



**APPROVED 04/26/2019**

**Maine Connections Academy, Inc. (MCA)  
MINUTES OF THE BOARD OF DIRECTORS MEETING  
Friday, February 15, 2019 at 8:30 a.m.**

**Held at the following location and via teleconference:**

PretiFlaherty Offices  
45 Memorial Circle  
Augusta, ME 04332

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**I. Call to Order and Roll Call**

Ms. Linscott called the meeting to order at 8:39 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 and Bernice Stockley (in person); Carol Weston (via phone);

Board Members Joined During the Meeting: Amy Volk (in person);

Board Members Absent: John Larouche;

Guests: Lauren Thompson, Dean of Students; Andy Cashman, POBL Government Relations Consultant; Amanda Jay and Megann Arthur, POBL Staff (in person); Chad Strout, School Leader; Amy Trunnell, Financial Consultant; Ray Lambert and Aimee Miller, 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 January 18, 2019 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 February 15, 2019 Maine Connections Academy Board of Directors Board Meeting, as presented, is hereby approved.

FURTHER RESOLVED, that the Minutes from the January 18, 2019 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. Update on State Testing

Mr. Strout reviewed with the Board the upcoming state testing preparations by school staff.

ii. Update on Graduation Plans

Mr. Strout provided the Board with an update on graduation plans. He reviewed the number of students expected to graduate, and participate in graduation ceremonies.

Ms. Thompson provided the Board with an update on the plans for the 8<sup>th</sup> grade graduation ceremonies, including the locations being considered around the state.

iii. Winter Leadership Retreat

Mr. Strout reported to the Board on the Winter School Leadership Retreat that he recently attended, including professional development initiatives and networking opportunities. He advised the Board of the exciting updates he heard and the school is anticipating in regards to curriculum and technology.

[Ms. Volk joined the meeting at 8:50 a.m.]

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

Mr. Strout reviewed the proposed Lau Plan for English learners as included in the Board meeting materials, and advised of the required timing for review of the school's Plan. There being no further discussion, a motion was made by Ms. Weston and seconded by Ms. Volk as follows:

RESOLVED, the Lau Plan for English Learners, as presented, is hereby approved.

The motion passed unanimously.

[Mr. Cashman joined the meeting at 8:53 a.m.]

The Board decided to begin their planned discussion on legislative matters that may impact the school. Ms. Jay reviewed the bills being proposed that could potentially impact the school. Mr. Cashman discussed the known background to the bills being proposed, as well as strategies being initiated by charter school supporters.

The Board had extensive discussion on the need for grassroots support efforts, including the coordination of families showing support at significant hearings and events at the state house, as well as families who have written accounts of the positive impact of MCA on their child(ren).

[Ms. Stockley left the meeting at 9:15 a.m.]

Attendees continued to discuss strategies for continuing outreach to legislators and others in the state.

[Mr. Cashman left the meeting at 9:21 a.m.]

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.

[Ms. Stockley re-joined the meeting at 9:26 a.m.]

Ms. Trunnell reviewed the estimated additional expenditure for the previously mentioned 8<sup>th</sup> grade graduation ceremonies, and that the budget impact was not significant.

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

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

RESOLVED, that the payment of the Connections Academy of Maine, LLC invoices for January, in the amount of \$430,352.78, as presented, is hereby approved.

The motion passed unanimously.

**V. Action Items**

There were no action items at this time.

**VI. Information Items**

a. Statement of Agreement with POBL Update

Ms. Jay provided the Board with an update on this item. She advised that a draft Statement of Agreement (SOA) was in initial review by the Board Chair and Board Counsel. Ms. Linscott further advised that, following her initial review, a special Board meeting would be called in March to allow the full Board to review the document with Counsel.

b. School Leadership Team (PSLT) Update

Mr. Lambert presented to the Board on behalf of Pearson Online & Blended Learning's (POBL) School Leadership Team. He discussed recent school activities, some mathematics initiatives at POBL and details of the recent POBL leadership conference.

**VII. Strategic Planning**

a. EMO Evaluation Update

Ms. Linscott provided the Board with an update on this item. She advised that she had a recent communication with Bill Nave, and expects he will complete the annual EMO evaluation documentation within a few weeks. The Board discussed the timing of the review and evaluation, and their desire to hopefully have the evaluation completed prior to their April Board meeting.

[The Board took a break at 9:50 a.m.]

[Ms. Weston left the meeting at 9:55 a.m.]

[Ms. Weston re-joined the meeting and the Board re-convened at 10:05 a.m.]

Ms. Trunnell provided the Board with an update on staffing, and associated budget impacts with changes anticipated for next school year. The Board had discussion on specific revisions to be made to the budget for both the current and following school years. Mr. Strout further reviewed specific planning for school staff development, potential changes to the staffing model and positions he expects may be vacated.

Board members had discussion on timing for the next month's meeting, and the availability of Board members to attend. The Board further discussed their preference of moving the April regular board meeting back one week to Friday, April 26<sup>th</sup>. There being no further discussion, a motion was made by Ms. Volk and seconded by Ms. Stockley as follows:

RESOLVED, that the April Board Meeting Date to be moved to Friday, April 26, 2019 at 10:00 a.m., is hereby approved.

The motion passed unanimously.

b. Facility Planning

Ms. Linscott and Ms. Volk reviewed the process completed to date to identify a new school facility. Ms. Volk advised as to her preference of the two final proposed locations, and the Board reviewed the proposal documents as handed out at the meeting.

Mr. Strout provided a brief overview of school operations. Ms. Thompson further reviewed MWEA results in detail with the Board.

[Ms. Miller joined the meeting at 10:37 a.m.]

At the Board's request, Ms. Miller provided a high level overview of the two proposals for school facility, including negotiations to date regarding rent, as well as pros and cons of each space and the landlord communications. Board members expressed a preference for the facility located at 8 Science Park Road in Scarborough. Board members had discussion with Ms. Miller and other attendees regarding the two facility location options, and parking requirements for staff.

[Ms. Miller left the meeting at 11:00 a.m.]

c. Budget Discussion

i. Staff Bonus Structure Discussion and Consideration

Mr. Strout briefly reviewed the options recently presented for staff bonus structure, and that the school would be maintaining the same structure that is currently in place.

ii. Staffing Updates and Planning for the 2019-2020 School Year

This item was discussed earlier in the meeting.

d. Enrollment Process Discussion

Mr. Strout highlighted potential initiatives to clarify the withdrawal process. The Board had discussion with all in attendance regarding the current political climate in the state, and appropriate timing for potential updates to the school's enrollment policies and procedures. Board members also had discussion on their desire to expand the school, and preferred timing to make those requests.

i. Proposed Policy Updates

This item was not discussed at this time.

e. Legislative Update

Board members continued discussion on legislative matters in the state, and on a national level.

The Board discussed Board composition, including a potential Board member candidate who had been communicating with members of the Board.

**VIII. Adjournment and Next Meeting Date – April 26, 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 11:35 a.m. The next Board meeting is scheduled for April 26, 2019.