



**Draft Minutes HCA Board of Directors Meeting    January 20, 2021    Zoom**

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

Scott Barksdale, HOS; Andrew Smaha, Finance Director; Gina Post, Maine Charter Commission; Jeremy Jones, Executive Director of the Maine Charter Commission; Fern Desjardins, Board member of the Maine Charter Commission.

Kate Schleh and Jen Doyon, HCA parents and potential HCA Board members.

Cynthia called the meeting to order at 4:34 pm.  
Consent agenda (Minutes of the November 18, 2020) was adopted.

**Head of School Update**

Scott spent the first part of the report on the present. The current enrollment is 179 students. Attendance is at 90%. However, Scott noted teachers are working on making sure that those in attendance actually participate in class.

He said that the administrators have started the evaluation cycles for first and second year teachers. The clinical supervision schema the school follows is an important lever to ensure quality of instruction. Part of the PEPG process also provides for new teachers receiving mentoring from teacher leaders. In addition, teachers are coached by Expeditionary Learning (EL) staff and Mae Applegate, Director of Studies and Students; CLGs work on problems in practice. EL provides leadership development and opportunities for networking.

Pathways has 6 students. Scott says this is strong start for this program. The program has \$2000 from a donor to support Pathways. Students are now considering how to use that money on a project this spring.

HCA is using a different approach to re-enrollment for next year specifically using profiles of alumni, personal notes, and other methods of connection to ensure that the school keeps its present students. Regarding new students, Scott said his goal is in the next two years to have full enrollment and a waiting list.

Plans for next year:

EL has been invaluable in helping school staff re connect with the principles on which the school was founded. Presently, Tier 3 money pays for the program. That funding will not last. Scott is reaching out to other EL schools in the area to develop a collaborative to try to get funding for ongoing work with EL.

With Covid money, HCA is able to build a greenhouse to build the agriculture program at Div 1. This structure will also provide more classroom space. He plans to have a fulltime agriculture teacher.

Scott is hoping to get grants to be able to start a political theater program. The proposed plan for such an offering involves producing plays that inspire civil conversations about issues relevant to the students and the larger community. The plan also means that students with various interests and skills will be involved. He sees this as a recruiting tool because it will enhance offerings and help connect to the mission of the school.

Thoughts from BOD members: What happens when grant funding disappears? If something is valuable, it should be part of the regular budget. Can our budget support these initiatives? In building the budget for next year, the finance committee should create scenarios taking into consideration budget, personnel, and space needs of any proposed program.

### **Finance and Facilities**

The Board saw the first and second quarter reports, but Dave encouraged Andrew to provide a mid-year report on the actual expenditures versus the budget. Although it looks as if HCA is very much in the red, there is a reason for it. Covid money had to be spent before the end of December 2020. The school did so, but so far Andrew said he has not received reimbursement for those expenditures. He also explained how smaller actual expenditures in certain categories will balance out bigger costs. Andrew is confident the budget will be balanced by the end of the fiscal year.

Dave discussed the completed audit. He said the audit indicated we have tight financial controls. One thing the auditors noted was how much in cash HCA had in the bank at the end of the fiscal year. Only a certain amount is guaranteed by the FDIC. The Finance Committee will meet to decide how to deal with this issue as well as how to present to the Board the plans for allocating the extra money.

### **Academic Oversight**

Ed reported on the Academic Oversight's December meeting. The committee composed of both board members, faculty, and the Director of Studies and Students.

Div 2 teachers are engaged in team teaching in response to the need for more adult presence when remote teaching. It now adds richness and support to classes.

The members discussed curriculum development. Scott noted that that is what teachers are doing during Wednesday PD time: examining scope and sequence as well as how themes connect to the mission and vision of HCA.

### **Executive Committee**

Cynthia mentioned the newly refined officer and committee duties in the Board handbook.

Barbara asked that the Advancement committee revise (and proofread!) the description at its next meeting in early February.

Peggy brought up teacher vaccinations. Scott said it is unclear when that will happen.

### **Public Comment**

Fern Desjardins noted that in her experience banks are willing to help set something in order to deal with accounts with excess cash, so talking to our representative at our bank may solve the problem.

Grants that initiate new programs are important. She said that if a program is valuable and you can demonstrate that, it's easier to be sure it becomes part of the regular offerings.

She congratulated Scott on a "quality report" from the school. She said it's obvious he knows the school and presents a clear picture to the Board. The newsletter, she noted, is a wonderful communication tool.

**Adjournment** On a motion by David seconded by Nancy, the meeting adjourned at 6:14 pm.