



**APPROVED 04/17/2020**

**Maine Connections Academy, Inc. (MCA)  
MINUTES OF THE BOARD OF DIRECTORS MEETING  
Friday, January 17, 2020 at 10:00 a.m.**

**Held at the following location and via teleconference:**

8 Science Park Road  
3rd Floor  
Scarborough, ME 04074

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**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, John Larouche, Carol Weston and Bernice Stockley and (in person);

Board Members Absent: Amy Volk and Billy Thompson;

Guests: Walter Wallace, School Leader; Lauren Thompson, School staff; David Strock, Board Counsel; Amy Trunnell, Financial Consultant (all in person); Amanda Jay, Kristie Clements, Laura Coleman and Megann Arthur, Pearson Online & Blended Learning (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.

Approval of Agenda

Ms. Linscott asked the Board to review the Agenda distributed prior to the meeting. The Board requested to move the Executive Session with Board Counsel to the end of the Agenda. There being no further changes noted, Mr. Larouche made the following motion and it was seconded by Ms. Stockley as follows:

RESOLVED, that the Agenda for the January 17, 2020 Meeting of the Board of Directors of the Maine Connections Academy, as amended, is hereby approved.

The motion passed unanimously.

**III. EXECUTIVE SESSION – May Be Required – 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 postponed until later in the meeting.

**IV. Routine Business**

a. Approval of Agenda

This item was considered earlier in the meeting.

b. Approval of Minutes from the November 15, 2019 Board Meeting

c. Approval of Staffing Report

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

RESOLVED, that the Minutes from the November 15, 2019 Board Meeting, as presented, are hereby approved.

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

The motions passed unanimously.

**V. Oral Reports**

a. School Leader's Report

i. Enrollment and Staffing Update

Mr. Wallace provided the Board with an update on the current enrollment numbers for the school, noting trends. He further updated the Board on staffing levels at the school.

ii. Maine Model of School Support Tier III Funds

Mr. Wallace provided the Board with an update on graduation rates and the state funding for schools identified as tier III and requiring more support to achieve higher graduation rates. Mr. Wallace reviewed the areas of focus to utilize the extra support.

iii. Approval of the 2020-2021 School Year General School Handbook

Ms. Linscott reviewed the 2020-2021 School Year General School Handbook, as included in the Board meeting materials.

iv. Approval of the 2020-2021 School Year State Specific School Handbook

Ms. Linscott reviewed the 2020-2021 School Year State Specific School Handbook, as included in the Board meeting materials. The Board indicated their intent to consider the handbooks items together. There being none, a motion was made by Ms. Stockley and seconded by Ms. Weston as follows:

RESOLVED, the 2020-2021 School Year General School Handbook, as presented, is hereby approved.

FURTHER RESOLVED, the 2020-2021 School Year State Specific School Handbook, as presented, is hereby approved.

The motions passed unanimously.

b. Financial Report

i. Review and Approval of Financial Report and Connections Academy of Maine, LLC Invoices for October, November and December

Ms. Trunnell reviewed in detail the financial report and invoices for October, November and December. She recommended approval of payment of the invoices, as presented, and indicated that she is discussing sales tax charges shown with POBL. Ms. Trunnell reiterated with the Board their previous approval of the use of unrestricted reserves, not to exceed \$100,000 to fill a teaching position and facility relocation expenses. She further advised of a budgetary impact due to a benefits miscalculation. There being no further discussion, a motion was made by Mr. Larouche and seconded by Ms. Weston as follows:

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

FURTHER RESOLVED, that the payment of the Connections Academy of Maine, LLC invoices for October, November, and December, as discussed, are hereby approved.

The motions passed unanimously.

ii. Form 990 Update

Ms. Trunnell provided the Board with an update on the completion of the Form 990, and Board members acknowledged their review of the annual report prior to filing with the IRS.

**VI. Action Items**

a. Approval of Outreach Recruitment Target for the 2020-2021 School Year

Mr. Wallace reviewed the outreach recruitment target for the 2020-2021 school year of 429 students, discussing the school's enrollment cap, and sought Board input in regards to the number. The Board had a discussion and agreed this was a good target to set for the upcoming school year based on staffing and budget. There being no further discussion, Mr. Larouche made the following motion and it was seconded by Ms. Weston as follows:

RESOLVED, that the outreach recruitment target for the 2020-2021 school year, as discussed, is hereby approved.

The motion passed unanimously.

## **VII. Information Items**

### a. State and Strategic Client Relations (SSCR) Update

There was no update at this time.

### 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 presented the quarterly School Operations Metrics to the Board. She reviewed the data included in the Board materials, highlighting the school's performance as compared with other Pearson Online and Blended Learning's (POBL) partnering schools of similar size and years in operation.

## **VIII. Strategic Planning**

There was no update at this time.

## **IX. EXECUTIVE SESSION MAY BE REQUIRED – Pursuant to MRSA Title 1, Chapter 13, Section 4-5-6 (a) – Discussion or consideration of the employment, appointment, assignment, duties, promotion, demotion, compensation, or evaluation of an employee of a public body or agency**

The Board entered into Executive Session at 10:32 a.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 4-5-6 (a) – Discussion or consideration of the employment, appointment, assignment, duties, promotion, demotion, compensation, or evaluation of an employee of a public body or agency. Board members in attendance were: Amy Linscott, John Larouche, Carol Weston and Bernice Stockley. The Board invited the following into Executive Session based on their work on this matter: Kristie Clements and Megann Arthur. All others left the meeting at this time.

## **EXECUTIVE SESSION – May Be Required – 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 continued Executive Session at 10:46 a.m. 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, John Larouche, Carol

Weston and Bernice Stockley. The Board invited the following into Executive Session based on their work on this matter: David Strock. All others left the meeting at this time.

After the Board concluded their discussion, the Board resumed their open session at 12:30 a.m. upon a motion being made by Ms. Stockley, seconded by Ms. Weston and confirmed via roll call vote of all Board Members present. No action was taken during either closed session.

**X. Adjournment and Next Regular Meeting Date – Friday, February 21, 2020 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 February 21, 2020 at 10:00 a.m. There being no further discussion and the Board being at the end of its agenda, the meeting was adjourned 12:30 p.m.