



APPROVED 08/16/2018

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

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 Amy Volk (via phone);

Board Members Absent: Bernice Stockley;

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

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

The motion passed unanimously.

IV. Action Items

a. Approval of Dean of Students Position and Associated Revisions to the 2018-2019 School Year Budget

Mr. Strout reviewed with the Board the proposed revisions to the Dean of Students job description, as well as background to the proposed changes. Ms. Trunnell reviewed the associated budget implications. The Board discussed the position and budget implications in detail. There being no further discussion, a motion was made by Mr. Larouche and seconded by Ms. Volk as follows:

RESOLVED, the Dean of Students position and associated revisions to the 2018-2019 School Year budget, as presented, is hereby approved.

The motion passed unanimously.

Oral Reports

At the request of the Board, this item was added to the Agenda.

School Leader's Report

Staffing Update

Mr. Strout provided the Board with an update on the hiring efforts for an Administrative Assistant and ELA Interventionists. He further recommended position changes to increase the pool of applicants. Ms. Trunnell reviewed the budget implications of the proposed staffing changes. The Board discussed the positions and budget implications in detail with Mr. Strout and Ms. Trunnell, including their collective support of the school's greatest need for resources.

[Ms. Coleman left at 10:23 a.m.]

Following discussion on current positions at the school, a motion was made by Mr. Larouche and seconded by Ms. Weston as follows:

RESOLVED, that Changing the Administrative Assistant Position to a 30 Hour per Week Position with Benefits, as discussed, is hereby approved.

The motion passed unanimously.

Board members continued their discussion regarding the ELA Interventionist position. Ms. Weston reviewed some reservations with the suggested changes, but stated that she would support making this position full-time for the next school year. There being no further discussion, a motion was made by Mr. Larouche and seconded by Ms. Volk as follows:

RESOLVED, that Changing the English (ELA) Interventionist Position from a Half-time to Full-time Position, as discussed, is hereby approved.

The motion passed unanimously.

The Board had discussion regarding budget implications of these changes, and instructed Ms. Trunnell to make all associated revisions to the 2018-2019 School Year Budget, and submit the revised budget to the necessary state entities.

VIII. 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. There being no further discussion and the Board being at the end of its agenda, the meeting was adjourned at 10:55 a.m. The Board discussed availability for the next regular Board meeting, and determined to potentially re-schedule if another date the same week would allow for more Board member availability.