

HARPSWELL COASTAL ACADEMY

BOARD OF DIRECTORS MEETING

August 22, 2018

Division 2/3

Final (corrected) Minutes

Board Members in Attendance:

Sally Mackenzie, Chair
Ed Harris, Vice Chair
Cynthia Shelmerdine, Secretary
Nancy Andersen
Sue Priest

Absent: David Jean, Alan Yuodsnukis

Administration:

Carrie Branson, Executive Director
Micah Depper (left 5:30)
Andrew Smaha (left 5:55)

I. Welcome and Call the Meeting to Order

Sally called the meeting to order at 4:35 pm. Cynthia will bring to the September meeting conflict-of-interest forms that need to be signed.

II. Consent Agenda

There was nothing on the consent agenda.

III. School Updates (Carrie, Micah)

Carrie's ED report covered the following topics (a copy will be filed with the minutes):

- the graduation of 22 seniors in June
- summer programs for about 50 students
- employees leaving, arriving or shifting roles
- student enrollment at about 200
- student investigations for the coming year
- event calendar for the coming year

2 international students will be in Div. 2/3 this year

a policy is being developed to accommodate part-time students (currently no funding is available to charter schools; Bob Kautz is looking into that with DOE)

a student support team is being formed (Scott Barksdale taking the lead)--bringing some structure to interventions and helping students who struggle. Faculty boot camp will

include the book *Troublemakers* by Carla Shalaby, and representatives from the Restorative Justice Center of Maine, and from Maine Center for the Deaf and Hard of Hearing.

Academics (Micah). The main focus this year is improving Crew, to bring its academic side up to the level of its social and emotional success. The plan involves daily goal setting and reflective writing, and a weekly conference with report to families. Students will compile paper portfolios, with accompanying progress check-lists for phases and content. Faculty responsibilities will include timely feedback, and professional development will involve comparison of how Crews are working and being handled.

IV. Financial status (Andrew)

a series of successful steps were taken in response to cash flow hardships that were identified in May/June: extend \$25,000 line of credit; secure additional \$15,000 in summer donations (nearly there); cut some from budget by postponing some capital projects and deferring some summer bills to fall; get another \$25,000 in grants (done, from supplemental Title VI funding--small rural schools); not renew Facilities Director contract. For the budgeted year, the projected \$17,000 surplus needed to grow to \$75,000, and is now at \$55,000. The Oct. 1 enrollment figure will show what money the State will allocate to HCA next year. A long-term USDA loan may be leveraged into local grants.

V. Advancement (Sally)

Calendar of events presented and discussed:

28 Sept.: Narwhal Fest

6 Dec.: Winter Warmer and Silent Auction

20 March: Launch Party and Senior Symposium Presentations

11 June: Community Celebration and Spring Symposium Presentations

VI. Board matters (Sally)

Board goals and implementation discussed -- using new matrix suggested by David Jean, to show goals, tasks, people responsible, and progress (copy attached).

Transition plan: Cynthia will become Chair in 2019-2020 and other positions will open up, as Sally and Ed will both step down from Board.

Recruitment. We must recruit new Board members. Several possibilities were discussed.

Vacancies. If a vacancy occurs on the Board, we would like the option to recruit someone to fill out a partial term and still serve a full two terms subsequently. Cynthia will find out if this policy would require a change to the by-laws, and draft a policy if needed.

IX. Adjourn

The meeting was adjourned by unanimous vote at 6:30 pm, after a motion by Cynthia, seconded by Nancy.

Respectfully submitted,

Cynthia Shelmerdine, Secretary