



**APPROVED 05/18/2018**

**Maine Connections Academy, Inc. (MCA)  
MINUTES OF THE BOARD OF DIRECTORS MEETING  
Friday, April 20, 2018 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 10:04 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, John Larouche and Carol Weston (in person); Bernice Stockley (via phone);

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

Guests: Chad Strout, School Leader; Bob Kautz, Maine Charter School Commission; Amy Trunnell, Financial Consultant (in person); Ray Lambert, Amanda Jay, Donna Kozub, Laura Coleman and Megann Arthur, Pearson Online & Blended Learning (POBL) Staff (via phone).

**II. Public Comment**

There were no comments at this time.

**III. Audit Committee, Committee of the Entire Board**

a. Approval of Audit Firm Engagement for the 2017-2018 School Year

Ms. Trunnell reviewed the audit firm engagement letter, as included in the Board materials. She advised the Board that the audit firm was the same the Board had engaged for the previous school year, and reviewed the anticipated audit-related charges and scope of services. She further advised the Board that the estimate of audit-related charges was similar to the previous school year. There being no additional discussion, a motion was made and seconded as follows:

[Ms. Volk joined at 10:06 a.m.]

RESOLVED, that the engagement of RHR Smith & Company, CPAs for the 2017-2018 school year financial audit and tax return preparation, as presented, is hereby accepted.

The motion passed unanimously.

#### IV. Routine Business

- a. Approval of Agenda
- b. Approval of Minutes from the February 16, 2018 Board Meeting
- c. Approval of Staffing Report

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

RESOLVED, that the Agenda for the April 20, 2018 Maine Connections Academy Board of Directors Meeting, as presented, is hereby approved.

FURTHER RESOLVED, that the Minutes from the February 16, 2018 Board Meeting, as presented, are hereby approved.

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

The motions passed unanimously.

#### V. Oral Reports

##### a. School Leader's Report

##### i. Graduation Plans and End of Year Activities Update

Mr. Strout discussed planned end of school year activities, including the upcoming graduation ceremony with the Board. Board members discussed graduation plans in detail with Mr. Strout.

##### ii. State Testing Update

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

##### iii. PBE Update

Mr. Strout provided the Board with an update on Maine's Proficiency-based Education (PBE) guiding principles, expectations and standards.

##### iv. Enrollment Documentation Update: Language for Commitment to Enroll

Mr. Strout reviewed with the Board the Enrollment Documentation updates as included in the Board materials. There being no changes, a motion was made and seconded as follows:

RESOLVED, that the Enrollment Documentation Update: Language for Commitment to Enroll, as presented, is hereby approved.

The motion passed unanimously.

##### v. Approval of School Calendar for the 2018-2019 School Year

Mr. Strout reviewed the School Calendar with the Board, advising that he had worked with his leadership team and POBL to develop the calendar in compliance with all state and federal requirements for students. There being no changes, a motion was made and seconded as follows:

RESOLVED, that the School Calendar for the 2018-2019 School Year, as presented, is hereby approved.

The motion passed unanimously.

vi. Approval of Staff Compensation Plan for the 2018-2019 School Year

Mr. Strout reviewed the Staff Compensation Plan, highlighting the specific changes from the Plan approved for the current school year. There being no changes, a motion was made and seconded as follows:

RESOLVED, that the Staff Compensation Plan for the 2018-2019 School Year, as presented, is hereby approved.

The motion passed unanimously.

vii. Approval of Employee Handbook Revision(s)

viii. Approval of Revision(s) to State Specific School Handbook: Pesticide, Early Graduation and Add/Drop Policies

The Board indicated their intent to consider the Revised Handbook items together. Mr. Strout reviewed the revisions to the Employee Handbook and State Specific School Handbook: Pesticide, Early Graduation and Add/Drop policies, as included in the Board meeting materials. The Board discussed the revisions in detail with Mr. Strout. There being no changes, a motion was made and seconded as follows:

RESOLVED, that the Employee Handbook Revisions, as presented, are hereby approved.

FURTHER RESOLVED, that the Revisions to the State Specific School Handbook: Pesticide, Early Graduation and Add/Drop policies, as presented, are hereby approved.

