

# Board of Directors – FSAS | MINUTES

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Meeting date, time 04/25/19 6:15 PM | Meeting location FSAS, Gray, ME

Meeting called by Adam Gilman, Chair  
Type of meeting Regular Meeting  
Facilitator Adam Gilman, Chair  
Secretary Carolyn Beem, Board

Attendees:  
Adam Gilman, Chair  
Alyson Spencer-Reed, Vice Chair  
Melanie Prinz, Treasurer  
Bill Doughty, Board  
Carolyn Beem, Board  
Vincent Micale, Board

Also Present:  
Jacinda Cotton-Castro, Executive Director

Excused:  
Penny Collins, Secretary

**Meeting called to order at 6:17 pm**

Quorum of 6 present at start of meeting.

## AGENDA TOPICS

Addition: Introduction of Doug Lynch, potential new Board member.

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### Public Comment

Moved to start of meeting to accommodate visiting members of school community.

Members of the fifth grade and parents attended to express their support of expanding FSAS to 7th and 8th grade. They read and delivered very heartfelt letters of support. C. Beem to scan letters to keep in Board documents.

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### Review of Minutes

*Motion to accept March, 2019 minutes by B. Doughty 2<sup>nd</sup> by M. Prinz*

*Discussion: correct date of budget meeting minutes*

*Motion passed 6-0*

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### ED Report | J. Cotton-Castro

Questions taken on Executive Director's report. Questions included progress and timing of grant application; clarification on number of SPED students; reminder of the fundraiser on May 18, and change of venue to Gray New Gloucester High School.

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## Transition/Expansion Committee | Jacinda Cotton-Castro

Committee took questions on 3/28 and 4/4 combined notes. Questions included the charge/mission of the Ad-Hoc Committee; communication timeline; RFP process; decision making of Board.

A. Gilman set parameters for discussion of potential expansion.

*Motion to authorize ED to send Maine Charter School Commission an initial application for expansion to 7th grade for SY 2020-21 and to 8th grade for SY 2021-22 by A. Gilman*

*2nd by A. Spencer-Reed*

Discussion:

Administrative, philosophical and programmatic: A. Spencer-Reed shared P. Collins written comments in her absence. Concerns shared about our ability to fulfill mission; costs associated with growth; acknowledged the capacity to move and add another grade at same time has challenges; reminder we need to keep staff needs at the forefront to ensure we are being supportive; JCC noted the political winds continue to shift and need to be cognizant of what that means for Charter Schools; questions on the timing on submitting proposal to Commission, timing on response and what our request obligates us to. JCC clarified much of the work has been completed with the application for the 6th grade, submitting a proposal does not obligate us to the expansion, but is the first step in the process.

Financial: M. Prinz provided a thorough overview of budget models for expansion and status quo. A.Spencer-Reed noted the need for a guidance position; B.Doughty expanded on the middle school teaching team model; A. Spencer-Reed requested classroom child-counts for each model; it was noted moving expenses are not included. B. Doughty shared that costs associated with adding the additional grades not as great as expected. A. Spencer-Reed expressed the need for additional future discussions around enrichments such as PE, food service, after school programming. A. Gilman clarified how we compare models, not two exact paths, but need to be innovative without realizing significant costs. Move is not brought upon by the addition of classes, it is because the current space is no longer feasible.

*Motion passed 6-0*

**Action item:** Melanie to email class counts for each class, for each model

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## Finance Committee | M. Prinz

The committee took questions on the Finance report and P&L statement. Questions: W. Doughty asked about 2% at bottom line. Question whether calculations for teacher salaries will have a minimum salary of 40k as expected to be mandated. M. Prinz clarified most are at the threshold but salaries are currently based on the grid. Discussion on counselor position. JC-C noted we could entertain services for the short term rather than filling the position. A.Spencer-Reed shared what a positive contribution the counselor was, difficult to go backward. A.Gilman concurred and suggested we could modify, maybe to a half time position to grow into full time, but need to be realistic on costs as well as needs. W. Doughty asked about SPED TA position, any turnover that might impact salary line, potential for a budget freeze if that would help the bottom line. Jacinda assured we would keep a close eye on the budget particularly closer to Nov/Dec. A. Spencer-Reed reiterated her request for student count by grade.

