

Board of Directors – FSAS | MINUTES

Meeting date, time 2/3/2018 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
Adam Gilman, Board
Penny Collins, Board
Bill Doughty, Board
Also Present:
Jacinda Cotton-Castro, Executive Director
Excused:
Melanie Prinz, Treasurer

Meeting called to order at 8:36 am.

AGENDA TOPICS

Audit Presentation | Amanda Schultz Brown, Smith & Associates

Brief explanation of the two reports accompanying the tax return: the financial audit report and report on state requirements.

The audit was clean.

Changes coming up to nonprofit accounting – she isn't expecting any of them to be difficult for us; they'll be minor. One example is separating current assets from long-term assets in financial statements (same with liabilities).

Recommends having a policy for use of our net asset balance – set a max & min, for example, so that balance isn't growing without being used to further the organization's mission. Also recommends using our 990 form and its narrative as a tool to communicate with the public.

Brief discussion of the Board's process of reviewing the tax return before it is filed.

Review of Minutes

Motion to accept January 20th, 2018 Minutes by A. Gilman

2nd by P. Collins

Discussion: none

Motion passed 5-0.

Executive Director's Report | J. Cotton-Castro

Report made verbally:

- Marketing: working with graphic designer on a brochure; objectives are fundraising and overall information.
- Working with IT consultant on Search Engine Optimization: registered keywords that ensure that our organization results from relevant searches.
- Reached our annual fundraising goal! Planning to hold a HERO (ongoing, monthly donors) breakfast in March with students playing violin and serving.
- Looking into grants to fund feasibility report.
- Karen (front desk) is going to attend a Panorama workshop on improving school attendance.
- PBIS classroom rollout happened yesterday.
- We had a Maine author visit the school yesterday, another one coming in March.
- A Mexican woodcarver (from Margarita's educational program) will be visiting the school to show woodcarvings and talk about the art.

Questions:

- Is it possible to conduct our lottery later than March? Earlier is better, as private schools, which many of our prospective students are also considering, make their decisions in February.
- Does our website explain the lottery process and the fact that one can still get onto the waiting list after the lottery has been held? Yes.
- How does enrollment look for next school year? Looking fine.
- Once the slots are filled, how do you filter the waiting list for people who truly intend to take a spot? We can't. Jacinda just calls the names on the list in order until she gets to someone who wants the spot.
- Would like an overview of total applicants, applicants by grade, attrition by grade, waiting list numbers, enrollment at start of school year, openings by grade level, % returning, how often we come to the end of our wait list with openings still unfilled, etc. over the life of the school so we can note trends.

Personnel Committee Report | P. Collins

Review and discussion of ED & COTL draft job descriptions. Board informally approves these two job descriptions. Business Manager, Community Coordinator, and Special Ed Director up next.

Timeline for evaluation of ED: committee to begin work on this in February; looking at simplifying the evaluation tool a bit. Board recommends distributing survey to staff, Board, Administration in late April or early May, and aligning the timing of this eval with the evaluations of the staff as well.

Governance Committee Items | A. Spencer-Reed

Continued, but did not finish, discussion of changes to bylaws proposed by committee. Will continue at March meeting. Directors are encouraged to email or call Alyson with any questions between now and then to get any uncertainties addressed before then.

Edited committee descriptions up for approval – postponed.

Review & discussion of drafts of required health policies – postponed.

Appointment of Vice Chair | A. Moser

The Board has been without an official Vice Chair since we accepted the resignation of K. Clements in November.

Motion to appoint A. Gilman as Vice Chair until annual elections in June by B. Doughty

Second by A. Spencer-Reed

Discussion: none

Motion passed 5-0.

Budget News | J. Cotton-Castro

2019 preliminary funding update: historically, DOE has charged us a 3% fee – it will not be charged this year (\$31,000). Per-student SPED funding increasing by \$1700. Early budget draft looking healthy.

Upcoming Dates | J. Cotton-Castro

Gathering of Charter School Boards in Augusta: Thursday 3/1 5:30-7:30 pm

Budget workshop: Thursday 3/8 6:00 pm

Upcoming Board meetings: Saturday 3/17 8:30 am, Tuesday 4/24 6pm, Saturday 5/19 8:30 am, Saturday 6/9 8:30 am (moved from 6/16 because school ends 6/15)

Need to set date for Stakeholders' Gathering – will propose 5/15 or 5/17 to PTO.

Public Comment

None.

Motion to adjourn meeting at 10:37 am by A. Spencer-Reed

2nd by P. Collins

Discussion: none

Motion passed 5-0.