



APPROVED 05/14/2019

**Maine Connections Academy, Inc. (MCA)
MINUTES OF THE BOARD OF DIRECTORS MEETING
Friday, April 26, 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 and Amy Volk (in person); Bernice Stockley (via phone);

Board Members Joined During the Meeting: Carol Weston (in person) and John Larouche (via phone);

Guests: Michelle Hayward and Kathleen Rinaldi-Boisvert, School staff (in person); Chad Strout, School Leader; Amy Trunnell, Financial Consultant; Amanda Jay, Ray Lambert, Emily Lee, Alan Chapman, 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 February 15, 2019 Board Meeting
- c. Approval of Minutes from the March 20, 2019 Special Board Meeting
- d. 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. Volk as follows:

RESOLVED, that the Agenda for the April 26, 2019 Maine Connections Academy Board of Directors Board Meeting, as presented, is hereby approved.

FURTHER RESOLVED, that the Minutes from the February 15, 2019 Board Meeting, as presented, are hereby approved.

FURTHER RESOLVED, that the Minutes from the March 20, 2019 Special Board Meeting, as presented, are hereby approved.

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

The motions passed unanimously.

[Ms. Hayward and Ms. Rinaldi-Boisvert joined the meeting at 10:06 a.m.]

IV. Oral Reports

a. School Leader's Report

At the request of the Board, these items were moved up on the agenda.

[Mr. Larouche joined the meeting at 10:09 a.m.]

Graduation and End of Year Activities Update

Mr. Strout reminded the Board of the upcoming graduation ceremony and encouraged Board member attendance.

State Testing Update

Mr. Strout reviewed with the Board the initial state testing participation rates.

Staffing Update

Mr. Strout reviewed with the Board current staffing levels, as well as projected staffing needs.

Approval of School Calendar for the 2019-2020 School Year

Approval of Revision(s) to the 2018-2019 School Year State Specific School Handbook: Student and Staff Communication (Texting) Policy

The Board indicated their intent to consider the School Calendar and State Specific Handbook revisions together. Mr. Strout reviewed the School Calendar with the Board, advising that he had worked with his leadership team and POBL to develop the calendar in compliance with all state and federal requirements for students. Mr. Strout further reviewed the revisions to the 2018-2019 School Year State Specific School Handbook: Student and Staff Communication (Texting) Policy, as included in the Board meeting materials. There being no further discussion, a motion was made by Ms. Volk and seconded by Ms. Weston as follows:

RESOLVED, that the School Calendar for the 2019-2020 School Year, as presented, is hereby approved.

FURTHER RESOLVED, that the revision(s) to the 2018-2019 School Year State Specific School Handbook: Student and Staff Communication (Texting) Policy, as presented, is hereby approved.

The motion passed unanimously.

[Ms. Weston joined the meeting at 10:38 a.m.]

i. Interventions Update

Ms. Hayward and Ms. Rinaldi-Boisvert updated the Board on the increased awareness of critical educational components and benchmarks, as well as Pearson Online and Blended Learning's (POBL) useful tools for tracking student progress. They further discussed the relation these efforts have to the school's annual success in goals completion, as well as student outcome metrics. The Board discussed the intervention efforts in detail with Ms. Hayward and Ms. Rinaldi-Boisvert.

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

[Ms. Hayward and Ms. Rinaldi-Boisvert left the meeting at 11:10 a.m.]

ii. Graduation and End of Year Activities Update

This item was presented earlier in the meeting.

iii. State Testing Update

This item was presented earlier in the meeting.

iv. Staffing Update

This item was presented earlier in the meeting.

v. Approval of School Calendar for the 2019-2020 School Year

This item was presented earlier in the meeting.

vi. Approval of Revision(s) to the 2018-2019 School Year State Specific School Handbook: Student and Staff Communication (Texting) Policy

This item was presented earlier in the meeting.

vii. Approval of Staff Compensation Plan for the 2019-2020 School Year

Mr. Strout reviewed the Staff Compensation Plan, noting that there are few changes from the Plan approved for the current school year. There being no further discussion, a motion was made by Ms. Weston and seconded by Ms. Volk as follows:

RESOLVED, that the Staff Compensation Plan for the 2019-2020 School Year, as presented, is hereby approved.

The motion passed unanimously.

b. POBL Products, Services, and Initiatives Update

Mr. Lambert deferred his review of POBL's 2019-2020 Products, Services and Initiatives memo to his update later in the meeting within Information Items.

c. 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, including budgetary considerations for next school year. Ms. Trunnell further advised the Board regarding a state testing technology charge recently processed, as well as her recommendation for the school to considering budgeting for a vehicle for 2019-2020 to assist staff efforts with regards to state testing, facility move activities and science lab set up around the state.

[Ms. Arthur and Mr. Chapman joined the meeting at 11:31 a.m.]