*Motion to approve the school year 2019-2020 budget with changing school counselor to half time line with 39,663 (savings) moved to the bottom line by A Spencer-Reed*

*2nd by A Gilman*

Discussion: none

*Motion passed 6-0*

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## Performance Measures Framework | Board

Update on letter from Maine Charter School Commission and Board Chair response to proposed changes to performance framework.

A. Gilman shared the background and next steps. Meeting of Board Chairs and representatives of the Commission, scheduled May 2 at Acadia Academy. Further discussion tabled till next month board meeting. No action necessary at this time.

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## Education Committee | W. Doughty

Committee took questions on Education Committee Report. A. Spencer-Reed asked about Eureka Math and progress made on implementation. W. Doughty provided explanation on enthusiastic and positive response from teachers and students. A. Gilman asked about response to increasing classroom size. W. Doughty explained doable provide we are cognizant of needs of staff. Also reinforced the grade 5-6 team approach has been really well received.

JCC and team will visit Harpswell to benchmark how their program works.

W. Doughty gave update on plans for sixth grade program structure, including sample schedule.

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## Personnel Committee Report | J. Cotton-Castro

Committee took questions on Personnel Committee Report.

*Motion to enter executive session to discuss a personnel issue at 9:20pm, per ME Title 1, Chapter 13, Subchapter 1, §405, 6. A. (1), by A. Spencer-Reed*

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

*Motion passed 6-0*

*Motion to leave Executive Session by M. Prinz at 9:28 pm*

*2<sup>nd</sup> by B. Doughty*

*Motion passed 6-0*

**Parking Lot:** Any questions regarding teacher surveys should be emailed to Penny

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## Diversity Committee | Alyson Spencer-Reed

Questions on Committee Report for April meeting taken.

Review of materials from the staff anti-bias training provided by the Civil Rights Team Project of Maine on April 5. Discussion of content postponed to May meeting.

A. Spencer-Reed gave update on Tookie Bright anxiety training - was a success with 30+ attendees, many of them new participants.

*Diversity Statement discussed. Motion to approve was not necessary.*

**Parking Lot:** Anti-bias moved till May Board meeting.

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## Governance Committee | A. Gilman

The committee took questions on the report. No questions.

Board Attendance Policy: Reviewed. A. Spencer-Reed to make comments/edits to the document, in advance of further discussion with A. Gilman and C. Beem, at next Governance meeting.

*Motion to enter executive session to discuss a potential Board candidate at 9:33 pm, per ME Title 1, Chapter 13, Subchapter 1, §405, 6. A. (1), by A. Spencer-Reed*

*2<sup>nd</sup> by M. Prinz*

*Motion passed 6-0*

*Motion to leave Executive Session at 9:41 pm by A. Gilman*

*2<sup>nd</sup> by A. Spencer-Reed*

*Motion passed 6-0*

**Parking Lot:** Revised medical marijuana policy held till May

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### Center/School Update | A. Gilman

Update and discussion of plans for next year to accommodate both the school and center needs.

*Motion to enter executive session to discuss lease negotiations at 9:42 pm, per ME Title 1, Chapter 13, Subchapter 1, §405, 6. C. (1), by A. Spencer-Reed*

*2<sup>nd</sup> by M. Prinz*

*Motion passed 6-0*

*Motion to leave Executive Session at 9:52 pm by A. Spencer-Reed*

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

*Motion passed 6-0*

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### Miscellaneous | A. Gilman

MDOE Report on Charter Schools

**Calendar:**

May 16: 6:00-7:30 pm: Celebration of Learning

May 18: 6:00 pm Fundraiser with Antonio Rocha at GNGHS. More details on tickets to come

May 19: Tag Sale

May 30 6:30pm Annual "Stakeholders" gathering with staff and parents - **Board attendance is mandatory.**

A. Spencer-Reed also noted we should plan for this annual event earlier in the year. Discussion regarding role we play at the gathering and the need for being prepared with our message and how we communicate on current/future plans and vision of FSAS. JCC and A.Gilman to discuss further.

Next meeting: May 16, may be a slightly later start time to accommodate Celebration of Learning

*Motion to adjourn at 10:10 pm by A. Gilman 2<sup>nd</sup> by M. Prinz*

*Discussion: none*

*Motion passed 6-0*