



**APPROVED 08/23/2019**

**Maine Connections Academy, Inc. (MCA)  
MINUTES OF THE BOARD OF DIRECTORS ANNUAL MEETING  
Friday, June 21, 2019 at 10:00 a.m.**

**Held at the following location and via teleconference:  
75 John Roberts Road, Suite 11B  
South Portland, ME 04106**

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

Ms. Linscott called the meeting to order at 10:02 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, John Larouche, Billy Thompson and Carol Weston (in person);

Board Members Absent: Amy Volk and Bernice Stockley;

Guests: Chad Strout, School Leader, Bill Nave, Independent Third Party Evaluation Consultant, Amy Trunnell, Financial Consultant (in person); Amanda Jay, Melissa Brown, Allison Solesby, Emily Lee 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 May 14, 2019 Board Meeting
- c. Approval of Staffing Report
- d. Approval of Board Meeting Schedule for the 2019-2020 School Year

The Board indicated their intent to consider the Routine Business items together. There being no changes, a motion was made by Mr. Larouche and seconded by Ms. Weston as follows:

RESOLVED, that the Agenda for the June 21, 2019 Maine Connections Academy Board of Directors Annual Board Meeting, as presented, is hereby approved. Ms. Linscott noted her intent to move the EMO Evaluation to the beginning of the agenda.

FURTHER RESOLVED, that the Minutes from the May 14, 2019 Board Meeting, as presented, are hereby approved.

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

FURTHER RESOLVED, that the Board Meeting Schedule for the 2019-2020 School Year, as presented, is hereby approved.

The motions passed unanimously.

#### **IV. Strategic Planning**

##### **a. Review and Acceptance of EMO Evaluation**

Mr. Nave reviewed the results of the annual report in detail. The Board discussed various data points from the final documentation. Ms. Linscott reminded the Board of the Educational Management Organization (EMO) annual evaluation requirement by the school's authorizer, and Mr. Nave's work for the Board on the requirement. Ms. Linscott asked the Board members whether there was any discussion, or any preferred changes to the final evaluation. There being no changes and no further discussion, a motion was made by Ms. Weston and seconded by Mr. Larouche as follows:

RESOLVED, that the acceptance of EMO Evaluation Report for the 2018-2019 School Year and authorization for submission to the MCSC, as discussed, is hereby approved.

The motion passed unanimously.

[Mr. Nave left the meeting at 10:18 a.m.]

#### **V. Oral Reports**

##### **a. School Leader's Report**

###### **i. End of Year Activities Update**

Mr. Strout highlighted the recent graduation ceremony. He also discussed the school's end of year activities including an annual picnic.

###### **ii. Results of the Parent Satisfaction Survey (PSS)**

Mr. Strout presented this item to the Board. He noted that a third party independent vendor conducted the survey. A copy of the results of the survey was sent to the school Board's President directly from the third party vendor. The Board reviewed the results in detail, a copy of which was included in the Board materials. Board members had discussion on the results and the data included.

ii. Ratification of Revised School Calendar for the 2019-2020 School Year

Mr. Strout reviewed the revised School Calendar for the 2019-2020 School Year with the Board, including background to the recent revisions, as included in the Board materials. There being no further discussion, a motion was made by Mr. Larouche and seconded by Ms. Weston as follows:

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

The motion passed unanimously.

[Ms. Trunnell joined the meeting at 10:39 a.m.]

b. Financial Report

i. Federal Grants Update

Ms. Trunnell provided the Board with an update on this item.

ii. Review and Approval of Connections Academy of Maine, LLC Invoices for May

Ms. Trunnell reviewed the May invoice details with the Board, and inquired if there were any questions or need for additional discussion. The Board noted no concerns or need for additional discussion on the invoice. There being no further discussion, a motion was made by Mr. Thompson and seconded by Ms. Weston as follows:

RESOLVED, that the Connections Academy of Maine, LLC invoices for May, in the amount of \$367,209.41, as presented, are hereby approved.

The motion passed unanimously.

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

Ms. Trunnell reviewed the proposed annual budget for the school, based on development that included the School Leader, Board Treasurer and herself. She further reviewed the accompanying fee schedule from Connections Academy of Maine, LLC with the Board. Ms. Trunnell advised the Board that the 2019-2020 Fee Schedule being presented summarizes the basis for all charges from POBL to the school under the Statement of Agreement (SOA) with POBL, and that the basis for all charges is drawn directly from the Budget. Board members discussed the budget, as well as the fee schedule and all services provided by POBL under the schedule. The Board worked through some minor adjustments with Ms. Trunnell. There being no further discussion, a motion was made by Ms. Weston and seconded by Mr. Thompson as follows:

RESOLVED, that the Proposed Budget and Fee Schedule for the 2019-2020 school year and all assumptions provided therein, as amended and discussed at meeting, is hereby approved.

