



**Draft Minutes HCA Board of Directors Meeting  
9:00 am-12:30pm**

**August 4, 2020  
Zoom**

Present: Board members: Cynthia Shelmerdine, chair; Nancy Anderson, David Jean, Ed Harris, Sally Mackenzie, Barbara Merson, Peggy Muir, Alan Youdsnukis  
Scott Barksdale, HOS; Andrew Smaha, HCA Finance Director; Bob Kautz, Executive Director MCSC; Shelley Reed, MCSC Board member; Dr. Larry Losey

Cynthia called the meeting to order at 9:02 am  
Consent agenda (Minutes of the June 17 meeting) was adopted.

### **Revised Budget**

Andrew described the variations from April's budget in the final budget. He noted increases in such things as health insurance, food service, and student support and decreases in facilities and maintenance. He said the DOE had advised that he not include the PPP, ESSERF, or CRF funds in this budget. He provided a separate accounting for the latter two items on which the Board voted later in the morning.

Ed made the motion to accept this final version of the budget; Nancy seconded. On a roll call vote, the motion was approved.

### **Dr. Larry Losey**

Scott introduced Dr. Larry Losey who is the physician assigned as liaison to HCA by Midcoast Hospital. He explained how the hospital is working with local school systems and their nurses and doctors so that their COVID policies are aligned as much as possible. This connection also means that all the schools will be in easy communication regarding changes in medical advice and information about the trajectory of the disease.

In answering questions from the Board, Dr. Losey discussed the concept of "reasonable" risk, the latest knowledge about COVID, testing procedures at Midcoast, the modest level of transmission from student to student and student to adult, and the need for support from parents. He said that there is evidence that children recover more quickly from COVID than adults. He cited a recent article in the Portland Press Herald about filters and air exchanges.

### **HCA Plan for opening**

Scott presented HCA's plan for opening that will be submitted to the state. Board members asked questions and made suggestions for language that might be added. Throughout this discussion and the preceding one with Dr. Losey, Scott and Andrew described the facilities changes, staffing accommodations, the organization of inside and outside areas of each school, air filtering systems, and cleaning routines among other things. Dr. Losey said that science supports the notion of keeping kids in pods to reduce the number of people each person is in contact with. In this regard, Scott indicated that there will be no whole school meeting of students, but the benefits of students mixing with others during the school day is an important aspect of the school's program. Students from the two divisions will not mix with each other, and their bus trips will be separate. Scott said that there will be a heavy emphasis on the community contract each student and each family is buying into in order for this effort to be successful. "Do your part" is the mantra for reminding every school community member of the responsibility for keeping themselves and each other safe. Scott emphasized the "training" students will experience in the way buses and the school and thus each community member will operate this fall. He said the school is small, so it can be flexible and accommodating to needs and situations as they arise.

After a lengthy discussion of the details, Cynthia made the motion, seconded by Sally, to approve the plan with the suggested changes as Scott noted on the plan.

The Roll call vote resulted in unanimous acceptance of this motion.

Another motion followed. Cynthia made the motion; seconded by Ed: Based on the information available right now, the school will open with a "yellow" plan when it begins in September. The Executive Committee in consultation with Scott will decide if there is any change to this plan.

The Roll call vote resulted in unanimous acceptance of this motion.

### **Budgets for CRF and ESSERF**

Cynthia made the motion, with a second by Barbara, that the board accept the budget for the allotments as developed by Scott and Andrew.

The Roll call vote resulted in unanimous acceptance of this motion.

### **PPP Loan**

HCA applied for and received a PPP loan in the spring. Essentially it covered eight weeks of salary and benefits, lease payments and utilities. HCA was eligible because it's a non-profit, and, as Scott pointed out, these funds are crucial to maintaining the viability of the school. It is listed as a loan in our present budget with a rate of 1% interest.

Cynthia made a motion, seconded by Ed that the Board Ratify the decision of the Finance Committee to apply for the loan.

The Roll call vote resulted in 7-0 acceptance of this motion. (Nancy had left the meeting at this point.)

Peggy made the motion, seconded by Alan, to authorize the Finance Committee to apply for forgiveness of this loan when the portal to do so opens.

The roll call vote resulted in 7-0 acceptance of this motion. (Nancy had left the meeting at this point.)

#### **Div. 2/3 lease extension**

Andrew noted that the terms follow the ones previously developed for the lease of the space. Furthermore, the Cardentes have made significant repairs, and the lease can be renegotiated. Cynthia made the motion, seconded by Peggy, to accept the lease extension for Division 2/3.

The roll call vote resulted in 7-0 acceptance of this motion. (Nancy had left the meeting at this point.)

#### **Gibson-LeClair auditors**

Cynthia made the motion, seconded by Alan, that we hire Gibson-LeClair to conduct HCA's financial audit.

The roll call vote resulted in 7-0 acceptance of this motion. (Nancy had left the meeting at this point.)

Cynthia noted that staff members received gift certificates at the end of school. Anyone who would like to may contribute to that expenditure. Money should go to Cynthia who bought the certificates. Peggy suggested that we do something for the teachers for the start of school to show our appreciation of their hard work.

#### **Board Self-evaluation**

A board self-evaluation will take place outside, at Sally's house, 16 McKeen St., Brunswick. Details re date and time TBD.

The meeting adjourned at 12:27 on a motion by Peggy, seconded by Cynthia.