



APPROVED 06/21/2019

**Maine Connections Academy, Inc. (MCA)
MINUTES OF THE BOARD OF DIRECTORS MEETING
Tuesday, May 14, 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 10:06 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 and Carol Weston (in person); Bernice Stockley (via phone);

Board Members Absent: Amy Volk and John Larouche;

Guests: Chad Strout, School Leader (in person); Amanda Jay, Ray Lambert, Laura Coleman and Megann Arthur, Pearson Online & Blended Learning (POBL) staff (via phone).

II. Review and Consideration of Board Member Candidate, Billy Thompson

Ms. Linscott discussed the current Board composition, the qualifications of Board member candidate Billy Thompson and the Board member term length in detail. There being no further discussion, a motion was made by Ms. Weston and seconded by Ms. Stockley as follows:

RESOLVED, that the appointment of Billy Thompson as a Board Member of Maine Connections Academy, Inc., effective at the conclusion of the Board meeting until the Annual Meeting 2019, as discussed, is hereby approved.

The motion passed unanimously.

III. Public Comment

There were no comments at this time.

Routine Business

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

- a. Approval of Agenda

b. Approval of Minutes from the April 26, 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 May 14, 2019 Maine Connections Academy Board of Directors Board Meeting, as presented, is hereby approved.

FURTHER RESOLVED, that the Minutes from the April 26, 2019 Board Meeting, as presented, are hereby approved.

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

The motions passed unanimously.

Oral Reports

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

a. School Leader's Report

i. Graduation and End of Year Activities Update

Mr. Strout discussed planned end of school year activities with the Board, including the upcoming graduation ceremony on June 6, 2019, as well as end of year picnics.

ii. State Testing Update

Mr. Strout reviewed with the Board the recent state testing preparations by staff members, and student participation rates.

iii. Approval of Revision(s) to the Employee Handbook

Mr. Strout reviewed the proposed revisions to the Employee Handbook, as included in the Board meeting materials. There being no changes, a motion was made by Ms. Stockley and seconded by Ms. Weston as follows:

RESOLVED, that the Employee Handbook Revision(s), as presented, are hereby approved

The motion passed unanimously.

iv. Approval of Board President as Board Designee to Approve Summer Staffing Decisions for the 2019-2020 School Year

Mr. Strout provided the Board with an update on staffing levels and hiring efforts for the next school year. Ms. Arthur reviewed the purpose of the proposed Board President as Board designee item, to provide Mr. Strout the ability to hire staff over the summer months when the Board is not scheduled to meet with the Board President's support. There being no further discussion, a motion was made by Ms. Weston and seconded by Ms. Stockley as follows:

RESOLVED, that the Board President as Board Designee to approve summer staffing decisions for the 2019-2020 School Year, as presented, is hereby approved.

The motion passed unanimously.

Performance Framework Update

Mr. Strout reviewed the performance framework for the Maine Charter Schools Commission (MCSC) in detail with the Board, including the academic and operational benchmarks. The Board discussed the framework with Mr. Strout.

Action Items

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

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

Ms. Jay presented the Statement of Agreement (SOA) Renewal with Pearson Online and Blended Learning (POBL) to the Board. She reviewed the process completed to date, including the review by the Board President, Board Counsel and POBL support staff. She further highlighted changes since the school's original SOA. Ms. Linscott and Ms. Jay advised the Board that the SOA will not be executed until the charter contract has been finalized. There being no further discussion, a motion was made by Mr. Weston and seconded by Ms. Stockley as follows:

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

The motion passed unanimously.

a. Ratification of Facility Lease Documentation

Ms. Linscott provided the Board with an update on the facility lease negotiations. The Board expressed their desire to appoint a designee to negotiate, finalize and execute the lease on their behalf. The Board agreed the Board President was the best candidate to act in this capacity. There being no further discussion, a motion was made by Ms. Weston and seconded by Ms. Stockley as follows:

RESOLVED, the Board President as Board Designee to Negotiate, Finalize and Execute the School Facility Lease, as discussed, is hereby approved.

