

Board of Directors – FSAS | MINUTES

Meeting date, time 12/16/2017 8:30 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
Alyson Spencer-Reed, Secretary
Melanie Prinz, Treasurer
Adam Gilman, Board
Penny Collins, Board
Bill Doughty, Board
Also Present:
Jacinda Cotton-Castro, Executive Director
Excused:
none

Meeting called to order at 8:33 am.

AGENDA TOPICS

Review of Minutes

Motion to accept November 18th, 2017 Minutes by B. Doughty

2nd by M. Prinz

Discussion: none

Motion passed 6-0.

Executive Directors' Report | J. Cotton-Castro

Reviewed written report.

Questions:

- Hosting a Maine Association of Charter Schools (MACS) meeting here next week? Yes – Jacinda looking forward to this. Will include a tour of our school.
- Enrollment renewal letters going out to current families; is this earlier than usual? - Possibly a little. Lottery will be first Wednesday in March, as usual. Enrollment for new families runs January 4 to end of February. People have been inquiring and taking tours.

- What outreach/advertising do we do for reaching potential new families? – Thinking about inviting current families to ask interested friends to come visit. Suggestion that we do everything we can to reach out to a more diverse body of families.
- Increasing enrollment for next year? - Yes – though not increasing but rather looking to reach max enrollment approved by the Board last year.
- 5th grade band being established? – Starting band in February, offering as a choice. One of our current violin teachers with some band experience is drafting a proposal of how this will look.

Jacinda's additions: Added a new item to her goals list - execute charter (previous goal was to submit renewal application, which was completed at the end of September.)

Education Committee Report | A. Gilman, J. Frankel

Reviewed written meeting minutes & goals.

Questions about committee minutes:

- How to we calculate holistic proficiency? Will be covered in Joanna's presentation.
- If we shift our charter renewal assessment condition to be based on the NWEA instead of MEA, will a change to our Charter be required? Not sure – think not because the language of the condition seems negotiable.
- What does PEPG stand for? Professional Evaluation and Professional Growth – it's our teacher evaluation program.

Coordinator of Teaching and Learning (COTL) presentation on Work Sampling System (WSS):

- Digging deep into our WSS has revealed a lot about our methods & implementation and prompted much thought about how we use this tool and how we can change our practice to maximize its utility and benefit.
- Q: How we define "Holistic Proficiency" – not a part of the WSS published program, but rather something we devised ourselves as a way to look at each child's proficiency across measures within a domain. We recently discovered that teachers were measuring this Holistic Proficiency rating in different ways. We are now developing a rubric for calculating this score.
- Alignment between WSS and Common Core Standards – Joanna explored the alignment that Pearson (WSS publisher) provides and saw that some categories do in fact align well and others simply do not and are somewhat forced. Joanna is in the process of reviewing and revising this alignment in a way that will be more useful for our application.
- Q: How do the teachers view the WSS work – how invested are they and what is their attitude? – It varies from teacher to teacher. Teachers of younger children value seeing the child holistically and are generally reticent about a detailed skill-by-skill rating; teachers of older children have a greater appreciation of the skill-by-skill breakdown.
- Joanna has looked at the fall ratings class by class and has noticed inconsistencies in the spread of the ratings (Not Yet/In Progress/Proficient). Looking into reasons behind inconsistencies – differences in how teachers are assigning ratings?
- Looking across grade levels – factoring in teacher-to-teacher variability and grade-to-grade changes in expectations – noticing 1) a lot of Did Not Observe (DNO) in Science in the first two months of the year

and 2) data from 5th grade numbers appear too generalized – perhaps the teacher is not reporting specific observations student to student, subject to subject.

- Q: Is there any trigger within this system for catching outlying students who need further support in any given area? – Teachers would be noticing such things in their day-to-day work; wouldn't typically become aware of anything in the process of documenting the WSS that they wouldn't already have noticed in the course of their teaching.
- Q: When do we do Developmental Reading Assessments? – Starting in 2nd grade.
- Q: Sounds like we might be considering using 3 assessments: NWEA, MEA, and WSS; suggestion that we might drop one so as not to overload our system. For later consideration due to time constraints of the meeting. (Iowa would be replaced by NWEA, so our number of assessments would actually not increase).

Finance Committee Report | M. Prinz

Reviewed written minutes, P&L.

Governance Committee Report | A. Spencer-Reed

Reviewed written committee minutes.

Discussed potential changes to bylaws suggested by committee. Examples are term limits (Section 3.5), removal without cause (Section 3.7), email voting (revise section 3.16), and removing term limit for officers (section 4.2). Numerous mechanical errors will be corrected as well but were not discussed.

Diversity Committee Report | J. Cotton-Castro

Reviewed/discussed first draft of procedures to accompany Student Bathroom Use policy.

Questions/concerns: #3 – Change “The School” to “The Executive Director”

Motion to approve Companion Procedure as edited at meeting by A. Gilman

Second by A. Spencer-Reed

Discussion: none further

Motion passed 6-0.

Personnel Committee Report | P. Collins

Reviewed written committee minutes.

Motion to approve hire of Heidi Nilsen as RTI (Response to Intervention) support in mathematics for the remainder of the school year at 8 hours/week at the agreed-upon compensation, and with the flexibility to increase hours to 11 hours/week if needed, effective 12/11/17 by A. Gilman

Second by B. Doughty

Discussion: change language to 8-11 hours? No – working more than 8 will require approval.

Motion passed 6-0.

Other Business | A. Moser, J. Cotton-Castro

Board retreat is in planning – date moved to February 3rd per scheduling poll. 8:30-10:30 regular monthly meeting, 10:30-2:30 retreat. Lunch provided.

Brainstormed a list of retreat topics last month; Jacinda will discuss the topics with facilitator, who will generate a proposal; we will review that proposal at our January meeting.

Alison read a thank-you note from the Commission to our Board.

Public Comment

None.

Executive Session

None.

Motion to adjourn meeting at 10:59 am by A. Gilman

2nd by A. Gilman

Motion passed 6-0.