

**Harpswell Coastal Academy**  
Board of Directors Meeting  
May 17, 2017  
8 Leavitt Drive, Brunswick  
4:37 - 7:00

**Minutes**

**Board Members In Attendance:**

Sally Mackenzie, Chair  
Ed Harris, Vice Chair  
Dave Eldridge, Treasurer  
Sharon Whitney, Secretary  
Cynthia Shelmerdine  
Nancy Andersen  
Dave Jean

**Board Members Absent:**

Joe Grady

**Administration:**

Carrie Branson, Associate Head of School  
Andrew Smaha, Finance Director

**Public:**

*No members of the public were in attendance*

**I. Welcome and Call the Meeting to Order**

Sally Mackenzie called the meeting to order at 4:37..

**Consent Agenda**

The Board unanimously **voted** to pass the items on the consent agenda. (*See attached minutes of March 15, 2017 Board of Directors meeting.*)

**Board membership**

Dave Eldridge made a motion to invite Nancy Andersen to join the Board. Cynthia seconded the motion. The board **voted** unanimously to pass the motion..

Nancy Andersen joined the meeting.

### **Terms of office of BOD members**

Cynthia shared information about the Directors who will be ending their first terms at the end of June. Plans were made to vote these members on for a second term at the next Board meeting.

### **Conflict of Interest forms**

Sharon asked board members to sign the necessary annual conflict of interest forms.

### **Retreat August 8**

The annual board retreat will be held on August 8th. The administration will present a 5-year strategic plan that will be developed to prepare for the charter renewal application.

## **II. School Updates**

Carrie Branson updated the Board about several things going on at school right now.

### **Important upcoming events:**

- HCAPP Meeting & welcome to new families 5/23, 6pm
- Charter Commission meeting 5/30, 2pm
- Prom 6/2
- Graduation 6/9 1pm
- Last day of school 6/22

### **Other notes:**

- Completed Charter Commission Survey (student, parent, faculty)
- Social Emotional Learning Survey begins next week
- End of year report on performance indicators will be sent to Commission on Friday
- Talks ongoing with Propellor Project about extending lease of 8 Leavitt Drive/ best use of Makerspace
- The Committee on Education opted not to pass out of committee LD 1228, which would have provided access to charter school students to participate in team sports for which there are tryouts. The school anticipates losing a few students in the new year as a result of this decision.

### **Enrollment update:**

- 150 confirmed returning students (additional 15 undecided)
- 35 confirmed new students (additional 30 offers have been extended)

### **III. Finance Committee**

**Dave Eldridge reviewed the balance sheet and profit & loss reports.** He addressed issues around accounting practices related to facilities work this year.

#### **Budget for FY18 /SY 2017-2018**

Dave Eldridge presented the draft FY18 budget. Discussion followed. The board will meet at **4:30 on Tuesday, June 27 at 8 Leavitt Drive to vote on the budget.**

#### **Status of School House Café**

Sally reported that it is anticipated that the cafe will open by Memorial Day.

### **IV. Advancement Committee**

Eileen reported that the annual fund is \$12,000 over our target. She explained that the school is running a deficit in other fundraising areas including grants, major gifts and corporate giving goals for the current fiscal year. She will be looking at advancement costs and developing a report for the Board at a future time..

She also reported that the next major event is the **Shore Dinner, scheduled for August 12.**

Andrew Smaha left the meeting.

### **V. Preparation for Charter Commission end of year meeting**

Sally reported that the Board will meet with the Commission at 8 Leavitt Drive, Brunswick on **Tuesday, May 30 from 2-4.** Discussion followed.

### **VI. Program, Personnel, and Academic Oversight Committee**

Carrie reported that the Leadership Team has developed new administrative job descriptions and new contracts for faculty & administrators.

Eileen left the meeting.

### **VII. Public Comment**

No public was present to provide comment.

### **VIII. Executive Session**

Dave Eldridge made a motion to enter Executive Session for consideration of an employment offer for the 2017-18 school year [authorized by Maine Revised Statutes, Title, Chapter 13, Section 405.6A]. The motion was seconded by Dave Jean, and unanimously approved by the board..

Following a discussion of the employment offer, Cynthia made a motion to leave executive session. It was seconded by Ed and unanimously approved by the board.

### **IX. Adjourn**

Dave Jean made a motion to adjourn the meeting. Dave Eldridge seconded the motion and the Board **voted** unanimously to adjourn the meeting. at 7pm.

Respectfully submitted,

Sharon Whitney, Secretary