

# Board of Directors – FSAS | MINUTES

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Meeting date, time 5/19/2018 8:30 AM | Meeting location FSAS, Gray, ME

Meeting called by Alison Moser, Chair  
Type of meeting Regular Meeting  
Facilitator Adam Gilman, Vice Chair  
Secretary Alyson Spencer-Reed

Attendees:  
Alison Moser, Chair (left 11:30)  
Adam Gilman, Vice Chair  
Alyson Spencer-Reed, Secretary  
Melanie Prinz, Treasurer  
Penny Collins, Board  
Bill Doughty, Board  
Vincent Micale, Board

Also Present:

Jacinda Cotton-Castro, Executive Director

Excused:

Meeting called to order at 8:33 am.

Quorum of 7 present at start of meeting.

## AGENDA TOPICS

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### Review of Minutes

Motion to accept April 24th, 2018 minutes by B. Doughty  
2<sup>nd</sup> by M. Prinz  
Discussion:  
Motion passed 7-0.

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### Executive Directors' Report | J. Cotton-Castro

Reviewed written report.

#### Questions

- Who has been involved in creating the brochure? Only Jacinda so far – content has come from the philosophy statement – will run the draft by others soon.
- Charter renewal contract – There was some discussion on the performance measures, has taken some time – almost ready to share with Board – certainly before the 6/9 meeting.
- K teacher position – if we move someone in house, that creates another opening – are we moving quickly with that? Yes.

- How is the hiring for Atelierista hiring coming along? – We have some good candidates.
- More info on chronic absenteeism report? Every Charter School and 60 other public schools were tagged in this report. JCC hasn't seen anything released publicly about this. Work in progress – first time this report has been done – not clear yet how the DOE counts the days. JCC talking to them about what type of absences are counted.
- Do we have a Board member & parent on the search committee for the Atelierista position? – Yes
- Update on confirmed enrollment for next year? At 141. Have replaced students as they have notified us that they will not return next year. We have an open house coming up nonetheless, to keep our waiting list full.
- What's our biggest class next year? 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> at 21.
- Suggestion – would be good for us to prepare a statement on our position on student absences, both for school families and for the state.

#### Verbal additions

- K hiring effort is taking a little longer than hoped. Hoping to present all candidates for next year's positions at our 6/9 Board meeting. Needs a Board member for the search committee.

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#### School/Center Agreements | A. Gilman et al.

##### Space use plan for 2018-19 school year

- Spoke with the Center about using some of their space during the day for increased rent. Great meeting on space sharing; very productive. The Center will also have access to some of the School's rooms in the after school hours.
- One point of challenge has always been immediately after the school day, when the Center needs to prep for their classes. The local elementary schools are changing their release time, which means many kids would arrive later for Center programs, reducing the urgency of the prep time.
- The Center will be looking for a new janitorial service – has acknowledged that they are not doing their job well.
- Looking for new, more efficient storage solutions inside the building for both School and Center, so space can be utilized more fully for programming. Researching possibilities.

##### Changes to lease agreement

- One Board rep from School and one from Center discussed the cost implications of these arrangements. Need to determine net change in square footage usage, then calculate at current per-square-foot rate per current lease.

##### Long-term strategic planning goal

- The agencies have agreed to talk about long-term plans; a meeting is planned in July.

##### Question

- Did safety and security come up in these meetings? No, but this topic is on the list for the next School-Center Board ad hoc committee meeting. Unsure when that will happen.

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## Diversity Committee | A. Spencer-Reed

Reviewed written reports

Nondiscrimination policy is in the works; will obtain legal review and present to Board in June.

Reviewed draft of committee description; requested Board recognition as standing committee.

*Motion to recognize the Diversity Committee as a standing committee of the Board as described in the new Committee Description by P. Collins  
2<sup>nd</sup> by B. Doughty  
Discussion: remove background info from Description  
Motion passed 7-0.*

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

Reviewed written reports.

### **Bylaws**

Update: removed recently-added email voting section, revised older language about meeting participation to disallow voting by phone; added section about new Executive Committee.

