



APPROVED 11/15/2019

**Maine Connections Academy, Inc. (MCA)
MINUTES OF THE BOARD OF DIRECTORS MEETING
Friday, October 18, 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 10:07 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, Carol Weston, Amy Volk and Bernice Stockley and Billy Thompson (in person);

Board Members Absent: John Larouche;

Guests: Walter Wallace, School Leader; Lauren Thompson, School staff; David Strock, Board Counsel; Ron Smith, Auditor; Amy Trunnell, Financial Consultant; Amanda Jay and Emily Lee, Pearson Online & Blended Learning (POBL) staff (all in person); Chris Hoskins, School staff; Kristie Clements, Hussa Blake and Laura Coleman POBL staff (via phone).

II. 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

Ms. Linscott asked the Board to review the Agenda distributed prior to the meeting. The Board requested to move Executive Session up on the Agenda to directly follow the Approval of the Agenda. There being no further changes, a motion was made by Ms. Weston and seconded by Ms. Stockley as follows:

RESOLVED, that the Agenda for the October 18, 2019 Maine Connections Academy Board of Directors Board Meeting, as amended, is hereby approved.

The motion passed unanimously.

EXECUTIVE SESSION: Pursuant to MRSA Title 1, Chapter 13, Section 405-6 (e) – Consultations between a body or agency and its attorney concerning the legal rights and duties of the body or agency

The Board entered into Executive Session at 10:09 a.m. upon a motion being made by Ms. Linscott, seconded by Mr. Thompson, and confirmed via roll call vote of all Board Members present pursuant to MRSA Title 1, Chapter 13, Section 405-6 (e) – Consultations between a body or agency and its attorney concerning the legal rights and duties of the body or agency. Board members in attendance were Amy Linscott, Carol Weston, Bernice Stockley, Amy Volk and Billy Thompson. The Board invited the following into Executive Session based on their work on this matter: Walter Wallace, Lauren Thompson, David Strock, Kristie Clements, Amanda Jay, Emily Lee, Hussa Blake and Laura Coleman. All others left the meeting at this time.

[Mr. Strock left the meeting at 11:05 a.m.]

[Mr. Thompson left the meeting at 11:11 a.m.]

After the Board concluded their discussion, the Board resumed their open session at 11:21 a.m. upon a motion being made by Ms. Weston, seconded by Ms. Volk and confirmed via roll call vote of all Board Members present. No action was taken during closed session.

[Ms. Trunnell rejoined the meeting at 11:21 a.m.]

[Mr. Smith joined the meeting at 11:21 a.m.]

Routine Business

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

- b. Approval of Minutes from the September 20, 2019 Board Meeting
- c. Approval of Staffing Report

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

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

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

The motions passed unanimously.

III. Audit Committee, Committee of the Entire Board

a. Review and Acceptance of the 2018-2019 School Year Financial Audit Report

Ms. Trunnell introduced Mr. Smith to review the audit report for the fiscal year ending June 30, 2019, as included in the Board materials. Mr. Smith highlighted key aspects of the report, and related to the Board that the audit firm indicated no findings; he advised that the report was the best result the school can achieve. Ms. Trunnell reviewed with the Board the timeline for submission of the audit.

[Mr. Smith left the meeting at 11:39 a.m.]

There being no further discussion, a motion was made by Ms. Volk and seconded by Ms. Stockley as follows:

RESOLVED, the Audit Report for the fiscal year ending June 30, 2019, as presented, is hereby accepted.

The motion passed unanimously.

IV. Routine Business

a. Approval of Agenda

b. Approval of Minutes from the September 20, 2019 Board Meeting

c. Approval of Staffing Report

These items were considered earlier in the meeting.

V. Oral Reports

a. Financial Report

i. Review and Approval of Financial Report and Connections Academy of Maine, LLC Invoices for September

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

RESOLVED, that the Financial Report and payment of the Connections Academy of Maine, LLC invoice for September, in the amount of \$328,494.99, as presented, are hereby approved.

