

Board of Directors – FSAS | MINUTES

Meeting date, time 05/16/19 6:15 PM | Meeting location FSAS, Gray, ME

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

Attendees:
Adam Gilman, Chair
Alyson Spencer-Reed, Vice Chair
Penny Collins, Secretary
Melanie Prinz, Treasurer (excused at 7:45 pm)
Bill Doughty, Board
Vincent Micale, Board

Also Present:
Jacinda Cotton-Castro, Executive Director

Excused:
Carolyn Beem, Board

Meeting called to order at 6:44 pm

Quorum of 6 present at start of meeting.

AGENDA TOPICS

Changes to the agenda: move financial pieces to the beginning of the agenda due to Melanie's need to leave early. Suggested addition to the agenda: include update on meeting of Board members with the Commission Board. To be included in ED report.

Opening Announcements

Introduction to changes to agenda with action items at the top of the agenda, moving into discussion based items at the end. Introduction of visitors to the meeting; Sally Morris and Ben Kramer, prospective Board members.

Public Comment

None.

Review of Minutes

Motion to accept April, 2019 minutes by M. Prinz, 2nd by A. Spencer Reed

Discussion: grammatical corrections offered and accepted

Motion passed 6-0

ED Report | J. Cotton-Castro

Questions taken on Executive Director's report. Update on buildout for 6th-grade classroom: we have learned that we need two egress doors built in; we will not need a state permit; and if maintain a specific ceiling height it can be considered temporary and will streamline the process to build. We have bids already in from multiple vendors. LD1638 update: the work session is on Monday. There is hope that there will be a compromise or some change to the bill as written currently. It is noted that we expect the pressure on charter schools to continue, and it will take the combined effort of our entire school community to advocate for charters.

Update from W. Doughty on combined meeting with other charters and charter commission board. Topics included financial picture of charter schools, performance measures, etc. He provided feedback around a particular performance academic measure. There are some recommended academic and financial metrics based on some research presented.

Site Search Committee | Vin Micale

Current understanding is that there are no currently available commercial buildings within our original catchment area. The remaining option is at Pineland in New Gloucester. The team asked the broker to look at a broader catchment area and found an option in Auburn. The search team would ideally like multiple options even for the purpose of comparing and contrasting options and prices.

Question: Who will be determining some drop deadlines on timing for deciding on a space? JCC feels a buildout in a new space could take between three and six months. We should ideally decide on a space in June so we can stay with a **timeline** that allows us to be ready to move in for the start of the school year in 2020.

Action Item: Site search committee to set timeline on site search and move and communicate to the Board.

Finance Committee | M. Prinz

M. Prinz gave an update specific to the budget for SY19-20. Changes to the budget are based on personnel needs and input from the current staff. We maintain our bottom line at 2.5% and our contingency is in place but we have no additional reserves. The Committee is staying updated on status of grants that we have historically had access to. One will be reduced next year by \$4,005 (Title II).

The committee took questions on the Finance report and P&L statement, including: CAM charges status? (up \$3,000 more than expected); rationale behind proposed salary budget for school counselor? (expected needs for a licensed clinician and expected hours worked: 28 per week); did we take from the RTI position budget and move to a leadership stipend for PBIS? (yes, there is still some money in a budget line item that will be moved elsewhere, to be discussed later in the meeting).

M. Prinz shares her discomfort with the current bottom line and would like Board to revisit budget and find some items to remove or reduce. She proposes revisiting the hours for the yet to be hired social worker position. P. Collins points out that teachers are asking for extra support in the form of a social worker or special education assistant and that the need should be covered. W. Doughty asked what bottom line we are looking to meet, and M. Prinz would prefer we work to maintain a bottom line of \$40,000. W. Doughty suggests we make a motion to approve the budget as is to have a budget in place but revisit to find more savings.

*Motion to approve the school year 2019-2020 budget with new bottom line of \$37,162 by A. Gilman
2nd by M. Prinz
Discussion: none
Motion passed 5-1*

Action Items | Board

School calendar presented by JCC. Current official last day of school for 19-20 is June 8 with a snow day budget of 4 days, bringing the last day of school to Friday, June 12. The school will plan to use Anytime Anywhere Learning days to address any more than four snow days. Proposed addition of May 28 for the Stakeholder's Gathering. Noted by A. Spencer-Reed: Nov 27 should be a half day for Thanksgiving.

