

# HARPSWELL COASTAL ACADEMY

## BOARD OF DIRECTORS MEETING

May 16, 2018

### Final Minutes

#### **Board Members in Attendance:**

Sally Mackenzie, Chair  
Ed Harris, Vice Chair  
David Jean, Treasurer  
Cynthia Shelmerdine, Secretary  
Sharon Whitney  
Nancy Andersen  
Eileen Hornor  
Sue Priest  
Alan Yuodsnukis

#### **Administration:**

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

#### **I. Welcome and Call the Meeting to Order**

Sally called the meeting to order at 4:33 pm.

#### **II. Consent Agenda**

The Board unanimously accepted the Consent Agenda (April 25 Board Meeting minutes).

#### **III. School Updates (Carrie)**

End of year report to the Maine Charter School Commission: Carrie provided copies and highlighted certain topics. Overall the standardized assessments are low in comparison to other schools, understandable given the high percentage of special education students. Within the special education portion of the student body, we match or exceed other schools in performance. Other topics noted include our innovative approach to teaching math, our post-secondary outcomes, Board work, and parent/student surveys. Our response rate to such surveys is about 1/3; Alan says that compares well to response rates in general, and Carrie will ask other schools for comparison.

School events: The teacher appreciation event was a success. Anticipation is high for the camping trip for students transitioning from Division 1 to 2. This year's prom will be at Elks Lodge in Brunswick. Voices of the Arts student presentations will take place June 12, and culmination presentations at Div. 1 on June 15.

Graduation numbers and enrollment: On June 1 the number of students graduating will be known; four students will return for a 5<sup>th</sup> year. Enrollment for next year is rising, as expected, and should meet the goal of 210 students, though 6<sup>th</sup> grade will still be small.

A student disciplinary matter was briefly discussed.

#### **IV. Charter Commission Visit**

Board members will meet with the Commission June 20, 3 pm at Division 2/3.

#### **V. Academic Oversight (Micah)**

Pathways: A 4<sup>th</sup> pathway, Design Thinking, joins Environment, Communication, and Service. It takes advantage of existing resources like Composites partnership--pre-engineering.

Members of the Leadership Team made a successful visit to Making Community Connections (MC squared) Charter School, in Manchester and Keene NH, which serves a similar population in similar ways. A partnership is now established and is proving mutually beneficial. We are adapting some of their guidance materials. One result is an increased emphasis on Crew next year, as the responsibility for learning moves from teacher to student.

Foundry standards: a faculty committee is streamlining standards and breaking them down into meaningful units.

In response to a question, Micah reported that we do not yet have a formalized process for collecting data about where HCA graduates go next.

#### **VI. Advancement Committee**

We have met this year's giving goals. The May 17 event at the Inn can be productive in ways that go beyond the financials: new board member? prospective family? school support? Plans for the May 17 event were reviewed.

#### **VII. Finance Committee**

Capital budget: A wish list prepared by Byron Malcolm was presented. Priority 1 projects need to be done before school starts in Fall. Those and priority 2 should be completed next year and can be funded out of current resources. Priority 3 projects should be undertaken in the next 3-5 years; they require substantial amounts of money and will need some financing. We have \$18,000 in FY 19 budget already for Priority 1 projects, nearly all of which concern the Division 1 campus

Current year budget: On track.

FY 19 budget: copies were provided. It is very close to what was drafted in March

The FY 19 budget was approved unanimously by the Board, after a motion by Ed, seconded by Sharon.

#### **VIII. Executive Committee**

FY 19 contract for Executive Director: At Carrie's suggestion her contract will include professional development money rather than a raise.

Assessment of Executive Director: The assessment schedule will change going forward, to conform with budget planning. The cycle will start in the Spring, with an interim evaluation in October/November and a final assessment in February/March.

Board succession: The need for new members was discussed. There will also be a need for new officers, since Sally and Ed both reach the end of their second terms on June 30, 2019.

Retreat: This year's retreat will include the leadership team, which is having its own retreat June 25-26. The hope is to schedule the Board's retreat June 26 or 27..

Committees: Sally will chair Advancement after Eileen leaves the Board June 30. Sharon will stay on that committee after she leaves the Board June 30.

#### **IX. Adjourn**

The meeting was adjourned by unanimous vote at 6:26 pm, after a motion by Dave, seconded by Sue.

Respectfully submitted,  
Cynthia Shelmerdine, Secretary