

HARPSWELL COASTAL ACADEMY

BOARD OF DIRECTORS MEETING

April 25, 2018

Draft Minutes

Board Members in Attendance:

Sally Mackenzie, Chair (arrived 5:23)
Ed Harris, Vice Chair
Cynthia Shelmerdine, Secretary
Nancy Andersen
Eileen Hornor (arrived 5:27)

Board Members Absent:

David Jean
Sue Priest
Sharon Whitney

Administration:

Carrie Branson, Executive Director
Micah Depper (left 5:48)
Andrew Smaha

Public:

Gina Post (MCSC)
Alan Yuodsnukis

I. Welcome and Call the Meeting to Order

Ed, presiding until Sally arrived, called the meeting to order at 4:38. Business requiring motions and votes was deferred until a quorum was formed at 5:23.

II. School Updates

Enrollment for next year (Carrie): 120 confirmed for HS, 70 for middle school (low; want 90). Are getting the word out.

Parent partnership (Carrie): participation small; interest is in particular activities. A more effective plan for next year will start with a meeting with each family; three families will be encouraged to collaborate on each event, to spread involvement more widely.

Charter Commission meeting (Carrie): the Commission is addressing changes to how performance indicators are reviewed. Need to expand the framework, get it reviewed, develop a weighting system for indicators. A draft of the HCA plan was presented and will be discussed by the Academic Affairs Committee. The final version will go to the

Commission for review in June. There was discussion of the particular situation of small schools like HCA in terms of performance review.

Peer school partners (Micah): a promising connection is being developed with Making Community Connections (MC squared) Charter School, in Manchester and Keene NH, which is similar to HCA in fundamental ways. Maria, Phelan, Caitlyn and Micah spend a very successful Professional Development day in Manchester, and both schools are enthusiastic about the partnership.

Passage from Division 1 to Division 2 (Micah): the process of parallels HS graduation in requiring that 80% of standards be accomplished. The process varies somewhat depending whether a student's progress is identified as on track, conditional, or critical. Goals for Division 2/3 in Foundry are being revised from a full 4-year pie to be much more short-term, so progress is more easily visible.

Sally arrived at 5:23 and a quorum was formed.

III. Consent Agenda

The Board unanimously accepted the Consent Agenda (March 21 Board Meeting minutes).

IV. Vote on New Board Member

After a motion by Sally, seconded by Nancy, Alan Yuodsnukis was elected to the Board by unanimous vote.

Sally took over the chair at 5:29.

V. Calendar change and policies presented for vote (Carrie)

The HCA calendar for 2018-2019 was approved by unanimous vote, after a motion by Ed, seconded by Cynthia.

A proposed policy on classroom observation was discussed. The need for such a policy was questioned and discussion included the possibility of having a form but not a formal policy. The issue was tabled, for further review by the leadership team and possible legal review.

A medication policy (a revision of an existing policy) was approved by unanimous vote, after a motion by Cynthia, seconded by Ed.

VI. Finance Committee (Andrew)

Progress ongoing on FY 19 budget; final version will be available for discussion and vote at the May Board meeting.

FY 18 Q3 report presented. The school is ahead of budget on income, largely due to fundraising efforts, and on target for expenses.

Full year FY 18 budget presented, compared to actual and projected numbers. It is anticipated that the school will finish the year slightly in the black.

There was discussion of how to fund facilities projects. Some could be good opportunities for the advancement committee to pursue with donors, such as development of the large work space at Division 2/3.

VII. Advancement Committee

Goal of \$10,000 in last 3 months of the year; some responses already to the fundraising letter that went out recently. It was agreed that some Board members should look at the mailing list (roughly 600 names each time culled from 1600) to make sure it is up to date.

Invitations to the May 17 event at Brunswick Inn: card mailing to smaller group, with some personal notes; email to larger community.

VIII. Adjourn

The meeting was adjourned by unanimous vote at 6:28, after a motion by Cynthia, seconded by Ed.

Respectfully submitted,

Cynthia Shelmerdine, Secretary