



Draft Minutes of HCA Board of Directors Meeting January 19, 2021 Zoom

Board Members Attending: Cynthia Shelmerdine, David Jean, Sally Mackenzie, Peggy Muir, Ed Harris, Barbara Merson, and Kathy Wilson.

Also in attendance: Scott Barksdale, HOS; Amy Bundt, Director of Finance and Operations; Emily Gadd, Community-Based Learning Program; Sam Kemos, HCA student; Fern Desjardins, Maine Charter Commission

Cynthia called the meeting to order at 4:37 pm.

Consent agenda (Minutes of the November 17, 2021 and policies IJJ [Instructional Materials Selection], IJJ-E [Challenging materials form], JRA[Student records]was adopted.

Peggy asked for policy GCFB-R [Recruiting and hiring Administrators] to be removed from the Consent Agenda. Cynthia said we would take up the policy and Peggy’s suggested change at the end of the meeting.

Finance and Facilities: Dave and Amy Bundt discussed the quarterly report for October-December, 2021. They explained that there had been some changes in required information on the grants we received so the money had not been sent yet from the state. As soon as the money arrives, the actuals will look much better. They assured everyone that they would be able to make payroll this coming week.

Dave said we should receive the audit report by the February BOD meeting.

Update from Head of School :

Scott updated the Board on the last two months. He provided a thorough report to the Board orally and in written form via email.

- He noted the school has remained open and functioning well even with staff shortages.
- Upcoming events include the HCA e-sports team participating in the International Innovation Cup competition and the Alice in Wonderland play at Div 1. He noted that Trimester 2 and Tri 2 internships have begun as have Spring Early College courses.

Scott provided a Covid -19 Update: SOPs have been modified by the state. HCA reflects the rest of the state in terms of increased numbers of Covid-19 cases.

He also noted staff changes. But he said because of the cushion provided by Covid money, the school has been able to weather the changes and absences of teachers so far.

He discussed the charts he provided of attendance over the year so far, noting the number of truant students and those who are chronically absent. He said that there are several reasons for the relatively high numbers: students who have had the same issues with school at their original schools are exhibiting the same behavior here re: attendance; for some, distance from school is a problem. The school tracks excused and unexcused absences. In terms of students chronically absent, the plan is to categorize students by numbers of days absent and then deal with them based on that. The reasons and thus the “treatment” vary depending on how often they are out of school.

Scott reported that 10 students have enrolled in the Early College Spring semester and that the strategic planning process should be completed soon. He also noted that 10 employees have enrolled in the MPERS system.

Community Based Learning Program

Emily Gadd of the HCA Community Based Learning Program introduced Sam Kemos who is doing an internship at Kennebec Instrument Repair at Fort Andross.

Sam explained his initial interest in music that lead him to want to learn more about guitars by working with Joel Amsden who builds and repairs them. He said the owner of the business loves to share everything he knows about music and repairing instruments. Sam enthusiastically described the work he does there and how the experience has opened him up to thinking of a variety of related careers.

Dave told about his son’s HCA internship experience at a local radio station and how that experience revealed variety of career possibilities.

Emily Gadd presented a slide show demonstrating the various aspects of Community-Based learning that have always been a part of HCA’s offerings. She helps teachers coordinate field work with local needs, finds internship opportunities and teaches students who are involved in those activities as well as in paying jobs, and supports the service-learning component at Div 2/3. Scott noted how experienced Emily is especially in EL work. She is great newcomer to the school. The Board was interested in the work and impressed by her enthusiasm for it.

Dave suggested that Emily look into possible internships at UNE in health, biological sciences. Ed asked about how college and career counseling is accomplished at the school. Caitlyn Puia is the overseer of that function of the school. Cynthia suggested that she come to another BOD meeting to describe her work. Ed offered to help or advise this function of the school.

Executive Committee

Cynthia presented three policies for a first reading by the Board. They are IHCD (post-secondary offerings), IKE (promotion of students), and JRA-R (procedure for student records).

Peggy reiterated her suggestions for the Administrator Hiring Procedures (GCFB-R) policy. Her view is that that the policy should emphasize more inclusion of stakeholders in the hiring process. She said the policies of HCA should reflect the philosophy of the school regarding students, in particular. Students can provide important input to all aspects of recruitment and hiring of teachers and administrators; furthermore, the school wishes to expose them to many real-world experiences and teach them about how hiring is conducted.

Her argument was persuasive such that Cynthia will look into how other schools' policies reflect stakeholder inclusion. With Peggy's assistance, she will draft new language and seek Scott and the Leadership Team's input on the changes.

More policies may be up for reconsideration when viewed through a school philosophy lens.

Academic Oversight

Ed reported on the progress of this committee in developing the expectations for passages in the school, i.e., Passage from Div 1 to Div 2, Passage from Div 2 to Div 3. Mel is working on an explanation of the "80% of standards" pieces in both documents. What's next are graduation expectations.

Board Recruitment

Cynthia emphasized the need to grow the Board especially in light of several members' terms ending. Scott is working on some possibilities as are Ed, Kathy, and Peggy.

Public comment

Fern Desjardins, HCA's liaison on the Charter Commission, who lost power in the middle of the meeting, but was able to return, said she was impressed by Emily Gadd and her energy. Her comment prompted a discussion of the need to hear more about programs that can highlight for us what the school is doing, how it is accomplishing good things. Ed suggested we plan for one each month.

Adjournment:

The meeting adjourned at 6:32 on a motion by Sally, seconded by Ed.