

# Board of Directors – FSAS | MINUTES

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Meeting date, time 2/14/19 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  
Melanie Prinz, Treasurer  
Bill Doughty, Board  
Carolyn Beem, Board  
Vincent Micale, Board

Also Present:  
Jacinda Cotton-Castro, Executive Director

Excused:  
Zoe Lewin, Board

## Meeting called to order at 6:19 pm

Quorum of 7 present at start of meeting.

## AGENDA TOPICS

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### Review of Minutes

*Motion to accept January, 2019 minutes by W. Doughty  
2<sup>nd</sup> by A. Spencer-Reed  
Discussion: Discussion on minor edits  
Motion passed 7-0*

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### ED Report | J. Cotton-Castro

Questions taken on Executive Director's report. There were no questions. Positive feedback on hiring of new staff and process followed. Also pleased with the turnout of the recent Open House with record participation.

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### Retreat Follow Up

Board discussion around recent full day retreat, the purpose of which was to develop a vision for the ten year future of the school. Task for this meeting is to identify the full range of configuration possibilities (grades and number of classrooms for each), examine feasibility and eliminate outliers, and identify data needed to move forward. Configurations under consideration include such possibilities as offering grades

preK through 6th grade or preK through 8th grade; and might include multiple classrooms or single classrooms for various grades. M. Prinz put together models for two configurations, which were shared and discussed. Assumptions were made in the model based on space required, salary, health care, and building reserve funds. Models assume annual budget for renovations and repairs. Models do not include any new loans or grants, and are based on existing funding sources. Assumption includes some attrition annually for students, high estimate on salaries, etc to make conservative estimates. Questions taken on models. Models reflect a financial reality that the school cannot support a physical move without adding student numbers.

High level discussion is that Board has majority agreement that long term (10 year outlook) planning for Fiddlehead includes preK to eighth grade. Discussion included considerations for timing of growth and the data needed to make an actual decision. Board needs to factor in the needs of the children, best practices for adding curriculum, timing needed to develop a middle school, financial requirements and budget outlook. Adding a middle school is a significant undertaking; we already do early grades well. If we are thinking of a middle school, however, we should plan for the space as we don't want to move and not have enough space. Board acknowledges balance of financial health and our educational philosophy. We have the ability to build a middle school that is child centered in a way that mainstream schools aren't doing - this is a powerful draw for parents.

Chair recommends Expansion Committee move forward and engage a strategic planner in honing the numbers and gathering data. Expansion Committee also to continue looking for building and rental options that would accommodate the three year replication timeline of early grades and eventual expansion of middle school. Debate on staffing required for grades and the current model of teacher assistants in all classrooms - needs to be revisited, ideally at budget workshops. Expansion Committee: Alison Moser, Melanie Prinz, Barbara Landry, and Vincent Micale. Discussion on timing of growth for grant writing. J. Cotton-Castro to look into how specific federal grant can be used if awarded - can adjustments be made during the grant timeline.

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#### Finance Committee Report | M. Prinz

The committee took questions on the Finance report. Discussion on healthcare chart tabled until budget workshop. A. Spencer-Reed to ask specific questions on P&L offline in the interest of time. Question on per-student cost and reference made to recent news piece. Link to be forwarded to Board members by M. Prinz.

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#### Governance Committee | A. Gilman

The committee took questions on the Governance report. No questions. Medical Marijuana policy brought to the Board for review. Point made that the term cannabis should be added, as cannabis products are not necessarily covered by medical marijuana. Policy will be edited to add "cannabis" to language.

*Motion to accept Medical Marijuana and Cannabis Policy with changes mentioned by W. Doughty*

*2nd by C. Beem*

*Discussion: None*

*Motion passed 7-0*

*Motion to enter executive session to discuss a Board candidate at 8:43 pm, per ME Title 1, Chapter 13, Subchapter 1, §405, 6. A. (1), by C. Beem*

*2nd by M. Prinz*

*Motion passed 7-0*

*Motion to leave Executive Session at 9:02 pm by P. Collins*

*2nd by M. Prinz*

*Motion passed 7-0*

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## Education Committee Report

Committee took questions on Education Committee Report. W. Doughty offered update on use of NWEA and the new growth measure Commission is moving toward. Fiddlehead has declined to use assessment on grade 2 and under. Question on timeline on Education Committee making recommendations on what sixth grade looks like in terms of space and structure. Recommendations should be made in March. A strong inclination toward grouping of subjects and project based learning. Consideration given to splitting time of teaching assistant in upper grades. Beginning to assess the strengths of teachers already in the building with prior middle school experience.

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## Diversity Committee | A. Spencer-Reed

Committee took questions on Diversity Committee report. Suggestion to have Board show their commitment by participating in staff diversity training. Summary provided on teacher survey. There was  $\frac{2}{3}$  participation from invited teachers. Questions asked for input on what diversity areas needed the most focus, and what teachers need for support. The top request was for books in the classrooms. Second request was for training - for parents and for staff. Other suggestions included making the diversity commitment more visible in the school - perhaps posters or banners.

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## Personnel Committee Report | P. Collins

Committee took questions on Personnel Committee Report. Suggestion to revisit the process for Executive Director evaluation. P. Collins to bring to March meeting. Personnel and Finance Committees to convene to discuss and update the general pay grid. Request by Chair to expedite draft letters of commitment for 2019-2020. Action item assigned to Z. Lewin.

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## Miscellaneous Items | A. Gilman

Chair Transition plan: William Doughty has stepped forward as a candidate for Board Chair following the departure of Adam Gilman. William will facilitate a meeting in the coming months. Any other candidates can still step forward if they wish.

P. Collins completed Board column for February newsletter. A. Spencer-Reed to write March column for Diversity Committee and W. Doughty to write for Education Committee in April.

A. Gilman offered brief update on complaint to Charter Commission. Second response to Commission submitted in response to their request.

Reminder to RSVP for annual Charter School Dinner - urged to attend if at all possible.

Parking Lot: Include update on Board and Schoolwide goals at March meeting.

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## Public Comment

None.

*Motion to adjourn at 9:32 by C. Beem*

*2<sup>nd</sup> by A. Gilman*

*Discussion: none*

*Motion passed 7-0*