

Board of Directors – FSAS | MINUTES

Meeting date, time 06/20/19 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
Bill Doughty, Board
Vincent Micale, Board

Meeting called to order at 6:20 pm

Quorum of 6 present at start of meeting.

Also Present:
Jacinda Cotton-Castro, Executive Director

Excused:
Carolyn Beem, Board

AGENDA TOPICS

Changes to the agenda: noted additions of summer hiring and minor changes to existing agenda

Public Comment

None.

Review of Minutes

Motion to accept May, 2019 minutes by A. Gilman
2nd by M. Prinz
Discussion: review of small changes
Motion passed 6-0

Motion to accept minutes of special meeting on June 12, 2019 minutes by A. Gilman
2nd by A. Spencer-Reed
Discussion: none
Motion passed 4-0-2

ED Report | J. Cotton-Castro

Updates from ED on recent action items, including ongoing work with other charter schools to improve visibility and public education on charter schools and their value. The loss of the stipend with the addition of the health care insurance has been difficult for some employees, and the Board is asked to consider this impact in the future if possible. Questions taken on Executive Director's report. Review of the summer schedule for admin team.

Action Item: Requested to have the expansion committee formed and a timeline put together (holdover item from previous meeting).

Parking Lot: Ask Personnel to work with Finance to revisit overall compensation in light of the impact of the loss of stipend with the addition of health insurance. Plan to add to the August agenda.

Anti Bias Activity | Alyson Spencer-Reed

Members who did not attend the full training with school staff provided by the Maine Civil Rights Project were asked to complete an abbreviated series of activities ahead of this meeting. The activities were discussed and reactions to the materials were shared. A. Spencer-Reed led the discussion and asked members to share any initial reactions or concerns that came up for participants as they reviewed the activity. A. Spencer-Reed invited members to share both their reaction to the material and ideas on how we might add focus on Civil Rights issues at Fiddlehead school.

Specific conversation around the topic of religion. A longer and open conversation was had around the danger of silence. Personal stories were shared, and members discussed the implications of silence not only on the person being mistreated, but on the people who are around and witness the mistreatment. A quote from the video in the training: "Silence is the residue of fear." Fear of how people will respond, how they will react, what to say, if it's safe, etc. Stepping into situations of discrimination can be very scary. Note: worth keeping in mind that kids can be allies but should not speak FOR a person. (The Civil Rights team did have training around being educators and not the "civil rights police." They have been instructed to go to teachers for support.)

What do we already have at Fiddlehead? Posters, Diversity Committee, Civil Rights team, training for staff. We have a solid start. We have policies that reflect our values around diversity. We have a long standing and improving PBIS program, which gives a place for training and common language for teachers and adults to use with students. We have plans to be at the Lewiston PRIDE event with family members next weekend.

What do you do next? Some suggested ideas from the training: "Go there! Be willing to say the words and do the work when it's uncomfortable", "Don't outsource the work - do it ourselves", "Communicate that all are welcome; make it clear", "Be inclusive and intentional with language", "Look at who is and who is not represented in your community and how you can change it" (noted by A Gilman - charters have not made an effort to communicate with and attract students from immigrant communities and it's something we should take on) "challenge people to examine their own behaviors", "look at institutional practices", "look at institutional practices (parking lot!)", "recognize and celebrate different identities", "when something terrible happens to a group of people, show support." Would like to see a schoolwide effort to show support and engage with asylum seekers.

Parking Lot: A. Spencer-Reed to follow up with Diversity Committee about the Green Dot program.

Commented [1]: Spencer-Reed to follow up with Diversity Committee about the Green Dot program. +alysonsr@fiddleheads.school.org
Assigned to Alyson Spencer-Reed_

Site Search Committee | Vin Micale

Update on site search project. The initial offer presented to the potential landlord was not accepted, but this is not a shock to the team. They expect a great deal of negotiation and back and forth between the brokers.

Action Item: The committee seeks to better understand both the minimum of square footage needed and the bottom line budget for rent to better educate their negotiations. J. Cotton-Castro to bring that information to the committee. V. Micale to provide the questions to J. Cotton-Castro.

Commented [2]: Cotton-Castro to bring that information to the committee. +jacinda@fiddleheads.school.org
Assigned to Jacinda Cotton-Castro

Commented [3]: +vinm@fiddleheads.school.org
Assigned to Vin M

Center Lease Agreement | A. Gilman/J. Cotton-Castro

Update on year 5 lease negotiations.

