



APPROVED 10/20/2017

**Maine Connections Academy, Inc. (MCA)
MINUTES OF THE BOARD OF DIRECTORS MEETING
Tuesday, August 29, 2017 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. Linscott called the meeting to order at 10:03 a.m. when all participants were present and able to hear each other. The meeting was open to the public.

Board Members Present: Amy Linscott, Carol Weston and Bernice Stockley (in person); Amy Volk (via phone and in person);

Board Members Absent: John Larouche;

Guests: Alicia Chambers, Interim School Leader; Chris Hoskins, School staff; Amy Trunnell, Financial Consultant; Ray Lambert, Connections staff (in person); Ben Shifflet, Amanda Jay, Heather Woodward, Laura Coleman and Megann Arthur, Connections staff (via phone).

II. Public Comment

There were no comments at this time.

III. Acceptance of Resignation of Board Member, Nick McGee

Ms. Linscott reviewed Mr. McGee's resignation letter with the Board. The Board thanked Mr. McGee for his service to the Board and the School. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, the resignation of Nick McGee from the Maine Connections Academy Board, as presented, is hereby accepted effective immediately.

The motion passed unanimously.

[Ms. Trunnell joined the meeting at 10:04 a.m.]

IV. Routine Business

- a. Approval of Agenda
- b. Approval of Minutes from the June 2, 2017 Annual Board Meeting
- c. Approval of Minutes from the June 23, 2017 Special Board Meeting

d. Approval of Minutes from the June 30, 2017 Special Board Meeting

e. Approval of Minutes from the July 10, 2017 Special Board Meeting

The Board indicated their intent to consider Routine Business items (a) through (e) together. There being no further discussion or changes, a motion was made and seconded as follows:

RESOLVED, that the Agenda for the June 2, 2017 Maine Connections Academy Annual Board of Directors Meeting, as presented, is hereby approved.

FURTHER RESOLVED, that the Minutes from the June 23, 2017 Special Board Meeting, as presented, are hereby approved.

FURTHER RESOLVED, that the Minutes from the June 30, 2017 Special Board Meeting, as presented, are hereby approved.

FURTHER RESOLVED, that the Minutes from the July 10, 2017 Special Board Meeting, as presented, are hereby approved.

The motions passed unanimously.

f. Approval of Staffing Report

g. Approval of 2017-2018 Base Salaries and Incentive Percentage and Career Ladder Positions

The Board indicated their intent to consider the Routine Business items (f) and (g) together. There being no discussion or changes, a motion was made and seconded as follows:

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

FURTHER RESOLVED, that the 2017-2018 Base Salaries and Incentive Percentage and Career Ladder Positions, as presented, are hereby approved.

The motions passed unanimously.

V. Oral Reports

a. School Leader's Report

i. Back to School Activities, Staffing and Training Update

Ms. Chambers discussed with the Board recent back to school activities, including successful orientations with students, families and teachers. She also updated the Board on staffing and specific training efforts.

ii. Enrollment Update

Ms. Chambers reviewed the school's current enrollment numbers with the Board, including those students in the pre-approval and approved phases of their applications.

iii. Connections Academy Summer Leadership Conference

This item was not discussed as the previous school leader had been in attendance at the conference.

iv. Approval of Employee Handbook Revision(s): Stipend Removal

Ms. Arthur reviewed the background to the proposed stipend removal, as included in the Board materials.

v. Approval of Federal Title Funding Plan Documentation: Parent and Family Engagement Policy

Ms. Arthur reviewed with the Board the Federal Title Funding Plan Documentation: Parent and Family Engagement Policy, as included in the Board materials, and reminded the Board of the annual review requirements for the school to be eligible for Title I funding. There being no further discussion, the Board indicated their intent to consider items from the School Leader's Report in one motion at this time. A motion was then made and seconded as follows:

RESOLVED, that the following items:

- iv. Approval of Employee Handbook Revision(s): Stipend Removal;
- v. Approval of Federal Title Funding Plan Documentation: Parent and Family Engagement Policy; as presented, are hereby approved.