Discussion/questions

- Should we seek legal advice on rest of bylaws before resubmitting to commission? – no, just submit.
- Cap of two one-year extensions in section 3.6 – thought we had decided on one? We did decide on two – but there are provisions in the section for this only occurring in a case of great need.
- Round-the-table temperature read on above – voices expressed on both sides. 1 for cutting cap to one year, 4 for keeping cap of 2 years, 2 on the fence. Will leave as is.

*Motion to approve amended bylaws by A. Spencer-Reed  
2<sup>nd</sup> M. Prinz  
Discussion: none  
Motion passed 7-0.*

Alyson to send newly revised version to Gina for Commission review & approval.

### **Executive Committee**

Reviewed revised description draft.

*Motion to establish an Executive Committee as defined in the written description of the committee's roles & responsibilities by A. Moser  
2<sup>nd</sup> B. Doughty  
Discussion: remove Board Chair from the committee members list  
Motion passed 7-0.*

## Parents & other close relatives of current students serving on the Board

Some relatives are very closely involved in students' lives. Seems heavy parent & relative involvement on the Board may not be in the school's best interest. Consider & discuss number/percent serving on Board now and in future.

Thoughts from around the table:

- Feels that grandparents and other relatives are once removed, so in a different category from parents
- Wouldn't distinguish between parents & other relatives if the concern is potential lack of objectivity.
- Same as above – parents & relatives may be interested in Board service as a representative of their own child and not every child in the school.
- Don't want majority composition of the Board related to current students. Perhaps keep the 2-parent cap and add 1 other relative.
- Keep 2-parent cap and add a cap of 3 for total relatives of current students. Need to avoid too many Board members with lack of objectivity/personal agenda in their Board service.
- Generally agreeing with the spirit, but would like to keep it a little more open. Maybe additional 1-2 relatives based on a review of the Board needs and skill sets.
- We already have a process for close vetting of Board candidates; doesn't think we need this limitation. The Board uses discretion & discernment in assessing motivation of any candidate.
- We have had parents join the Board with a personal agenda in the past; consider % cap rather than number.

Round-the-table temperature read: do you support further amending the bylaws to add a cap on close relative membership, either by percent or number? Noes: 5 Yeses: 1 Unsure: 1

## Health policies

Two new health policies for consideration & approval: Bloodborne Pathogen Exposure Control Plan, Administration of Medication to Students

- We recently passed the Bloodborne Pathogens Exposure policy; this is the accompanying control plan. Should the Board be getting into this procedural level of detail? Yes, as it this procedure provides legal protection for our staff.
- Administration of Medication to Students – same rationale.

*Motion to approve two health policies – Bloodborne Pathogen Exposure Control Plan, Administration of Medication to Students – presented by the Governance Committee by A. Spencer-Reed  
2<sup>nd</sup> by M. Prinz*

*Discussion: Bloodborne Pathogens – is there required training for staff? Yes. We do this already. Why is bus driver not required to have first aid training? Add. Administration of Medication – there are a few sections where staff responsible for certain tasks need to be identified. Added.*

*Motion passed 7-0.*

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## Education Committee | A. Gilman

### Alumni/ae survey

- Survey is in Survey Monkey, will be disseminated Monday.
- Asking response within a week.

### Performance Measurement Framework for Charter Renewal

- Major change is shift from Iowa testing to NWEA testing – this is reflected in our framework now.

### New math curriculum

- The team made a selection – Eureka Math. Fits with our approach and with RTI process. Free! Will use the budgeted purchase funds for PD relating to the curriculum instead. Working to schedule this during the summer; may have to send lead teachers to PD conference in Boston. Will also use for printing costs; online curriculum needs to be printed professionally for classroom use. Flexible, fits different instructional styles. Has scope & sequence guidelines for each grade. Written by teachers.
- Question: are there benchmarks for what students will have learned by certain time points? Yes.

### Anytime/Anywhere Learning program parent survey results

- Overwhelmingly positive feedback, couple of very helpful recommendations, which we are already adopting: clear due dates, variety & choice, clear rubrics for expectations for completing work, overlaps amongst grades (e.g., read for 20 minutes at your level). Will alternate one to one Anytime/Anywhere day to snow day, rather than 2 to 1 as previously discussed.

