



APPROVED 02/15/2019

**Maine Connections Acade/my, Inc. (MCA)/
MINUTES OF THE BOARD OF DIRECTORS MEETING**
Friday, January 18, 2019 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, Carol Weston and Bernice Stockley (in person); Amy Volk (via phone);

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

Guests: Chad Strout, School Leader; Bob Kautz, Maine Charter Schools Commission; John Bernier, Auditor; Amy Trunnell, Financial Consultant (in person); Ray Lambert, Laura Coleman and Megann Arthur, Pearson Online & Blended Learning (POBL) staff (via phone).

II. Public Comment

There were no comments at this time.

a. L. Kaut Presentation

This item was tabled as Ms. Kaut was not present

III. Audit Committee, Committee of the Entire Board

a. Review of Form 990

Ms. Trunnell reviewed with the Board the Form 990, as included in the Board meeting materials. The Board thanked Ms. Trunnell for her review and expressed their support for submission.

[Mr. Larouche and Mr. Kautz joined the meeting at 10:12 a.m.]

b. Review and Acceptance of 2017-2018 School Year Financial Audit Report

Ms. Trunnell introduced Mr. Bernier of RHR Smith and Company to review the Audit Report. Mr. Bernier reviewed the audit report for the fiscal year ending June 30, 2018, as included in the Board materials. He highlighted key aspects of the report, and discussed the audit firm's process and results. There being no additional discussion, a motion was made by Mr. Larouche and seconded by Ms. Volk as follows:

[Mr. Bernier left the meeting at 10:14 a.m.]

RESOLVED, the Audit Report for the fiscal year ending June 30, 2018, as presented, is hereby accepted.

The motion passed unanimously.

IV. Routine Business

a. Approval of Agenda

b. Approval of Minutes from the November 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 Ms. Stockley as follows:

RESOLVED, that the Agenda for the January 17, 2019 Maine Connections Academy Board of Directors Board Meeting, as presented, is hereby approved.

FURTHER RESOLVED, that the Minutes from the November 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

Mr. Strout discussed with the Board upcoming school activities, including state testing preparations.

i. 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 final plan available for Board consideration, this item was tabled.

ii. Approval of the 2019-2020 School Year General School Handbook

Ms. Linscott asked the Board members whether there were any questions on the 2019-2020 School Year General School Handbook, as included in the Board meeting materials. There being none, a motion was made by Ms. Weston and seconded by Ms. Stockley as follows:

RESOLVED, the 2019-2020 School Year General School Handbook, as presented, is hereby approved.

The motion passed unanimously.

iii. Approval of the 2019-2020 School Year State Specific School Handbook

Ms. Linscott asked the Board members whether there were any questions on the 2019-2020 School Year State Specific School Handbook, as included in the Board meeting materials. There being none, a motion was made by Ms. Weston and seconded by Ms. Stockley as follows:

RESOLVED, the 2019-2020 School Year State Specific School Handbook, 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.

i. Review and Approval of Connections Academy of Maine, LLC Invoices for November and December

Ms. Trunnell reviewed in detail the invoices for November and December. 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 payment of the Connections Academy of Maine, LLC invoices for November, in the amount of \$341,876.10, and December, in the amount of \$304,280.92, as presented, is hereby approved.

The motion passed unanimously.

ii. Approval of 2nd Quarter Financials

Ms. Trunnell reviewed with the Board the second 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 Mr. Larouche as follows:

RESOLVED, that the 2nd Quarter Financial Statements, as presented, are hereby approved.

The motion passed unanimously.

VI. Action Items

a. Approval of Funded Enrollment Target for the 2019-2020 School Year

Mr. Strout reviewed the proposed enrollment target for the 2019-2020 school year of 429 students, discussing briefly the school's enrollment cap, and sought Board input in regards to the number. The Board had a discussion and agreed this was a good target to set for the upcoming school year based on staffing and budget. There being no further discussion, Mr. Larouche made the following motion and it was seconded by Ms. Stockley as follows:

RESOLVED, that funded enrollment target for the 2019-2020 school year, as discussed, is hereby approved.

The motion passed unanimously.

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 further reviewed the written report received from Ms. Jay, included in the Board meeting materials.

i. MCSC Update

The Board also discussed recent legislative and Maine Charter Schools Commission (MCSC) activities in detail with Mr. Kautz.

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 presented the quarterly School Operations Metrics to the Board. He reviewed the data included in the Board materials, highlighting the school's performance as compared with other Pearson Online and Blended Learning's (POBL) partnering schools of similar size and years in operation.

VIII. Strategic Planning

a. Facility Options Discussion

Ms. Volk provided the Board with an update on the school facility search. Ms. Volk and Mr. Strout reviewed the potential facility sites in detail. Ms. Linscott advised that additional updates will be provided at a future meeting.

b. EMO Evaluation Update

There was no update at this time.

c. February Board Meeting Board Retreat

Ms. Linscott discussed with the Board the necessity for a Board Retreat in conjunction with the upcoming February Board meeting. The Board confirmed their availability for an in-person Board Retreat on February 15, 2019 beginning at 8:30 a.m. at a location to be determined in Augusta, Maine. Ms. Arthur advised that she will coordinate with Ms. Linscott and email additional logistics prior to the meeting.

IX. EXECUTIVE SESSION: Pursuant to MRSA Title 1, Chapter 13, Section 405-6, discussion of employment, promotion, evaluation, discipline, or resignation of an individual regarding public employment

The Board entered into Executive Session at 12:08 p.m. upon a motion being made by Ms. Weston, seconded by Mr. Larouche, and confirmed via roll call vote of all Board Members present pursuant to MRSA Title 1, Chapter 13, Section 405-6, for discussion of employment, promotion, evaluation, discipline, or resignation of an individual regarding public employment. Board members in attendance were Amy Linscott, John Larouche, Carol Weston, and Bernice Stockley. The Board invited the following into Executive Session based on their work on this matter: Ray Lambert and Megann Arthur. All others left the meeting at this time.

After the Board concluded their discussion, the Board resumed their open session at 12:20 p.m. upon a motion being made by Ms. Weston, seconded by Mr. Larouche and confirmed via roll call vote of all Board Members present. No action was taken during closed session.

X. Adjournment and Next Meeting Date – February 15, 2019

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 12:21 p.m. The next Board meeting is scheduled for February 15, 2019.