



APPROVED 04/20/2018

**Maine Connections Academy, Inc. (MCA)
MINUTES OF THE BOARD OF DIRECTORS MEETING
Friday, February 16, 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

Ms. Linscott 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 Linscott and John Larouche (in person); Carol Weston (via phone);

Board Members Joined During Meeting: Bernice Stockley (via phone);

Board Members Absent: Amy Volk;

Guests: Chad Strout, School Leader; Jeremy Bernier and Alexandria Clay, School staff; John Bernier, Auditor; Amy Trunnell, Financial Consultant; Ray Lambert, Amanda Jay, Mindy Whisman, Ben Peterson, Alan Chapman, Laura Coleman and Megann Arthur, Pearson Online & Blended Learning (POBL) Staff (via phone).

II. Public Comment

There were no comments at this time.

Routine Business

At the request of the Board, this item was moved up on the Agenda.

- a. Approval of Agenda
- b. Approval of Minutes from the January 19, 2018 Board Meeting
- c. Approval of Staffing Report

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

RESOLVED, that the Agenda for the February 16, 2018 Maine Connections Academy Board of Directors Meeting, as presented, is hereby approved.

FURTHER RESOLVED, that the Minutes from the January 19, 2018 Board Meeting, as presented, is hereby approved.

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

The motions passed unanimously.

d. Approval of Revised Lottery Policy

Mr. Larouche reviewed the revisions to the Lottery Policy as included in the Board meeting materials. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Revised Lottery Policy, as presented, is hereby approved.

The motion passed unanimously.

III. Audit Committee, Committee of the Entire Board

a. Review and Acceptance of the 2016-2017 School Year Audit Report

Mr. John Bernier reviewed the audit report with the Board for the fiscal year ending June 30, 2017, as included in the Board materials. Mr. Bernier highlighted key aspects of the report, including recommendations and related to the Board that the audit firm indicated no findings. Ms. Trunnell discussed the audit report in detail with the Board members. There being no additional discussion, a motion was made and seconded as follows:

RESOLVED, the Audit Report for the fiscal year ending June 30, 2017, as presented, is hereby accepted.

The motion passed unanimously.

[Mr. Bernier left the meeting at 10:29 am]

IV. Routine Business

e. Approval of Agenda

f. Approval of Minutes from the January 19, 2018 Board Meeting

g. Approval of Staffing Report

h. Approval of Revised Lottery Policy

These items were considered earlier in the meeting.

[Mr. Jeremy Bernier and Ms. Clay joined the meeting at 10:33 a.m.]

V. Oral Reports

a. School Leader's Report

i. Clubs and Activities Update for the 2018-2019 School Year

Mr. Strout introduced Mr. Jeremy Bernier and Ms. Clay to review the proposed Clubs and Activities Policy. Mr. Bernier and Ms. Clay reviewed the proposed application process and requirements for each school club. The Board expressed their support of the proposed policy but requested additional information on field trip insurance prior to consideration at a future meeting.

[Mr. Bernier and Ms. Clay left the meeting at 10:58 a.m.]

ii. State Testing Update

Mr. Strout reviewed with the Board the upcoming state testing preparations by school staff.

iii. Winter Leadership Retreat

Mr. Strout reported to the Board on the Winter School Leadership Retreat that he recently attended, including professional development initiatives and networking opportunities.

iv. PBE Update

Mr. Strout provided the Board with an update on Proficiency Based Education (PBE) assessments and performance indicators.

v. Review of School-Wide Grading System under PBE

Mr. Strout reviewed the PBE grading system updates as included in the Board meeting materials.

[Ms. Stockley joined at 11:11 a.m.]

vi. PEPG System Update

Mr. Strout provided the Board with an update on the Performance Evaluation and Professional Growth System (PEPG) System. The Board discussed the process and timeline for performance evaluation revisions with Mr. Strout in detail.

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 January

Ms. Trunnell reviewed in detail the invoice for January. She recommended approval of payment of the invoice as amended. 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 January, in the amount of \$300,506.77, as amended, is hereby approved.

The motion passed unanimously.

Budget Development Update

The Board discussed the Charter Renewal priorities and requested a 3-year budget including those priorities for review at a future meeting.

[Ms. Weston left at 11:57 a.m.]

Information Items

At the request of the Board, this item was moved up on the Agenda.

Outreach Plan for the 2018-2019 School Year

Mr. Chapman reviewed the school's proposed Outreach Plan for the upcoming school year, as included in the Board materials. Mr. Chapman highlighted current and projected enrollment numbers, as well as planned activities for student recruitment. Board members had discussion on the outreach plans and specific activities, including partnering with area colleges and industries.

[Ms. Whisman, Mr. Peterson and Mr. Chapman left at 12:28 p.m.]

VI. Action Items

- a. Approval of Appointment of Board Designee to Work with School Leadership and OBL to Finalize and Submit all Charter Renewal Documentation

Ms. Jay reviewed the benefits to approving a Board Designee to work with School Leadership and Pearson Online & Blended Learning to finalize and submit all charter renewal documentation. Ms. Jay further reviewed the timeline and process expected for the charter renewal. The Board discussed appointing the Board President as the Board Designee. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the appointment of the Board President to work with school leadership and OBL to finalize and submit all charter renewal documentation, as discussed, is hereby approved.

The motion passed unanimously.

VII. 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 the Parent Satisfaction Survey (PSS) data received to-date.

c. Charter Renewal Timeline Update

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

d. Outreach Plan for the 2018-2019 School Year

This item was reviewed earlier in the meeting.

e. Curriculum and Outreach Additional Planning Tools for 2018-2019 School Year

Ms. Arthur reminded the Board of the additional information recently sent on the Outreach plans for the upcoming school year via email. She further reminded the Board of the timing of the upcoming Curriculum Town Hall presentation as part of the annual review process. She advised the Board that additional information on the presentation would be sent via email.

VIII. Strategic Planning

a. EMO Evaluation Update

There was no update at this time.

b. Satellite Facility Options Update

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 designated particular Board members to research facility options for Board discussion at a future meeting.

IX. 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 decided Executive Session was not needed at this time.

X. Adjournment and Next Meeting Date – April 20, 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 12:40 p.m. The next regular Board meeting is scheduled for April 20, 2018 at 10:00 a.m.