Motion to enter executive session to discuss lease negotiations at 7:33 pm, per ME Title 1, Chapter 13, Subchapter 1, §405, 6.C, by A. Spencer-Reed

2nd by M. Prinz

Discussion: None

Motion passed 6-0

Motion to leave Executive Session by A. Spencer-Reed

2nd by P. Collins

Motion passed 6-0

Motion to authorize Board Chair to sign the memorandum of understanding for lease agreement July 2019 to June 2020 with additional language as discussed and Landlord's agreement to appendix changes by A. Gilman

2nd by A. Spencer-Reed

Discussion: none

Motion passed 6-0

Hiring Slate | J. Cotton-Castro

Personnel Committee has put forward a vetted candidate for the sixth grade Lead Teacher position.

Motion to enter executive session to discuss a hiring decision at 7:45 pm, per ME Title 1, Chapter 13, Subchapter 1, §405, 6.A, by P. Collins

2nd by M. Prinz

Discussion: None

Motion passed 6-0

Motion to leave Executive Session by A. Gilman

2nd by A. Spencer-Reed

Motion passed 6-0

Motion to authorize hiring of 6th grade Lead Teacher candidate recommended by Personnel Committee by A. Gilman

2nd by A. Spencer-Reed

Discussion: none

Motion passed 6-0

Board Membership | W. Doughty

Board leadership has put together and presented a proposed slate of Board Officers for FY2020.

Motion to approve slate of Officers as presented by A. Spencer-Reed

2nd by A. Gilman

Discussion: none

Motion passed 6-0

Board Officers, effective following this June, 2019 meeting, will include: William Doughty, Chair; Penny Collins, Vice-Chair; Melaine Prinz, Treasurer; and Carolyn Beem, Secretary.

Governance Committee has brought forward three potential Board members for consideration. Potential members would serve a three year term beginning in July of 2019.

Motion to approve slate of new Board Members as presented by M. Prinz

2nd by A. Gilman

Discussion: none

Motion passed 6-0

Incoming Board members, effective following this June, 2019 meeting, will include: Ben Kramer, Sally Morris, and Douglas Lynch.

Employee Compensation | J. Cotton-Castro

Executive Director presented and requested support for specific leadership stipends that are project based. Stipends proposed include: Reggio Emilia Vision Keeper to maintain the philosophy and help on-board new teachers; PBIS Leadership for coordinating with COTL on meetings and trainings; 5th/6th Team Development for creation and implementation of the new curriculum.

Motion to enter executive session to discuss a personnel matter at 8:01 pm, per ME Title 1, Chapter 13, Subchapter 1, §405, 6.A, by P. Collins

2nd by A. Gilman

Discussion: None

Motion passed 6-0

Motion to leave Executive Session by A. Spencer-Reed

2nd by A. Gilman

Motion passed 6-0

Motion to approve leadership stipends for a 5th/6th grade team leader; a PBIS team leader; and a Reggio Vision Keeper at \$750 each by A. Gilman

2nd by M. Prinz

Discussion: The stipend value has changed from the initial drafted stipend, and other existing stipends are of varying amounts. It is recommended by M. Prinz that we maintain consistency and have these stipends be higher to match existing similar positions. Other members agree that the value of the work is more than initially proposed and recommend a higher stipend. A. Gilman points out that leadership positions with a stipend should also come with a written addendum to the commitment letter to show the goals and expectations of the position.

A. Gilman withdraws motion

Motion to approve \$1000 leadership stipends for a 5th/6th grade team leader; a PBIS teacher coordinator; and a Reggio Vision Keeper for the 2019-2020 school year by A. Gilman

2nd by A. Spencer-Reed

Discussion: Conversation around the length of the stipend. The board is approving the creation of the stipend, and the admin team would assign stipends annually and determine the usage of the stipends and their length.

Motion passed 6-0

Board acknowledges letter received from Coordinator of Teaching and Learning.

Action Item: J. Cotton-Castro to work with admin team to create written expectations for each stipend to provide a written record of these additional roles.

Commented [4]: +jacinda@fiddleheadschool.org

Policy Updates | Governance

Two proposed policy drafts presented for approval, including:

Board Attendance Policy: Existing by-laws are vague around attendance of Board members and the committee felt it was useful to give both expectations around attendance and processes for how to handle absences as a member and a Chair.