The motion passed unanimously.

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

This item was presented earlier in the meeting.

Strategic Planning

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

- a. EMO Evaluation Update

Ms. Linscott updated the Board on her recent communication with Mr. Nave and his desire to conduct the EMO Evaluation.

Information Items

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

- 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

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

- i. Planning for School Leader Performance Review

Mr. Lambert outlined the annual school leader review process with the Board. He further reminded the Board that Mr. Strout's final review will take place during the Board's Annual Meeting in June. He also reiterated the importance of all Board member participation in the review process.

- c. August Board Meeting and Half-day Retreat – August 23rd

Ms. Arthur reviewed recent discussions with Ms. Linscott, and their suggestion that there would likely be benefits in the Board holding a half day in-person retreat in the fall to revisit strategic planning. She proposed the retreat be held in conjunction with a Board meeting, on August 23, 2019 if the Board was willing to move their regularly scheduled meeting. The Board welcomed the opportunity and discussed availability. Ms. Arthur advised she will confirm all Board members' availability and communicate final plans via email.

II. **Audit Committee, Committee of the Entire Board**

a. Approval of Audit Firm Engagement for the 2018-2019 School Year Financial Audit

Ms. Linscott reviewed the audit firm engagement letter, as included in the Board materials. She advised the Board that the audit firm was the same the Board had engaged for the previous school year, and reviewed the anticipated audit-related charges and scope of services. She further advised the Board that the estimate of audit-related charges was similar to the previous school year. There being no additional discussion, a motion was made by Ms. Stockley and seconded by Ms. Stockley as follows:

RESOLVED, that the engagement of RHR Smith & Company, CPAs for the 2018-2019 school year financial audit and tax return preparation, as presented, is hereby accepted.

The motion passed unanimously.

III. **Routine Business**

a. Approval of Agenda

b. Approval of Minutes from the April 26, 2019 Board Meeting

c. Approval of Staffing Report

These items were presented earlier in the meeting.

IV. **Oral Reports**

a. School Leader's Report

v. Graduation and End of Year Activities Update

This item was presented earlier in the meeting.

vi. State Testing Update

This item was presented earlier in the meeting.

vii. Approval of Revision(s) to the Employee Handbook

This item was presented earlier in the meeting.

viii. Approval of Board President as Board Designee to Approve Summer Staffing Decisions for the 2019-2020 School Year

This item was presented earlier in the meeting.

b. Financial Report

Mr. Strout provided the Board with an update on school vehicle options, as well as staffing considerations, which may affect the financials.

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

Ms. Linscott asked the Board members whether they had any objection to approving the invoice for the month of June in Ms. Trunnel's absence. The Board noted no concerns. There being no further discussion, a motion was made by Ms. Stockley and seconded by Ms. Weston as follows:

RESOLVED, that the Connections Academy of Maine, LLC invoices for April, in the amount of \$300,746.47, as presented, are hereby approved.

The motion passed unanimously.

ii. Approval of Budget and Fee Schedule for the 2019-2020 School Year

This item was tabled to a future meeting.

V. Action Items

a. Ratification of Facility Lease Documentation

This item was presented earlier in the meeting.

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

This item was presented earlier in the meeting.

VI. Strategic Planning

a. EMO Evaluation Update

This item was presented earlier in the meeting.

VII. Information Items

a. Legislative Update

This item was presented earlier in the meeting.

b. School Leadership Team (PSLT) Update

i. Planning for School Leader Performance Review

This item was presented earlier in the meeting.

- c. August Board Meeting and Half-day Retreat – August 23rd

This item was presented earlier in the meeting.

VIII. Adjournment and Next Meeting Date – June 21, 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. The next Board meeting is scheduled for June 21, 2019 at 10:00 a.m. There being no further discussion and the Board being at the end of its agenda, the meeting was adjourned 10:55 a.m.