

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; Mel Christensen Fletcher, Interim HOS for SY22-23; Alessandra Williams and James Giles, HCA 10th grade students.

Cynthia called the meeting to order at 4:36 pm.

Cynthia welcomed members of the Board and participants.

The **consent agenda** (minutes of the May 11 board meetings) was adopted.

Design Thinking Class Presentation

Mel introduced the students who were in the Design Thinking class this spring, Alessandra Williams and James Giles. They, along with many other students, presented at the Celebration of Learning during the last week of school. Some BOD members heard the full presentation.

The students explained that they spent the first half of class really thinking about the constraints before they thought about the problem solution. They described their guiding question: how might we maintain and build a productive learning environment at a shared campus? A group of students focused on space. Including how might we furnish each classroom space to create the best learning environment for each grade level subject? And how might we set up routines and expectations for shared spaces so we all benefit from using them? Other questions were how might we support students in creating a safe and calm environment? How might we structure our transportation schedule to minimize time? How might we reach more students?

With regard to enrollment, Alessandra said, “I was thinking about how might we share a more enticing and accurate view of each day with prospective students, families and staff. And how might we reach more prospective students and families that appreciate HCA's mission and vision? I've created a collection of Instagram posts that focus on stuff like our hands-on-learning or specifics, for example, our model UN class or Esports team.”

Ed asked them how they will know if all the efforts have been effective. Mel and Alessandra responded that they would know it worked if they see their solutions in place. In addition, many students were interviewed about changes. They plan to do another set of interviews after the changes have been implemented to get feedback. Furthermore, Alessandra said, “I know, at least for me, this isn't a one class project. This is definitely going to go throughout my high school career.”

The board members were impressed and appreciative of the work and the presentation.

Finance and Facilities

Third Quarter Balance Sheet

Amy first showed the balance sheet for the third quarter. She said, "I have a projected cash balance around \$268,000 at the end of the year in which we will put \$190,000 back into the reserves because we borrowed to cover the expenses for the grants while they were going."

Dave asked re facilities and maintenance if she had capitalized the Div 2/3 improvements, facilities and maintenance? Amy had put the amount in as a line item. Dave replied, "It needs to be put in the balance sheet, but there will still be notes explaining that we spent X number of dollars on capital improvements. We're going to have to write it off since we're not continuing with that facility. It will be *below* the operating net as opposed to *in* the operating net, which means that the operating net will better match the budget."

Cynthia said we can make that mechanical change and accept the third quarter financial report. Are there any areas that are actual deficits that we need to keep on our radar as opposed to the ones that are in progress?

Amy replied, we will have a projected cash balance. We will put money back in reserves.

Barbara said the building cost (Div 2/3) is a big number. "It will be below the bottom line. If I were on the Commission, I think I'd want some indication that that it is understood." Cynthia asked Amy to send her the notes on the budget for the check-in meeting on Thursday morning.

Ed made the motion and Kathy seconded it to accept the third quarter financial statement as presented with the adjustment made as just discussed. **The vote was unanimous.** Amy said she would submit them to the Commission on Thursday morning.

Budget for SY 2022-23

Scott presented next year's budget in comparison to the past two years. This year and last year have been very unusual budget years because of federal funds.

Areas where there are some significant cutbacks are in instruction: shifting from 6 Div 1 teachers to 4 Div 1 teachers; removing one position from the high school, so general ed numbers for the high school are 5.5, with 1.5 shared divisionally; reducing special education, especially SPED administration. There are several ways we may have to get coverage for SPED students, through ed techs or contracted services.

Another big category is Div 1 capital improvements, \$278,873 on the balance sheet. It includes the yurts, installation of them, leased parking, septic system, if necessary. And all the things we need to keep the building running: oil, custodial supplies, lawn mowing, maintenance, repair. Personnel in custodian, bus drivers, kitchen people are in a separate line.

Barbara asked if the personnel amount for custodial staff is realistic. Scott noted that one building makes the job of custodian more doable. Mel mentioned that community norms for students and staff will include cleaning in the building(s).

Barbara made two comments: 1. The total expenses of the yurts shouldn't go into the bottom line for this particular year. It should be entered as depreciation. 2. Leased parking is a one-year

expense, but if you build a parking lot, that needs to be depreciated and noted that way. Do not expense the parking lot in one year.

Ed said you don't know how many students will drive to school and need parking. Mel replied that with the added distance and the price of gas, there might be fewer needing parking. We will set some parameters after we know how much space we need for faculty. Amy interjected that the town is opposed to a parking lot across from the school on Rt 123. They did approve the plans for the school, though, as Amy let us know after the BOD meeting.

