

Board of Directors – FSAS IMINUTES

Meeting date, time 8/21/2018 6:20 PM | Meeting location FSAS, Gray, ME

Meeting called by Adam Gilman, Chair Attendees:

Type of meeting Regular Meeting

Adam Gilman, Chair

Facilitator Adam Gilman, Chair

Alyson Spencer-Reed, Vice Chair

Secretary Penny Collins, Secretary

Melanie Prinz, Treasurer

Penny Collins, Secretary

Bill Doughty, Board

Vincent Micale, Board

to order at 6:20 pm.

Zoe Lewin, Board Meeting called

Carolyn Beem, Board Quorum of 8

present at start of meeting.

Also Present:

Jacinda Cotton-Castro, Executive Director

Excused:

A

GENDA TOPICS

Review of Minutes

Motion to accept July 17, 2018 minutes by B. Doughty 2nd by M. Prinz Discussion: None Motion passed 8-0

ED Reportl J. Cotton Castro

Discussion of Executive Director's report. Jacinda reviewed the decision to contract with an Integrated Arts & Sciences teacher using funds set aside for art in the budget.

Norms and Proceduresl A. Gilman

Recommendations for how to most effectively run meetings while still providing adequate space for dialog and discussion. Discussion on how that may best work in practice and norms agreed upon.

Planning Discussion | A. Gilman

Review of prior brainstorming to refresh participants on discussion from previous meeting. Vin presented briefly a map of the building showing the areas of the building and which organization is using which space when. Continued discussion focusing down within brainstorm and selecting some focus areas for the coming school year. The question before the Board continues to be, “How do we move forward and what are our next steps?”

Specific to growth for the school is the upcoming end of lease in the current building and the space constraints currently experienced by both the school as the tenant and the owner of the building. The lease will end in two years.

Board discussion includes a focus on what is best for the children and how to maintain a satisfied and happy staff. Questions developed that Board seeks answers to in order to make the most informed decision moving forward in our growth. Jacinda to work on draft proposal options that will include data useful in making a decision on the space needed and how/where it is obtained.

Personnel Committee Report | J. Cotton-Castro/P. Collins

Motion to enter executive session to discuss personnel at 7:48 pm, per ME Title 1, Chapter 13, Subchapter 1, §405, 6. A. (1), by P Collins 2nd by A Spencer-Reed Motion passed 8-0

Motion to leave Executive Session at 8:00 pm by A. Spencer-Reed 2nd by M. Prinz Motion passed 7-0; 1 abstention

Motion to approve slate of candidates for hire as presented by Personnel Committee at compensation levels as determined by salary grid, pending all reference checks, by A. Spencer-Reed 2nd by Z. Lewin

Discussion: Discussion including reasons for recent turnover in new hires for this coming school year. The school has had three candidates either retract their acceptance or pass on an offered position due to a lack of health insurance.

Motion passed 8-0

Personnel Committee and Executive Director are recommending moving forward with establishing and offering health insurance for employees. The Administration team will bring this project back to the forefront with a plan to offer insurance this year.

Executive Director presented information on how Assistant Teachers are paid and recommended changes that would include making Assistants salaried employees and add additional paid time off. This would align the Assistant Teachers with the appropriate distinction as laid out legally, as well give the Assistant Teachers the professional recognition that goes along with the change.

Motion to approve the transition of Teacher Assistant to salaried employees as recommended by the Human Resource lawyer contracted by Fiddlehead School by A Spencer-Reed 2nd by P. Collins

Discussion: none Motion passed 8-0

Finance Committee Report| M. Prinz

Committee took questions on the included Finance Committee report. Clarifications offered on space usage and rent; bottom line of budget for 2018-2019. Jacinda shared discussion with building owner on cleaning costs and pulling out cleaning charge for upcoming year in favor of contracting our own services. Changes in budget have allowed for a healthy bottom line and Finance Committee will return in September with proposed management of existing budget surplus. Discussion on how to handle changing budgets moving forward to both maintain line of sight to the budget but also provide flexibility.

Governance Committee | A. Spencer-Reed

Committee took questions on Governance Committee report, including results of Board self evaluation and survey completed this month. A. Gilman lead review of how Board evaluation results were captured and recorded. The Board evaluation survey was designed as a way to reflect on the work of the Board and set goals for the future. Reviewed the overall results of the survey.

Parking Lot: Distribution of work among Board members and how to manage that fairly; Determining more clearly what is the work of the Board and what is the work of the Administrative team.

Take away from Board evaluation is a continued focus on long term goals and priorities, as well as respectful inclusion of all members. Debrief on how evaluation was completed and the usefulness of the process. Would like to see inclusion of long term goals and Board values in future self reflections. Outgoing Board members should also be included in the future.

A. Gilman proposed individual review of Panorama Survey results and six themes from prior Board retreat between now and September and the Board will return to this topic at the September goal setting meeting. Board goals should be focused on work that the Board can influence. School goals are those that cannot be done without the support of other stakeholders, such as staff, family, and/or community. Another perspective offered is that Board goals are what we do to facilitate the school in meeting their goals.

Parking Lot: Role of ED vs role of Board.

Education Committee Report| A. Gilman et al.

Committee took questions on Education Committee Report. Discussion on the inclusion of “Grit” as a performance measure and goal of the Education Committee. Committee seeking to learn more about Commission’s performance measures and expectations at a meeting late next week.

Parking Lot: Student “Grit” goal

Miscellaneous Items| A. Gilman

Executive Committee Composition - A discussion between A. Gilman and J. Cotton-Castro results in recommendation that Executive Committee be composed of current Officers. Considered best practice by other Boards and the current Officers reflect the skills that would be needed by an Executive Committee. There are no current plans to convene the Executive Committee and suggestion to table further action on this until next meeting.

Norms and protocols now require Committee meetings to take place two weeks before each Board meeting and Committee goals drafted in September.

Next meeting dates: September 20 with ongoing meetings to be the third Thursday of every month with exceptions of vacation weeks. Bolded meeting dates are special meetings or events that we know are

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needed, including Board retreat and budget workshops. Board members to return in September with dates reviewed and conflicts identified.

Parking Lot: Review Board dates for the year before next meeting.

Public Comment

None.

Motion to adjourn at 9:08 pm by Z. Lewin 2nd by A. Gilman Discussion: none Motion passed 8-0