



APPROVED 07/30/2020

**Maine Connections Academy, Inc. (MCA)
MINUTES OF THE BOARD OF DIRECTORS ANNUAL MEETING
Friday, June 19, 2020 at 10:00 a.m.**

Held at the following location:

Via Teleconference due to State Precautions regarding Public Health and Safety
During COVID-19 Pandemic

1(800) 747-5150; Code 332-2815#

I. Call to Order and Roll Call

Ms. Linscott called the meeting to order at 10:05 a.m. when all participants were present and able to hear each other. The meeting was open to the public and held via teleconference due to state precautions regarding public health and safety during the COVID-19 pandemic.

Board Members Present: Amy Linscott, Billy Thompson, and Bernice Stockley (via phone);

Board Members Joined During Meeting: Amy Volk (via phone);

Board Members Absent: John Larouche;

Guests: Walter Wallace, School Leader; Amy Trunnell, Financial Consultant; Peter Taffel, and Marie Eshner, School Staff; Kristie Clements, Laura Johnson, Emily Lee and Megann Arthur, Online & Blended Learning (OBL) staff (all via phone).

II. Public Comment

There were no comments at this time.

III. Routine Business

a. Approval of Agenda

Ms. Linscott asked the Board to review the Agenda distributed prior to the meeting. There being no changes noted, a motion was made by Mr. Thompson and seconded by Ms. Stockley as follows:

RESOLVED, that the Agenda for the June 19, 2020 Maine Connections Academy Board of Directors Annual Board Meeting, as presented, is hereby approved.

The motion passed unanimously via a roll call vote.

b. Approval of Minutes from the May 15, 2020 Board Meeting

Ms. Linscott asked the Board if there were any questions or edits to the minutes distributed and reviewed prior to the meeting. There being no changes noted, a motion was made by Mr. Thompson and seconded by Ms. Stockley as follows:

RESOLVED, that the Minutes from the May 15, 2020 Board Meeting, as presented, are hereby approved.

The motion passed unanimously via a roll call vote.

c. Approval of Staffing Report

Ms. Linscott asked the Board if there were any questions or recommendations regarding the staffing report distributed and reviewed prior to the meeting. There being no changes, a motion was made by Mr. Thompson and seconded by Ms. Stockley as follows:

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

The motion passed unanimously via a roll call vote.

d. Approval of Board Meeting Schedule for the 2020- 2021 School Year

Ms. Linscott reviewed the proposed Board Meeting Schedule for the 2020-2021 school year with the Board. There being no further discussion, a motion was made by Mr. Thompson and seconded by Ms. Stockley as follows:

RESOLVED, that the Board Meeting Schedule for the 2020- 2021 School Year, as presented, is hereby approved.

The motion passed unanimously via a roll call vote.

IV. Oral Reports

a. School Leader's Report

i. Teachers' Report: Graduation Recap

Mr. Wallace advised the Board of the school's ending enrollment for the 2019-2020 school year. He then introduced Ms. Eschner and Mr. Taffel to update the Board on the virtual graduation ceremony. Ms. Eschner updated the Board on the work undertaken to ensure a successful virtual graduation. Ms. Eschner further updated the Board on the various elements of the virtual graduation ceremony.

[Ms. Volk joined the meeting at 10:14 a.m.]

Mr. Taffel commended Ms. Eschner for her effective planning and creativity in implementing the first ever virtual graduation ceremony. Mr. Taffel further discussed with the Board his experience as an MC for the ceremony.

The Board discussed incorporating elements of the virtual graduation ceremony into future in person celebrations with Ms. Eschner and Mr. Taffel.

[Mr. Taffel and Ms. Eschner left the meeting at 10:24 a.m.]

ii. Graduation and End of Year Activities Update

Mr. Wallace presented this item to the Board. He advised the Board of a virtual eighth grade graduation ceremony held as well as a virtual session held for all students to participate in end of year activities including multiple break-out sessions.

iii. Approval of Employee Handbook Revision(s)

Mr. Wallace provided a summary of revisions to the Employee Handbook, as included in the Board meeting materials. There being no further discussion, a motion was made by Ms. Stockley and seconded by Mr. Thompson as follows:

RESOLVED, the Employee Handbook revision(s), as presented, is hereby approved.

The motion passed unanimously via a roll call vote.

b. Financial Report

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

Ms. Trunnell reviewed in detail the financial report and invoices for May. Ms. Linscott noted that the Board did not opt to apply for government PPP funds and remains financially sound.

