

Board of Directors – FSAS | MINUTES

Meeting date, time 1/20/2018 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 (left at 9:04)
Also Present:
Jacinda Cotton-Castro, Executive Director
Excused:
Bill Doughty, Board

Meeting called to order at 8:32 am.

AGENDA TOPICS

Review of Minutes

Motion to accept December 16th, 2017 Minutes by A. Gilman

2nd by P. Collins

Discussion: none

Motion passed 5-0.

Executive Directors' Report | J. Cotton-Castro

Reviewed written report.

Questions:

- Met with architect for preliminary design of some additional small spaces for special ed work; also future atelier studio in back yard.
- Upper & lower grades written draft is complete – this means description of how upper & lower grades differ.
- 5th grade band – what will this look like? Letter has gone out to families, kids have signed up. Small group instrumental instruction and larger group band instruction.
- Report says 1 student left this month; corrected to 2.

- NWEA's – we did find out that the Commission will pay for us to use this test.
- Need to find the schedule of Board meetings we decided on earlier in the school year – specifically date & time of April meeting.

Jacinda's additions:

- Scheduled Charter Schools Board gathering for Thursday, 3/1 5:30-7:30. Idea is to connect the Boards of the Charter Schools.
- Development committee met recently. Have learned of some grants that we may apply for.
- Have nearly reached our goal for our annual campaign!

Diversity Committee Report | P. Collins

Update of recent meeting and current work. Highlights – committee has picked up some speed, dovetailed with some issues that have been going on at the school. Joanna has begun doing some work in classrooms. MLK Jr. Day Celebration went very well.

Request made by committee to change from ad hoc to standing committee status. Many other schools do have a team or committee doing this work. Everyone on this committee agrees that we have enough work for a standing committee. General responses:

- Current committees align with what the Commission evaluates us on.
- Perhaps we don't want to be viewed as the school with the diversity focus. Others think we do, and it is part of our mission.
- Perhaps to be discussed at our upcoming retreat.
- Will discuss how to add a new standing committee later in this meeting during discussion of bylaws.

Alyson will email Diversity Committee minutes to all Board members post-meeting.

Ad Hoc School-Center Committee Report | A. Spencer-Reed

On 1/16, an ad hoc committee of the School and Center's Boards met to discuss shared challenges & concerns. It became clear that there is widespread confusion about the services each organization offers, the differences between the two, how to reach the right one, etc. The committee brainstormed possible solutions on many fronts, including front desk, telephone answering, website, streetside signage, room use, staff orientation, and how best to support the FiddlestArts (Center's private preschool) teachers. The committee suggests holding such a meeting on a quarterly basis and a joint meeting of the full Boards annually.

Education Committee Report | A. Gilman

Reviewed written meeting minutes.

Highlights:

- COTL has written a draft explaining the flow of Reggio Emilia-inspired instruction from lower grades to upper grades. This follows on the workshop staff had last year about how the Reggio Emilia philosophy applies at all stages of our work.
- Results of this year's 5th grade Iowa tests are in – number of students in "below average" category decreased in both math and reading and "average" category increased in both. "Above average" varied.

- Looking for a school-wide math curriculum – assembling a “selection team” of teachers to do this research and identify, assess, and propose a curriculum for adoption. Plan to propose a curriculum in April of this year.
- Working with the Commission to replace the MEAs as the evaluation tool in our renewal condition with the NWEAs.

Questions about committee minutes:

- How many snow days have we had so far this year? – 4. Working on the Anytime, Anywhere learning packets now.

ED & COTL had a meeting about all the work on COTL’s load, how long it will take, how to delegate some of it and get it all accomplished in a timely manner.

Finance Committee Report | M. Prinz

Reviewed written minutes, P&L.

Highlights:

- Business Manager has added details of bus finances to the report.
- Jacinda has begun working on the budget for FY 2018-19.

Questions/comments:

- Received adjusted subsidy from state based on 10/1/18 student count. Significant decrease in monthly payment from January through likely next November.

Brief discussion of 2018-19 budget development process. Directors’ budget priorities: Atelierista position, Atelier studio, in-house social worker, staff development & training, music program, increases to staff salaries, building use concerns/build-out projects, paid internships for prospective teachers or TAs, visiting artists & enrichment programs, furniture & fixtures, custodian & handyperson.

Scheduled budget workshop Thursday, March 8, 6:00-7:30 tentatively, pending confirmation from absent Directors. ED & Business Manager will be working heavily on budget between now & then.

Personnel Committee Report | M. Prinz

Reviewed written committee minutes.

Highlights:

- Taking a look at the ED job description – time for an update. Mapping the written job description to the goals identified during the eval process last year. Identify more clearly – what exactly is Jacinda’s role? Head of School seems to be the best fit of title for her position. Looking for input from Board – Directors to read over draft and provide feedback – email to Penny (chair of committee).
- Doing similar work with COTL description, but committee hasn’t fully reviewed it yet. Looking at aligning salary for this position more closely with other similar positions. Board to read this one as well and send feedback.
- Also looking to standardize the look and format of all the job descriptions.

Board Retreat | A. Moser, J. Cotton-Castro

Reviewed newly revised drafts of committee descriptions. Identified a few minor changes. Alyson to write up final, consistent versions of these descriptions and present to Board at February meeting for approval.

Discussed meetings with Carol W., who will facilitate our retreat in Feb, to discuss agenda.

- Jacinda has spoken with her about the list of topics/objectives we identified at our November meeting. Board roles & responsibilities, mission & vision, what does “success” look like?
- Scheduling one-on-one meetings with facilitator so she can solicit ideas/opinions from each of us independently. Schedule – Tuesday 23rd Alison M 1-1:45, Bill 1:45-2:30, Melanie 2:30-3:15, Alyson S-R 3:15-4:00, Penny 4:00-4:45, Adam 4:45-5:30.

Governance Committee Report | A. Spencer-Reed

Reviewed written committee minutes.

Continued discussion of changes to bylaws suggested by committee.

Alyson to write up revisions – present a new copy with only NEW changes showing for full read by directors and continued discussion at Feb meeting.

Review & discussion of drafts of required health policies postponed due to absence of B. Doughty.

Public Comment

None.

Executive Session

Motion to enter executive session to discuss candidate for Board of Directors, permitted by ME Title 1, Chapter 13, Subchapter 1, §405, 6. A. (1), by A. Spencer-Reed

2nd by A. Gilman

Discussion: none

Motion passed 4-0.

Executive Session entered 11:27 am, exited 11:37 am.

Decided to invite Vin to join us for March Board meeting. Alyson to do so.

Motion to adjourn meeting at 11:38 am by M. Prinz

2nd by A. Gilman

Discussion: none

Motion passed 4-0.