



APPROVED 11/16/2017

**Maine Connections Academy, Inc. (MCA)
MINUTES OF THE BOARD OF DIRECTORS MEETING
Friday, October 20, 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);

Board Members Joined During Meeting: Amy Volk (in person);

Board Members Absent: John Larouche;

Guests: Chad Strout, School Leader; Alicia Chambers and Lauren Thompson, School Staff; Amy Trunnell, Financial Consultant; April Greeson, POBL Staff (in person); Ray Lambert, Amanda Jay, Shawn Soltz, Laura Coleman and Megann Arthur, POBL staff (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 August 29, 2017 Board Meeting
- c. Approval of Minutes from the September 13, 2017 Special Board Meeting
- d. Approval of Staffing Report

The Board indicated their intent to consider the Routine Business items together. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Agenda for the October 20, 2017 Maine Connections Academy Board of Directors Meeting, as presented, is hereby approved.

FURTHER RESOLVED, that the Minutes from the August 29, 2017 Board Meeting, as presented, is hereby approved.

FURTHER RESOLVED, that the Minutes from the September 13, 2017 Special Board Meeting, as presented, is hereby approved.

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

The motions passed unanimously.

IV. Oral Reports

a. School Leader's Report

i. MCA Teacher Report

Mr. Strout introduced Ms. Thompson to the Board, and she provided the Board with an overview of her role with the school, as well as initiatives she is working on with students for the school year.

ii. Final Results on 2016-2017 Goals and State Testing Results

Mr. Strout noted his presentation on this data is within the State of the School Report.

iii. State of the School Report

Mr. Strout presented this item to the Board. He discussed last year's target enrollment goals as well as final enrollment numbers by grade level with the Board and reviewed the current enrollment and school goals. Mr. Strout reminded Board members that the staff worked closely with Connections Academy staff on establishing this year's school goals, and reiterated that the school goals represent the major driver for the staff incentive plan. He related that the goals are created with the intention of improving school outcomes, the student and family experience, and to foster student achievements school-wide.

[Ms. Volk joined at 10:07 a.m.]

Mr. Strout also reviewed with the Board the recent state testing data. The Board had discussion on the staff and student accomplishments over the past year, and thanked Mr. Strout for his thoroughness and partnership in the educational process.

iv. Approval of School Focus Goals for the 2017-2018 School Year

Mr. Strout reviewed the school focus goals for the 2017-2018 school year with the Board in detail. He advised the Board regarding the process completed in the drafting and weighting of the proposed goals, including those involved in the process from the school, Board and Pearson Online and Blended Learning (POBL). Mr. Strout reminded the Board that the school goals represent the major driver for the staff incentive plan, and the advantages of aligning the school's goals with existing POBL framework, to ensure proper quantifiable metrics for staff bonus calculation. There being no further discussion, a motion was then made and seconded as follows:

RESOLVED, the School Focus Goals for the 2017-2018 School year, as discussed, is hereby approved.

The motion passed unanimously.

v. Approval of February 16, 2018 as Enrollment Closure Date for the 2017-2018 School Year

Mr. Lambert provided the Board with some brief context regarding the request for the Board's approval of the proposed enrollment closure date for the current school year. There being no further discussion, a motion was then made and seconded as follows:

RESOLVED, that closing enrollment on February 16, 2018 for the 2017-2018 school year, as presented, is hereby approved.

The motion passed unanimously.

vi. Approval of Opening Enrollment for the Next School Year on the Business Day following the Closure of Enrollment for the Current School Year and Authorization for the School Leader to Work with Pearson Online and Blended Learning (POBL) Regarding Opening Enrollment

Mr. Lambert provided the Board with some brief context on the request for the Board's approval of the proposed enrollment opening date for this and future school years. There being no further discussion, a motion was then made and seconded as follows:

RESOLVED, that opening enrollment for the next school year on the business day following the closure of enrollment for the current school year and authorization for the School Leader to work with Pearson Online and Blended Learning (POBL) regarding opening enrollment, as presented, is hereby approved.

The motion passed unanimously.

vii. Approval of Changes to Staffing Model

Mr. Strout reviewed the proposed changes to the school's current staffing model, including the request for a full time English teaching position and a Special Education position. The Board discussed the proposed staffing model changes with Mr. Strout, and the impact on the school's current budget. There being no further discussion, a motion was then made and seconded as follows:

RESOLVED, that the changes to the staffing model, as discussed, is 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. Review and Approval of Connections Academy of Maine, LLC Invoices for July, August and September

Ms. Trunnell reviewed in detail the invoices for July, August, and September. She recommended approval of the invoices pending final review by herself and the Board Treasurer. There being no further discussion, a motion was then made and seconded as follows:

RESOLVED, that the Connections Academy of Maine, LLC invoices for July, in the amount of \$271,849.03, August, in the amount of \$268,400.97, and September, in the amount of \$281,125.31, as presented, is hereby approved.

The motion passed unanimously.

ii. Audit Update

Ms. Trunnell reviewed the current progress of the financial audit, and advised as to the expected date for an audit report to be available for Board review.

iii. Treasury and Payroll Services Discussion

Ms. Trunnell reviewed the Pearson Online & Blended Learning (POBL) prepayment requirement associated with the Board's previous removal of Treasury Services within the Fee Schedule, which acts as a security deposit for payroll payments. The Board discussed the financial reasons for the deposit with Mr. Soltz in detail. Mr. Soltz advised the Board that he will provide the Board and Ms. Trunnell with the treasury services analysis previously prepared and presented to the former Board Treasurer and Financial Consultant for their review.

V. Action Items

There were no Action Items at this time.

VI. Information Items

a. Legislative Update

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

b. School Leadership Team (PSLT) Update

Mr. Lambert presented to the Board on behalf of Pearson Online & Blended Learning's (POBL), formerly Connections Education, School Leadership Team.

i. Waiting List Discussion Update

Mr. Lambert provided the Board with an update on improvements being made to the enrollment process and waiting list to improve the school's overall enrollment.

ii. School Operations Metrics

Mr. Lambert reviewed the first quarter school operations metrics included in the Board materials, highlighting the school's performance as compared with other Pearson Online and Blended Learning partnering schools of similar size and years in operation.

c. 2017-2018 Items for Board Consideration

Ms. Arthur reviewed the outline of items planned to be presented for Board consideration throughout the current school year. She further advised the Board that the document was fluid, and items may be included, omitted, or considered on a varied timeline based on a number of factors, including state submission and enrollment deadlines, as well as school need for student support.

d. POBL Rebranding Update

Ms. Arthur provided the Board with an update on the rebranding efforts of Pearson Online & Blended Learning (POBL), formerly Connections Education. She advised of the minor changes that may be noticed in the coming months, and re-iterated that these brand modifications are occurring for POBL at the corporate level only, and should not have any effect on the school.

e. Board Meetings Schedule Update

Ms. Arthur reminded the Board of changes to their annual schedule made at the last meeting, and advised that a new yearly meetings schedule was included in the Board materials for reference.

VII. Strategic Planning

a. EMO Evaluation Update

There was no update at this time.

b. Satellite Facility Options Update

Ms. Volk provided the Board with an update on ideal areas for a satellite facility. The Board requested POBL facilities team work with the Board Chair on potential satellite facility options for Board consideration at a future meeting.

VIII. Adjournment and Next Meeting Date – November 16, 2017 at 10:00 a.m.

The Board discussed conflicts during their next regularly scheduled meeting date and time. The Board requested to move their next Board meeting to Thursday, November 16th at 10:00 a.m. The Board being at the end of its agenda, the meeting was adjourned at 12:21 p.m.