



**Minutes of HCA Board of Directors Meeting  
4:30 pm**

**September 16, 2020  
Zoom**

Present: Board members: Cynthia Shelmerdine, chair; Nancy Anderson, David Jean, Ed Harris, Sally Mackenzie, Barbara Merson, Alan Youdsnukis. Absent: Peggy Muir. Scott Barksdale, HOS; Andrew Smaha, HCA Finance Director; Bob Kautz and Gina Post, MCSC.

Cynthia called the meeting to order at 4:37 pm  
Consent agenda (Minutes of the August 4th meeting) was adopted.

**COVID**

Scott updated the BOD on the Covid situation at the school. HCA's physician said the school has a presumed Covid-positive staff member. Therefore, the school closed until September 25<sup>th</sup>. Parents have received notification/explanation letters, and the situation was reported in both the Portland Press Herald and the Times Record. The school had already held six in-person days, so students and staff are on a solid path to continue with remote learning.

**Finance and Facilities**

*PPP Loan Forgiveness Application*

Andrew described the application process for PPP loan forgiveness. He has submitted all the required reports and explanations of how the money was spent to our lender. Our application is in the queue and will be examined by several bank people. Andrew noted that the school spent at least double what the loan provided during the time period. Andrew is confident that our application is complete. We will hear in 90 days if it is accepted. If it is not, we have a 1% loan on our books. In the event the application is accepted, the BOD voted on who can sign the approval form: Motion by Barbara, second by Nancy to authorize Cynthia as Board chair to sign the approval of the loan forgiveness application. Unanimous acceptance (except for Peggy who was absent) on a roll-call vote.

*Coronavirus relief money*

Dave will convene the finance committee soon to decide on the strategy for submitting bills to this fund.

## **Update from Head of School**

Scott described the state of the school after six academic days. First, there was much preparation made in facilities in order to prepare for opening safely (e.g., more windows, fans, tents). The start date was put ahead by two days to September 3<sup>rd</sup> to complete preparations for both facilities and faculty. The outside of Division 2/3 is well organized with eight picnic tables and several Adirondack chairs as well as flowers and plants on the patio. He noted that both campuses have “quarantine rooms,” and that the three buses at the moment are below capacity. The bus situation may well change at the trimester if students opting for remote learning choose to return in-person. The school is also working on boosting the internet and adding more security cameras.

Second, Scott attributed the smooth opening under these difficult conditions to the eight full days of faculty preparation. The school was founded on many of the principles of Expeditionary Learning, but no one presently with the school had experience with this organization. Four days of work with Expeditionary Learning (EL education) helped faculty understand and apply “student engaged assessment.” EL education support is largely funded by Tier III money (for middle and grade 9 students). Teachers will receive coaching throughout the fall with more development in the new year. Another aspect of note related to engaging with EL education has to do with discipline, specifically the notion of discipline *with* students as opposed to discipline *to* or *for* students.

He is very pleased that HCA has 17 fifth graders who are working well with the 11 sixth graders in Curtis House.

Scott noted that at the Parent Partnership meeting, parents described themselves and their children as happy with the way things are going. Students are good at following guidelines inside the buildings. They need more work on internalizing the distance requirements outside the buildings.

## **Academic Oversight (AO)**

Ed described the plans for the meetings of the AO committee. AO will meet every other month on the first Monday of the month. He said the committee will revisit where they were last year discussing such things as the Pathways programs, and it will continue to act as a sounding board for curriculum and assessment plans of the school. Staff members of the committee are Mae Applegate, Anthony DeSantis, and Mel Christensen-Fletcher.

## **Advancement**

Barbara provided a summary of advancement plans through December 2020. She has encouraged the team to examine the data base of donors in order to understand who gives to HCA and why. After this exploration, the advancement committee can think more strategically about solicitations beginning late in the fall. To begin the analysis of the data base, the Advancement committee is meeting with Andrew on Zoom on September 23<sup>rd</sup> at 4 pm. Cynthia will provide a link to a webinar by Andrew Robinson to see if he would be a good outside guide toward advancement goals.

### **Executive Committee**

Cynthia asked to hear from committee chairs on the alignment of the description of their committee's work in the BOD handbook and the actual work of the committee. Sally encouraged committees to spell out briefly their goals, tasks, and timelines in order to gauge progress toward the goals.

The Executive Committee has taken on the task of board recruitment planning. The committee's strategy is to look for people who can assist the BOD in terms of specific needs, e.g., law, business, crafts people, and specific organizations or businesses, e.g., Wayfair. Suggestions are welcome.

### **Public Comment**

Bob Kautz congratulated Scott and HCA in swiftly reacting to the school's coronavirus situation and providing the appropriate transparency to constituents about the school's response.

Cynthia asked Scott to convey to the staff the Board's appreciation for all they have done to prepare for school this year and to thank them for their quick response to the switch to remote learning

On a motion by Ed, seconded by Ed, the meeting adjourned at 5:44 pm.