



APPROVED 10/18/2019

**Maine Connections Academy, Inc. (MCA)
MINUTES OF THE BOARD OF DIRECTORS MEETING
Friday, September 20, 2019 at 10:00 a.m.**

Held at the following location and via teleconference:
8 Science Park Road
3rd Floor
Scarborough, ME 04074

I. Call to Order and Roll Call

Ms. Linscott called the meeting to order at 10:10 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, Amy Volk and Bernice Stockley (in person), Billy Thompson (via phone);

Board Members Absent: Carol Weston and John Larouche;

Guests: Lauren Thompson, Interim School Leader; Amy Trunnell, Financial Consultant; Walter Wallace, School Leader Candidate (in person); Amanda Jay, Kristie Clements, Emily Lee, 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 August 23, 2019 Board Meeting and Strategic Planning Retreat

The Board indicated their intent to consider the first two Routine Business items together. The Board expressed a desire to amend the Agenda to add Approval of the Emergency Plan. There being no further changes, a motion was made by Ms. Volk and seconded by Mr. Thompson as follows:

RESOLVED, that the Agenda for the September 20, 2019 Maine Connections Academy Board of Directors Board Meeting, as amended, is hereby approved.

FURTHER RESOLVED, that the Minutes from the August 23, 2019 Board Meeting and Strategic Planning Retreat, as presented, are hereby approved.

The motions passed unanimously.

c. Approval of Staffing Report

Ms. Thompson reviewed with the Board the Staffing Report, as included in the Board meeting materials. There being no further discussion, a motion was made by Ms. Stockley and seconded by Ms. Volk as follows:

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

The motion passed unanimously.

d. Approval of 2019-2020 Base Salaries and Incentive Percentage and Career Ladder Positions

This item was moved to Action Items for further discussion.

IV. Oral Reports

a. Interim School Leader's Report

i. Enrollment and Staffing Update

Ms. Thompson provided the Board with the most up-to-date enrollment numbers and discussed enrollment trends by grade. Ms. Clements discussed with the Board the enrollment cap and how best to effectively ensure compliance with the cap. The Board discussed enrollment numbers in detail with Ms. Thompson and Ms. Clements.

ii. Facility Move Update

Ms. Thompson advised the Board that the school facility move is largely complete aside from finishing touches. Ms. Thompson further updated the Board that the science lab will be set up in October.

iii. Approval of Revision(s) to the 2019-2020 School Year State Specific School Handbook: Promotion

Ms. Thompson reviewed the proposed revision to the State Specific School Handbook: Promotion, as included in the Board meeting materials. There being no further discussion, a motion was made by Ms. Volk and seconded by Ms. Stockley as follows:

RESOLVED, that the Revision(s) to the 2019-2020 State Specific School Handbook: Promotion, as presented, is hereby approved.

The motion passed unanimously.

iv. Approval of Federal Title Funding Plans for the 2019- 2020 School Year: Parent and Family Engagement Policy and School-Parent Compact

Ms. Thompson reviewed the Federal Title Funding Plans for the 2019-2020 School Year: Parent and Family Engagement Policy and School-Parent Compact, as included in the Board meeting materials. She further provided a brief background on the compliance requirements for the school to receive federal Title funding. There being no further discussion, a motion was made by Mr. Thompson and seconded by Ms. Volk as follows:

RESOLVED, that the Federal Title Funding Plans for the 2019-2020 School Year: Parent and Family Engagement Policy and School-Parent Compact, as presented, is hereby approved.

The motion passed unanimously.

v. Approval of Closing Enrollment on February 14, 2020 for the 2019-2020 School Year

Ms. Clements and Ms. Thompson reviewed with the Board the recommendation of closing enrollment on February 14, 2020 for the 2019-2020 school year, in order to effectively manage the school and focus on student academic achievement. She further advised that the deadline means that any students interested in enrolling for the 2019-2020 school year will have to complete all enrollment steps by midnight of the date listed. The Board requested further historical information on the proposed enrollment closure deadline prior to approval. There being no further discussion, this item was tabled.

b. Financial Report

i. Audit Update

Ms. Trunnell reviewed the audit process for the fiscal year ending June 30, 2019 completed to date. She advised the Board of the expected timeline for Board review and consideration of the audit report.

ii. Review and Approval of Financial Report and Connections Academy of Maine, LLC Invoices for July and August

Ms. Trunnell reviewed the financial materials included in the Board materials in detail, highlighting the balance sheet and comparative data between school years. The Board discussed the financials in detail with Ms. Trunnell. Ms. Trunnell further reviewed in detail the invoices for July and August. She recommended approval of payment of the invoices as presented. There being no further discussion, a motion was made by Ms. Stockley and seconded by Ms. Volk as follows:

RESOLVED, that the Financial Report and payment of the Connections Academy of Maine, LLC invoice for July, in the amount of \$312,451.41, and August, in the amount of \$311,552.56, as presented, are hereby approved.