Motion to approve the Board Attendance Policy with small edit as presented by Governance Committee by A. Gilman

2nd by A. Spencer-Reed

Discussion: Change #3 in Addressing Board Concerns to read "shared by Chair and/or Member at the next meeting"

Motion passed 6-0

Commented [5]: +adamg@fiddleheadschool.org
Assigned to Adam Gilman_

Nondiscrimination Policy: Policy being brought forth as discussed in prior meetings.

Motion to approve the Nondiscrimination Policy with small edit as presented by Governance Committee by P.Collins

2nd by A. Gilman

Discussion: none

Motion passed 6-0

Finance Committee | M. Prinz

Questions taken on Finance Committee report and P&L. Question on percent of facilities budget spent, which has been passed on to Business Manager by Treasurer. Questions taken on the difference between active cash flow and working budgets.

Parking Lot: Suggested to have a cap on cash flow account and periodically move money into a savings account.

Motion to approve usage of up to \$5,000 in anticipation of increased CAM charges by A. Gilman

2nd by A. Spencer-Reed

Discussion: Questions regarding line items on CAM line items and recommendation to reconcile CAM quarterly

Motion passed 6-0

Motion to approve the moving of \$20,000 to the CIP account by A. Spencer-Reed

2nd by A. Gilman

Discussion: Funds are in anticipation of a deposit on a new lease and the work done by the agent on our behalf

Motion passed 6-0

M. Prinz recognizes that the latest budget has not been shared as it continues to be in progress. However, we have learned that we will be getting \$31,000 in funds from the Commission for prior overpayment by the school. Suggested that we put the usage of these funds on the agenda for August.

Commented [6]: +williamd@fiddleheads.school.org
Assigned to William Doughty_

Education Committee | W. Doughty

Questions taken on Education Committee report. A. Gilman reminds the Board that suicide awareness training is not only wise given the growing age of students, but government mandated.

Personnel Committee | P. Collins

Questions taken on Personnel Committee report. Executive Director will have her annual performance evaluation delivered next week with the Personnel Chair and the Board Chair. Summary results to be shared with the Board in a future meeting during executive session.

Motion to enter executive session to discuss a personnel issue at 9:06 pm, per ME Title 1, Chapter 13, Subchapter 1, §405, 6. A. (1), by P. Collins

2nd by M. Prinz

Discussion: None.

Motion passed 6-0

Motion to leave Executive Session at 9:26 pm by W. Doughty

2nd by A. Gilman

Motion passed 6-0

The outgoing Business Manager has agreed to continue working through August 8th, 2019, and will overlap with the incoming Business Manager for four days beginning August 4th, 2019. The discussion of the updated Administration Manager role will be tabled until the August meeting to give time for the new Business Manager to participate in the defining of the role.

Diversity Committee | A. Spencer-Reed

Questions taken on Diversity Committee report. A. Gilman suggests Deb Bicknell from Seeds of Peace as a potential trainer in the future. Committee met with a trainer from Mind Bridge, and was impressed with her credentials and her brain based training proposal. The proposal from Mind Bridge came in at a higher rate than next year's budget allows, and will be revisited in future meetings of the committee and COTL.

Governance Committee | A. Gilman

Questions taken on Governance Committee report. Update on Board evaluation indicates that all Board members completed the survey provided by Governance. Report will be shared at the July meeting.

Action Items: Task calendar has been shared in the meeting folder for this meeting, and everyone is invited to take a look and offer suggestions for additions and changes. Please add comments. Document will be revised and shared in August.

Miscellaneous | W. Doughty

Update on upcoming meeting dates, including a July 2 meeting. There is a July 1 meeting of the Commission, at which our request for a middle school expansion will be considered.

Calendar:

Next regular Board meetings are July 2 at 6:15 pm and August 22 is a placeholder but not a set date. Discussion for where and when we meet moving forward will be handled

Board Committee members assigned as follows: Finance Chair: M. Prinz with members V. Mercalle and B. Kramer; Personnel Chair: S. Morris with members W. Doughty and P. Collins (as needed); Governance Chair: C. Beem with community member A. Spencer-Reed; Education Chair: W. Doughty passing to D. Lynch; Diversity Chair: P. Collins; Site Search Committee Chair: V. Mercalle with community member A. Gilman.

Goodbyes and acknowledgment for outgoing Board Chair, Adam Gilman and Vice-Chair, Alyson Spencer-Reed. The Board recognizes the outstanding service and commitment of both Adam and Alyson and they will be missed. Both Adam and Alyson have agreed to stay on with committees.

Motion to adjourn at 9:50 pm by A. Gilman

2nd by A. Spencer-Reed

Discussion: none

Motion passed 6-0

APPROVED