

HARPSWELL COASTAL ACADEMY

MINUTES

Board Meeting

Date and Time

Wednesday, March 15, 2017 at 4:30 PM

Location

8 Leavitt Drive

Board Members Present

C. Shelmerdine, D. Eldridge, E. Harris, E. Hornor, J. Grady, S. Mackenzie, S. Whitney

Board Members Absent

D. Jean

Ex-Officio Members Present

J. D'Anieri

Non-Voting Members Present

J. D'Anieri

Guests Present

Smaha, C. Branson, Nancy Andersen, Stephen LeClair

I. Opening Items**Record Attendance and Guests**

Sally greeted Directors and welcomed Nancy Andersen to the meeting. Nancy introduced herself and explained that she has a Masters at UMA, she has worked at Columbia Law School and UConn Law School. She has worked as an advocate for the deaf, and as an interpreter for several school districts in Maine and Vermont. She is a special education and deaf education certified teacher.

Call the Meeting to Order

S. Mackenzie called a meeting of the board of directors Harpswell Coastal Academy to order on Wednesday, March 14, 2017 at 4:40 PM at 8 Leavitt Drive, Brunswick, ME

Consent Agenda

S. Mackenzie made a motion to approve the minutes from the Board Meeting held on January 25, 2017. E. Harris seconded the motion. The board

VOTED unanimously to approve the motion.

II. School Items

Updates from the School

Carrie updated the Board on the current enrollment period. She also informed Directors about work being done to improve standardized assessment practices at the school, including professional development for faculty and direct work with students.

Carrie informed the board that work is ongoing with the PEPG process. John has been meeting with teachers to review individual goals and teachers are working in triads to observe each other's practice. Faculty professional development time has been used to review observation protocols to support these observations.

Lastly, Carrie reported that we have a new school website. She encouraged everyone to take a look at it.

Policies

John reported that conversations have taken place about the upcoming graduation class. He anticipates having a handful of students who will need a 5th year of high school. Though this will negatively impact our 4-year graduation rate, he believes it is both in the best interest of these students, and in alignment with our charter, to insure that we are graduating students on a truly proficiency based approach.

Cynthia Shelmerdine made a motion to approve the bullying policy as presented. E. Harris seconded the motion. The board **VOTED** unanimously to approve the motion.

III. Draft Budget for 2017-18 III. Finance

A. Report of Auditor

Stephen LeClair reported on the audited financial statements of FY16

The board asked the Finance Committee to report to the Board on progress with the Management Letter recommendations at the May Board meeting.

Dave Eldridge presented a budget template for FY18

S. Whitney arrived late

C. Latest Balance Sheet/Financial Report

Dave Eldridge presented the most recent balance sheet and income statement.

Stephen LeClair left at the end of this business.

IV. Facilities

A. Updates on the Buildings

John reported that work has been done to extend the life of the boiler and to set up internal electronic controls of the heating system in Harpswell.

B. Lease for Div 2/3

John reported that negotiations are underway to extend the footprint of the Brunswick Landing facility to include additional teaching and classroom space.

V. Advancement and Community Engagement

A. Annual Fund Campaign and Other Activities

Eileen asked Directors to plan to attend the Midcoast Chamber After Hours event at our Div 2 facility on April 12 from 5-7PM. She informed directors that a major donor campaign is being planned and a more personal approach is being implemented. She asked Directors to share business contacts that may be useful in our Corporate Donor Program

VI. Executive Committee

A. Revised BOD Handbook of Policies and Procedures

C. Shelmerdine explained that the executive session and Board of Directors terms of office sections of the Board Policy Handbook has been updated.

B. Charter Renewal Process

Sally reviewed the dates of a number of upcoming events that may be of interest to the board. These include upcoming charter visits, dates related to charter renewal and committee work.

C. Dates re Charter Commission/Legislation

March 22 - 9 AM, 202 Cross Office Building in Augusta. Public hearing on LD866, the bill sponsored by Rep. Pouliot – a minimum state subsidy for schools providing residential services. If you wish to testify, you may do so in person, in writing or electronically, bringing 20 copies or sending it to the clerk ([HYPERLINK "mailto:jayne.Deneen@legislature.maine.gov"](mailto:jayne.Deneen@legislature.maine.gov) jayne.Deneen@legislature.maine.gov).

March 30- Charter Commission observe school, meet with teachers and parents.

May 30 – 2-6 PM Charter Commission meet with BOD and Leadership

Charter School Council meets the first Tuesday of every month. Charter

Commission meeting followed by Council (12:30ish) at the Statehouse.

TBA Retreat Dates

D. Agenda Item Summary

Related to school and opportunities for BOD members and others to attend.

March 23 - 12-7 PM (reception 5-7) at Harpswell Land Trust - Student Presentations

March 23 – 4:00 PM Advancement Committee Meeting at Brunswick Inn

March 29- 12-4 PM PPA observe and comment on application of rubrics to student work; calibration of assessments

April 5 PPA committee meeting with teacher representatives on PEPS to report on pilot

April 12- Chamber After Hours 5-7

June 8 - Graduation

VII. Public Comment

There was no public comment

VII. Adjourn/ Executive Session

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:30 to go into Executive Session.

Nancy Andersen and Andrew Smaha left the meeting.

B. Program, Personnel, Academic Oversight Committee

Ed Harris made a motion to go into executive session to discuss an employment issue (*authorized by Me Revised Statutes, Title 1, Chapter 13, Section 405-6A*) it was seconded by J. Grady and unanimously approved by the board.

After a ten minute discussion, Ed Harris made a motion to leave Executive Session, it was seconded by Joe Grady and unanimously approved by the board. The meeting was adjourned at 6:50 PM.

Respectfully Submitted,

Sharon Whitney