Barbara asked Mel about her comfort with the budget as projected. Mel said she had worked with Scott on the budget, and she was okay right now. She will plan to work through it with Scott especially as various contracts are signed and there is a clear picture of staffing for next year.

Ed asked specifically about the amount for Special Education. Mel noted there is a dearth of qualified SPED teachers in the entire state, so she is looking at various ways to handle services.

Scott noted that HCA is shifting from a cash method to an accrual method that will mean changing things to account for depreciation. This method is required by the Charter Commission.

Dave asked about a line for depreciation in facilities. He said call it 8290 or possibly after major projects, 8295.

Scott noted, we were about \$8,000 in the black last year. This budget has \$76,000 in the black. Much of that may well be diminished when the staff vacancies are filled.

Barbara commented that the best way to look at the amount of money available is to look at the balance sheet and look at the cash balances. Therefore, the budget is really a work in progress.

Cynthia made a motion, seconded by Barbara, to accept the budget in principle with the possibility of changing it if necessary before it is finally uploaded to the Charter Commission in August.

Ed offered an amendment, Kathy seconded it, to say accept the *draft* budget, *with the changes discussed*, in principle with the possibility of changing it if necessary before it is finally uploaded to the Charter Commission. **The vote was unanimous.**

Update on the School

- Scott described a strong end of the school year with an open house in Harpswell for current and prospective students, celebrations of learning, graduation, 8th grade Passage, Field Days, and Beach Days.
- Summer programming will be a little more limited this year due to space constraints focusing on 8th grade and 10th grade as well as students who have extended year parts of IEPs.
- A staff retreat is on June 22 and 23 for returning staff.

- There will be curriculum planning sessions on Tuesdays in July.
- Three volunteer days will be held this summer at the Harpswell campus.
- Mel is in the process of filling openings. SPED is a problem, but there are several thoughts about how to deal with the issue.
- There will be a change in leadership team structure: Keep the divisional team leaders for Div 1 and Div 2/3. But rather than a student support team leader from each division, there will be one student support team leader.
- In July, there will be a leadership team retreat with Sarah Brown from EL to start working on our EL plans for next year.
- Enrollment presently is 156. Mel said she is devoting a lot of time to that in the coming week, specifically focused on fifth grade. Kathy noted there was a good turnout at Pride activities on Friday.
- Absenteeism is a focus of the Charter Commission. In the last trimester there were some stronger weeks and a few not so strong weeks. Mel has been gathering ideas about interventions to try. E.g., all crew teachers will have time to focus on absences.

Academic Oversight

Ed said there will be a teacher curriculum committee to work this summer with some new people added perhaps during the year. The AO Board committee will be available for consultation.

Check-in meetings with the Commission staff

These are every other Thursday (starting tomorrow); an emailed summary due on Friday on the other weeks.

We will have check-in Board meetings on every other Wednesday starting on June 29, so July 13, July 27, August 10.

Officers for next year

Secret ballot for positions for next year: Cynthia, Chair; Sally, Secretary; Barbara, Treasurer. Members should reply to Angie, but also reply to Sally re: Board responsibilities and Conflict of Interest statements so that she has that on record.

New Board Member

Ed described his meeting with potential BOD member, Kata Ritenberg. He said, “She has a sophisticated view of organizations and systems, has technical expertise, is an HCA parent, and thinks about whole-person developmental education and process.”

The vote electing Kata Ritenberg to the Board, on a motion by Kathy seconded by Ed **was unanimous.**

Summer Board Retreat

July 19, 2022 1-5 pm (Kata will zoom.)

Farewell to Board members

Peggy is leaving after one term. (She had left the BOD meeting to attend the town meeting in Bowdoinham.) Cynthia said, “We thank her very much for her time on the board. Her thoughtfulness has made it a gentler place in many ways.”

Ed is leaving the Board also. Cynthia said, “It's impossible to encapsulate in the same way what Ed contributed to the board because he was there from virtually the beginning. It's going to leave a big hole when you step down at the end of this month. You embodied the asking of wise questions.... Thank you so much and thank you for sticking with us through all of these terms that you've served.”

Ed replied, “Well, it's been an honor to serve, and I've enjoyed it.”

Sally suggested that Ed continue on a committee, like Academic Oversight.

The meeting ended at 6:36 with information about the meeting of Jeremy Jones and the Ed Committee of the legislature on Thursday morning.