

Board of Directors – FSAS | MINUTES

Meeting date, time 9/20/2018 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

Also Present:
Jacinda Cotton-Castro, Executive Director

Excused:
Vincent Micale, Board
Zoe Lewin, Board
Carolyn Beem, Board

Meeting called to order at 6: pm.

Quorum of 8 present at start of meeting.

AGENDA TOPICS

Review of Minutes

*Motion to accept August 21, 2018 minutes by W. Doughty
2nd by M. Prinz
Discussion: Typo correction offered and made
Motion passed 5-0*

Housekeeping | A. Gilman

Request for Board members to update confidentiality agreement for coming year, update contact information, and complete new conflict of interest forms.

*Motion to appoint Vincent Micale for a term of June 2018 to June of 2021 by A. Spencer-Reed
2nd by M. Prinz*

Discussion: none
Motion passed 5-0

ED Report | J. Cotton-Castro

Questions taken on Executive Director's report. Successful and positive start to the school year reported by J. Cotton-Castro. Strong attendance at the back to school night reported in response to question from A. Gilman. Review of the vision and mission of the school, with focus on supporting children, serving the community of learners interested in Fiddlehead, offering a quality space for education, and attracting and maintaining quality staff.

Growth and Expansion | J. Cotton-Castro

Recommendations for growth and expansion presentation and discussion lead by J Cotton-Castro. Presentation of information focuses on possible avenues for exploration. Note made by A. Spencer-Reed that the Board has not decided to add any grades, extra classrooms, or physical space at this time.

Possible options for exploration include staying in the current location and keeping our program as-is and/or adding a sixth grade or a multi age fifth/sixth grade class; splitting the school into two locations based on age; moving completely to a new location. High level pros and cons of these options presented by J Cotton-Castro.

Issues of "Split Campus" model - having some grades at one location and some grades at another. Allows the participants to spread out; more elbow room (i.e., parking). Would need an eye to transportation to getting children and families where they need to be without things feeling hectic.

Issues of "The Big Move" model - buying a new building large enough to house a growing Fiddlehead School. J Cotton-Castro presented high level numbers on current loan rates and USDA long term fixed rate loans and how they compare to projected rent costs.

Issues of "Buying this Space" model - growing the school in this current building and purchasing the space from the Center. This would only be feasible if the Center was interested in moving their program, who will consider options at their own Board meeting(s). This may not be an option or may not be in the best interest of the Center. Building would need to be evaluated; needs new roof; parking continues to be an issue. There is the possibility of building up and adding a second floor to the building, which would not be inexpensive and has not been looked at from a feasibility angle.

Discussion of how all options impact our debt and budget. Further discussion on how any of these options would impact our important relationship with the Center. J Cotton-Castro to meet with Wendy Betts to discuss any grant options on the horizon.

J Cotton-Castro presented rough numbers on adding a sixth grade and its impact to the budget.

Question: What is the current renewal/extension option written into the current lease? J Cotton-Castro to follow up.

Brainstorm/Parking Lot: Multigrade 5-6 class that involves two class spaces and a co-teaching plan with two lead teachers and one assistant. Students could make use of the current 5th classroom and a build out in the Discovery Center and flex based on teaching plans and skills being worked on by students. Would allow us to maintain the existing numbers of students of ~19 5th graders and ~13 6th graders.

Brainstorm/Parking Lot: Current parking lot has become unmanageable. What can we do to take pressure off the lot? Requirements around drop off, i.e. younger students can be walked in but upper grades use bus/drop point or back door program?

Brainstorm/Parking Lot: What makes sense for grade levels? What are other school districts doing? PreK-4; preK-5; preK-6; preK-8? Follow up research to look at the catchment area and see what elementary schools have for grades to try and target the best fit. A family currently may come to Fiddlehead and then return to their elementary school before their middle school starts (if their elementary goes to 6th grade)...this drives attrition.

Motion to authorize J Cotton-Castro to submit Amendment for Enrollment and Grade Expansion to the Maine Charter Commission to add a sixth grade for 2019-2020 by A. Gilman.

2nd by W. Doughty

Discussion: Such a request creates time and space to do more work on the planning and decision making around the final decision on how and when to grow the school. There are many other things to be considered in advance of a formal decision and the Board is not ready to commit at this point. Present members agree that submitting the Amendment request is not a final decision on whether or not a sixth grade is added.

Motion passed 5-0.

Finance Committee Report | M. Prinz

Committee took questions on Finance Committee Report. M. Prinz talked through changes to the budget including increases in training, equipment, staffing, and repairs and maintenance.

Motion to transfer \$40,000 from the general operating account into the Contingency Reserve Fund by P. Collins

2nd by W. Doughty

Discussion: none

Motion passed 5-0

Motion to approve updated budget as presented by Finance Committee by M. Prinz

2nd by P. Collins

Discussion: none

Motion passed 5-0

Education Committee Report

Committee took questions on Education Committee Report.

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

Committee took questions on Personnel Committee Report.

Motion to enter executive session to discuss personnel at 8:35 pm, per ME Title 1, Chapter 13, Subchapter 1, §405, 6.

A. (1), by A. Spencer-Reed to discuss Executive Director annual review

2nd by A. Gilman

Motion passed 5-0

Motion to leave Executive Session at 8:47 pm by A. Gilman.

2nd by A. Spencer-Reed

Motion passed 5-0

Governance Committee

Committee took questions on Governance Committee report.

Decision made to delay review of Panorama Survey to October's meeting in the interest of time and to include the participation of more Board members.

School wide goals in development with the input of the teachers and staff. Committee feels that including staff in development of goals from the ground up is in keeping with the values of the organization.

Discussion of proposed Board goals for 2018-2019 as created by Chair and input to draft requested. Next steps will be to add deliverables and committee assignments as goals are refined.

Diversity Committee

Committee took questions on Diversity Committee report.

Miscellaneous Items | A. Gilman

Meeting dates: September 20 with ongoing meetings to be the third Thursday of every month with exceptions of vacation weeks. Note around the Board administration calendar - Committees requested to add meeting dates to shared calendar as well as travel and vacation dates. P. Collins to add Board meeting dates for the school year. Meeting dates for 2018-2019: October 18, November 15, December 20, January 17, February 14, March 21, April 25, May 16, and June 20. Additional meetings include the Board retreat on Saturday, February 2; the Charter School Gathering on March 7 (evening); Budget Workshop March 23 (8:30-11:30 am); Budget Workshop April 6 (8:30-11:30 am); Stakeholders Gathering May 30. P. Collins to add in school calendar dates and Board meetings to the Google calendar.

Public Comment

None.

Motion to adjourn at 9:18 pm by A. Gilman

2nd by A. Spencer-Reed

Discussion: none

Motion passed 5-0