



APPROVED 01/18/2019

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

Board Members Joined During the Meeting: John Larouche (via phone);

Board Members Absent: Amy Volk;

Guests: Chad Strout, School Leader; Lauren Thompson, School staff (in person); Amy Trunnell, Financial Consultant; Ray Lambert, Amanda Jay, Emily Lee, 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 October 19, 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. Stockley and seconded by Ms. Weston as follows:

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

FURTHER RESOLVED, that the Minutes from the October 19, 2018 Board Meeting, as presented, are hereby approved.

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

The motions passed unanimously.

IV. Oral Reports

a. School Leader's Report

i. Charter Renewal Update

Mr. Strout reviewed with the Board the recent charter renewal approval. He further discussed with the Board the denied enrollment cap increase request. The Board discussed the charter renewal in detail with Mr. Strout and POBL support staff.

ii. Update on Student Intervention Efforts – Tier 1 and Tier 2

Mr. Strout reviewed with the Board the Response to Intervention (RTI) Program as included in the Board meeting materials. He further advised the Board of school staff members' increased awareness of critical educational components and benchmarks, as well as POBL's useful tools for tracking student progress. Mr. Strout further discussed the relation these efforts have to the school's annual success in goals completion.

iii. Approval of Revised Lau Plan for English Language Learners (ELL)

Mr. Strout provided the Board with an update on the revisions to the Lau Plan for English Language Learners (ELL). There being no plan for Board consideration, this item was tabled.

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 October

Ms. Trunnell reviewed in detail the invoice for October. 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 the Financial Report and payment of the Connections Academy of Maine, LLC invoice for October, in the amount of \$390,029.38, as presented, is hereby approved.

The motion passed unanimously.

[Mr. Larouche joined at 10:42 a.m.]

ii. Approval of Board Designee to Work with Financial Consultant to Finalize and Submit the 2017-2018 School Year Financial Audit by the Applicable State Deadlines

Ms. Trunnell reviewed the audit process for fiscal year ending June 30,2018 completed to date. She further advised that the audit report is due prior to the Board's next meeting. The Board discussed the options to ensure the audit is filed by the due date, and agreed to appoint the Board Treasurer as Board Designee to finalize and submit the audit report. There being no further discussion, a motion was made by Mr. Larouche and seconded by Ms. Weston as follows:

RESOLVED, that the Board Treasurer as Board Designee to finalize and submit the 2017-2018 school year financial audit, as discussed, is hereby approved.

The motion passed unanimously.

V. **Action Items**

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 also discussed the new liaison process in effect for contacting the Maine Charter Schools Commission (MCSC).

b. Outreach Update (specifically north of Bangor)

Ms. Jay reviewed with the Board the outreach plans nationally and locally and reminded the Board of the timing of the upcoming outreach presentation during a future Board meeting. The Board discussed the outreach efforts and recommended a focus on television advertising.

c. 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 Leader Review Process Update

Mr. Lambert reviewed the annual school leader review process with the Board. He reminded Board members that the process includes feedback from the Board through a survey. Mr. Lambert further reminded the Board that Mr. Strout's mid-year review will be discussed during the January meeting and the final review will take place during the Board's Annual Meeting in June. He also reiterated the importance of Board member participation in the review process.

VII. Strategic Planning

i. Facility Options Discussion

Ms. Linscott provided the Board with an update on the school facility search. She discussed upcoming potential school site visits by the facility sub-committee.

ii. EMO Evaluation Update

Ms. Linscott advised she will reach out to Mr. Nave to determine if he is still planning to complete this year's annual Education Management Organization (EMO) evaluation.

The Board discussed a recent letter from the Charter Commission regarding a potential enrollment violation in detail. The Board discussed their understanding of the enrollment cap as detailed within the charter contract and intended response to the Commission.

[Mr. Lambert left at 12:05 p.m.]

VIII. Adjournment and Next Meeting Date – January 18, 2019 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 12:13 p.m. The next regular Board meeting is scheduled for January 18, 2019 at 10:00 a.m.