

Board of Directors – FSAS | MINUTES

Meeting date, time 12/20/2018 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
Penny Collins, Secretary
Bill Doughty, Board
Zoe Lewin, Board (arrived 6:35 pm)
Carolyn Beem, Board

Also Present:
Jacinda Cotton-Castro, Executive Director

Excused:
Vincent Micale, Board
Melanie Prinz, Treasurer

Meeting called to order at 6:16 pm.

Quorum of 5 present at start of meeting.

AGENDA TOPICS

Review of Minutes

*Motion to accept November 15, 2018 minutes by A. Gilman
2nd by W. Doughty*

*Discussion: Edits provided previously by members and incorporated
Motion passed 5-0*

ED Report | J. Cotton-Castro

Questions taken on Executive Director's report. Question on and discussion of enrollment numbers and how enrollment is budgeted and planned for. Question about SMART goals from special education report - it means "specific, measureable, actionable, relevant, and time bound."

Further update from J. Cotton-Castro on open positions and use of contracting services such as HealthPro. The cost of such a service for use in a special education teacher would be prohibitive. Other potential short term options include hiring additional Ed Tech IIIs under the supervision of our special education director and current teacher. Jacinda shared news of a recent \$500 donation and other ongoing efforts with the annual campaign.

Education Committee Report

Committee took questions on Education Committee Report. Interest to hear more about work sampling system and Math MEA results, which were deferred to COTL presentation.

Joanna Frankel, COTL, presented to Board on Work Sampling System (WSS), NWEA, and MEA results. Presentation included overview and description of how NWEA/MAP Growth test is designed and administered. The assessment is used to measure growth and is recommended for use fall; winter; and spring. Data from NWEA is very useful and can be broken down a number of ways as needed to educate staff on the progress of children. Teachers were consulted and they opted to do all three sessions, as they feel it is useful. The Charter Commission has paid for and is assisting in getting training to the staff. NWEA information can be difficult to digest and communicate, and the staff is working to ensure efficient and clear communication on results to parents. Focus will be on student growth rather than numbers. There were some technical difficulties in administering the test and the children were very flexible. Efforts being made to improve the technical delivery for next time.

Joanna shared high level data from the NWEA results, which were fairly spread across the range of low to average to high performers. This is the first use of the test, and also the first time students have used a computer for the test. Data should be looked at with a critical eye until we use it over time to gather more data. However, teachers felt the data felt fairly true to their expectations for their students. There is a small sample size at our school, and a fair amount of movement in upper grades. Teachers will find the winter assessment more useful, as they will be able to compare the two points for each child. There is also a component that will be used with RTI students to identify specific skill needs.

The fall administration of the Work Sampling System (WSS) was reviewed. The WSS is originally a Pearson product and COTL worked to align WSS with common core standards and make the system be useful and reliable. There are valuable pieces, such as the focus on social emotional growth and physical development. There is also increasing concern that the WSS is not created to create data, and is not as useful for some areas. It is the opinion of the COTL that we may be “outgrowing” the WSS, particularly for older students. Education Committee is discussing changing the use of the WSS, being sure to capture the social emotional/physical development. Interrelater reliability continues to be an issue with this tool. Looking more closely at this is on the summer agenda for administration.

MEA results were reviewed at a high level. Results only recently available for test administered last year. Discussion of how MEA results tie into Charter approval and conditions on the five vs ten year renewal process. Debate and discussion among Board members on the impact of retention, turnover, academic proficiency, creating challenge and extension for those that need it.

Expansion Ad Hoc Committee | J. Cotton-Castro

Exploration for space for next year’s upper grades is ongoing. Jacinda presented updated information on possible space options. Previous possibilities have begun to be eliminated, including nearby rental and purchase options. There are some remaining local rental options that may offer a short to mid term solution for space that would be ideal. The committee requests the participation of the Board in visiting local rental options as a group in early January. Jacinda presented a timeline for making decisions and taking action.

The school is applying for a USDA loan for the future, should buying or building our own building be the long term goal. If approved for the loan, the school would have up to three years to take advantage of the low interest loan.

