



APPROVED 08/16/2018

**Maine Connections Academy, Inc. (MCA)
MINUTES OF THE BOARD OF DIRECTORS ANNUAL MEETING
Friday, June 15, 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 10:03 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); Amy Volk (via phone);

Guests: Chad Strout, School Leader; Amy Trunnell, Financial Consultant (in person); Ray Lambert, Amanda Jay, Laura Coleman and Megann Arthur, Pearson Online & Blended Learning (POBL) staff (via phone).

II. Public Comment

There were no comments at this time.

III. Routine Business

a. Approval of Agenda

Ms. Linscott asked the Board to review the Agenda distributed prior to the meeting. The Board requested to add a Facility Update as the first Oral Report. There being no further changes noted, a motion was made by Mr. Larouche and seconded by Ms. Weston as follows:

RESOLVED, that the Agenda for the June 15, 2018 Maine Connections Academy Board of Directors Annual Meeting, as amended, is hereby approved.

The motion passed unanimously.

b. Approval of Minutes from the May 18, 2018 Board Meeting

c. Approval of Minutes from the June 4, 2018 Special Board Meeting

d. Approval of Staffing Report

e. Approval of Board Meeting Schedule for the 2018-2019 School Year

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

RESOLVED, that the Minutes from the May 18, 2018 Board Meeting, as presented, are hereby approved.

FURTHER RESOLVED, that the Minutes from the June 4, 2018 Special Board Meeting, as presented, are hereby approved.

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

FURTHER RESOLVED, that the Board Meeting Schedule for the 2018-2019 School Year, as presented, is hereby approved.

The motions passed unanimously.

IV. Oral Reports

Facility Update

Ms. Linscott reviewed with the Board the potential availability of school facility space within the current building. Ms. Linscott requested Mr. Larouche work with Pearson Online & Blended Learning (POBL) staff on facility options and estimates.

a. School Leader's Report

i. End of Year Activities Update

Mr. Strout highlighted the recent graduation ceremony, including numbers of graduates. He also discussed the school's end of year activities.

Work at Home Staffing Model

Mr. Strout reviewed the current facility space restrictions for staff and outlined various options for Board consideration. He proposed a Work at Home (WAH) plan that includes: (1) Staff receiving two WAH days, (2) Middle School Staff in the office Mon/Tues, (3) High School Staff in the office Thurs/Fri, (4) All staff in the office on Wednesdays, and (5) New teachers will not work from home until Principal determines they are ready to do so; and by working in office they have a constant support resource via veteran teachers regardless of the day. The Board discussed the proposed options and agreed that an additional work from home day for teachers would alleviate some space concerns. There being no further discussion, a motion was made by Ms. Stockley and seconded by Mr. Larouche as follows:

RESOLVED, increasing staff work at home days, as discussed, is hereby approved.

The motion passed unanimously.

ii. Employee Handbook: Work at Home Policy Review and Consideration

Mr. Strout reviewed the Employee Handbook: Work at Home Policy, as included in the Board materials. There being no further discussion, a motion was made by Ms. Weston and seconded by Mr. Larouche as follows:

RESOLVED, that the Employee Handbook: Work at Home Policy, as presented, is hereby approved.

The motion passed unanimously.

[Ms. Trunnell joined at 10:27 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 May

Ms. Trunnell reviewed in detail the invoices for May. She recommended approval of payment of the invoices as presented. There being no further discussion, a motion was made by Ms. Weston and seconded by Mr. Larouche as follows:

RESOLVED, that payment of the Connections Academy of Maine, LLC invoice for May, in the amount of \$292,988.07, as presented, is hereby approved.

The motion passed unanimously.

ii. Approval of 2018-2019 School Year Budget and Fee Schedule from Connections Academy of Maine, LLC

Ms. Trunnell reviewed the proposed annual budget for the school, based on development that included the School Leader, Board Treasurer and herself. She further reviewed the accompanying fee schedule from Connections Academy of Maine, LLC with the Board. Ms. Trunnell advised the Board that the 2018-2019 Fee Schedule being presented summarizes the basis for all charges from POBL to the school under the Educational Products and Services Agreement (EPSA), and that the basis for all charges is drawn directly from the Budget. Board members discussed the budget, as well as the fee schedule and all services provided by POBL under the schedule.

[Ms. Volk left at 10:43 a.m.]

There being no further discussion, a motion was made by Mr. Larouche and seconded by Ms. Weston as follows:

RESOLVED, that the Proposed Budget for the 2018-2019 school year and all assumptions provided therein and the Fee Schedule for the 2018-2019 school year, as discussed, is hereby approved.

The motion passed unanimously.

The Board further discussed the treasury services provided by POBL and expressed their desire to continue paying the treasury service accounting fee.

