

HARPSWELL COASTAL ACADEMY

BOARD OF DIRECTORS MEETING

December 20, 2017

8 Leavitt Drive, Brunswick

Final Minutes

Board members present: Sally Mackenzie (Chair), Sharon Whitney, Nancy Andersen, Ed Harris, Cynthia Shelmerdine, David Jean

Board members absent: Eileen Hornor, Ian Poeraatmadja

Faculty and Staff present: Carrie Branson, Andrew Smaha, Micah Depper

Others present: Michael McKenney and Stephen LeClair from Gibson LeClair, for the segment devoted to the audit

1. Welcome and consent agenda

Sally Mackenzie called the meeting to order at 4:32 pm. The consent agenda (minutes of November Board meeting) adopted.

2. Presentation of financial audit (Gibson LeClair representatives).

Results of the audit were presented. The process was smooth this year and much fewer recommendations needed to be made than last year. The board thanked the auditors, and Andrew Smaha, for their good work.

3. Financial report (Andrew Smaha).

Actual profit & loss statement for Quarter 1 is on track with budget overall. HCA just received the adjusted Essential Programs and Services (EPS) number from the State. Our number per student is higher than we anticipated, nearly evening out the difference between actual (194) and anticipated (205) number of students enrolled.

4. Advancement: Gala and future plans (Andrew Smaha)

The gala went well despite the bad weather. Eileen Hornor is working on plans for a sit-down dinner at the Brunswick Inn in February for potential donors. The goals of the event will be to provide information about the school and to raise funds. Advancement committee needs to set a date and devise a clear invitation.

5. Charter Commission and Charter School Council Update (Carrie Branson)

No report.

6. Votes on policies.

Truancy Policy and Mandated Reporting Policy (Carrie Branson). Following a brief discussion, the policy was unanimously **approved** (moved by Ed, seconded by Cynthia).

Graduation Requirements of HCA and Modifications of Requirements for Region 10 and Transfer in Students (Micah Depper). HCA administrators have spoken with the Deputy Director of Region 10, John Paige, and visited the school to find out more about the

courses and how they meet core standards and other HCA standards. The results of these conversations inform the proposed HCA graduation requirements and modifications for Region 10 and transfer students.

After discussion, the proposed graduation requirements were amended to omit specific requirements under “submission of a pathway portfolio.” Appendix A section 2 para. 2 was amended to add the sentence from section 1 referring to grades of B or below. Some suggestions were also offered on the accompanying graphic. The graduation requirements were unanimously **approved** (moved by Cynthia, seconded by Ed).

7. Public comment

There was no public comment.

8. Adjournment

The meeting adjourned at 6:20 pm (moved by Nancy, seconded by Sharon, unanimously **approved**).

Respectfully submitted,

Cynthia Shelmerdine, Secretary