



**APPROVED 01/19/2018**

**Maine Connections Academy, Inc. (MCA)  
MINUTES OF THE BOARD OF DIRECTORS MEETING  
Thursday, November 16, 2017 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. Linscott 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: Amy Linscott and Carol Weston (in person) and Amy Volk and Bernice Stockley (via phone);

Board Members Absent: John Larouche;

Guests: Chad Strout, School Leader; Chris Hoskins, Joy Kiely and Lauren Thompson, School Staff; Amy Trunnell, Financial Consultant; Ray Lambert, Heather Woodward, Amanda Jay and Megann Arthur, POBL Staff (in person); Mindy Whisman, 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 October 20, 2017 Board Meeting
- c. Approval of Staffing Report

The Board indicated their intent to consider the Routine Business items together. The Board added a Special Education Report as well as the consideration for Approval of a Hearing Officer to the School Leader's Report section of the agenda. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Agenda for the November 16, 2017 Maine Connections Academy Board of Directors Meeting, as amended, is hereby approved.

FURTHER RESOLVED, that the Minutes from the October 20, 2017 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. Update on Staffing

Mr. Strout provided the Board with an update on staffing at the school, advising that the newly hired English teacher had resigned that morning and efforts would begin immediately to replace that position.

###### ii. MCA Teacher Report

Mr. Strout indicated that this report would be provided later in the meeting by Mr. Hoskins.

Mr. Strout provided the Board with an update on activities at the school. He reviewed recent staff work on graduation standards, as well as research into multiple pathway diploma options for students. Mr. Strout further reviewed student activities and recent field trips.

[Mr. Hoskins joined the meeting at 10:12 a.m.]

###### iii. Update on Student Intervention Efforts – Tier 1 and Tier 2

Mr. Strout introduced Mr. Hoskins to those in attendance, and he updated the Board on Student Intervention Efforts. Mr. Hoskins advised the Board of school staff members' increased awareness of critical educational components and benchmarks, as well as Pearson Online and Blended Learning's (POBL) useful tools for tracking student progress. Mr. Hoskins further discussed the relation these efforts have to the school's annual success in goals completion. He provided data and specific pilot programs being instituted over the past year and a half, specifically. The Board discussed intervention methods and long term benefits in detail.

[Mr. Hoskins left the meeting at 10:20 a.m.]

###### iv. Approval of Lau Plan for English Language Learning (ELL) Program

Mr. Strout briefly highlighted the proposed Lau Plan for English Language Learning (ELL) program, and provided the background to the request for Board approval. There being no further discussion, a motion was then made and seconded as follows:

RESOLVED, the Lau Plan for English Language Learning (ELL) program, as discussed, is hereby approved.

The motion passed unanimously.

###### Approval of Hearing Officer

Mr. Strout reviewed the background to the request for the appointment of a Hearing Officer for student discipline. He advised that there were a few 5<sup>th</sup> year seniors who were not engaged and working actively in the school program. Mr. Stout advised that at least one of the students had reached all necessary deadlines under the law to be considered for suspension and/or expulsion from the school.

[Ms. Kiely joined the meeting at 10:25 a.m.]

The Board indicated their intent to hear the Special Education Report and return to discussion regarding the Hearing Officer later in the meeting.

### Special Education Report

Ms. Kiely provided the Board with an update on the school's Special Education department efforts and recent initiatives. She reviewed the Special Education audit process that was recently completed, including the compliance requirements and specific areas of focus.

[Ms. Volk joined the meeting in person at 10:35 a.m.]

Ms. Kiely lastly discussed the support and collaboration she has with her POBL Special Ed associate and thanked her for the consistent support. She also reviewed the professional learning groups that frequently work together on policy and procedural issues.

[Ms. Kiely left the meeting at 10:40 a.m.]

Ms. Linscott advised that the Board would re-visit the consideration of the appointment of a Hearing Officer for student disciplinary actions. Board members discussed the legal requirements, as well as the authority required to complete the process. There was discussion on the Hearing Officer's process to make a recommendation regarding suspension and expulsion of a student for Board approval, and the student's ability to appeal, if desired. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Approval of School Leader as Hearing Officer for student suspensions and expulsions, as discussed, is hereby approved.

The motion passed unanimously.

[Ms. Jay joined the meeting at 10:46 a.m.]

### 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 Invoice for October

Ms. Trunnell reviewed in detail the invoice for October. The Board and Ms. Trunnell discussed specific items within the invoice and requested adjustment of some pass through expenses, following discussion of the items with Ms. Whisman. She recommended approval of payment of the invoice, as adjusted during the meeting. There being no further discussion, a motion was then made and seconded as follows:

RESOLVED, that payment of the Connections Academy of Maine, LLC invoice for October, in the amount of \$321,443.64, as discussed and adjusted at meeting, is hereby approved.

The motion passed unanimously.

#### ii. Review and Approval of Revised Budget for the 2017-2018 School Year

Ms. Trunnell reviewed in detail the proposed revised budget for the 2017-2018 School Year. She reviewed the specific school initiatives, including scientific calculators for SAT testing and stand up veridesks for staff members. Board members had discussion of the current budget, and highest priorities for the school in regards to additional expenses.

[Ms. Thompson joined the meeting at 11:17 a.m.]

Board members had discussion with Ms. Thompson regarding the average amount of use of a graphing calculator in preparing and taking SAT examinations. Board members had discussion of options to assist in supplying students with graphing calculators.

[Ms. Thompson left the meeting at 11:26 a.m.]

The Board had discussion regarding the percentage of the student population that is currently eligible for internet subsidy, and the correlation for funds to supply calculators. There was discussion of an addition to the revised budget presented of an expenditure up to \$9,000 for the purpose of purchasing calculators to assist in student examinations. There being no further discussion, a motion was then made and seconded as follows:

RESOLVED, that the revised budget for the 2017-2018 school year, with the addition of cost for calculators up to an expenditure of \$9,000, as discussed, is hereby approved.

The motion passed unanimously.

## **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) School Leadership Team.

### **c. Future Funded Enrollment Growth**

Mr. Lambert reviewed with the Board a proposed Funded Enrollment Target range for the 2018-2019 school year of 429 students. He advised that the proposed enrollment target will be presented for approval during the upcoming January Board meeting, if Board members indicate their support of the number. Board members indicated their support of the proposed enrollment target number, though also had discussion of the upcoming charter renewal and potentially adding grade levels during that process.

### **d. Charter Renewal Timeline Update**

Ms. Jay provided the Board with an update on the Charter renewal timeline and process expected.

## **VII. Strategic Planning**

### a. EMO Evaluation Update

Ms. Linscott provided the Board with an update on the current process for the completion of the annual evaluation requirement by the third party evaluator. She indicated that the school's authorizer had given a verbal authorization for extension of the submission deadline, and that she expected the process to be completed by the next Board meeting.

### b. Satellite Facility Options Update

Ms. Volk provided the Board with an update on research of satellite facility options for the school. Board members had discussion on preferred locations around the state for a satellite facility.

[Ms. Whisman and Ms. Stockley left the meeting at 12:00 p.m.]

The Board had additional discussion on next steps to the process for searching for a satellite office facility.

## **VIII. Adjournment and Next Meeting Date – January 19, 2018 at 10:00 a.m.**

Ms. Linscott noted that the Board was at the end of its agenda. There being no further discussion and the Board being at the end of its agenda, the meeting was adjourned at 12:08 a.m. The next regular Board meeting is scheduled for January 19, 2018 at 10:00 a.m.