Ms. Trunnell recommended approval of payment of the invoices, as presented. There being no further discussion, a motion was made by Mr. Thompson and seconded by Ms. Stockley as follows:

RESOLVED, that the Financial Report, as presented, is hereby approved; and

FURTHER RESOLVED, that the payment of the Connections Academy of Maine, LLC invoice for May (Invoice #91000005235), as presented, is hereby approved.

The motions passed unanimously via a roll call vote.

V. Action Items

a. Approval of Directors

At the request of Ms. Linscott, Ms. Arthur advised the Board that two Board member terms were up for renewal at this meeting: Bernice Stockley and Amy Volk. Following confirmation from both Ms. Stockley and Ms. Volk 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 Ms. Stockley and seconded by Mr. Thompson as follows:

RESOLVED, that the re-appointment of Bernice Stockley to the Maine Connections Academy Board of Directors, as Class 2 Director, for a term of three (3) years to the 2023 Annual Meeting, as discussed, is hereby approved.

FURTHER RESOLVED, that the re-appointment of Amy Volk to the Maine Connections Academy Board of Directors, as a Class 2 Director, for the term of three (3) years to the 2023 Annual Meeting, as discussed, is hereby approved.

The motion passed unanimously via a roll call vote.

b. Approval of Officers for the 2020-2021 School Year

At the request of Ms. Linscott, 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 2021. Nominations were opened for each position. Following the closure of nominations, and there being no further discussion, a motion was made by Mr. Thompson and seconded by Ms. Stockley as follows:

RESOLVED, that the appointment of:

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

The motion was approved unanimously via a roll call vote.

VI. Information Items

a. State Account Relations (STAR) Update

Ms. Johnson provided the Board with an update on recent legislative activities in Maine, which may impact the school.

b. School Leadership Team (PSLT) Update

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

i. School Facility Re-Opening Guidance

Ms. Clements advised the Board of OBL's ongoing assistance to the School Leader regarding the re-opening of the school office(s). She highlighted key points in a guidance document sent to school leadership describing work being completed with landlords to ensure safety, minimize associated risks with re-opening and confirm all spaces are ready for occupancy. She further outlined all the support OBL's Facilities Team, as well as PSLT, are providing to the school throughout the coming months as their school leadership determines appropriate re-opening measures.

VII. Strategic Planning

a. Approval of Engagement of Third Party Consultant to Complete Annual EMO Evaluation for the 2019-2020 School Year (Pending MCSC Approval)

Mr. Wallace presented this item to the Board. Mr. Wallace provided the Board with a summary of the background and credentials of the proposed third-party consultant, as included in the Board materials. The Board discussed their desire to approve a Board Designee to review the proposed consultant and potential engagement in detail prior to execution. There being no further discussion, a motion was made by Mr. Thompson and seconded by Ms. Stockley as follows:

RESOLVED, that Board President as Board Designee to Review, Finalize and Execute the engagement of third party consultant to complete the Annual EMO evaluation for the 2019-2020 school year (pending MCSC approval), as discussed, is hereby approved.

The motion was approved unanimously via a roll call vote.

b. Approval of Board Self-Evaluation Tool

Ms. Linscott presented this item to the Board, referring Board members to the proposed evaluation tool included in the Board materials. Board members had brief discussion regarding the evaluation tool, and indicated the option to expand on it in future years, should additional detail be appropriate. There being no further discussion, a motion was made by Mr. Thompson and seconded by Ms. Stockley as follows:

RESOLVED, that the Board Self-Evaluation Tool, as presented, is hereby approved.

The motion was approved unanimously via a roll call vote.

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 11:11 p.m. upon a motion being made by Ms. Stockley, 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, for discussion of employment, promotion, evaluation, discipline, or resignation of an individual regarding public employment. Board members in attendance were Amy Linscott, Bernice Stockley, and Billy Thompson. 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.

After the Board concluded their discussion, the Board resumed their open session at 11:39 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 2020-2021 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. There being no further discussion, a motion was made by Ms. Stockley and seconded by Mr. Thompson as follows:

RESOLVED, that the School Leader's annual evaluation for the current school year, and compensation for the 2020-2021 school year in the amount of \$96,900 with a 10% bonus potential, as discussed, is hereby approved.

The motion passed unanimously.

X. Adjournment and Next Meeting Date – Friday, August 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 August 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 11:41 a.m.