

HARPSWELL COASTAL ACADEMY

BOARD OF DIRECTORS MEETING

April 3, 2019

Division 2/3

Draft Minutes

Board members in attendance:

Sally Mackenzie, Chair

Ed Harris, Vice Chair

Cynthia Shelmerdine, Secretary

Nancy Andersen

Barbara Merson

Board members absent:

David Jean

Sue Priest

Alan Yuodsnukis

Administration:

Carrie Branson, Executive Director

Andrew Smaha, Director of Finance

I. Welcome and consent agenda

Sally called the meeting to order at 4:33 pm. Consent agenda (minutes of March 2019 meeting) accepted.

II. School updates (Carrie)

Carrie's ED report covered the following topics (see document):

- Employment: faculty departure (Phelan Gallagher).
- Hardship adjustment funding granted (\$36,374.80) to help with unforeseen Special Education expenses.
- Legislature: in response to proposed bills limiting access to charter schools. Letter drafted to parents defending Charters: feedback requested. It was agreed that the Board as well as Carrie should sign the letter (see below).
- Enrollment: 151 students committed to return, 12-15 will transfer, 50 students from lottery are accepted. These numbers are in line with previous years.
- Summer planning: under way.

III. Finance (Andrew and Carrie)

Budget process is under way. Plan will be submitted to Finance Committee soon after April 15 when Dave Jean is available again. EPS subsidy number and state adjustment (net loss) are known. Trying to cut \$125000 from budget to account for this figure. Plan is to

balance budget without including some or all fund-raising dollars, since we have not met advancement projections in recent years. Will try to keep full payroll (33-35 days) in reserve; currently only 25-26 days worth. 3rd quarter figures will be available in a week; looks good so far.

Review of financial performance indicators, which Charters must provide to Charter Commission. We only “partially meet” on margin (net income vs. revenue), because we have not met advancement projections. We exceed expectations on debt to asset ratio.

IV. Advancement (Carrie)

Janice Thompson, a school parent and professional fundraiser (MIT and elsewhere), will guide advancement efforts next year.

Spring event will be in June, tied to showcasing student work. Possibility raised of participating in Harpswell Memorial Day parade.

V. Facilities (Andrew)

This committee will begin to consider the long-term physical plant. The lease on Div. 2/3 has 2 years to run, with an option to renew for 5 years. Current location has some challenges. Should we renew? renovate? build? We need to study what is feasible.

VI. Charter Commission Performance Indicators (Sally)

Letter from HCA (Carrie and Board) to Charter Commission. We agreed to share this letter with Heads Board members from other schools at a joint meeting tomorrow. Perhaps the Boards should send a joint letter about shared concerns, and HCA a separate letter about school-specific concerns.

VII. Academic Oversight (Sally and Ed)

PEPG has been revised in light of committee response. The plan will be presented for approval at the May Board meeting.

Survey of graduates. Topics: study elements (courses, independent study, internship, etc.), mid-course evaluation of teachers, mentor/teacher effectiveness. Feedback just before graduation (orally over lunch?). More reflective feedback from alumni several years out.

VIII. Executive (Sally)

Executive Director contract. Contract revised and sent to Carrie, also a set of specific goals and focus for next year. Board can review the revisions and offer feedback.

Midsummer meeting with Charter Commission. One day, just with our liaison (Shelley Reed), in late July or early August. We might have a retreat later in the summer; to be determined.

IX. New Board Members

After brief discussion the Board unanimously elected Peggy Muire to the Board (motion by Cynthia, second by Nancy).

Recruiting new members. Bank contact is talking to 2 prospects. Legal, financial, facilities, social services are all desirable areas.

X. Executive Session

The Board entered executive session by unanimous vote (motion by Cynthia, second by Ed) to discuss a personnel matter, in compliance with Maine Revised Statutes (Title 1, Chapter 13, Section 405, permitted topic 1: personnel matters, right to privacy).
Executive session ended by unanimous vote (motion by Cynthia, second by Nancy).

XII. Adjourn

The meeting was adjourned by unanimous vote at 6:30 pm, (motion by Nancy, second by Barbara).

Respectfully submitted,
Cynthia Shelmerdine, Secretary