The motion passed unanimously.

[Ms. Trunnell left the meeting at 11:46 a.m.]

**VI. Action Items**

a. Ratification of Facility Lease Documentation

Ms. Linscott provided the Board with an update on the facility lease negotiations. There being no further discussion, a motion was made by Ms. Weston and seconded by Mr. Larouche as follows:

RESOLVED, the Facility Lease Documentation, as discussed, is hereby ratified.

The motion passed unanimously.

b. Approval of Directors

Ms. Arthur advised the Board that two Board member terms were up for renewal at this meeting, Carol Weston and Billy Thompson. Following confirmation from both Ms. Weston and Mr. Thompson that they wished to continue on the Board, discussion was held on the renewal of their terms. There being no further discussion, a motion was made by Mr. Larouche and seconded by Ms. Linscott as follows:

RESOLVED, that the appointment of Carol Weston to the Maine Connections Academy Board of Directors, as Class 1 Director, for a term of three (3) years to the 2022 Annual meeting, as discussed, is hereby approved.

FURTHER RESOLVED, that the appointment of Billy Thompson to the Main Connections Academy Board of Directors, as a Class 1 Director, for the term of three (3) years to the 2022 Annual meeting, as discussed, is hereby approved.

The motion passed unanimously.

c. Approval of Officers for the 2019-2020 School Year

Ms. Arthur presented this item to the Board. She reviewed with the Board each Officer position as set out in the Board-adopted Bylaws, and advised the Board that all positions would be for a term until the Annual Meeting 2020. Nominations were opened for each position. Following the closure of nominations, and there being no further discussion, a motion was made by Ms. Weston and seconded by Mr. Larouche as follows:

RESOLVED, that the appointment of:

Amy Linscott, Board President;  
John Larouche, Board Treasurer; and  
Carol Weston, Board Secretary; as discussed, are hereby approved.

The motion was approved unanimously.

## VII. Information Items

### a. Legislative Update

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

### b. Board Support Update

Ms. Arthur and Ms. Solesby presented this item to the Board. Ms. Arthur noted that she and Ms. Jay will remain in support of the school and Board in their respective roles. Ms. Solesby discussed with the Board the planned succession for PSLT support for the school, to be Ms. Brown as interim representative until the recently vacated position was filled. Board members had discussion with reps from POBL regarding the Board support team, and their desire to have as much consistency as possible moving forward.

### c. School Leadership Team (PSLT) Update

Ms. Brown presented to the Board on behalf of POBL's School Leadership Team. Ms. Brown discussed the upcoming School Leadership Conference with the Board.

### d. August Board Meeting and Half-day Retreat – August 23<sup>rd</sup>

Ms. Arthur confirmed the Board's desire to hold a half-day retreat on August 23 in conjunction with the Board meeting for the purpose of continuing the Board's strategic planning status updates.

## VIII. **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 12:14 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 Billy Thompson. The Board invited the following into Executive Session based on their work on this matter: Melissa Brown and Megann Arthur. All others left the meeting at this time.

After the Board concluded their discussion, the Board resumed their open session at 12:58 p.m. upon a motion being made, seconded and confirmed via roll call vote of all Board Members present. No action was taken during closed session.

**IX. Approval of School Leader Compensation for the 2019-2020 School Year**

Ms. Linscott reminded the Board of the discussion held in Executive Session regarding the School Leader's evaluation and compensation for the upcoming school year. Board members discussed the evaluation process to date, as well as the Board's previously created evaluation rubric and all data and feedback involved in this year's evaluation. There being no further discussion, a motion was made by Mr. Thompson and seconded by Ms. Weston as follows:

RESOLVED, that the Board President as Board Designee to finalize the end of year evaluation documentation with Ms. Brown and POBL on behalf of the Board, is hereby approved; and

FURTHER RESOLVED, that the School Leader compensation for the 2019-2020 school year in the amount of \$86,149 with a 10% bonus potential, as discussed, is hereby approved.

The motion passed unanimously.

**X. Adjournment and Next Meeting Date – August 16, 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 August 16, 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 1:00 p.m.