The motion passed unanimously.

[Ms. Trunnell left the meeting at 11:54 a.m.]

b. School Leader's Report

i. Science Lab Update

There was no further update at this time, as the Board members indicated individually taking brief tours of the space prior to the meeting, and being supportive of the school staff efforts regarding the lab.

ii. Final Results of the 2018-2019 Goals, State Testing Results and State of the School Report

Ms. Thompson provided the Board with a state of the school report. She discussed last year's state testing participation and target enrollment goals as well as final enrollment numbers by grade level with the Board. Ms. Thompson further reviewed the current school goals, created with the intention of improving school outcomes, the student and family experience, and to foster student achievements school-wide. The Board discussed teacher recognition efforts in detail with Ms. Thompson.

[Mr. Hoskins joins the meeting at 12:28 p.m.]

Mr. Hoskins provided an update on student intervention efforts, including the school's Response to Intervention (RTI) measures, and advised of the interventions taking place at the various tier levels for students at the school.

[Mr. Hoskins left the meeting at 12:36 p.m.]

Ms. Thompson further provided the Board the current enrollment, staffing, as well as new facility updates.

iii. Approval of School Focus Goals for the 2019-2020 School Year

Mr. Wallace noted the school focus goals for the 2019-2020 school year were reviewed within the state of the school report and included in the Board package with the Board. He advised that the staff worked closely with school leadership and POBL on establishing the school goals; and that the school goals represent the major driver for the staff incentive plan. There being no further discussion, a motion was made by Ms. Volk and seconded by Ms. Weston as follows:

RESOLVED, that the school focus goals for the 2019-2020 school year, as presented, is hereby approved.

The motion passed unanimously.

iv. Emergency Management Plan Discussion

This item was tabled for discussion at a future Board meeting.

v. Approval of Employee Handbook Revision(s): Transportation of Students by Staff and Student Home Visits

Ms. Thompson reviewed the Employee Handbook revisions with regards to transportation of students by staff and student home visits language. There being no further discussion, a motion was made by Ms. Weston and seconded by Ms. Volk as follows:

RESOLVED, that the Employee Handbook Revision(s): Transportation of Students by Staff and Student Home Visits, as presented, is hereby approved.

The motion passed unanimously.

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

Ms. Linscott reviewed with the Board the recommendation by both school administration and POBL support staff 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. Ms. Linscott, Ms. Thompson and Ms. Clements further reviewed the communications with the Maine Charter School Commission. The Board discussed the advantages to the proposed enrollment closure deadline and agreed to February 28, 2020, as the deadline for any students interested in enrolling for the 2019-2020 school year and noted that students will have to complete all enrollment steps by midnight of the date listed. There being no further discussion, a motion was made by Mr. Volk and seconded by Ms. Stockley as follows:

RESOLVED, that the Closing Enrollment on February 28, 2020 for the 2019-2020 School Year, as discussed, is hereby approved.

The motion passed unanimously.

VI. Action Items

There were no action items.

VII. Information Items

a. Legislative Update

There was no legislative update at this time.

[Ms. Thompson and Ms. Weston left the meeting at 12:46 p.m.]

b. School Leadership Team (PSLT) Update

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

i. School Operations Metrics

Ms. Clements reviewed the first quarter school operations metrics included in the Board materials, highlighting the school's performance as compared with other POBL partnering schools of similar size and years in operation.

VIII. Strategic Planning

a. Strategic Plan Development

Ms. Jay provided the Board with an update on the current progress of the strategic plan updates from the in-person meeting in August, and advised of the anticipated timing for a current plan to be sent for Board review.

IX. EXECUTIVE SESSION: Pursuant to MRSA Title 1, Chapter 13, Section 405-6 (e) – Consultations between a body or agency and its attorney concerning the legal rights and duties of the body or agency

This item was presented earlier in the meeting.

X. Adjournment and Next Regular Meeting Date – Friday, November 15, 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 November 15, 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 12:58 a.m.