

# March & Board of Directors – FSAS | MINUTES

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Meeting date | time 3/28/2017 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  
Alyson Spencer-Reed, Secretary  
Kathleen Clements, Board  
Melanie Prinz, Board  
Sally Morris, Board

Also Present:

Jacinda Cotton-Castro, Executive Director  
Larissa Brown, PTO President, arr. 6:16 pm  
Elizabeth Shardlow, parent & PTO member, arr. 6:16 pm  
Penny Collins, parent & PTO member, arr. 6:27 pm.

Excused:

Adam Gilman, Vice Chair

Meeting called to order at 6:04 pm.

## AGENDA TOPICS

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### Review of Minutes

Motion to Accept February 28<sup>th</sup>, 2017 Minutes by M. Prinz.

2<sup>nd</sup> by K. Clements.

Motion passed 5-0.

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### Executive Directors' Report | J. Cotton-Castro

Reviewed written report; brief Q&A.

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## Presentation from PTO | L. Brown

Began with introductions all around.

PTO has been doing two fundraisers a year – selling pies, popcorn, & purses from local businesses in the fall, giant tag sale in the spring in the FH parking lot. Starting to think about a PTO budget. PTO annual events have been: helping with the Back to School Night at the end of August for the last two years, Fall Harvest party in October, fall fundraiser, family snow play date in February, huge teacher appreciation week (most of the PTO's funds go toward this), stakeholders' meeting, and tag sale all in May; also donate refreshments for teachers during conference weeks. Stakeholders' meeting is a gathering of parents, teachers, and board members, co-hosted by board and PTO. Last year the PTO also donated two composters to the school, requested by teachers. Has also helped to coordinate collection of back-to-school supplies in the fall. They are also considering the possibility of doing a small grant to each classroom for supplies & materials before the school year starts if they have funds available. Have also donated to the food closet so the school has some food available in case any kids don't have a snack or lunch or don't have enough.

The PTO isn't entirely clear on what the school expects of them, what they are allowed to do, etc. Would like to keep a conversation open about this and continue to refine the PTO's role in/relationship with the school.

One board member asked what PTO membership is like. Routine meetings typically see 6-8 participants, but there are others who get involved in events, volunteer in classrooms, etc.

Penny polled her FB friends today regarding class size and teacher number and found that with a sample size of 24 kids, the average class size was 18 kids and average adult presence was 1.7. She and some of the other parents are concerned that as our class size increases, our teacher numbers might not increase accordingly. One of Fiddlehead's strengths has always been small class size and high teacher-student ratio. Parents would like to see at least one assistant per classroom next year. Jacinda replied that 2 adults per classroom is under consideration for next school year, but for fiscal reasons would require possibly up to 20 students in the upper grade classrooms.

Parents are curious about the outcome of the Wednesday vs. Friday early release day survey.

Parents are also curious about the pre-K day length, number of days, and transportation schedules.

Elizabeth noted that 12 of 18 children coming into pre-K next year are siblings of current students. These students are coming from a wide geographic range and a mid-day bus run seems prohibitively impractical. Those families will have at least 3 driving trips per day, many from distant towns; this can amount to 2 hrs on the road each day – almost as much time in the car as in the classroom. Ride sharing is not feasible due to car seat needs at this age. Some parents are interested in a full-day pre-K option; others still prefer half-day (morning only). She would like the school to consider the possibility of a mixed offering: no Fridays, M-W full-day option, Tu-Th full-day option, still M-Th half-day option as well.

The Education Committee will consider all these ideas, come up with a recommendation and bring it to the board for our next meeting.

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## Education Committee Report | K. Clements

- Began to discuss pre-K full-day vs. half-day
- Snow days: there have been 7 snow days this school year – proposing reducing our 177 instructional days to 175, which would put our final school day this year to 6/20.
- Draft of calendar for 2017-18 school year presented for board consideration. Somewhere around 75% of parents responding to the early release day survey preferred Friday over Wednesday. This calendar has early release on every Friday – many parents were confused about the drop of early release day on any week with a holiday. No Friday pre-K. Last day would be 6/11 with snow days added on.

Motion to approve calendar as written by K. Clements

2<sup>nd</sup> by S. Morris.

Motion passed 5-0.

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### Governance Committee Report | A. Spencer-Reed, S. Morris

We have a new prospective member to consider later in Executive Session.

The Ad Hoc committee meeting to address diversity in general and how to support transgender students in particular has been scheduled for 4/13.

By-laws in general are in very good shape.

Possible by-laws revisions raised for discussion:

1. There is no provision in the by-laws for how to amend the by-laws.
2. Term limits for board members are included – 2 consecutive 3-year terms. This is a matter of philosophy and warrants discussion. Frequent turnover sacrifices institutional memory, as an example of one consideration.
3. Add timing of the annual meeting.
4. Officers also have a term limit of 3 years – propose changing this as well.
5. Standing committees – needs to be cleaned up a bit, duties and limitations added, latest committees included.
6. Add the board member minimum & maximum to the by-laws rather than simply referring to the articles of incorporation.

Sally will redline these proposed revisions, send to full board. Then will be sent to the Commission for approval and finally brought to the board for a vote.

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### Finance Committee Report | A. Moser

Reviewed written report.

Committee recommends another board budget workshop. Meeting scheduled for 4/29 from 9-11 am, provided Adam is available.

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### Personnel Committee Report | A. Moser

Board needs to accept the retirement of our Special Education Director, Ellen DeLuca.

Motion to accept resignation with regret by K. Clements.

2<sup>nd</sup> by S. Morris.

Motion passed 5-0.

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Policy Review | J. Cotton-Castro

Hiring policy revision needs approval.

Motion to approve revised Recruitment & Hiring Policy by K. Clements.

2<sup>nd</sup> by A. Spencer-Reed.

Motion passed 5-0.

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Other Business | J. Cotton-Castro

Motion to approve reduction in school days from 177 to 175 for SY 2016-2017 as proposed above by K. Clements.

2<sup>nd</sup> by M. Prinz.

Motion passed 5-0.

Reminder: Commission Annual visit 4/27 2:00-6:00 pm.

Timeline for PEPG review of ED – tabled until next month.

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Public Comment |

none

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Executive Sessions |

Motion to enter Executive Session to discuss board candidate by A. Spencer-Reed

2<sup>nd</sup> by S. Morris

Motion passed 5-0.

Entered 8:39 pm; exited 9:07 pm.

Motion to adjourn meeting at 9:07 pm by A. Spencer-Reed

2<sup>nd</sup> by S. Morris

Motion passed 5-0.