



APPROVED 11/16/2018

Maine Connections Academy, Inc. (MCA)
MINUTES OF THE BOARD OF DIRECTORS MEETING
Friday, October 19, 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 10:06 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, Carol Weston and Bernice Stockley (via phone);

Board Members Absent: John Larouche and Amy Volk;

Guests: Chad Strout, School Leader (in person); Amy Trunnell, Financial Consultant; 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
- b. Approval of Minutes from the September 21, 2018 Board Meeting
- c. Approval of Staffing Report

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

RESOLVED, that the Agenda for the October 19, 2018 Maine Connections Academy Board of Directors Board Meeting, as presented, is hereby approved.

FURTHER RESOLVED, that the Minutes from the September 21, 2018 Board Meeting, as presented, are hereby approved.

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

The motions passed unanimously.

d. Ratification of Charter Renewal Documentation

Ms. Linscott reviewed with the Board the charter renewal documentation as submitted to the Maine Charter Schools Commission. She further reminded the Board of all previous discussions, reviews and development process for all documentation. There being no further discussion, a motion was made by Ms. Stockley and seconded by Ms. Weston as follows:

RESOLVED, that the Charter Renewal Documentation, as presented, is hereby approved.

The motion passed unanimously.

IV. Oral Reports

a. School Leader's Report

i. Final Results of the 2017-2018 Goals, State Testing Results and State of the School Report

Mr. Strout discussed last year's state testing participation and target enrollment goals as well as final enrollment numbers by grade level with the Board. He further reviewed the current enrollment and school goals. Mr. Strout reminded Board members that the staff worked closely with Pearson Online & Blended Learning (POBL) staff on establishing this year's school goals, and that the school goals represent the major driver for the staff incentive plan. Mr. Strout related that the goals are created with the intention of improving school outcomes, the student and family experience, and to foster student achievements school-wide. The Board discussed the staff and student accomplishments over the past year, as well as enrollment policies and procedures in detail with Mr. Strout.

ii. Approval of School Focus Goals for the 2018-2019 School Year

Mr. Strout reviewed the school focus goals for the 2018-2019 school year, included in the Board package with the Board. He advised that the staff worked closely with school leadership and POBL on establishing the school goals. He further reiterated that the school goals represent the major driver for the staff incentive plan. There being no further discussion, a motion was made by Ms. Weston and seconded by Ms. Stockley as follows:

RESOLVED, that the school focus goals for the 2018-2019 school year, as presented, is hereby approved.

The motion passed unanimously.

iii. Approval of Revision(s) to the Employee Handbook: Updates to Short Term Disability Language for Maternity Leave Policy

Mr. Strout reviewed the Employee Handbook revisions to the short term disability language for maternity leave, as included in the Board meeting materials. There being no further discussion, a motion was made by Ms. Stockley and seconded by Ms. Weston as follows:

RESOLVED, that the Employee Handbook: Student and Family Communications Policy, as presented, 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. She further provided the Board with updates on grants and school credit cards.

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 Ms. Weston and seconded by Ms. Stockley as follows:

RESOLVED, that the Financial Report and payment of the Connections Academy of Maine, LLC invoice for September, in the amount of \$332,072.80, as presented, is hereby approved.

The motion passed unanimously.

Approval of 1st Quarter Financial Statements

Ms. Trunnell reviewed with the Board the first quarter financial statements, as included in the Board meeting materials. There being no further discussion, a motion was made by Ms. Stockley and seconded by Ms. Weston as follows:

RESOLVED, that the 1st Quarter Financial Statements, as presented, are hereby approved.

The motion passed unanimously.

ii. Audit Update

Ms. Trunnell provided the Board with an update on the current progress of the annual financial audit. She advised the Board on the expected timeline for the Board review of the audit.

V. Action Items

a. Approval of Board Training and Conference Attendance for the 2018-2019 School Year

Ms. Arthur reviewed the upcoming trainings and conferences that have been identified that may interest members of the Board, and reminded Board members of the previously approved budget for Board trainings and member activities. The Board reviewed the upcoming training offerings, as well as the advantages and specific agenda topics of each conference, and their support of one (1) Board member making an effort to attend the national training opportunities.

RESOLVED, that one (1) Board member's attendance at either the National School Boards Association (NSBA) conference or the National Charter Schools Conference (NCSC), as discussed, is hereby approved.

The motion passed 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.

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 reviewed the first quarter school operations metrics 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 upcoming Maine Charter Schools Commission meeting in detail with Mr. Strout and Ms. Jay.

VII. Strategic Planning

i. Facility Options Discussion

There was no update at this time.

VIII. Adjournment and Next Meeting Date – November 16, 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 11:29 a.m. The next regular Board meeting is scheduled for November 16, 2018 at 10:00 a.m.