

HARPSWELL COASTAL ACADEMY

BOARD OF DIRECTORS MEETING

September 20, 2017

8 Leavitt Drive, Brunswick

4:30-6:30

Minutes

Board Members in Attendance:

Sally Mackenzie, Chair
Ed Harris, Vice Chair
Sharon Whitney, Secretary
Nancy Andersen

Board Members Absent:

David Jean
Eileen Hornor
Cynthia Shelmerdine

Administration:

Carrie Branson, Executive Director
Andrew Smaha, Finance Director

Public:

Bethany Prather
Jason Cooper
Ian Poeraatmadja

I. Welcome and Call the Meeting to Order:

Sally Mackenzie called the meeting to order at 4:35.

Consent Agenda

The Board unanimously **voted** to pass the items on the Consent Agenda as presented. The June 27 Board Meeting minutes are included in the consent agenda.

II. Public Comment:

Bethany Niles, a current parent, shared her concern about HCA's lack of clear policies related to consequences for students who engage in illegal activity at school. She shared her letter describing these concerns with the Board. The Board thanked her for her comments and directed the Executive Director to review policies at area schools and present a draft policy to the Board at our next Board of Directors meeting.

III. Executive Director:

Enrollment Update

Carrie reported on the start of the school year. Our enrollment is currently at 190, 21 under our target of 210 students. 90 middle school students are enrolled in Div1 (6th grade is the lowest enrollment of the grades), there are 100 students in Div2. We all need to focus on the HCA message.

Status of Renewal Application and Strategic Plan

Carrie reported that Scott Barksdale is joining the Leadership Team as Division 1 Principal. She also informed the board that work on the renewal of our charter contract is progressing well. Our strategic plan is part of the renewal application.

IV. Finance Director:

Finance Report

Andrew reported on the first quarter financials. He reviewed the FY18 budget and reported on the progress of the annual audit. Albin, Randall & Bennett have informed us that the audit will be ready prior to the due date.

Andrew sends a report of income and expenses to the board quarterly.

Andrew asked that the board add another member to the finance committee.

Advancement Plans

Andrew shared plans for the first Narwhal Fest, a festival type event to be held on Friday, October 27 at the Harpswell campus. He also introduced an idea for a dinner event to be held at the Brunswick Inn. He is looking to the Board members to invite guests. He will reach out to the directors for an invite list. Andrew left at the end of this business.

V. Board Chair Report:

Sally reported on the Board goals developed by the Board at their retreat held over the summer. The Board also discussed the need to identify and invite new Directors to the Board. To help with this process Carrie will send a matrix for types of members needed on the board to all board members.

VI. Adjourn

At 6:30 Nancy made a motion to adjourn the meeting. Ed seconded the motion and the Board **voted** unanimously to adjourn the meeting.

Respectfully submitted,

Sharon Whitney, Secretary