Board Designee to Approve Summer Staffing Decisions for the 2016-2017 School Year; 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, including recent Maine Charter School Commission (MCSC) and Maine Department of Education (MDOE) visits, state testing, and upcoming events.

i. Results of Parent Satisfaction Survey

Mr. Francis reviewed this item with the Board. He noted that a third party independent vendor conducted the survey. A copy of the results of the survey was sent to the school Board's President directly from the third party vendor. The Board reviewed the results in detail, a copy of which was included in the Board materials. Board members had discussion on the results and the data included.

ii. Consideration of Membership with New England Secondary School Consortium – League of Innovative Schools

Mr. Francis presented this item to the Board. He reviewed the benefits to membership with the New England Secondary School Consortium – League of Innovative Schools, including networking and professional development opportunities.

[Ms. Laystrom and Mr. Ragley left the meeting at 12:00 p.m.]

iii. Approval of One Day Per Week Work at Home Option for Teachers
Pilot Program for Evening Work Hours

Mr. Francis reviewed with the Board a proposed flexible schedule for teachers that would include a work from home option for teachers who met requirements. The Board discussed the option in detail including a desire for the teachers to work evening shifts. The Board reviewed the expectations of staff and supported a Work at Home Option and a Pilot Program for Evening Work Hours to determine the effectiveness and need for evening hours for future years.

iv. Approval of Employee Handbook Revision(s)

Ms. Hannon reviewed the proposed Employee Handbook Revision(s) to the Board. She advised that additional time is necessary to ensure proper review of the proposed revisions prior to adoption into the most current Employee Handbook.

v. Approval of Revisions to the 2016-2017 School Year General School Handbook: Updates Associated with the Addition of a Family Connections Coordinator

Ms. Hannon reviewed the proposed revisions to the 2016-2017 School Year General School Handbook and her support of the revisions.

[Ms. Neal joined the meeting at 12:09 p.m.]

vi. Approval of Vendor to Conduct EMO Evaluation

The Board reviewed the state requirement to obtain a vendor to conduct an Educational Management Organization (EMO) Evaluation. Mr. Nave reviewed his experience and qualifications with the Board. Mr. Nave advised that he will work with Mr. Francis to develop an estimate for services to complete an EMO Evaluation. The Board discussed the need for a Board Designee to work with the Financial Consultant on negotiating and finalizing a contract with an EMO Evaluator between Board meetings. Ms. Hannon volunteered as Board Designee given her previous work on this matter.

[Mr. Nave left at 12:28 p.m.]

The Board noted their intent to consider all current Principal's Report items for consideration, with the exception of the tabled item: Approval of Employee Handbook Revision(s). There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Principal's Report items:

- i. Consideration of Membership with New England Secondary School Consortium – League of Innovative Schools;

[Mr. McGee joined the meeting at 12:35 p.m.]

- ii. Approval of One Day Per Week Work at Home Option for Teachers; Pilot Program for Evening Work Hours;
- v. Approval of Revisions to the 2016-2017 School Year General School Handbook: Updates Associated with the Addition of a Family Connections Coordinator; and
- vi. Approval of Julie Hannon as Board Designee to work with Financial Consultant on negotiating and finalizing a contract with an EMO Evaluator, as discussed, 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.

Approval of Interest and Referral Income Designation to Principal Discretionary Funds

Ms. Neal reviewed the option of designating Interest and Referral Income to the Principal Discretionary Funds to allow Mr. Francis the ability to spend the revenue on student events. The Board expressed their support of the reallocation of funds. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, the Interest and Referral Income Designation to Principal Discretionary Funds, as discussed, is hereby approved.

The motion passed unanimously.

[Mr. McGee left the meeting at 12:54 p.m.]

Approval of Additional Professional Development for Two Staff Members at a Cost not to Exceed \$3,000

Ms. Neal reviewed Mr. Francis' request to allow two (2) additional staff members the opportunity to attend the upcoming Professional Development Leadership Retreat. Mr. Francis reviewed the staff positions that would most benefit from the additional professional development. The Board discussed the opportunity and funds available. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, the Additional Professional Development for Two Staff Members at a Cost not to Exceed \$3,000, as discussed, is hereby approved.

The motion passed unanimously.

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

Ms. Neal reviewed the school's invoices for April, as included in the meeting materials with the Board and advised that she found the invoice to be in order. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Connections Academy of Maine, LLC Invoice for April, as presented, is hereby approved.

The motion passed unanimously.

c. Approval of Directors

Ms. Arthur advised the Board that one Board member term was up for renewal at this meeting, Carol Weston. Following her previous confirmation that she wished to continue on the Board, discussion was held on the renewal of her term. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the appointment of Carol Weston to the Maine Connections Academy Board of Directors, as Class 1 Director, for a term of three (3) years to the 2019 Annual meeting, as discussed, is hereby approved.

The motion passed unanimously.

d. Approval of Officers for the 2016-2017 School Year

Ms. Arthur presented this item to the Board. She reviewed with the Board each Officer position as set out in the Board-adopted Bylaws, and advised the Board that all positions would be for a term until the Annual Meeting 2017. Nominations were opened for each position. Following the closure of nominations, and there being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the appointment of:

Amy Linscott, Board President;
Julie Hannon, Board Vice President;
Nick McGee, Board Treasurer; and
Carol Weston, Board Secretary; as discussed, are hereby approved.

The motion was approved unanimously.

[Ms. Neal left the meeting at 1:08 p.m.]

Approval of Potential Board Member Candidates

The Board discussed current Board composition, potential Board member candidates, as well as their preferred background and credentials for the additional Board member candidates in detail. The Board also discussed advantages and disadvantages of increasing the size of the Board. During discussion, a motion was made and seconded as follows:

RESOLVED, the approval of Board Member Candidates, as discussed, is hereby denied.

The motion failed to pass with two (2) affirmative votes, and two (2) negative votes.

Discussion on Board member qualifications continued; during discussion a motion was made and seconded as follows:

RESOLVED, the approval of Board Member Candidate, as discussed, is hereby denied.

The motion was tabled for discussion at a future Special Board Meeting.

V. Information Items

a. Legislative Update

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

b. School Leadership Team Update

There was no update at this time.

c. Board Recruitment Update

This item was discussed earlier in the meeting.

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 1:49 p.m. upon a motion being made, seconded and confirmed via roll call vote of all Board Members present 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. The Board invited the following into Executive Session based on their work on this matter: Rachel Graver, Karl Francis and Megann Arthur. All others left the meeting at this time.

After the Board concluded their discussion, the Board resumed their open session at 1:56 p.m. upon a motion being made, seconded and confirmed via roll call vote of all Board Members present. No action was taken during closed session.

VII. Approval of School Leader Compensation for the 2016-2017 School Year

Ms. Volk reminded the Board of the discussion held in executive session. The Board discussed their desire to table the consideration of the School Leader Compensation for the 2016-2017 School Year to a future Special Board Meeting. There being no further discussion, this item was tabled.

VIII. Adjournment and Next Meeting – August 26, 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 August 26, 2016 at 10:00 a.m. The Board being at the end of its agenda, the meeting was adjourned at 1:58 p.m.