The motions passed unanimously.

ix. Approval of School Physician Agreement

Mr. Strout reviewed the School Physician Agreement with the Board. There being no changes, a motion was made and seconded as follows:

RESOLVED, that the School Physician Agreement, as presented, is hereby approved.

The motion passed unanimously.

x. Approval of PEPG Plan

Mr. Strout reviewed the Performance Evaluation and Professional Growth System (PEPG) Plan with the Board. He further reviewed the PEPG Plan development process and timeline for implementation. There being no changes, a motion was made and seconded as follows:

RESOLVED, that the Performance Evaluation and Professional Growth System (PEPG) Plan, as presented, is hereby approved.

The motion passed unanimously.

## Senior Abbreviated Schedules Discussion

Mr. Strout reviewed with the Board the interest from Senior High School students to have an abbreviated schedule if they have enough credits to graduate. The Board discussed the option in detail with Mr. Strout.

[Ms. Stockley left at 10:59 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 current revenue and expense statements with the Board.

#### i. Review and Approval of Connections Academy of Maine, LLC Invoices for February and March

Ms. Trunnell reviewed in detail the invoices for February and March. She recommended approval of payment of the invoices as presented. 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 February, in the amount of \$277,376.29, and the invoice for March, in the amount of \$322,175.69, as presented, is hereby approved.

The motion passed unanimously.

#### ii. Staff Liability for Out of Office Activities Update

Ms. Jay provided the Board an update on liability coverage for out of office activities, such as field trips.

## **VI. Action Items**

### a. Approval of Board Counsel Engagement

Ms. Linscott reviewed the Board Counsel engagement letter from Avery T. Day, as included in the Board materials. She further reviewed the anticipated charges and scope of services. Board members had discussion about the engagement of Board Counsel. There being no additional discussion, a motion was made and seconded as follows:

RESOLVED, that the engagement of Avery T. Day as Board Counsel, as presented, 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. The Board and Mr. Kautz discussed the recent legislative activities in detail.

b. School Leadership Team (PSLT) Update

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

i. School Operations Metrics

Mr. Lambert presented the quarterly School Operations Metrics to the Board. He reviewed the data included in the Board materials, highlighting the school's performance as compared with other Pearson Online and Blended Learning's (POBL) partnering schools of similar size and years in operation.

c. Curriculum for the 2018-2019 School Year

Mr. Lambert presented this item to the Board. He reviewed the 2018-2019 Curriculum and Instructional Programming Memo as included in the Board materials, as well as the recent Curriculum Town Hall presentation hosted by POBL. Mr. Lambert further advised the Board on upcoming enhancements to the curriculum based on performance indicators. Board members discussed the curriculum plans in detail.

## **VIII. Strategic Planning**

At the Board's request, these items were moved up on the Agenda.

a. EMO Evaluation Update

There was no update at this time. The Board requested to revisit this item at the next Board meeting.

b. Facility Options Update

The Board requested to schedule a Facility Committee Meeting before the next Board meeting. Ms. Arthur will work with Ms. Linscott to schedule the meeting.

[Ms. Volk left at 12:19 p.m.]

## **VII. Information Items**

At the Board's request, the Information Items were continued.

d. Charter Renewal Timeline Update

Mr. Strout and Mr. Kautz reviewed the timeline and process for the upcoming Charter Renewal.

e. Board Planning for the 2018-2019 School Year

Ms. Arthur discussed the planning for the 2018-2019 school year that POBL has been working on with the school.

i. Proposed Meeting Schedule

The Board confirmed their support of maintaining the current meeting schedule for the upcoming school year. Ms. Arthur advised that the consideration of the Board meeting schedule for the 2018-2019 school year will be included on the June Annual Meeting agenda.

ii. Board Composition

Ms. Arthur discussed with the Board the current composition, including board member terms that would be up at this year's annual meeting, and encouraged Board members to discuss their intentions regarding terms and renewal with the Board Chair.

**VIII. Strategic Planning**

a. EMO Evaluation Update

This item was discussed earlier in the meeting.

b. Facility Options Update

This item was discussed earlier in the meeting.

c. Work at Home (WAH) Policy Discussion

This item was tabled for discussion at a future meeting.

**IX. Adjournment and Next Meeting Date (and MCSC Site Visit Board Interview) – May 18, 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 12:26 p.m. The next regular Board meeting is scheduled for May 18, 2018 at 10:00 a.m.