



**TECCA
CONNECTIONS
ACADEMY**

Commonwealth Virtual School

APPROVED 6/19/2017

**TECCA Commonwealth Virtual School
MINUTES OF THE BOARD OF DIRECTORS MEETING
Tuesday, May 23, 2017 at 2:00 p.m. ET**

**Held at the following location and via teleconference:
Natick Town Hall, 3rd Floor
13 East Central Street
Natick, MA 01760**

I. Call to Order

In the absence of a quorum of Board members in person, Dr. Sanchioni indicated the Board's intent to hear Oral Reports until additional members of the Board could join the meeting.

II. Roll Call

Board Members Present: Peter Sanchioni, Jim Flanagan, and Grace Magley (in person); Annie Ledoux and Bob Maguire (via phone);

Board Members Joined During Meeting: Jean Kenney (in person);

Board Members Absent: Ed DeHoratius;

Guests Present: Adam Goldberg, Lead School Administrator; Brittany Foley and Patrick Lattuca, School staff; Wayne Ogden, Board Consultant; Liz McGonagle, TEC Staff (in person); Katie Santos, Megann Arthur, Kristin DeGroff, and Shawn Soltz, Connections staff (via phone).

Lead School Administrator Report

i. TECCA Teacher Report

Mr. Goldberg introduced Ms. Foley to the Board, who advised of her experiences during her first year at the school. Board members thanked Ms. Foley for sharing her experiences.

[Ms. Foley left the meeting, and Ms. Kenney joined the meeting at 2:15 p.m.]

Having a quorum of the Board present, Dr. Sanchioni called the meeting to order at 2:15 p.m.

III. Public Comment

There were no comments at this time.

IV. **Audit Committee, Committee of the Entire Board**

a. Approval of Audit Firm Engagement for the 2016-2017 School Year Financial Audit

The Board noted their intent to continue with Oral Reports at this time, and to consider this item later in the agenda.

V. **Routine Business**

a. Approval of Agenda

Dr. Sanchioni asked the Board if there were any changes to be made to the Agenda. There being no changes noted, a motion was made and seconded as follows:

RESOLVED, that the Agenda for the May 23, 2017 Meeting of the TECCA Commonwealth Virtual School Board of Directors, as presented, is hereby approved.

The motion passed unanimously.

VI. **Oral Reports**

a. Lead School Administrator Report

Mr. Goldberg reviewed the Data Report with the Board, highlighting enrollment and staffing at the school.

i. Graduation Plans and End of Year Activities Update

Mr. Goldberg provided the Board with an update on graduation plans, as well as planned student activities for the end of the school year. He further reviewed the school's recent prom, which he advised was well attended.

ii. State Testing Update

Mr. Goldberg reviewed with the Board the ongoing state testing being administered by school staff at locations across the state, as well as the school's partnership with community colleges across the state for testing administration.

iii. Accreditation Update

Mr. Goldberg provided the Board with an update on the school's accreditation process, including the timeline for submission of accreditation documentation.

iv. TECCA Teacher Report

This item was presented earlier in the meeting.

b. Financial Report

Mr. Soltz reviewed the financial materials included in the Board materials in detail, highlighting the budget and forecasting areas of the financial statements. He reviewed the revenue and expense statements, and discussed specific line items of interest with the Board.

VII. Consent Agenda

Dr. Sanchioni asked the Board Members whether there were any items from the Consent Items that they wanted moved to Action Items for discussion, or tabled. The Board tabled Consent Item (c) Approval of Invoice(s) for Course Enrollment for Connections Learning, as no invoices were currently available for consideration. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Consent Items:

- a. Approval of Minutes from the April 26, 2017 Board Meeting;
- b. Approval of LiveSpeech Invoice(s);
- d. Approval of Federal Title Funding Documentation: Revised Homeless Education Policy;
- e. Approval of School Calendar for the 2017-2018 School Year; and
- f. Approval of Annual Meeting Date Change to June 19, 2017; are hereby approved.

The motion passed unanimously.

