

Board of Directors – FSAS | MINUTES

Meeting date | time 1/31/2017 6:00 PM | Meeting location FSAS, Gray, ME

Meeting called by Alison Moser, Chair
Type of meeting Regular Meeting
Facilitator Alison Moser, Chair
Secretary Alyson Spencer-Reed,
Secretary

Attendees:
Alison Moser, Chair
Adam Gilman, Vice Chair
Alyson Spencer-Reed, Secretary
Kathleen Clements, Board
Melanie Prinz, Board

Also Present:
Jacinda Cotton-Castro, Executive Director
Amanda Schultz-Brown, Smith & Associates

Excused: Sally Morris, Board

Meeting called to order at 6:03 pm.

AGENDA TOPICS

Review of Minutes

Motion to Accept December 20th, 2016 Minutes by K. Clements

2nd by A. Moser

Motion passed 5-0

Membership matter | A. Moser

Motion to accept resignation of Z. Maher by K. Clements

2nd by A. Gilman

Motion passed 5-0

Presentation of Audit | A. Schultz-Brown, Smith & Associates

Amanda introduced herself and described the process of the audit, which includes review of procedures and records as well as interviews with staff.

Reports distributed to board members: letter, summary of process & findings, peer review report, Financial Audit Report, and Independent Auditors' Report on Sate Requirements.

No material weaknesses found in Fiddlehead's internal processes.

A couple of minor recommendations:

- Clarify our relationship with the Center.
- Someone other than the Business Manager should review, approve, and initial the bank reconciliations.
- Build and keep 3 months' worth of expenditures in the reserve account.

Smith & Associates has seen many improvements in our processes over the years. These changes to our internal controls have lent themselves to a more efficient audit process.

Motion to approve the 2016 990 tax return by K. Clements.

2nd M. Prinz

Motion passed 5-0.

Executive Directors' Report | J. Cotton-Castro

Reviewed written report.

Jacinda mentioned the following highlights: January was a very busy month. We have intent to enroll forms from all but one of our current students. Lottery is at noon on March 8th. 11 of our 16 pre-K spots will be filled by current students' siblings. Jacinda very much enjoyed her visit to the Hilltown Cooperative School and came away feeling very good about our status as a 3-year old school in many ways.

She recently learned that all employees, subs, and contractors (who work with children) are required not only to have background checks, but to be fingerprinted as well. This has been put into implementation and a policy and/or procedure will be written before the end of the school year to be used for next school year.

Finance Committee Report | A. Moser

Reviewed written report.

Planning a dedicated budget workshop – tentatively 3/11 from 10-12.

Governance Committee Report | A. Spencer-Reed

We now have one position to fill on the board. Jacinda has someone in mind and has spoken with him. All board members to think about possible candidates and talk with anyone they think might be well-suited – send names & email addresses to Alyson.

Melanie will join the Personnel Committee and Sally will join the Governance Committee.

Education Committee Report | A. Gilman

We have the Iowa test results from this year as well as the MEA results from last year. Joanna will present these at next month's meeting. They have planned the letter to be sent to parents with their children's results.

We have identified someone to come do some age-appropriate sexuality education with our 5th grade. Still in the planning phase.

Conversation continues among teachers around what the Reggio Emilia philosophy looks like in practice.

Joanna's meeting with a potential consultant to do diversity & identity curriculum has been postponed.

Joanna & Jacinda are going to a Charter Commission meeting on Thursday to report our testing results and other measures identified in our charter.

Other Business | J. Cotton-Castro

Holiday Philosophy: An ad hoc committee comprised of a teacher, a board member, a parent, and Jacinda reviewed and revised last year's draft. It will be added to the student handbook, likely next school year.

Technology statement: The same committee reviewed and revised last year's draft of the technology statement. Will also be added to the student handbook.

Public Comment |

NA

Executive Sessions | J. Cotton-Castro

Motion to enter Executive Session to discuss legal matter by A. Spencer-Reed.

2nd K. Clements

Motion passed 5-0

Entered 7:53 pm; exited 8:01 pm.

Motion to enter Executive Session to discuss SPED student matter by K. Clements

2nd A. Gilman

Motion passed 5-0

Entered 8:01 pm; exited 8:13 pm.

Motion to enter Executive Session to discuss a personnel matter by A. Gilman

2nd A. Spencer-Reed

Motion passed 5-0

Entered 8:13 pm; exited 8:24 pm.

Motion to adjourn meeting at 8:24 pm by A. Spencer-Reed

2nd A. Gilman

Motion passed 5-0.