



APPROVED 02/16/2018

**Maine Connections Academy, Inc. (MCA)
MINUTES OF THE BOARD OF DIRECTORS MEETING
Friday, January 19, 2018 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

After a brief delay for technical issues with the conference line, Ms. Linscott called the meeting to order at 10:18 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, Bernice Stockley and Amy Volk (in person);

Board Members Joined During Meeting: Carol Weston (via phone);

Board Members Absent: John Larouche;

Guests: Chad Strout, School Leader; Chris Hoskins, School Staff; Amy Trunnell, Financial Consultant; 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 November 16, 2017 Board Meeting
- c. 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 January 19, 2018 Maine Connections Academy Board of Directors Meeting, as presented, is hereby approved.

FURTHER RESOLVED, that the Minutes from the November 16, 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. MCA Teacher Report and Literacy Specialist Pilot for 2017-2018 School Year

Mr. Hoskins updated the Board on the school's current progress towards achieving their yearly academic goals, including intervention efforts. Mr. Strout further reviewed the benefits of a part-time Literacy Specialist Pilot for the remainder of the 2017-2018 school year.

[Ms. Weston joined at 10:25 a.m.]

The Board discussed the proposed pilot position in detail, including budget implications. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, the hiring of a part-time Literacy Specialist for the conclusion of the 2017-2018 school year, as discussed, is hereby approved.

The motion passed unanimously.

ii. School Operations Metrics

Mr. Strout reviewed the data included in the Board materials, highlighting the school's performance as compared with other Pearson Online and Blended Learning (POBL) partnering schools of similar size and years in operation. Board members discussed the metrics data with Mr. Strout.

iii. Review and Consideration of Hiring Satellite Teachers for Open Positions

Mr. Strout reviewed with the Board the consideration of hiring satellite teachers and allowing teachers to work from home. The Board discussed the benefits of allowing teachers to work from home in detail, including the Board's interpretation of the Charter language. The Board agreed it was in the best interest of the school, students and employees to permit teachers to work from home.

iv. Approval of Revision(s) to the 2017-2018 School Year General School Handbook: Clubs and Activities Policy

v. Approval of the 2018-2019 School Year General School Handbook

vi. Approval of the 2018-2019 School Year State Specific School Handbook

The Board expressed their intent to review the handbook items together. Ms. Linscott briefly reviewed the proposed 2018-2019 school year handbook revisions and highlighted specific points regarding both school handbooks. She asked the Board whether they had any questions on the handbooks. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Revision(s) to the 2017-2018 School Year General School Handbook: Clubs and Activities Policy, as presented, is hereby approved.

FURTHER RESOLVED, that the 2018-2019 School Year General School Handbook, as presented, is hereby approved.

FURTHER RESOLVED, that the 2018-2019 School Year State Specific School Handbook, as presented, is hereby approved.

The motion passed unanimously.

vii. Approval of Funded Enrollment Target for the 2018-2019 School Year

Mr. Lambert reviewed the proposed enrollment target for the 2018-2019 school year of 429 students, noting the MCSC enrollment requirements under the Charter, and sought Board input in regards to the number. The Board had a discussion and agreed that this was a good target to set for the upcoming school year based on staffing and budget. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Funded Enrollment Target for the 2018-2019 School Year, as discussed, is hereby approved.

The motion passed unanimously.

viii. Calculators Distribution Policy Development Update

Mr. Strout provided the Board with an update on the policy development progress to date regarding calculator distribution to students, for Board consideration at a future meeting. The Board discussed the policy considerations in detail with Mr. Strout.

ix. MACS Meeting Updates

Mr. Strout provided the Board with an update the recent Maine Association for Charter Schools (MACS) meeting. Mr. Strout also reviewed with the Board upcoming initiatives intended to increase virtual charter school awareness with legislators.

Review and Consideration of LAU Plan for English Learners

Mr. Strout reviewed the proposed Lau Plan for English learners as included in the Board meeting materials. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Lau Plan for English Learners, as presented, 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 Invoice for November and December

Ms. Trunnell reviewed in detail the invoices for November and December. She recommended approval of payment of the invoices. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that payment of the Connections Academy of Maine, LLC invoice for November, in the amount of \$295,622.44, and December, in the amount of \$305,738.76, as presented, are hereby approved.

The motion passed unanimously.

Review and Consideration of Revised Budget

Ms. Trunnell reviewed with the Board the current budget, including revisions proposed at the October 2017 Board meeting, as included in the Board meeting materials. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Revised Budget, as presented, is hereby approved.

The motion passed unanimously.

ii. Audit Update

Ms. Trunnell reviewed the draft audit report for the fiscal year ending June 30, 2017. She highlighted key aspects of the report, findings and responses. She further advised the Board that the school is current on all reporting requirements. Board members discussed the audit report and expressed their satisfaction with the draft results. Ms. Trunnell advised that the school's independent audit firm representative will be available at the next meeting to review the report.

V. Action Items

There were no Action Items at this time.

VI. Information Items

a. Legislative Update

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. He provided the Board with additional background on specific factors that can affect the quarterly operations metrics.

c. 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.

b. Satellite Facility Options Update

Ms. Volk and Ms. Linscott provided the Board with an update on research of satellite facility options for the school. The Board discussed the school's satellite facility options and timing in relation to the Charter renewal process in detail.

[Mr. Soltz left at 12:12 p.m.]

c. Budget Development Process Update

Ms. Jay reviewed the 2018-2019 budget development process with the Board, as well as potential long-term financial planning options. She reminded the Board that the process, while ongoing, is significantly aided by the Board's approval of a funded enrollment target as completed earlier in the meeting. Ms. Jay further reminded the Board of the approximate timeline and those involved heavily in the process, including the Board Treasurer, School Leader and POBL. The Board expressed an interest in POBL working with school leadership and their financial consultant to provide a 3-year budget projection for Board review.

VIII. 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 12:26 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 the discussion of employment, promotion, evaluation, discipline, or resignation of an individual regarding public employment. Board members in attendance were Amy Linscott, Carol Weston, Amy Volk and Bernice Stockley. Guests invited by the Board to attend were Ray Lambert and Megann Arthur. All others left the meeting at this time.

After the Board concluded their discussion, the Board resumed their open session at 12:43 p.m. upon a motion being made, seconded and confirmed via roll call vote of all Board members present. No action was taken during Executive session.

IX. Adjournment and Next Meeting Date – February 16, 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 12:43 p.m. The next regular Board meeting is scheduled for February 16, 2018 at 10:00 a.m.