

Board of Directors – FSAS | MINUTES

Meeting date, time 10/18/2018 6:15 PM | Meeting location FSAS, Gray, ME

Meeting called by Adam Gilman, Chair
Type of meeting Regular Meeting
Facilitator Adam Gilman, Chair
Secretary Penny Collins, Secretary

Attendees:
Adam Gilman, Chair
Alyson Spencer-Reed, Vice Chair
Melanie Prinz, Treasurer
Penny Collins, Secretary
Bill Doughty, Board
Carolyn Beem, Board
Zoe Lewin, Board

Meeting called to order at 6:19 pm.

Quorum of 7 present at start of meeting.

Also Present:
Jacinda Cotton-Castro, Executive Director

Excused:
Vincent Micale, Board

AGENDA TOPICS

Review of Minutes

*Motion to accept September 20, 2018 minutes by M. Prinz
2nd by A. Spencer-Reed
Discussion: none
Motion passed 6-0; 1 abstention*

ED Report | J. Cotton-Castro

Questions taken on Executive Director's report. Discussion of need for speech and language services. Details provided on some internal training using the expertise Fiddlehead has in-house to connect teachers with extensive background in Reggio with newer employees with less experience. J. Cotton-Castro expanded on ongoing connections with other charter schools; implementation of NWEA testing; need to fill position for math specialist/RTI.

Parking Lot: Request for more information on mandatory staff training requirements and schedule.

Growth & Expansion Task Committee | J. Cotton-Castro

Presentation of proposal and discussion of addition of 6th grade for school year 2019-2020. Budgetary impact considered as well as impact to students and community. J. Cotton-Castro presented in favor of the addition and Board asked questions and discussed.

Motion to approve expansion of Fiddlehead School to sixth grade for 2019-2020 by A. Gilman

2nd by P. Collins

Discussion: Going to grade 6 is a step toward further expansion of the educational philosophy

Motion passed 6-1

Finance Committee Report | M. Prinz

Committee took questions on Finance Committee Report. Questions and discussion included: timing on annual audit report and scheduling of auditor visit; CAM charges related to cleaning and possible cleaning contract; status of financial accounts.

Motion to transfer \$50,000 from the general operating fund in increments over the next seven months with \$35,000 into the Special Education reserve account and \$15,000 to the CIP account by P. Collins

2nd by A. Spencer-Reed

Discussion: none

Motion passed 7-0

Motion to move \$145,000 from our reserve account into a money market account determined the Finance Committee by M. Prinz

2nd by W. Doughty

Discussion: further explanation of benefit of account, which would be to accrue interest

Motion passed 7-0

Fiddlehead Center rejected counter proposal on rate adjustment for rent. Will need to return to small committee conversation with the Center Board to negotiate a rate to reflect current space usage. Will be on the November agenda.

Education Committee Report | B. Doughty

Committee took questions on Education Committee Report. Attention given to staff feedback that the added staff positions (school counselor and art teacher) have had positive impact on existing teachers.

Parking Lot: Discussion of Friday afternoon staff work time on half days before vacations. Sent to Personnel and/or Education Committee.

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

Committee took questions on Personnel Committee Report. Note made of the focus on staff benefits brainstorming and growth.

Motion to approve up to \$35,000 from the reserve account to be used to fund staff health insurance for the remainder of fiscal year beginning December 2018 by A. Gilman

2nd by W. Doughty

Discussion: a new variable we will have to be prepared to be flexible on and continue supporting the benefit going forward, which is worth doing to support insurance for the staff. Impact of current stipend to those that select insurance. Discussion on covering a percentage vs a flat rate; debate on percentage of plan to cover. Recommendation

to Personnel Committee to look closer at flat rate to create fixed cost.

Motion passed 7-0

Parking Lot: Suggestion by W. Doughty to offer a one-year “make whole” clause that can make up the difference for those affected by the loss of the Affordable Care Act - supported by the Board and passed to the Personnel Committee.

Information offered on adding a 403(b) retirement savings plan, which would be at no to little cost to the school. In the future, the school could consider adding a contribution for all employees.

Motion to approve administration of 403(b) plan for staff by P. Collins

2nd by A. Gilman

Discussion: Notes to Personnel to consider contribution in future; educating staff on importance of retirement planning; consider waiting period on new hires for benefits.

Motion passed 7-0

Governance Committee | A. Gilman

Committee took questions on Governance Committee report. Challenge issued to members to all bring forward one name of a person who may be a good fit for the Board by January.

Motion to approve non director committee service procedure by A. Gilman

2nd by Z. Lewin

Discussion: none

Motion passed 7-0

Review of Panorama Survey results. We need more teacher participation and will put focus on that for next year. Only charter schools are required to do these surveys and we have solid feedback from parents and students. Strong scores on parent satisfaction - 29 points higher than other participating schools.

Feedback on school wide goals: Create this in an easier to read format/distilled; make grit goal more specific; delegate website updating to someone other than J. Cotton-Castro; goals should be school-wide and not just for Exec Director to manage singly.

Action Item: Streamline goal language and create easier to read and track list of goals (J. Cotton-Castro)

Motion to approve Board goals for SY 2018-19 by A. Gilman

2nd by M. Prinz

Discussion: Members to review objectives and timeline (the hows and whens, etc) and send feedback to Chair; should we add recruitment?

Motion passed 7-0

Action Item: Board Members to look at the list at next committee meeting and add feedback on how to round out the objectives and timelines of the main goals. Feedback to be sent to Governance Chair.

Motion to approve composition of Executive Committee to include current officers of the Board by A. Gilman

2nd by P. Collins

Discussion: none

Motion passed 7-0

Diversity Committee

Committee took questions on Diversity Committee report. “I am Your Neighbor” PTO literacy night focused on the traveling library at the school during the first three weeks of October was a success.

Miscellaneous Items | A. Gilman

Reminder: It is important that members commit to the meetings as planned. Now that we have the meeting schedule set for the year we should all renew our commitment to be here for monthly meetings. Everyone will have exceptions from time to time.

Google Team Drive has been created by A. Spencer-Reed and J. Cotton-Castro to enable Board members to organize folders and files for access across the organization as appropriate. Structure shared via laptop. Each Board Member will have access to the committee and board files that relate to them. This is important for members to use, as it will help increase security, organization, and continuity.

Action Item: All members will transfer their related files over to the Team Drive by 10/31.

Public Comment

None.

Motion to adjourn at 9:36 pm by A. Gilman

2nd by Z. Lewin

Discussion: none

Motion passed 7-0