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

ii. Approval of 3rd Quarter Financials

The Board indicated their intent to consider the Invoices and 3rd quarter financials together. Ms. Trunnell reviewed the invoices for February and March in detail. She recommended approval of payment of the invoices as presented. She further reviewed with the Board the school's 3rd quarter financials and supporting documents. There being no further discussion, a motion was made by Ms. Weston and seconded by Ms. Volk as follows:

RESOLVED, that the payment of the Connections Academy of Maine, LLC invoices for February, in the amount of \$277,554.98, and March, in the amount of \$315,039.21, as presented, are hereby approved.

FURTHER RESOLVED, that the 3rd Quarter Financials, as presented, are hereby approved.

The motion passed unanimously.

Strategic Planning

At the request of the Board, this item was moved up on the agenda.

Review and Consideration of Revised Performance Framework

Mr. Strout and Ms. Lisncott reviewed with the Board the revised performance framework as outlined in materials included in the Board meeting materials. The Board discussed the proposed revisions in detail with Mr. Strout. There being no further discussion, a motion was made by Ms. Volk and seconded by Mr. Larouche as follows:

RESOLVED, that the Revised Performance Framework, as discussed, is hereby approved.

The motion passed unanimously.

[Ms. Trunnell and Mr. Strout left the meeting at 12:00 p.m.]

Information Items

At the request of the Board, these items were moved up on the agenda.

Outreach Plan for the 2019-2020 School Year

Mr. Chapman reviewed with the Board the school's proposed Outreach Plan for the upcoming school year, as included in the Board materials. Mr. Chapman highlighted current and projected enrollment numbers, as well as planned activities for student recruitment. Board members had discussion on the outreach plans and specific activities.

[Mr. Chapman left at 12:09 p.m.]

School Leadership Team (PSLT) Update

Mr. Lambert presented to the Board on behalf of POBL's School Leadership Team.

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 POBL partnering schools of similar size and years in operation.

POBL Products, Services, and Initiatives Update

Mr. Lambert reviewed POBL's 2019-2020 Products, Services and Initiatives memo as included in the Board materials. He further advised the Board on upcoming enhancements to the curriculum and focus on academic outcomes.

Strategic Planning

At the request of the Board, this item was moved up on the agenda.

EMO Evaluation Update

Ms. Linscott provided the Board with an update on this item. She advised that she would either confirm with Bill Nave his availability to complete the annual EMO evaluation or receive his recommendation for another 3rd party contractor for this service so the evaluation can be completed prior to the close of the current school year.

V. Action Items

a. Review and Approval of Facility Lease Documentation

Ms. Linscott provided the Board with an update on the finalizing of the school facility lease, including the ongoing negotiations with the landlord. There being no further discussion and no documentation for Board consideration, this item was tabled.

b. Approval of the Statement of Agreement Renewal with Pearson Online and Blended Learning (POBL)

Ms. Jay reviewed the process completed to date regarding the Statement of Agreement (SOA) Renewal with POBL, including the review by school leadership, the Board President, Board Counsel and POBL support staff. She highlighted changes to the SOA since the school's original agreement. Board members discussed the SOA and charter renewal process in detail with Ms. Jay. There being no further discussion and no documentation for Board consideration, a motion was made by Mr. Larouche and seconded by Ms. Volk as follows:

RESOLVED, that the Facility Lease, as discussed, is hereby tabled.

FURTHER RESOLVED, that the Statement of Agreement Renewal with POBL, as discussed, is hereby tabled.

The motion passed unanimously.

VI. Strategic Planning

a. Review and Consideration of Revised Performance Framework

This item was presented earlier in the meeting.

b. EMO Evaluation Update

This item was presented earlier in the meeting.

VII. Information Items

a. Legislative Update

Ms. Jay and Ms. Weston provided the Board with an update on the recent legislative activities in Maine, which may impact the school. The Board discussed the recent legislative activities in detail with Ms. Jay.

b. School Leadership Team (PSLT) Update

i. School Operations Metrics

This item was presented earlier in the meeting.

POBL Products, Services, and Initiatives Update

This item was presented earlier in the meeting.

c. Board Planning for the 2019-2020 School Year

Ms. Arthur discussed the planning for the 2019-2020 school year that POBL has been working on with the school.

i. Proposed Meeting Schedule

The Board confirmed their support of maintaining the current meeting schedule for the upcoming school year. Ms. Arthur advised that the consideration of the Board meeting schedule for the 2019-2020 school year will be included on the June Annual Meeting agenda.

ii. Board Composition

Ms. Arthur discussed with the Board the current composition, including board member terms that would be up at this year's annual meeting, and encouraged Board members to discuss their intentions regarding terms and renewal with the Board Chair. The Board discussed their intent to consider a new potential Board member at the next Board meeting.

d. Outreach Plan for the 2019-2020 School Year

This item was presented earlier in the meeting.

VIII. Adjournment and Next Meeting Date

Ms. Linscott noted that the Board was at the end of its agenda, and concluding all business for the day. The Board discussed their availability for the next Board meeting and tentatively scheduled it for Tuesday, May 14, 2019 at 10:00 a.m., pending confirmation of availability by the absent Board member and School Leader. There being no further discussion and the Board being at the end of its agenda, the meeting was adjourned 12:56 p.m.