



APPROVED 10/19/2018

Maine Connections Academy, Inc. (MCA)
MINUTES OF THE BOARD OF DIRECTORS MEETING
Friday, September 21, 2018 at 10:00 a.m.

Held at the following location and via teleconference:
Law Offices of Larouche & Dyer
5 Community Drive #3
Augusta, ME 04330

I. Call to Order and Roll Call

Ms. Linscott called the meeting to order at 10:06 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); Amy Volk (via phone);

Board Members Absent: Bernice Stockley;

Guests: Chad Strout, School Leader; Avery Day, Board Counsel; 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. Introduction and Discussion with Board Counsel, Avery Day

Ms. Linscott introduced Mr. Avery Day, Board Counsel to the Board. Mr. Day reviewed with the Board his qualifications and experience. The Board briefly discussed the upcoming Charter Renewal Application with Mr. Day and Ms. Jay.

IV. Routine Business

- a. Approval of Agenda
- b. Approval of Minutes from the August 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 by Ms. Weston and seconded by Mr. Larouche as follows:

RESOLVED, that the Agenda for the September 21, 2018 Maine Connections Academy Board of Directors Board Meeting, as presented, is hereby approved.

FURTHER RESOLVED, that the Minutes from the August 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. Enrollment and Staffing Update

Mr. Strout provided the Board with the most up-to-date enrollment numbers. The Board discussed enrollment numbers in detail with Mr. Strout.

- ii. Back to School Activities Update

Mr. Strout updated the Board on upcoming back to school activities, including plans to combine the fall conference and academic summit, as well as professional learning community (PLC) focus for teachers.

- iii. Approval of Revision(s) to the Employee Handbook: Student and Family Communications Policy

Mr. Strout reviewed the Employee Handbook: Student and Family Communications Policy, as included in the Board meeting 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: Student and Family Communications Policy, as presented, is hereby approved.

The motion passed unanimously.

iv. Approval of Revision(s) to the 2018-2019 School Year State Specific School Handbook: Changing Attendance to 'Escalation' Language

Mr. Strout reviewed the State Specific School Handbook: Changing Attendance to 'Escalation' Language as included in the Board meeting materials. There being no further discussion, a motion was made by Ms. Weston and seconded by Mr. Larouche as follows:

RESOLVED, that the State Specific School Handbook: Changing Attendance to 'Escalation' Language, as presented, is hereby approved.

The motion passed unanimously.

v. Approval of Federal Title Funding Documentation: Parent and Family Engagement Policy

Mr. Strout reviewed the Federal Title Funding Documentation: Parent and Family Engagement Policy as included in the Board meeting materials. There being no further discussion, a motion was made by Mr. Larouche and seconded by Ms. Weston as follows:

RESOLVED, that the Federal Title Funding Documentation: Parent and Family Engagement Policy, as presented, is hereby approved.

The motion passed unanimously.

vi. Approval of Closing Enrollment on February 15, 2019 for the 2018-2019 School Year

Ms. Arthur reviewed with the Board the recommendation by both school administration and POBL support staff of closing enrollment on February 15, 2019 for the 2018-2019 school year, in order to effectively manage the school and focus on student academic achievement. She further advised that the deadline means that any students interested in enrolling for the 2018-2019 school year will have to complete all enrollment steps by midnight of the date listed. The Board discussed the advantages to the proposed enrollment closure deadline. There being no further discussion, a motion was made by Mr. Larouche and seconded by Ms. Weston as follows:

RESOLVED, that the Closing Enrollment on February 15, 2019 for the 2018-2019 School Year, as discussed, is hereby approved.

The motion passed unanimously.

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 August

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

RESOLVED, that the Financial Report and payment of the Connections Academy of Maine, LLC invoice for August, in the amount of \$305,473.77, as presented, is hereby approved.

The motion passed unanimously.

VI. Action Items

There were no action items for Board consideration.

VII. 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 with Ms. Weston and Ms. Jay.

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. State of the School, School Improvement Planning and Focus Goals

Mr. Lambert provided the Board with a preview of items currently being finalized for presentation at the Board's next meeting, including a thorough review of progress on the previous school year's goals, the school improvement plan and staff efforts toward specific initiatives, both completed and ongoing. Mr. Lambert further advised that Mr. Strout would be presenting the proposed school focus goals for the current school year for the Board's consideration, as well.

c. Overview of 2018-2019 Items for Board Consideration

Ms. Arthur reviewed the outline of items planned to be presented for Board consideration throughout the current school year. She further advised the Board that the document was fluid, and items may be included, omitted, or considered on a varied timeline based on a number of factors, including state submission and enrollment deadlines, as well as school need for student support.

VIII. Strategic Planning

The Board discussed the planned applications for the Charter Renewal in detail with Ms. Jay. Ms. Linscott reminded the Board of the upcoming public hearing on October 16, 2018.

IX. Adjournment and Next Meeting Date – October 19, 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 11:25 a.m. The next regular Board meeting is scheduled for October 19, 2018 at 10:00 a.m.

X. Tour of Potential School Facility to Follow Regular Board Meeting