

Board of Directors – FSAS IMINUTES

Meeting date, time 4/24/2018 6:00 PM | Meeting location FSAS, Gray, ME

Meeting called by Alison Moser, Chair Attendees:

Type of meeting Regular Meeting

Alison Moser, Chair

Adam Gilman, Vice Chair Facilitator

Adam Gilman, Vice Chair

Alyson Spencer-Reed, Secretary

Secretary Alyson Spencer-Reed

Melanie Prinz, Treasurer

Penny Collins, Board (arr. 6:15)

Bill Doughty, Board

Also Present:

Meeting called to order at 6:02 pm.

Jacinda Cotton-Castro, Executive Director Quorum of 5 present at start of meeting; 6 as of 6:15.

Bob Kautz, ME Charter Commission

Excused:

Vincent Micale, Board

AGENDA TOPICS

Review of Minutes

Motion to accept March 17th, 2018 minutes by B. Doughty 2nd by M. Prinz Discussion: none Motion passed 5-0.

Motion to accept March 22nd, 2018 minutes by M. Prinz 2nd by B. Doughty Discussion: none Motion passed 5-0.

Motion to accept March 29th, 2018 minutes by M. Prinz 2nd by A. Spencer-Reed Discussion: p2 – Need to add a note to beginning of parking lot discussion section explaining that these are opinions expressed in discussion, as they currently read as fact. Original motion withdrawn by M. Prinz. Motion to accept March 29th, 2018 minutes with above-recommended changes by B. Doughty 2nd by M. Prinz No further discussion Motion passed 5-0.

Executive Director's Report | J. Cotton-Castro

Reviewed written report.

Verbal additions

- Has been working through her identified goals for this school year – intends to meet them all by year end.
- Looking at structure and timing of class schedules for next year in order to plan for some “vertical learning” (movement of students amongst classes during certain subjects according to learning needs).
- Thursday, May 10 - fundraiser at Margarita's in Auburn – please distribute flyers and encourage people to go. The Center once made \$700 at this same fundraiser.
- Commission visit 6/12 – time has been set at 2:00-4:00.

Questions

- Enrollment at present? 131; so far for next SY = 141. No wait list for 4th and 5th grades; healthy waiting list for lower grades.
- Status of graduate survey? Will be addressed in Ed committee report. In draft form at present.
- Status of 5th grade band? They will perform at the 5th grade graduation June 8; almost full participation from 5th grade class.
- How are you (J) feeling about not doing the big federal replication grant we discussed last month? OK for now; would like to talk about it again in the future.

Governance Committee Items | A. Spencer-Reed, B. Doughty

Three health policies for review and approval

Question about excluding nonvaccinated students from school in the event of a confirmed case of an immunizable illness; suspect this is guided by the CDC, but uncertain.

Motion to approve the three health policies—Bloodborne Pathogens, School Health Records, and Communicable Diseases— presented by the Governance Committee by A. Spencer-Reed 2nd by P. Collins Discussion: none Motion passed 6-0.

Update on amended bylaws presented to Commission for approval

Can't vote by email – public must have the opportunity to observe public proceedings.

Advice from School's lawyers is to delegate power to the Executive Committee to act in case of emergency.

What shall we do in the case of time-sensitive hires, etc.? Bob shared that one option is to empower the ED to make the hire with the express approval of the Board Chair – within a specified time frame (say, during a period when the Board is on summer recess).

Commission recommends against allowing phone/video meeting participants to vote, but the law isn't entirely clear and we can choose to allow this at our discretion (or upon advice of our own lawyers).

Remove language allowing votes by phone from bylaws, remove email voting section, bring newly amended bylaws to May meeting for approval.

Will call for a formal motion at May meeting to grant the ED the authority as suggested above by Bob.

All Directors please talk to family/friends/professionals/etc. about potential Board service and pass names & contact info on to Alyson & Bill.

Formation of Executive Committee | A. Gilman

Discussed role & authority of Executive Committee (EC) in light of recent legal advice (above).

Discussion/thoughts on giving EC authority to act on:

- Q: How often has a situation arisen that needed immediate action on the part of the Board? A: Never. OK with limited authority.
- Worth having an EC that can act in catastrophic situations such as danger to property or reputation that could shut our school down.
- Q: How do we determine what is an emergency? Comfortable with an EC with authority to act if answered satisfactorily.
- Further general agreement on need to be able to act swiftly and intelligently. Some comfortable with ED and Board Chair making the call as to when to involve the EC; if they feel they need input beyond the two of them in a given emergency situation.
- Request for some definition around emergency
- The School's lawyer has suggested thoughtfully composing the EC; the composition is not pre-determined.

AG to revise the objective of the EC description and add a third task to cover emergency situations. Otherwise, the Board likes the current version.

Governance Committee to add a section to the bylaws covering the EC.

Education Committee Report | A. Gilman

Questions about committee meeting notes

- Truncate the version of notes that is presented to the full Board.
- Are we working toward ways to measure social-emotional growth? Relates to Social Worker position. Also, teacher Liz has been reading a book on approaches to teaching grit & growth mindset and will report at the May meeting.
- Alumni/ae survey – committee reviewed and revised an initial draft – plan to review and endorse it at May committee meeting.