VIII. Action Items

- a. Approval of Connections Academy of Massachusetts, LLC Invoice for April

Ms. Kenney reviewed in detail the Connections Academy invoices for the month of April as drawn from the financial reports provided earlier in the meeting, and included in the Board materials. She noted that she had reviewed the invoices and found them to be in order. She also asked the Board members whether they had any questions on the invoice or if any items required further explanation. Ms. Kenney further reviewed the proposed 2017-2018 school year budget outline and Budget Notes documents with the Board, also reminding them of the budget development process to date that included the school leader, Board Treasurer and/or other Designee(s) and Connections staff. Board members discussed the budget, including related staffing, outreach and other specific expenses for the school. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Connections Academy of Massachusetts, LLC invoice for the month of April, in the amount of \$398,310.15; and

FURTHER RESOLVED, that the proposed budget for the 2017-2018 school year and all assumptions provided therein, as presented, are hereby approved.

The motion passed unanimously.

- b. Approval of 2017-2018 School Year Budget

This item was considered earlier in the meeting.

- c. Approval of Agreement between The Education Cooperative (TEC) and TECCA Commonwealth Virtual School

Dr. Sanchioni reviewed the proposed renewal Agreement between The Education Cooperative (TEC) and TECCA Commonwealth Virtual School. Board members discussed the final Agreement, as included in the Board materials and previously reviewed by Board Counsel. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the Agreement between The Education Cooperative (TEC) and TECCA Commonwealth Virtual School, as presented, is hereby approved.

The motion passed unanimously.

IX. Information Items

a. DESE Deliverables Update

Mr. Goldberg noted that no update was necessary at this time.

b. Update on Hiring of CAO

Dr. Sanchioni provided the Board with an update on this item. The Board reviewed the CAO position in detail, including the budgetary allotment and authority for Mr. Goldberg to hire for the position. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the authority of the School Superintendent to hire The Management Solution as Chief Administrative Officer, as discussed, is hereby approved.

The motion was approved unanimously.

The Board noted their intent to discuss the school's audit firm engagement at this time.

Audit Committee, Committee of the Entire Board

i. Approval of Audit Firm Engagement for the 2016-2017 School Year Financial Audit

Ms. Kenney reviewed the audit firm engagement letter, as included in the Board materials. She advised the Board that the audit firm was the same the Board had engaged for the previous school year, and reviewed the anticipated audit-related charges and scope of services. She further advised the Board that the estimate of audit-related charges was similar to the previous school year. There being no further discussion, a motion was made and seconded as follows:

RESOLVED, that the engagement of Borgatti Harrison & Co. for the 2016-2017 school year financial audit, as presented, is hereby accepted.

The motion passed unanimously.

c. Board Planning for the 2017-2018 School Year

Ms. Arthur discussed the planning for the 2017-2018 school year that Connections Academy has been working on with the school.

i. Proposed Meeting Schedule

The Board confirmed their support of maintaining the current meeting schedule for the upcoming school year. Ms. Arthur advised that the consideration of the Board meeting schedule for the 2017-2018 school year will be included on the June Annual Meeting agenda. The Board requested that the Annual Meeting date for the 2017-18 school year be changed to June 20, 2018.

ii. Strategic Planning Session – September 22, 2017 at 8:30 a.m.

Ms. Arthur reminded the Board of the Strategic Planning Session scheduled for September 22, 2017 at 8:30 a.m. She advised of the training to be provided by Mardi Krenek, and discussed Ms. Krenek's qualifications with the Board. Ms. Arthur further reviewed discussions with Dr. Sanchioni regarding venue and agenda, and advised that further updates would be provided via email and at future meetings.

X. EXECUTIVE SESSION May Be Required – Pursuant to M.G.L. c. 30A, §§ 21 (2) – To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel

The Board entered into Executive Session at 2:55 p.m. via a roll call vote of all Board members present, pursuant to M.G.L. c. 30A, §§ 21 (2) to conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel. Board members in attendance to begin the session were: Peter Sanchioni, Bob Maguire, Jim Flanagan, Jean Kenney, Annie Ledoux and Grace Magley. All others left the meeting at this time.

The Board ended the Executive Session and entered into open session at 3:26 p.m. via a roll call vote. No action was taken during Executive Session.

XI. Adjournment and Confirmation of Annual Meeting on Monday, June 19, 2017 at Natick Town Hall

Dr. Sanchioni noted that the Board was at the end of its agenda. There being no further business, at 3:26 p.m. the Board made and seconded the following motion:

RESOLVED, that the adjournment of the TECCA Commonwealth Virtual School, May 23, 2017 Board meeting, be approved.

The motion was approved unanimously.