V. Action Items

a. Approval of Directors

Ms. Arthur advised the Board that two Board member terms were up for renewal at this meeting, Amy Linscott and John Larouche. Following confirmation from both Ms. Linscott and Mr. Larouche that they wished to continue on the Board, discussion was held on the renewal of their terms. There being no further discussion, a motion was made by Ms. Weston and seconded by Ms. Stockley as follows:

RESOLVED, that the appointment of Amy Linscott to the Maine Connections Academy Board of Directors, as Class 3 Director, for a term of three (3) years to the 2021 Annual meeting, as discussed, is hereby approved.

FURTHER RESOLVED, that the appointment of John Larouche to the Main Connections Academy Board of Directors, as a Class 3 Director, for the term of three (3) years to the 2021 Annual meeting, as discussed, is hereby approved.

The motion passed unanimously.

b. Approval of Officers for the 2018-2019 School Year

Ms. Arthur presented this item to the Board. She reviewed with the Board each Officer position as set out in the Board-adopted Bylaws, and advised the Board that all positions would be for a term until the Annual Meeting 2018. Nominations were opened for each position. Following the closure of nominations, and there being no further discussion, a motion was made by Ms. Stockley and seconded by Ms. Weston as follows:

RESOLVED, that the appointment of:

Amy Linscott, Board President;
John Larouche, Board Treasurer; and
Carol Weston, Board Secretary; as discussed, are hereby approved.

The motion was approved unanimously.

VI. Information Items

a. Legislative Update

Ms. Weston provided the Board with an update on recent legislative activities in Maine, which may impact the school. The Board discussed recent legislative activities in detail.

b. Enrollment Process Overview

Ms. Jay reviewed in detail with the Board the summary of changes to the MCA enrollment process, as included in the meeting materials. Board members discussed the school's enrollment process.

c. School Leadership Team (PSLT) Update

There was no update at this time.

d. Board Support Update

Ms. Arthur provided an update on Board support, advising of the final stages of organizational redesign within Pearson Online & Blended Learning (POBL), including the alignment of departments and processes to better serve the school and Board. She reminded the Board of discussion earlier in the year regarding changes of the brand name from Connections Education to POBL, and further noted that the same Board support representatives from Board Relations and PSLT are expected to remain the same for the 2018-2019 school year. Ms. Jay further confirmed her continued State Relations support to the Board for the

2018-2019 school year. The Board thanked POBL for the ongoing and consistent support and requested a list of school and board support.

VII. Strategic Planning

a. Acceptance of EMO Evaluation Report for the 2016-2017 School Year and Authorization for Submission to the MCSC

Ms. Linscott reminded the Board of the Education Management Organization (EMO) report compiled by Mr. Bill Nave and presented to the Board at a recent meeting. Ms. Linscott asked the Board members whether there were any changes or discussion. There being no changes and no further discussion, a motion was made by Ms. Weston and seconded by Mr. Larouche as follows:

RESOLVED, that the acceptance of EMO Evaluation Report for the 2016-2017 School Year and authorization for submission to the MCSC, as discussed, is hereby approved.

The motion passed unanimously.

b. Approval of Engagement of Third Party Evaluator for the 2017-2018 School Year EMO Evaluation

Ms. Linscott presented this item to the Board. The Board agreed they wished to continue engagement with Mr. Bill Nave as the third party evaluator for the 2018-2018 school year EMO evaluation. There being no further discussion, a motion was made by Ms. Stockley and seconded by Ms. Weston as follows:

RESOLVED, that the engagement of a third party evaluator for the 2017-2018 School Year EMO Evaluation, as discussed, is hereby approved.

The motion passed unanimously.

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 11:20 p.m. upon a motion being made by Ms. Weston, seconded by Mr. Larouche, and confirmed via roll call vote of all Board Members present pursuant to MRSA Title 1, Chapter 13, Section 405-6, for discussion of employment, promotion, evaluation, discipline, or resignation of an individual regarding public employment. Board members in attendance were Amy Linscott, John Larouche, Carol Weston, and Bernice Stockley. The Board invited the following into Executive Session based on their work on this matter: Ray Lambert, Laura Coleman and Megann Arthur. All others left the meeting at this time.

After the Board concluded their discussion, the Board resumed their open session at 12:20 p.m. upon a motion being made, seconded and confirmed via roll call vote of all Board Members present. No action was taken during closed session.

IX. Approval of School Leader Compensation for the 2018-2019 School Year

Ms. Linscott reminded the Board of the discussion held in Executive Session regarding the School Leader evaluation and compensation for the upcoming school year. There being no further discussion, a motion was made by Ms. Stockley and seconded by Ms. Weston as follows:

RESOLVED, that the School Leader compensation for the 2018-2019 school year in the amount of \$83,640 with a 10% bonus potential, as discussed, is hereby approved.

The motion passed unanimously.

X. Adjournment and Next Meeting Date – August 17, 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 12:22 p.m. The next regular Board meeting is scheduled for August 17, 2018 at 10:00 a.m.