2018-19 school year calendar update & review

- Anytime/anywhere learning plan for next school year: 2 anytime learning days alternating with 1 free snow day – 9 total snow days – June 14th is latest possible last day.
- Is March 29 an in-service day? Yes.

Motion to approve SY 2018-19 calendar A. Spencer-Reed 2nd by M. Prinz Discussion: none Motion passed 6-0.

Presentation of Educational Philosophy Statement

Discussion/questions/comments

- Many highly positive comments about the content and writing
- Concern about “shift away from emergent curriculum.” After some discussion, changed “more emergent” to “fully emergent.”

Board endorses the statement.

Finance Committee Report | M. Prinz

Reviewed written report, P&L statement, cash flow projections

Questions

- Deficit owed to the center – almost \$4000; increased the CAM by \$3000 to pay it down; deficit mostly due to janitorial services.
- Why is May payroll nearly 50% higher than April? 3 pay periods in May.

Personnel Committee Items | P. Collins

Three new job descriptions for review: Social Worker, RTI Specialist, Atelierista (Art & Science Specialist)

Update:

- Moved SW language more toward school counselor
- Also added a qualification preference for ability to provide training to staff (restorative justice as one example)

Discussion of Social Worker/School Counselor

- Written description does not address how much time this position represents
- Add something in responsibilities about measuring/tracking social/emotional learning of students
- Got feedback from SW/teacher/counselor friends that this job would be very attractive and should produce a good field of applicants.
- Add preferred qualification = some understanding of an emergent approach to student learning

Discussion of RTI Specialist

- Remove “at minimum” from first bullet point (redundant)
- Holds a bachelor’s degree in mathematics
- Remove mental, physical, and emotional health to carry out the position –
- Under “qualifications – preferred” –specify which math curriculum - have we chosen yet?

- Make title more clear? “RTI Math Specialist?” No – most like it the way it is written.

Discussion of Art & Science Teacher

- Move Work Sampling System references down to preferred qualifications section
- More of a naturalist or environmentalist than a science teacher
- Add experience with or knowledge of an emergent curriculum/natural development of the child
- Be more clear about how this position works – integrated art & science, inside and outside the classrooms and the building itself.
- Title “Atelier – Art & Science”

Revised job descriptions will be emailed out to Board before posting (they don’t require Board approval).

Still working on the ED evaluation process.

Motion to enter Executive Session to discuss a hire, per ME Title 1, Chapter 13, Subchapter 1, §405, 6. A. (1), by P. Collins 2nd by B. Doughty Discussion: none Motion passed 6-0.

Motion to exit Executive Session by A. Spencer-Reed 2nd by M. Prinz Discussion: none Motion passed 6-0.

Motion to approve hire of Sherri-Ann as 1st grade lead teacher for SY 2018-19 by A. Spencer-Reed 2nd by M. Prinz Discussion: Motion passed 6-0.

Diversity Committee Report | P. Collins

Postponed to May.

Proposed FY 2018-19 Budget | J. Cotton-Castro

Reviewed revised budget recommendations

- This version based on 141 students – some classes may have a few more students than others.
- Only changes since last budget discussion are salary and stipend for SW/school counselor (based on 21 hours at \$50/hour for 36 weeks) and moving \$10k to Special Ed reserve acct.

Received a quote for a build-out for atelier space – walls only, no HVAC, electric, or lighting changes - \$13k. Looks like it will be close to \$18k. Only one quote so far.

Suggestions

- Convert administrative offices into a classroom and use the interior space for offices
- Delay the build-out, ask the Center if we can use the art space next to Kim's office and use the build-out funds to offer an increase in rent. Board would like Jacinda to propose this to the Center as a solution for the upcoming school year – possibly also access to some other smaller spaces for use as breakout rooms.

Round-the-table questions/comments about revised budget recommendations:

- This is the right time to add the Atelier position. We should be careful of budgeting based on full enrollment, because unexpected things happen. May want to consider a 2- to 3-year conversation with the Center rather than just addressing the upcoming year.
- Only in support of part-time or contracted social worker this year; wouldn't have to pay stipend.
- In support. Where does custodial position stand? Seems more cost-effective to keep this embedded in CAM for now.
- In support of both positions at full-time. If we go with part-time SW, would have to contract at \$50/hr, but feels sure we could get a FT SW at a much lower rate. Also, part-time positions may attract a lower level of candidate.
- In support. Thinks bottom line is healthy enough to budget at full enrollment of 141.
- The Special Ed reserve would suffer if we lost a student or two; but pretty confident that we could fill a vacancy if it arose.
- Historically, we have not lost students in the month of September.
- A few questions on specific line items.

Motion to approve SY 2018-19 budget P. Collins 2nd by B. Doughty Discussion: none Passed 6-0.

Important Dates, Announcements| A. Gilman

- Need to consider adding a regular meeting in July
- Review tentative meetings dates for August through October
- When emailing packet materials to the Board Chair for a given meeting, please put the following in the subject line: FSAS_Name of Document_DD.MM.YY

Public Comment

None.

Motion to adjourn meeting at 9:24 pm M. Prinz 2nd by P. Collins Motion passed 6-0.