

Draft Minutes HCA Board of Directors Meeting October 21, 2020 Zoom

Board Members Attending: Cynthia Shelmerdine, Nancy Anderson, Ed Harris, Peggy Muir, Barbara Merson, Sally Mackenzie, Alan Youdsnukis. Absent: David Jean. Scott Barksdale, HOS; Andrew Smaha, Finance Director; Gina Post, Maine Charter Commission.

Cynthia called the meeting to order at 4:35 pm.
Consent agenda (Minutes of the September 16 meeting) was adopted.

Finance and Facilities

Andrew provided the quarterly financial update. He said everything in the budget is on track. He reported that the school has invoiced and sought reimbursement from the state for the first round of CRF funding. Because HCA has not yet received reimbursement, the financial update showed a negative cash flow. Andrew said that he was prepared for this eventuality, so he has monitored the finances carefully. He said that if certain expenditures are not accepted under the CRF rubric, he has other expenses that he can substitute. Andrew also said he had submitted the request for the next round of CRF funding. All of that money has to be spent by December 30, 2020. Furthermore, HCA's application for forgiveness of the PPP loan has been submitted. We have no word yet on the SBA's decision in that regard.

Andrew reported that the annual audit is complete and can be presented at the November Board meeting. He said, too, that the finance committee is engaged in revising the school's fiscal procedures.

Update from Head of School

Scott announced that there have been changes to the school hours so that each campus now has a six and a half hour day. Furthermore, Wednesdays at both schools will be for teacher development. Students at Division 1 who need to be there, may come to school.

At this point in Scott's report, I lost my Zoom connection.

Scott mentioned that he wishes to combine the Special Education Director position with several other student services roles in order to make the position full time and appealing to a potential candidate. The finance committee will meet this week to discuss the budget implications present and future of doing this. Scott mentioned that he is trying to ensure that he can hire someone who will stay for several years. Turnover of staff generally is an ongoing problem. The sense of the board is that it is important to make the work environment satisfying to teachers and staff by making the job doable, encouraging collegiality, and providing support.

Academic Oversight

Scott provided a snapshot of current school programs and curriculum in response to

board member's questions. He explained and then distributed the curriculum for the Houses in Division 1 and the course catalog for Divisions 2 and 3. He included a visual that shows the relationship of Pathways to the individual courses. He elaborated on the difference between courses labeled as workshops (where students work on skills) and investigations (more in depth study of a topic and/or fieldwork).

He provided the history of the planned Pathways program. When he became Head of School, Scott felt that, at that point, Pathways was too heavy a lift for Division 2/3. He put the implementation off for a year, and this school year it is being implemented carefully and slowly. So far, a few students have enrolled in a Pathway. This slow and steady approach, Scott feels, will pay off in being more doable and more meaningful for the students who avail themselves of it.

Cynthia suggested that Board members may have more questions after they have a chance to look closely at the course offerings. HCA's narrative transcript may also be a useful subject for another meeting.

Advancement

Barbara indicated that she expects to receive some reports from Andrew about donors and patterns of giving. More information will be forthcoming after the next advancement meeting.

Executive Committee

Cynthia suggested that the Board secretary supply notes of the Executive Committee to the entire Board. A task of the Executive Committee will be to revise the Board committee names and descriptions. Ed mentioned two potential Board members with whom he will meet and invite them to attend a Board meeting.

Public Comment

Gina Post mentioned that Bob Kautz's last Commission meeting is November 10 at 1 pm. She invited all Board members to attend the Zoom meeting to thank Bob as he retires as Executive Director of the Maine Charter Commission. Cynthia will send us the invitation, so we can RSVP for the meeting. Gina also asked Board members to send tributes to Bob to him or to her and she will convey them to him.

The job description for the new Executive Director is on the Commission's website. Applications were accepted until October 19. A new Executive Director will be chosen soon.

On a motion by Ed, seconded by Nancy, the meeting adjourned at 6:24 pm.