*Motion to enter executive session to discuss rental negotiations at 8:04 pm, per ME Title 1, Chapter 13, Subchapter 1, §405, 6.C, by P. Collins
2nd by C. Beem
Motion passed 6-0*

Motion to leave Executive Session at 8:49 pm by A. Gilman
2nd by A. Spencer-Reed
Motion passed 6-0

W. Doughty moves that A. Gilman and J. Cotton-Castro be authorized to continue lease negotiations and conversations in regard to the lease for year 5 and/or the possibility of a buy out of said lease.
2nd by Z. Lewin
Discussion: possible options may include decreased or increased space usage.
Motion passed 6-0

Finance Committee Report | M. Prinz

It was noted that the previous month's finance meeting was not attended by any Board members, and that as such it became an Administration meeting. The committee took questions on the meeting. Request to have folder added to the Team Drive to reflect budget revisions.

Review of latest update to MOU for year four of lease with Fiddlehead Center.

Motion by A. Gilman to approve MOU as amended for an adjustment of our lease for year 4
2nd by A. Spencer-Reed
Discussion: Can we meet the terms of the agreement in terms of the date of payment? J. Cotton-Castro to connect with Business Manager to ensure proper timing. Discussion around wording on revised lease memo
Motion failed 6-0

Motion to enter executive session to discuss rental negotiations at 9:17 pm, per ME Title 1, Chapter 13, Subchapter 1, §405, 6.C, by A. Gilman
2nd by A. Spencer-Reed
Motion passed 6-0

Motion to leave Executive Session at 9:18 pm by A. Gilman
2nd by C. Beem
Motion passed 6-0

Motion by A. Spencer-Reed to approve MOU as amended for an adjustment of our lease for year 4 with edits to the first and fourth paragraph and addition of names of signatories
2nd by W. Doughty
Discussion: none
Motion passed 6-0

Held discussion on using contractor to assist in writing a federal grant for expansion and replication. Fiddlehead is a good fit for the description of the grant. However, we currently have a lot of big transitions on the horizon and the timing might be difficult. Questions regarding: amount of grant award? (presumed to be about \$1 million); timeline of the grant usage? (unknown); and costs of grant writer (J. Cotton-Castro to review); are we certain of our eligibility?; what is preference for how award is given or considered?; long term do we look at a development position to work on these tasks?; what can the money be used for? The RFP for the grant has not come out yet. J. Cotton-Castro will look at these questions for January.

Governance Committee | A. Gilman

Questions on Governance report. Planning update on retreat provided. A. Gilman to look at a storm date with retreat facilitator.

*Motion to approve the Administration of Medication to Students on Field Trips by A. Gilman
2nd by Z. Lewin
Discussion: Is this implementable as written? J. Cotton-Castro indicates 'yes'.
Motion passed 6-0*

Personnel Committee Report | P. Collins

Committee took questions on Personnel Committee Report.

*Motion to increase substitute hourly wage to \$15 per hour until the Finance and Personnel Committee bring forward a proposal for wages in February by A. Spencer-Reed
2nd by W. Doughty
Discussion: Confirmed timeline
Motion passed 6-0*

*Motion to enter executive session to discuss a personnel issue at 9:50 pm, per ME Title 1, Chapter 13, Subchapter 1, §405, 6. A. (1), by W. Doughty
2nd by Z. Lewin
Motion passed 6-0*

*Motion to leave Executive Session at 10:04 pm by A. Gilman
2nd by C. Beem
Motion passed 6-0*

Diversity Committee | A. Spencer-Reed

Committee took questions on Diversity Committee report. Suggested that school Guidance Counselor, Shannon, attend a Board meeting in February to share the work being done in the school. Committee has also brought a parent on board to the committee following the procedure.

Miscellaneous Items | A. Gilman

Chair Transition plan: The executive committee met and discussed the Chair transition plan. Adam invites anyone on Board with interest in the Chair position to let him know as soon as possible in order to create a smooth transition when his term ends in June.

Discussion around email updates: when updates of timely issues are presented via email, it is requested that no names be used and minimal response or comments be sent out to recipients. It is appropriate to ask clarifying questions and acknowledge receipt.

Parking Lot: A. Gilman to email all Board members to share contact information.

Public Comment

None.

*Motion to adjourn at 10:11 pm by Z. Lewin
2nd by A. Gilman
Discussion: none
Motion passed 6-0*