The motion passed unanimously.

b. Financial Report

Ms. Trunnell reviewed the financial report included in the Board Meeting materials, highlighting the budget and forecasting areas of the financial statements. She reviewed the balance sheet and the school's revenue and expense statements with the Board.

i. Unaudited 2016-2017 Financial Results

Ms. Trunnell reviewed the unaudited financial results from the previous school year with the Board. She further reviewed the expected submission timeline for prior year's financial statements.

[Ms. Volk joined the meeting in person at 10:41 a.m.]

ii. Review and Approval of Connections Academy of Maine, LLC Invoices for May and June

Ms. Trunnell reviewed in detail the May and June invoices as included in the Board meeting materials and recommended approval of the invoices. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Connections Academy of Maine, LLC invoices for May, in the amount of \$283,387.57, and June, in the amount of \$409,345.68, as presented, are hereby approved.

The motion passed unanimously.

iii. Review and Approval of Invoice for Summer School 2017

Ms. Trunnell reviewed in detail the invoice for Summer School 2017. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Connections Education invoice for Summer School 2017, in the amount of \$990.00, as presented, is hereby approved.

The motion passed unanimously.

VI. Action Items

a. Approval of Board Treasurer

Ms. Linscott reminded the Board of the Board Treasurer Position vacancy. Board Members present had discussion on who would best serve the Board and school in this role, as well as specific board candidate recruitment with this vacancy in mind. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the appointment of John Larouche as Treasurer of the Maine Connections Academy Board of Directors, as discussed, is hereby approved.

The motion passed unanimously.

b. Approval of Board Training and Conference Attendance for the 2017-2018 School Year

Ms. Arthur reviewed the upcoming trainings and conferences that have been identified that may interest members of the Board. The Board discussed the training options for the Board, and the school's current budget. There being no changes, a motion was made and seconded as follows:

RESOLVED, that the Board Training and Conference Attendance for Bernice Stockley to either the National Charter Schools Conference or the National School Boards Association Conference for the 2017-2018 School Year, as discussed, is hereby approved.

The motion passed unanimously.

VII. Information Items

a. Legislative Update

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

b. School Leadership Team (PSLT) Update

Mr. Lambert updated the Board on behalf of Connections' School Leadership Team.

i. School Leader Search Update

Mr. Lambert provided the Board with an update on the recruitment for a new school leader. He further outlined the process and timeline for candidate interviews. Mr. Lambert and the Board discussed updating the newspaper advertisement.

ii. School Operations Metrics

Mr. Lambert 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. The Board discussed the enrollment and waiting list processes in detail with Mr. Lambert.

c. Teacher Professional Development Products and Services for the 2017-2018 School Year

Mr. Lambert reviewed the professional development products and services for school staff, as offered by Connections for the 2017-2018 school year. He discussed the various levels and delivery models of professional learning opportunities available to staff members based on years of service and experience. He and Ms. Chambers also highlighted the additional training and development opportunities offered by school leadership. Mr. Lambert further advised of the training and resource opportunities available for Learning Coaches at the school.

d. Annual Conflict of Interest Forms Completion Reminder

Ms. Arthur reminded Board members to complete their annual conflict of interest statements and thanked those Board members that had already completed the requirement.

VIII. Strategic Planning

a. Strategic Plan Report

Ms. Linscott reminded the Board of the Strategic Planning Goals. The Board discussed staffing and future school facility plans in detail.

IX. Adjournment and Next Meeting Date – October 6, 2017 at 10:00 a.m.

Ms. Linscott noted that the Board was at the end of its agenda. The next Board meeting is scheduled for October 6, 2017 at 10:00 a.m. The Board being at the end of its agenda, the meeting was adjourned at 11:45 a.m.