



APPROVED 06/15/2018

**Maine Connections Academy, Inc. (MCA)
MINUTES OF THE BOARD OF DIRECTORS MEETING
Friday, May 18, 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, John Larouche, Carol Weston and Bernice Stockley (in person);

Board Members Absent: Amy Volk;

Guests: Chad Strout, School Leader; Bill Nave, EMO Evaluator; Amy Trunnell, Financial Consultant; Ray Lambert, Amanda Jay and Megann Arthur, Pearson Online & Blended Learning (POBL) staff (in person); Tina Blair and Laura Coleman, 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 April 20, 2018 Board Meeting
- c. Approval of Staffing Report
- d. Approval of Board President as Board Designee to Approve Summer Staffing Decisions for the 2018-2019 School Year

The Board indicated their intent to consider the Routine Business items together. The Board requested Strategic Planning item (a) EMO Evaluation Update be moved up on the Agenda. There being no further changes, a motion was made by Mr. Larouche and seconded by Ms. Weston as follows:

RESOLVED, that the Agenda for the May 18, 2018 Maine Connections Academy Board of Directors Meeting, as amended, is hereby approved.

FURTHER RESOLVED, that the Minutes from the April 20, 2018 Board Meeting, as presented, are hereby approved.

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

FURTHER RESOLVED, that the Board President as Board Designee to Approve Summer Staffing Decisions for the 2018-2019 School Year, as discussed, is hereby approved.

The motions passed unanimously.

Strategic Planning

a. EMO Evaluation Update

Mr. Nave reviewed with the Board the current draft Education Management Organization (EMO) evaluation for the previous school year, as included in the Board meeting materials. Mr. Nave reviewed the school's strengths, recommendations for the future and key takeaways from his interviews with students, parents and staff. The Board discussed the EMO evaluation in detail with Mr. Nave, indicating that they intended to review and consider the final report at their next meeting.

[Mr. Nave left at 10:44 a.m.]

IV. Oral Reports

a. School Leader's Report

i. Staffing Update

Mr. Strout provided the Board with an update on staffing levels at the school.

ii. 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.

iii. State Testing Update

Mr. Strout reviewed with the Board the end of year efforts by school staff members in regards to testing, as well as participation rates and potential strategies for future years to minimize costs for testing.

iv. NWEA Update

Mr. Strout provided the Board with an update on the Northwest Evaluation Association (NWEA) program and upcoming performance testing. The Board discussed this item in detail with Mr. Strout.

Information Items

At the request of the Board, these items were moved up on the agenda.

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.

i. School Leader Review Process Update

Mr. Lambert outlined the annual school leader review process with the Board. He further reminded the Board that Mr. Strout's final review will take place during the Board's Annual Meeting in June. He also reiterated the importance of all Board member participation in the review process.

Mr. Lambert further reviewed with the Board the rates of those students who have indicated their intent to return for the next school year. The Board discussed the intent to return efforts in detail with Mr. Lambert and Mr. Strout.

c. Results of the Parent Satisfaction Survey

Mr. Strout presented this item to the Board. He noted that a third party independent vendor conducted the survey. A copy of the results of the survey was sent to the school Board's President directly from the third party vendor. The Board reviewed the results in detail, a copy of which was included in the Board materials. Board members had discussion on the results and the data included.

Strategic Planning

a. EMO Evaluation Update

This item was reviewed earlier in the meeting.

b. Facility Options Update

Ms. Linscott advised this item will be discussed at a future meeting.

Oral Reports

The Board noted their intent to return to Oral Reports for discussion of the Financial Report.

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 April

Ms. Trunnell reviewed in detail the invoices for April. 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 April, in the amount of \$288,618.02, as presented, is hereby approved.

The motion passed unanimously.

[Ms. Coleman left at 11:18 a.m.]

ii. Budget Development Update

Ms. Trunnell provided the Board with an update on the current progress of budget development for the upcoming school year. There was Board discussion on specific line items within the current draft budget, including specific fee schedule charges from POBL as well as amounts budgeted for state testing logistics. The Board discussed options for cost savings, such as advantages and disadvantages of community college proctors versus school staff travel expenses.

The Board discussed staff compensation and incentive options for high performing staff.

[Ms. Jay left the meeting at 11:58 a.m.]

Board members discussed operating expenses with Ms. Trunnell in detail, and indicated an interest in holding a special meeting work session prior to the regularly scheduled June Board meeting to discuss additional items within the budget.

V. Action Items

There were no action items at this time.

VI. Information Items

a. Legislative Update

This item was reviewed earlier in the meeting.

b. School Leadership Team (PSLT) Update

i. School Leader Review Process Update

This item was reviewed earlier in the meeting.

c. Results of the Parent Satisfaction Survey

This item was reviewed earlier in the meeting.

VII. Strategic Planning

a. EMO Evaluation Update

This item was reviewed earlier in the meeting.

b. Facility Options Update

This item was reviewed earlier in the meeting.

[The Board took a break for lunch at 12:15 p.m.]

VIII. Adjournment and Next Meeting Date – June 15, 2018 at 10:00 a.m.

The Board indicated their intent to delay the official adjournment, as the Board would have a quorum present to discuss school business with representatives from the Maine Charter Schools Commission (MCSC).

IX. MCSC Charter Renewal Site Visit Interview with Board Members To Follow Regular Board Meeting

[Bob Kautz, Gina Post and Laurie Pendleton from the MCSC joined the Board in person and the meeting reconvened at 12:35 p.m.]

MCSC representatives discussed school accomplishments, positive trends and challenges noted since their last visit with the Board. Board members discussed the general state of the school with Commission members. The MCSC passed along observations and recommendations regarding operations and best practices. There was extensive discussion of data and enrollment processes.

There was also discussion about plans for future years, as well as the health of the Board and school staff. Board members thanked the MCSC representatives for their time and support of the school.

Adjournment and Next Regular Meeting Date – June 15, 2018 at 10:00 a.m.

Ms. Linscott noted that the Board was at the end of its agenda, and concluding all business for the day. There being no further discussion and the Board being at the end of its agenda, the meeting was adjourned at 2:30 p.m. The next regular Board meeting is scheduled for June 15, 2018 at 10:00 a.m.