*Motion to approve the school year 2019-2020 calendar by A. Spencer Reed
2nd by A. Gilman
Discussion: none
Motion passed 5-0*

Performance metrics are set for charter schools by the Charter Commission in concert with feedback from the school executive directors. W. Doughy proposes a letter of support from our Board on the metrics with input from finance and education committees. JCC requested input from other schools on these two areas of most debate and the executive directors as a group will present their own feedback. Commission asked for some schools to pilot some metrics but Fiddlehead did not volunteer to be part of that and would prefer to maintain performance measures as they are. A proposed metric academically is 70% of students will meet their projected growth on NWEA math and reading. This would be a high bar for any school, and the counter proposal is a target of 50%. JCC shared overview from the executive directors proposed metrics, including: 50% of students meet projected growth in math and reading; eliminate "chronic absenteeism" and set a goal of 90% daily attendance; student enrollment goal of 85% retention; financial performance specific to Fiddlehead should consider plans for growth - make exception for schools in the middle of a transition; governance goals of number of Board meetings and publication of minutes; participation and usage of Panorama surveys. The Board recommends maintaining participation goals for Panorama survey. W. Doughy offers recommendations of Education committee, including: the removal of MEA scores as a measure of growth, as they are not a good measure for our small school; aforementioned adjustment to NWEA goal; question the metric referring to aggregate scores as it is unclear what that is.

*Motion to authorize A. Gilman to draft a letter on behalf of the Board to the Commission in response to proposed performance metrics by A. Spencer Reed
2nd by W. Doughy
Discussion: none
Motion passed 5-0*

Classroom size JCC brought forward proposed changes to class size for next year, including the following: adding one student to fifth grade for a total of 18 students. Two siblings are waiting to get into the third grade next year. JCC spoke to that teacher regarding starting the class with 23 students to accommodate the siblings with the understanding that the class would be allowed to attrit down to 21.

*Motion to approve JCC's recommendation to increase third grade to 23 students in order to accommodate two siblings of current families in SY19-20 with the understanding that the class will attrit down to 21 by W. Doughy
2nd by V. Micale
Discussion: Concern about setting a precedent of changing class size; that more than 21 students doesn't feel like Fiddlehead; are the teachers uncomfortable with the growth in size
Motion failed 0-4 (1 abstention)*

Parking Lot: Future discussion of adding students after Oct 1 in a school year.

Medical Marijuana policy: Presentation of revised proposed medical marijuana policy. Policy was based on existing law and policies.

*Motion to approve revised marijuana policy as presented by the Governance committee by A. Spencer Reed
2nd by P. Collins*

Discussion: JCC points out this policy does not address staff; suggested to be added to employee policy handbook review.

Motion passed 5-0

Board Attendance Policy: Document added to the materials folder was not in printed materials and C. Beem is not in attendance so tabled until June.

Motion to enter executive session to discuss a personnel issue at 8:51 pm, per ME Title 1, Chapter 13, Subchapter 1, §405, 6. A. (1), by A Spencer-Reed

2nd by A. Gilman

Motion passed 5-0

Motion to leave Executive Session by A. Spencer Reed

2nd by A. Gilman

Motion passed 5-0

Motion to approve RTI/Title 1 candidate for hire as presented by P. Collins

2nd by A. Spencer-Reed

Discussion: none

Motion passed 5-0

Motion to authorize JCC to offer the 6th grade position to the top candidate pending follow up as discussed, positive reference checks, and support from the Personnel Committee by A. Spencer Reed

2nd by A. Gilman

Discussion: none

Motion passed 5-0

Personnel: There is a recommendation from the Personnel Committee to raise the hours of the counselor position to 28 hours based on feedback from the teaching staff. Already covered during the earlier budget discussion. Recommendation to make changes to front desk position and salary. Discussion on exempt vs non exempt employees. Changes to salary have already been approved in prior budget vote. Personnel to bring position back to committee for the June 4 meeting for further development.

Education Committee | W. Doughty

Committee took questions on Education Committee Report.

Personnel Committee Report | J. Cotton-Castro

Committee took questions on Personnel Committee Report. Update on process for Ex. Director review.

Parking Lot: Commitment letters need to be printed by May 24 - action item for JCC and Business Manager.

Center/School Update | A. Gilman

General update on lease for year five. Negotiation is ongoing and waiting to hear back from the Center Board. Current discussion is around the end of lease checklist.

Motion to enter executive session to discuss lease negotiations at 9:39 pm, per ME Title 1, Chapter 13, Subchapter 1, §405, 6. B. (1), by A Spencer-Reed

2nd by W. Doughty
Motion passed 5-0

Motion to leave Executive Session by W. Doughty
2nd by A. Spencer Reed
Motion passed 5-0

Diversity Committee | Alyson Spencer-Reed

Decision to postpone Diversity Committee exercise on Maine Civil Rights training to the first item on the agenda for June meeting. No questions on Diversity Committee report.

Miscellaneous | W. Doughty

Update on prospective Board officers and committee membership for FY20 by W. Doughty. A. Gilman notes that there is an upcoming Board self assessment on Survey Monkey that will require participation.

Calendar:

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

A. Gilman to meet with planning group to design the activities and discussion for the evening.

June 20: Next Board meeting (A. Gilman to bring snacks)

Suggested Board social event following June meeting to bring outgoing and incoming members together.

Proposed doodle for dates to be put out by A. Spencer-Reed.

Motion to adjourn at 9:58 pm by A. Gilman 2nd by A. Gilman

Discussion: none

Motion passed 5-0