The motion passed unanimously.

V. Action Items

Approval of 2019-2020 Base Salaries and Incentive Percentage and Career Ladder Positions

Ms. Jay reviewed with the Board the 2019-2020 Base Salaries and Incentive Percentage and Career Ladder Positions document as included in the Board meeting materials. She reviewed the benefit of appointing the Board President as Board Designee to finalize the document during the audit process. There being no further discussion, a motion was made by Ms. Volk and seconded by Ms. Stockley as follows:

RESOLVED, that the Board President as Board Designee to work with Pearson Online & Blended Learning (POBL) and the Financial Consultant to Finalize the 2019-2020 Base Salaries and Incentive Percentage and Career Ladder Positions document, as discussed, is hereby approved.

The motion passed unanimously.

a. Approval of Board Training and Conference Attendance for the 2019-2020 School Year

Ms. Coleman reviewed the upcoming conference that has been identified that may interest members of the Board, and reminded Board members of the previously approved budget for Board trainings and member activities. The Board reviewed the upcoming training offerings, the budget and their support of sending 1-2 Board members to the National Charter Schools Conference (NCSC). There being no further discussion, a motion was made by Ms. Volk and seconded by Ms. Stockley as follows:

RESOLVED, that the Board Training and Conference Attendance for 1-2 Board Members to attend the National Charter Schools Conference the 2019-2020 School Year, as discussed, is hereby approved.

The motion passed unanimously.

VI. Information Items

a. Legislative Update

There was no update at this time.

[Ms. Arthur left the meeting at 10:52 a.m.]

b. School Leadership Team (PSLT) Update

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

i. Road Show Overview

Ms. Clements presented this item to the Board. Ms. Clements discussed with the Board that the Road Show is a full day training for the School Leadership team and School Staff on their state accountability system and the alignment of curriculum to accountability measures. The Board discussed the advantages of this training and their intention to offer this to the school.

ii. Teacher Professional Development Products and Services for the 2019-2020 School Year

Ms. Clements reviewed the professional development products and services for school staff, as offered by POBL for the 2019-2020 school year. She discussed the various levels and delivery models of professional learning opportunities available to staff members, and advised of the new and improved curated catalog of content to allow for a more personalized professional development experience. She also highlighted the additional training and development opportunities offered by school leadership.

c. Board Relations Update

Ms. Coleman presented this item to the Board.

i. October Board Meeting Visit from POBL

Ms. Coleman advised the Board that Tom ap Simon, Managing Director, POBL, Ms. Jay and Ms. Clements, will be attending the upcoming October Board meeting in person. Ms. Coleman further discussed a Board dinner to take place the evening before the Board meeting and that additional logistics would be sent via email.

VII. **Strategic Planning**

There was no update on the Strategic Plan at this time.

Approval of Emergency Management Plan

Ms. Coleman and Ms. Jay presented the Emergency Management Plan to the Board, as included in the Board meeting materials. The Board discussed the compliance requirement of having an Emergency Management Plan approved, as well as their intent to revisit the plan in more detail at a future Board meeting. There being no further discussion, a motion was made by Ms. Stockley and seconded by Ms. Linscott as follows:

RESOLVED, that the Emergency Management Plan, as presented, is hereby approved.

The motion passed unanimously.

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 11:04 a.m. upon a motion being made by Ms. Stockley, 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, Bernice Stockley, Amy Volk and Billy Thompson. The Board invited the following into Executive Session based on their work on this matter: Walter Wallace, Kristie Clements, Amanda Jay and Laura Coleman. All others left the meeting at this time.

After the Board concluded their discussion, the Board resumed their open session at 11:49 a.m. upon a motion being made by Ms. Linscott, seconded by Mr. Volk and confirmed via roll call vote of all Board Members present. No action was taken during closed session.

VIII. Approval of School Leader Hiring and Authorization for Board President as Board Designee to Negotiate and Finalize Compensation with POBL

Ms. Linscott reminded the Board of the discussion held during Executive Session. There being no further discussion, a motion was made by Ms. Linscott and seconded by Ms. Volk as follows:

RESOLVED, that the School Leader hiring of Walter Wallace and authorization for Board President as board designee to negotiate and finalize compensation with POBL, as discussed, are hereby approved.

The motion passed unanimously.

Oral Reports

Interim School Leader's Report

On behalf of Ms. Thompson, Ms. Clements reviewed additional school updates, including an upcoming open house and a Maine Department of Education Student Advisory Committee opportunity for students. The Board discussed in detail with Ms. Clements.

IX. Adjournment and Next Regular Meeting Date – Friday, October 18, 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 October 18, 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 11:55 a.m.