

Board of Directors – FSAS | MINUTES

Meeting date, time 11/15/2018 6:15 | Meeting location FSAS, Gray, ME

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

Attendees:
Adam Gilman, Chair
Alyson Spencer-Reed, Vice Chair
Penny Collins, Secretary
Melanie Prinz, Treasurer (arrived 7:14)
Bill Doughty, Board
Vincent Micale, Board
Zoe Lewin, Board

Meeting called to order at 6:18.

Quorum of 7 present at start of meeting.

Also Present:
Jacinda Cotton-Castro, Executive Director

Excused:
Carolyn Beem, Board

AGENDA TOPICS

Review of Minutes

*Motion to accept October 18, 2018 minutes by A. Spencer-Reed
2nd by B. Doughty
Motion passed 7-0*

Executive Directors' Report | J. Cotton-Castro

Reviewed written report and took questions. Questions included the following: Did the Commission grant the request to use the NWEA test as the measure for the school's renewal condition in place of the MEA? The answer was 'no.' What is the number of students our 2019-2020 budget will be based on? The answer

was '134.' There was a brief discussion around the rationale for using the prior year's student enrollment for the next year's budget.

Letter of Complaint | A. Gilman et al.

The Board acknowledged receipt of complaint made to the Charter Commission by a former Fiddlehead parent. Decision was made to task the Executive Committee with taking responsibility for managing response to the complaint to the Commission. The Executive Committee will draft a response and share with the full Board for feedback and discussion. The full Board will not meet again in person given the thirty day timeline for responding to the complaint.

Motion to enter executive session to discuss complaint at 6:35 pm, per ME Title 1, Chapter 13, Subchapter 1, §405, 6.5

<i>A(1)</i>	<i>by</i>	<i>A.</i>	<i>Gilman</i>
<i>2nd</i>	<i>by</i>	<i>A.</i>	<i>Spencer-Reed</i>
<i>Discussion:</i>			<i>None</i>

Motion passed 7-0

<i>Motion</i>	<i>to</i>	<i>exit</i>	<i>executive</i>	<i>session</i>	<i>at</i>	<i>7:07</i>	<i>pm</i>	<i>by</i>	<i>A.</i>	<i>Spencer-Reed</i>
<i>2nd</i>			<i>by</i>						<i>A.</i>	<i>Gilman</i>

Discussion: *None*

Motion passed 7-0

Expansion Committee | J. Cotton-Castro

The Expansion Committee is currently focused on looking for physical space for upper grades and the sixth grade expansion. J. Cotton-Castro gave updates on some options locally for buildings and space. There are several options nearby and the committee is pursuing more details on budgets and space. The Fiddlehead Center continues to work on their own plans for the current building and will meet with this Board in December.

Additionally, there is ongoing exploration of federal grant opportunities and J. Cotton-Castro will get a quote on grant writing.

Finance Committee Report | M. Prinz

Questions on Finance Report taken. There was a question about moving funds into reserve accounts over time. Those installments will begin this month.

An update was provided by A. Gilman on the ongoing lease negotiation with the Center based on additional space used this year. Feedback and questions taken on latest draft of lease agreement. Comfort with the actual lease numbers was shared by the Board, but the language of the agreement was not in keeping with expectations. A. Gilman to respond to Center Board for further action.

Governance Committee | A. Spencer-Reed

Questions taken on Governance Committee report. Committee provided reminder on the priority skills needed for future Board member recruitment. Current needs include legal and fundraising expertise.

Committees reported on how their work for the current school year will fit with the Board's school year goals:

- Education - goals include focus on Eureka Math, NWEA testing, PBIS, and professional growth and development for staff. W. Doughty presented high level details on goals and reminds Board that interest in test scores is for student growth. Diversity - goals include promoting professional development that focuses on diversity education; finding community events we can participate in; and partner with PTO to cosponsor some parent workshops that are geared to social emotional development.
- Governance - goals include printing and displaying our mission statement at Board meetings and/or reading mission at each meeting; planning and executing Board retreat; set objectives and deadlines for committee goal achievement; adding outreach and marketing tasks to Development Committee work

Board had a discussion of drafted School-wide Goals and seeks to ensure goals are aligned across Board-School-Staff to reduce redundancy and ensure nothing is missed that deserves attention.

Parking Lot: Review the Right to Know Law on when to use Executive Session.

Education Committee | W. Doughty

Questions taken on Education Committee Report. Questions included an interest in Silvernail, a system being piloted by other charter schools that we are watching the development of. It is a “growth to proficiency” monitoring system. COTL will share data on results and experience of NWEA at the December meeting. W. Doughty took feedback on what Board members would like to hear specifically about. There is an interest in hearing high level pull out of areas of growth in specific areas of academics. Board to consider additional questions or concerns and pass on to W. Doughty in a timely fashion in order for COTL to include in her presentation.

Diversity Committee | A. Spencer-Reed

Brief verbal report given on the Civil Rights Team launched in the fifth grade with support of the Guidance Counselor. Students are working to define their goals, assess the areas of need, establish their mission, etc. School counselor attended leadership training for the team and the children will next attend student training with teams from other schools (December). The Committee talked previously about having co-leaders on the Civil Rights Team and is focused on adding a parent assistant. This assistant will attend training with the Counselor and the children if she decides to join.

Personnel Committee Report | P. Collins

Questions taken on Personnel report. A reminder was provided to all that we cannot ask candidates about their insurance status or family make up during interviews; in keeping with hiring law. There was a question on staffing structure and planning ahead for future years. A brief discussion followed on looking toward growing and retaining skills in staff.

Update on health benefits roll out: Expected sign up is on target with 11 total participants, though the breakdown is 9 individuals and two employee and spouse. All employees choosing to participate have been signed up and the coverage will begin in December. The Business Manager is handling this large project extremely well.

Motion to enter executive session to discuss personnel matters at 8:38 pm, per ME Title 1, Chapter 13, Subchapter 1, §405, 6. A. (1), by P. Collins

2nd by A. Spencer-Reed

Discussion: none

Motion passed 8-0.

Motion to leave Executive Session at 9:15 by A. Gilman

2nd by Z. Lewin

Motion passed 8-0.

Motion to enter executive session to discuss hiring at 9:15 pm, per ME Title 1, Chapter 13, Subchapter 1, §405, 6. A. (1), by A. Gilman

2nd by A. Spencer-Reed

Discussion: none

Motion passed 8-0.

Motion to leave Executive Session at 9:46 by A. Spencer-Reed

2nd by A. Gilman

Motion passed 8-0.

Motion to approve slate of candidates for hire as presented by Personnel Committee at compensation levels as determined by salary grid by A. Gilman

2nd by C. Beem

Discussion: none

Motion passed 8-0.

Public Comment

None.

Motion to adjourn at 9:48 pm by P. Collins

2nd by W. Doughty

Discussion: none

Motion passed 8-0.