



Draft Minutes of HCA Board of Directors Meeting

October 20, 2021

Zoom

Board Members Attending: Cynthia Shelmerdine, David Jean, Sally Mackenzie, Peggy Muir, Ed Harris, Barbara Merson, Kathy Wilson. Absent: Nancy Anderson
Also in attendance: Scott Barksdale, HOS; Fran Desjardins, Maine Charter Commission; Jennifer Pederson, parent.

Cynthia called the meeting to order at 4:34 pm.

Consent agenda (Minutes of the September 15, 2021) was adopted.

Update from Head of School :

Scott updated the Board on the last month of the school year. He provided a thorough report to the Board orally and in written form via email.

The work at Division 2/3 was completed and accepted by the codes officer on Monday, October 18. Barbara suggested that the school put out a press release on the completion of the renovations. The finance committee has discussed a bank loan to cover the cost.

Cynthia noted some upcoming events that Board members might consider attending:

- “Gaslight” play in the auditorium on November 18 and 19 at 7 pm and November 20 at 2 pm.
- Celebration of Learning at both campuses on December 1.

Cynthia said that she would appreciate contributions to defray the cost of food for the staff she provided at the beginning of the year, flowers for Amanda Wogamon’s funeral, and diapers for her baby.

Peggy made a motion at Scott’s suggestion, that the Thanksgiving Break for the school be extended to a week (Monday, November 22-Friday, November 26). Barbara seconded it. Dave asked that parents be informed soon and that resources for childcare be provided. The **vote** in favor of the motion was unanimous.

Finance and Facilities Committee

Dave reported that this committee will meet monthly. He said that he knows Amy Bundt is busy catching up on finances, fulfilling her other role as director of operations, and preparing for an audit. Nevertheless, he hopes that the Board will see an up-to-date budget report at the November meeting. At its meeting the Committee endorsed the plan to apply to MainePERS for teacher retirement. The Board will vote on this at the November meeting.

Dave suggested that Amy/Scott look at a heating oil contract to lock in a fixed amount.

Cynthia said a long-term goal for the committee is to have a capital improvements budget. Dave noted that a needs assessment was completed a few years ago on both buildings. He suggested that we consider a capital campaign for specific items as opposed to a new building. Barbara cautioned that HCA has few staff resources for all development work. Peggy said that any kind of budget building must take into consideration academic needs.

Academic Oversight Committee

This committee will meet every six weeks. Ed said the goal for this year is to define what we mean by academic performance and school quality (which would include, in this case, the kind and impact of community activities). Ed noted that the teacher leader committee members will supply the committee with documents (like a curriculum map) so that the committee can support the work and ask good questions to assist the leadership team in furthering curriculum and assessment planning. Ed will add to the strategic plan the tasks agreed upon at the meeting.

Development and Marketing Committee

This committee will meet on Friday, October 20.

Executive Committee

Cynthia reminded the Board that this is our charter renewal year. The self-assessment is due in the Spring; the Charter Commission compiles a performance report in the summer; the school submits its application for renewal next September. Sally noted that HCA hired John D'Anieri to write the renewal application in 2017. Scott will ask what other charter schools have done in terms of preparing their renewal applications.

The annual report from the Charter Commission requires the school to provide an update on such things as the implementation of the new math curriculum and chronic absenteeism.

Cynthia brought up the ongoing need to consider board recruitment. She expects to have some specific ideas at the November meeting.

Public comment

Jennifer Pederson offered several thoughts:

1. Re: need for substitute teachers, provide information on the school's website about qualifications for subs with information on how to contact the school.
2. Have students involved in taking pictures for the newsletter and website.

3. Establish communication between parents and the school with regard to the school's mission of melding academic pieces with the need for social/emotional learning.
4. Have students in involved in fundraising for diapers referred to earlier.
5. She expressed concern about a specific issue that needed a quick response from the school.

Scott will follow up with her regarding these items.

Fern Desjardins, HCA's liaison on the Charter Commission shared these thoughts:

1. Kudos to Scott for his letter to the Commission about the publication of charter school testing results when no other public schools did.
2. Reports should not be publicized until finalized. Charters should be treated the way all public schools are.
3. She regretted that she will not be able to be at the November meeting of the Commission to voice her concerns.

Cynthia suggested that she write a letter to the Commission expressing her thoughts.

Adjournment:

The meeting adjourned at 6:15 on a motion by Dave, seconded by Ed.