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## Finance Committee Report | M. Prinz

### Reviewed written report and P&L statement.

### Questions

- Summer salaries much higher in this budget than last school year; change of \$27k to \$47k. – will look into it and report back.
- What are the library expenses? – computers.
- What is the bottom line at EOY at the moment? Including summer salaries, \$50k ballpark. Before transfer to SPED reserve acct.

*Motion to authorize transfer of \$25,000 from operating account to Special Education reserve fund by July 1<sup>st</sup> by A. Spencer-Reed*

*2<sup>nd</sup> by B. Doughty*

*Discussion: none*

*Motion passed 7-0.*

*Motion to authorize up to \$5,500 additional funds to pay CAM charges beyond expected to the Center by July 1<sup>st</sup> by B. Doughty*

*2<sup>nd</sup> by A. Spencer-Reed*

*Discussion: none*

*Motion passed 7-0.*

Reviewed written report.

Revised ED evaluation tool will be ready for review in June.

### **Summer hiring**

*Motion to authorize ED to fill vacant staff positions for 2018-19 SY according to budget between June and August Board meetings pending Board approval in the event Board cannot be convened within 3 days by A. Spencer-Reed 2<sup>nd</sup> by M. Prinz*

*Discussion: ED will reach out by both email and phone immediately in attempt to convene Board before moving ahead with hiring.*

*Motion passed 7-0.*

### **Recommended changes to administrators' schedules**

- Background: historically the Board Chair has worked with the ED to set her annual work schedule. In the past this was complicated by her split time between School & Center. This year, the commitment letter was signed later. ED does track her workdays. There was a discrepancy in understanding of use of personal days. ED was also setting work schedule for rest of administration. Decided to take a global look and establish some consistency and some administrative presence in the building over the summer, both for availability to community and for working on summer projects. Our admin staff's schedules were widely variable. Review of schedules of similar administrative positions at other schools around the state revealed an average of 230, some as high as 260. Arrived at a target of 218 work days for our admin staff; 7 personal days to come out of those 218. The lower workday requirement is partially in recognition of that our limited benefits.
- Details in proposal provided to Board members. For consistency, no personal days to be taken directly before & after school breaks; School closed the week of December holiday break and the 4<sup>th</sup> of July week. Admin must be in the building two weeks directly preceding and following the school year. Otherwise, admin staff free to work out the details of those days amongst themselves.
- Summary of admin compensation table included in proposal: updated now so that all admin salaries are compared against Education sector averages rather than private sector or nonprofit sector. Much discussion about where to place the ED position – principal vs. ED? Turns out state principal average for our size school is almost exactly the same as state nonprofit ED average for our size.
- Personnel committee spent much time and consideration in establishing the benchmark salary figures for all the positions.

### **Questions**

- Range for COTL is so very wide, and the average is below what our COTL is paid. So the benchmark salary had to be elevated to allow for this and to reflect the value of this position in our school.
- Will we be able to apply this next year so we don't have to reinvent it again? Yes. We will.

*Motion to enter executive session to discuss personnel at 11:07 am, per ME Title 1, Chapter 13, Subchapter 1, §405, 6.  
A. (1), by A. Spencer-Reed  
2<sup>nd</sup> by B. Doughty  
Discussion: none  
Motion passed 7-0.*

*Motion to leave Executive Session by A. Spencer-Reed  
2<sup>nd</sup> by M. Prinz  
Motion passed 7-0.*

*Motion to amend 2108-19 SY budget to reflect changes to administrators' schedules as presented by Personnel committee, by A. Spencer-Reed  
2<sup>nd</sup> by B. Doughty  
Discussion: none  
Motion passed 7-0.*

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Update on Annual Charter Commission Visit in June | J. Cotton-Castro

POSTPONED TO JUNE

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Important Dates, Announcements | A. Gilman

POSTPONED TO JUNE – dates to be handled via email

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Public Comment

None.

*Motion to adjourn at 11:44 am by A. Gilman  
2<sup>nd</sup> by M. Prinz  
Discussion: none  
Motion passed 7-0.*