

# Board of Directors – FSAS | MINUTES

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Meeting date | time 4/29/2017 11:00 AM | Meeting location FSAS, Gray, ME

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

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

Also Present:  
Jacinda Cotton-Castro, Executive Director

Excused:  
Kathleen Clements, Board  
Sally Morris, Board

Meeting called to order at 11:21 am.

## AGENDA TOPICS

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### Review of Minutes

Motion to Accept March 28<sup>th</sup>, 2017 Minutes by A. Spencer-Reed  
2<sup>nd</sup> by M. Prinz  
Motion passed 3-0, 1 abstention.

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

Reviewed written report.

Discussed bus purchase options. Jacinda still to gather more information, talk to the bus driver, report back.

Had been hoping to build an Atelier/special ed room for next year, but it looks like that is not going to be feasible. We need an office for our special ed director and a space for the youngest special ed students. Currently considering building just the small special ed space attached to the 1<sup>st</sup>/2<sup>nd</sup> grade rooms; not the Atelier space for now. Getting a quote from Anne Perron (contractor who's done a lot of work with us); will get other quotes too.

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## Commission Meeting Debrief | A. Moser

Terrific meeting. Relaxed, comfortable. The Commission is so very supportive, open & forthright. Much positive feedback. Two things that stand out for upcoming board work are legal advocacy for Charter Schools and Fiddlehead's direction for our next 5 years.

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

We have begun to implement our new quarterly recruitment cycle. Recently emailed a written description of this process to board members; summarized verbally. We will accept résumés and letters of interest throughout the year, but instead of reviewing, discussing, and voting as they come up, we will do so on a quarterly basis. We expect this will promote a strong Board composition by allowing the Board to choose the best fit for any given vacancy, and provide an opportunity to foster relationships with prospective members for future openings. The Board will vote on new members in June, September, December, and March of each year, provided there is at least one vacancy.

Committee goals for next 6 months or so:

- Review & revision of by-laws
- Defining/clarifying role of Board
- Defining role of Governance Committee

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## Finance Committee Report | A. Moser

Reviewed financial reports.

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## Personnel Committee Report | A. Moser

Timeline for PEPG review of Executive Director – postponed. Members to review and propose edits to the draft evaluation tool and be prepared to discuss at the May meeting.

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## Education Committee Report | A. Gilman

Joanna & Adam recently met with Virginia D from One Tree Center. Through one of her programs, SEEDS, she works to help schools & non-profits identify & clarify their institutional values and ensure that all their decisions are aligned with and driven by those values. A meeting has been proposed with Virginia and all Board and staff to begin this work. The point was made that the values work should be done before we launch into the Philosophy in Practice (Board/staff workshop) and Diversity Committee work – will find out if Virginia is free at the 5/11 time previously scheduled for the Philosophy in Practice workshop.

Acknowledged change of Pre-K schedule from M/Tu/Th/F to M-Th, in keeping with the approved 2017-18 school year calendar, in which early release days are on Fridays rather than Wednesdays.

Over the last month or two, there was been some consideration of a two full-day option for pre-K. Input from parents was mixed – some really wanted 4 mornings, some wanted two full days, some were fine with either option. The education committee looked at research and discussed the alignment of the schedule with our Reggio approach and came to the conclusion that the 4 half-day schedule is necessary to maintain our values.

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## Ad Hoc Diversity Committee Report | A. Spencer-Reed

The Ad Hoc Diversity Committee met on April 13<sup>th</sup> to begin the work of determining how to define and communicate our welcome and support of students of many diverse backgrounds and identities, including transgender students. We agreed to begin with a visibly-displayed short statement of welcome that will be posted on the walls around the school, on our website, etc. (with varying levels of sophistication targeted to audiences of different ages), and work on a school policy at a future date. Language is being crafted and a follow-up meeting is scheduled in May.

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## Other Business | J. Cotton-Castro

School-Center communications: we are planning a meeting with our Board Chair, Business Manager, and a Center rep to discuss CAM charges & who is responsible for what building expenses. Also want to plan a joint meeting of the two Boards to meet each other and potentially talk about building needs.

Board-Parent-Staff Gathering planning – Adam has agreed to work on the planning with Rachel (PTO VP) & Joanna (COTL).

Procedure/Protocol for how community concerns are brought forward to the board: some general discussion about how parents can best bring issues/complaints/compliments/other feedback to the school's attention, how & when we might want to solicit parent input. We need to figure out how best to route parent communications. Suggestion made that we start with an informal/internal guideline for this. JCC to draft and present for input.

Upcoming:

- policy for volunteer requirements
- revised health and immunization policy

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## Public Comment |

none

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## Executive Sessions |

none

Motion to adjourn meeting at 1:02 pm by M. Prinz

2nd by A. Gilman

Motion passed 4-0