



APPROVED 09/20/2019

**Maine Connections Academy, Inc. (MCA)
MINUTES OF THE BOARD OF DIRECTORS MEETING
Friday, August 23, 2019 at 8:00 a.m.**

Held at the following location and via teleconference:

Portland Sheraton at Sable Oaks
200 Sable Oaks Drive
South Portland, ME 04106

I. Call to Order and Roll Call

Ms. Linscott called the meeting to order at 8:30 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 Joined During Meeting: Amy Volk (in person);

Board Members Absent: Bernice Stockley;

Guests: Lauren Thompson, Interim School Leader; Amy Trunnell, Financial Consultant; Amanda Jay, Heather Woodward, Kristie Clements and Megann Arthur, Pearson Online & Blended Learning (POBL) staff (all in person).

II. Public Comment

There were no comments at this time.

III. Routine Business

- a. Approval of Agenda
- b. Approval of Minutes from the June 21, 2019 Annual Board Meeting
- c. Approval of Staffing Report

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

RESOLVED, that the Agenda for the August 23, 2019 Maine Connections Academy Board of Directors Board Meeting, as presented, is hereby approved.

FURTHER RESOLVED, that the Minutes from the June 21, 2019 Annual Board Meeting, as presented, are hereby approved.

The motions passed unanimously.

Ms. Linscott addressed the Staffing Report specifically, noting the positions recently vacated and that the hiring process had begun. She further advised that the math interventionists the school was seeking had just been hired, and would be reflected in the next meeting's report. There being no further discussion, a motion was made by Ms. Weston and seconded by Mr. Larouche as follows:

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

The motion passed unanimously.

IV. Oral Reports

a. School Leader's Report

i. Back to School Activities, Staffing and Training Update

Ms. Thompson discussed with the Board recent back to school activities, including staff meetings and the start of Welcome Calls. She further reviewed activities planned for students for the start of school on September 3rd.

ii. Enrollment Update

Ms. Thompson reviewed the school's current enrollment numbers with the Board, including those students in the pre-approval and approved phases of their applications.

iii. Facility Move Update

Ms. Thompson provided the Board with an update on the current status of the school facility move. She advised of the timing of the new space to be available for staff, as well as the set up completed for teachers to work remotely for the first few days of their school year prep, and that the new office would be ready for the first day of school. Board members discussed specifics of the new school office location.

b. Financial Report

i. Unaudited 2018-2019 SY Financial Results

Ms. Trunnell reviewed the school's financial results from the previous school year, including areas of savings from the previous school year as well as increased expenses as compared to previous years. She discussed the revised financials sent, following the recent departure of the School Leader, and the impact of that on projections. The Board discussed comparative data and specific line items of interest. Ms. Trunnell further reviewed the budget to actual report, as well as the anticipated audit review process and timeline.

[Ms. Clements joined the meeting at 8:55 a.m.]

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

Ms. Trunnell reviewed the June 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. The Board indicated their intent to consider all financial items at the same time.

iii. Approval of 4th Quarter/ 18-19 End of School Year Financials

Ms. Trunnell noted her earlier review of this documentation. 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 June, in the amount of \$299,856.77, as presented, are hereby approved, and

FURTHER RESOLVED, that the 4th Quarter/ 18-19 End of School Year Financials, as presented, are hereby approved.

The motions passed unanimously.

V. Action Items

There were no action items at this time.

VI. Information Items

a. Legislative Update

Ms. Weston, Mr. Thompson, and Ms. Jay provided the Board with an update on recent legislative activities in Maine, which may impact the school. All participants discussed the recent legislative activities in detail, as well as advocacy options for the school and charter schools, in general.

b. School Leadership Team (PSLT) Update

Ms. Clements presented to the Board on behalf of POBL's School Leadership Team.

i. School Leader Search Update

Ms. Clements provided the Board with an update on this item. She advised as to the candidate pool so far, the candidates who have made it past the first rounds of screening, and the process and timeline expected for filling the position.

ii. School Operations Metrics

Ms. Clements outlined some of 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. The Board discussed the enrollment and waiting list processes in detail with Ms. Clements.

c. Board Relations Update

Ms. Arthur presented this item to the Board.

i. Conflict of Interest Statements and Background Check(s)

Ms. Arthur reminded Board members to please complete their annual conflict of interest statements prior to the start of audit fieldwork for the annual financial audit, and background check forms, as applicable, and thanked those Board members that had already completed the requirement.

ii. Board Training and Conference Attendance Planning for the 2019-2020 SY

Ms. Arthur presented this item to the Board. She requested feedback on the Board's preferences for use of the board training funds in the budget for the 2019-2020 school year. Board members discussed training options, both locally and nationally, and expressed their interest in sending 1-2 Board members to the National Charter Schools Conference (NCSC) in Orlando, FL in June 2020. At the Board's request, Ms. Arthur advised the consideration of sending Board members to NCSC will be added to the next meeting's agenda.

iii. October Board Meeting Visit from POBL

Ms. Arthur advised the Board that Tom ap Simon, POBL's Managing Director, was planning to visit the school and join the Board for their October regular meeting. Ms. Linscott encouraged Board members to attend that meeting in person, if availability allowed, as well as a social dinner the evening prior.

[The Board took a brief break at 10:17 a.m., and Ms. Thompson and Ms. Trunnell left the meeting]

[The Board resumed their meeting at 10:35 a.m.]

VII. Strategic Planning

a. Review of Current Strategic Plan

Board members reviewed the school's Mission and Vision Statements to begin the strategic planning workshop. Ms. Woodward walked the Board through each goal and action plan established within the current Strategic Plan and discussed any progress notes or updates needed for each action step. The Board had extensive discussion on action steps completed successfully, those requiring further action, and those that may be no longer requiring focus.

b. Planning for the 2019-2020 School Year and Beyond

Board members participated in a planning discussion to update progress on the current strategic plan, and identify areas of focus for the upcoming school year and beyond. There was extensive discussion

on student success measures, staff, and student retention, and optional initiatives to improve both. There was discussion of key aspects of the school's recent charter renewal.

During the Strategic Planning discussion surrounding staff compensation, the Board discussed a potential stipend for Ms. Thompson for her work as Interim School Leader. The Board discussed the additional responsibilities involved, and the recommended amount and timing of a disbursement. There being no further discussion, a motion was made by Mr. Thompson and seconded by Mr. Larouche as follows:

RESOLVED, that a stipend for Lauren Thompson while acting as Interim School Leader in the amount of an additional \$600 per pay period, to be prorated to begin on August 14, 2019, and end on the pay period subsequent to the start date of the new School Leader, as discussed, is hereby approved.

The motion passed unanimously.

The Board discussed their intent to enter into an Executive Session, to discuss an employee matter.

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 1:05 p.m. upon a motion being made by Mr. Larouche, seconded by Ms. Volk, 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, Amy Volk, John Larouche, Carol Weston, and Billy Thompson. The Board invited the following into Executive Session based on their work on this matter: Kristie Clements, Amanda Jay, Heather Woodward, and Megann Arthur.

After the Board concluded their discussion, the Board resumed their open session at 1:23 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.

VIII. Adjournment and Next Regular Meeting Date – Friday, September 20, 2019 at 10:00 a.m.

Ms. Linscott noted that the Board was at the end of its agenda and concluded all business for the day. The next Board meeting is scheduled for September 20, 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 1:24 p.m.