



APPROVED 09/21/2018

**Maine Connections Academy, Inc. (MCA)
MINUTES OF THE BOARD OF DIRECTORS MEETING
Thursday, August 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 10:05 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) and Amy Volk (via phone);

Guests: Chad Strout, School Leader; Amy Trunnell, Financial Consultant (in person); Ray Lambert, Amanda Jay, 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
- b. Approval of Minutes from the June 15, 2018 Annual Board Meeting
- c. Approval of Minutes from the July 20, 2018 Special Board Meeting
- d. Approval of Staffing Report
- e. Approval of 2018-2019 Base Salaries and Incentive Percentage and Career Ladder Positions

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

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

FURTHER RESOLVED, that the Minutes from the June 15, 2018 Annual Board Meeting, as presented, are hereby approved.

FURTHER RESOLVED, that the Minutes from the July 20, 2018 Special Board Meeting, as presented, are hereby approved.
The motions passed unanimously.

The Board requested an update on new hires since the last school year, as well as a general breakdown of the school's Career Ladder. Mr. Strout provided an update on all staff members hired since the June Board Meeting, as well as the school's current staffing levels. Board members expressed their pleasure with the current staffing levels at the school. There being no further discussion, a motion was made by Ms. Weston and seconded by Mr. Larouche as follows:

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

FURTHER RESOLVED, that the 2018-2019 Base Salaries and Incentive Percentage and Career Ladder Positions, as presented, are hereby approved.

The motions passed unanimously.

IV. Oral Reports

a. School Leader's Report

i. Back to School Activities, Staffing and Training Update

Mr. Strout discussed with the Board recent back to school activities, including successful orientations with students, families and teachers. He also updated the Board on staffing and specific training efforts for the school year for staff.

ii. Proficiency Based Diploma Update

Mr. Strout provided the Board with an update on discussions with the MCSC on implementing a Proficiency Based Diploma (PBD) at the school.

b. Enrollment Update

Ms. Jay reviewed the school's current enrollment numbers with the Board, including those students in the pre-approval and approved phases of their applications. She advised that the school is fully enrolled to date, with approximately 20-25 students in the pipeline should positions open. The Board had extensive discussion on the enrollment process and desire to reach the cap, as well as strategies for sustaining 429 students throughout this school year.

c. 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 June and July

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

RESOLVED, that payment of the Connections Academy of Maine, LLC invoices for June, in the amount of \$385,909.60, and July, in the amount of \$277,698.34, as presented, are hereby approved.

The motion passed unanimously.

Unaudited 2017-2018 Financial Results

Ms. Trunnell reviewed the school's financial results from the previous school year, including areas of savings from the previous school year as well as increased expenses as compared to previous years. The Board discussed comparative data, and specific line items of interest. Ms. Trunnell further reviewed the budget to actual report, as well as the anticipated audit review process and timeline.

The Board additionally discussed upcoming Epicenter requirements for the school's authorizer, and their support of all financial reports provided. There being no further discussion, a motion was made by Mr. Larouche and seconded by Ms. Weston as follows:

RESOLVED, that the Unaudited 2017-2018 Financial Results Report and June/July Financial Reports, as presented, are hereby approved.

The motion passed unanimously.

V. Action Items

- a. Review of Charter Renewal Application Draft and Consideration of Board President as Board Designee to Work with School Leader to Finalize Renewal Documentation and Submit by Applicable Deadlines

Ms. Linscott and Ms. Jay presented this item to the Board. There was discussion regarding the process for review of charter renewal documentation. There being no further discussion, a motion was made by Ms. Weston and seconded by Ms. Stockley as follows:

RESOLVED, that the Charter Renewal Application Draft and Board President as Board Designee to work with School Leader to finalize renewal documentation and submit by applicable deadlines, as discussed, is hereby approved.

The motion passed unanimously.

[Ms. Jay left the meeting at 10:55 a.m.]

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. 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 outlined some of the data included in the Board materials, highlighting the school's performance as compared with other POBL partnering schools of similar size and years in

operation. The Board discussed the enrollment and waiting list processes in detail with Mr. Lambert.

ii. Teacher Professional Development Products and Service for the 2018-2019 School Year

Mr. Lambert reviewed the professional development products and services for school staff, as offered by POBL for the 2018-2019 school year. He discussed the various levels and delivery-models of professional learning opportunities available to staff members based on years of service and experience. He and Mr. Strout also highlighted the additional training and development opportunities offered by school leadership. Mr. Lambert further advised of the training and resource opportunities available for Learning Coaches at the school.

c. Board Support Update

Ms. Arthur reminded the Board of the support staff from POBL that is expected for the 2018-2019 school year, and advised that, as requested, a list of all school and Board support personnel will be sent to the Board Chair.

d. Board Training and Conference Attendance Planning for the 2018-2019 School Year

Ms. Arthur presented this item to the Board. She requested feedback on the Board's preferences for use of the board training funds in the budget for the 2018-19 school year. Board members had discussion on training options, both locals and nationally, and expressed their interest in sending 1-2 Board members to the National Charter Schools Conference (NCSC). The Board also expressed interest in receiving information on any state trainings that may be beneficial.

e. Conflict of Interest (COI) and FOYAA Forms Reminder

Ms. Arthur reminded Board members to complete their annual conflict of interest statements and FOYAA forms and thanked those Board members that had already completed the requirement.

VII. Strategic Planning

There was no update at this time.

Mr. Larouche requested that the Board also discuss current facility needs. The Board discussed facility needs and the current lease in detail, as well as facility space options in Portland and Augusta. Board members expressed a desire to continue discussion at future meetings.

VIII. Adjournment and Next Meeting Date – September 21, 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 11:52 a.m. The next regular Board meeting is scheduled for September 21, 2018 at 10:00 a.m.