

HARPSWELL COASTAL ACADEMY

BOARD OF DIRECTORS MEETING

September 26, 2018

Division 2/3

Draft Minutes

Board members in attendance:

Sally Mackenzie, Chair
Ed Harris, Vice Chair
Cynthia Shelmerdine, Secretary
Nancy Andersen
David Jean
Alan Yuodsnukis

Board members absent:

Sue Priest

Administration:

Carrie Branson, Executive Director
Scott Barksdale (arr. 4:48)

Students (left after public comment):

Kaleigh Raye
Ryleigh Sullivan
Maddi Williams

I. Welcome and call the meeting to order

Sally called the meeting to order at 4:30 pm. Board members introduced themselves to the students present. Cynthia distributed conflict-of-interest forms to be signed by Board members, and collected the signed forms.

II. Consent agenda

Minutes from the August meeting were removed from the consent agenda for 2 corrections. The corrected minutes were unanimously approved (moved by Cynthia, seconded by Ed).

III. School updates (Carrie, Scott)

Carrie's ED report covered the following topics:

Student enrollment at 200 (2 part-time); 38% with IEPs (66 students) or 504 plans (15 students).

Narwhal fest Sept. 28.

Professional development well begun: PEPG self-evaluations completed, first round of classroom observations completed, schedules set for Collaborative Learning Groups.

Three staff have resigned; two have been replaced, and interviews are being conducted for the third position.

Lunch at Div. 2/3 is currently being provided by MSAD 75; we will continue to look for alternatives.

Proposal to add 5th grade is being drawn up and will be submitted to the Board for approval when it is ready.

Webinars of interest: Carrie will share links with the Board.

Scott's report on Div. 1:

Div. 1 is building on last year's initiatives, with only a few additions (mostly operational).

Honing academic routines (morning math, reading and ELA workshops; afternoon investigations--3-part structure with immersion, exploration, production pieces; RTI right after lunch--academic and behavioral).

Support for students with a history of trauma--respond but not over-respond.

Electives allow students to try things that anticipate pathways; 8th graders will have passage discussions with more discussion of pathways.

IV. Public comment (students)

Cell phones and similar devices: this year, devices must be turned off as students get off bus in the morning, and may not be turned on until they get on bus at the end of the day; students must go to office and use school phone to communicate with parents.

Student proposal: that devices be allowed during recess and lunch; proposed penalties for using phone at other times: 1st offence warning, 2nd restorative, 3rd confiscate phone until end-of-day crew. Discussion ensued of advantages and concerns about use of devices in class. Carrie also raised concerns about tuning out others during recess and lunch, instead of being present. Sally suggested the students continue the discussion with Carrie and Scott, and consider forming a student council.

V. Board matters (Sally)

Nancy Anderson was elected to the Executive Committee by acclamation, replacing Sharon Whitney whose Board term ended in June.

Board goals matrix: look at progress at October meeting

Vote on policies: Dave/Ed, Nancy/Sally, Cynthia/Alan review 40 pp. each.

VI. Advancement (Sally and Carrie)

The advancement committee met earlier this week to discuss communications plans for the Annual Fund appeal. Initial letters were sent, along with Narwhal Fest flyers, to Board members and friends of the school who have donated in recent years. The committee decided to hold off on additional mailers until the completion of an HCA magazine which is currently being created. Next steps will be addressed with the Board at an upcoming meeting.

VII. Adjourn

The meeting was adjourned at 6:25 pm.

Respectfully submitted,
Cynthia Shelmerdine, Secretary