

# Board of Directors – FSAS | MINUTES

---

Meeting date, time 09/19/2020 8:30am | Meeting location: Online/ZOOM

Meeting called by William Doughty, Chair  
Type of meeting Regular Meeting  
Facilitator William Doughty, Chair  
Secretary Carolyn Beem, Secretary

**Meeting called to order at 8:30am**

Quorum of 7 present

**Attendees:**

Bill Doughty, Chair  
Sally Morris Vice Chair  
Ben Kramer, Treasurer  
Carolyn Beem, Secretary  
Melanie Prinz, Board member  
Doug Lynch, Board member  
Vincent Micale, Board member

**Also Present:** Jacinda Cotton-Castro, Executive Director

**Additional Attendees:**

Fern Desjardin and Bob Kautz, Maine Charter School Commission

**Excused:** Penny Collins, Board member

## AGENDA TOPICS

---

**Public Comment:** None

**Review of Minutes**

*Motion to approve Minutes from August 8: Doug*

*Seconded: Sally*

*Discussion: none*

*Approved: 7:0*

*Motion to approve Minutes from Special meeting August 15: Sally; Seconded: Ben*

*Discussion: none*

Approved: 7:0

---

### Executive Director Update:

Update on School opening

Very solid opening: 174 students enrolled; only low in pre-K;  
Staff is doing well; mask wearing is going great; social distancing working pretty well (think of a cow!)  
Admin going to each off site (Thompson's Orchard and Freilich Farm)  
Building has been painted HVAC upgrade  
Working on licensing for before/after school care; final paperwork for USDA

Staff has made the reopening look easy but should be acknowledged that it's been a lot of hard work by the team.

Discussion: none (Board expressed overwhelming gratitude for all the work that has been accomplished)  
How is the staff doing? Anxiety level significantly dropped once students were back in school  
How long will tents be used? Through mid October, though will use them as long as possible (not heated); kids are loving being outside  
Have to be vigilant and non complacent - keep pods and cohorts separate  
Acknowledgement that there is a great deal of 'new' work that teachers are dealing with this year

---

### Review Board Norms

Good process leads to good decisions

Board reviewed Mission and Vision and responded to questions: *Where are we holding true?* and *What work do we still have to do?*

*Comments: Problem solving; interconnectedness; school without walls; maintaining a focus on vision and mission to keep it alive; diversity and equity; teamwork necessary to bring the mission and vision to life; community involvement*

---

### Finance Committee - Ben and team

Update on budget FY 20-21  
Update on status of Reserve Accounts  
Update on purchase of 25 Shaker Road

New business manager Bobbie Poland in place; Final approval of CRF which will cover covid related expenses (sneeze guards, etc); HVAC repairs  
Consideration of opening a reserve account for USDA requirements

Approximately \$100k in surplus from prior fiscal year; many expenses and unknowns still pending regarding COVID and typical new building expenses. The Finance Committee will make a recommendation for funds at a later board meeting.

Motion: Approve recommendation of Finance Committee to establish reserve account dedicated to USDA loan: *Ben*  
*Seconded: Sally*  
*Discussion: None*  
*Approved: 7:0*

---

## Personnel - Sally

1. Health insurance benefits
2. Emergency Pandemic Leave Policy - includes requirements of CARES Act
3. Employee manual - needs updating

Motion to approve Emergency Pandemic Leave Policy: *Doug*  
*Seconded; Melanie*

*Discussion: End date? - currently in the statute, any changes depend on Congress*

*Motion approved: 7:0*

---

## Education Committee - Doug

1. NWEA testing for fall session - originally slated for end of September - RTI coordinator working on this
  2. Remote Learning Program - (currently largest program) How is it working? What is the curriculum? How informed by in-person teacher? How do we show outcomes (e.g. problem solving)? Feedback to come October
  3. Upper grades implementation and planning
- 

## Facilities/Site Committee Update Vin and Bill

1. Work done this year
2. HVAC upgrades
3. Capital Improvement Plan

Facilities Committee to report out next month

---

## Governance Committee

1. Board membership
2. Board retreat-long range planning
3. All required policies

---

**Diversity Committee: Penny (absent)**

Have not officially met this year - more to come

---

**Executive Director Hiring Recommendations**

Executive session to consider hiring recommendations.

*Motion to enter Executive Session(s): 405.6.A to consider hiring recommendations 10:11 AM*

*Motion by: Sally  
Seconded: Carolyn  
Discussion: None*

*Motion passed: 7:0*

*Motion to exit Executive Session(s): 405.6.A 10:33 AM*

*Motion by: Sally  
Seconded by: Doug  
Motion passed: 7-0*

Motion to approve slate of candidates for hire as recommended by Executive Director and discussed in Executive Session: Ben

*Second: Doug  
Discussion: Kudos to Jacinda for success in finding excellent candidates  
Motion approved: 7:0*

---

**Other Items/Closing**

*Next Scheduled Meeting: **Saturday, October 17, 2020, 8:30 AM***

Meeting evaluation: Board norms and protocols

*Motion to adjourn: Carolyn  
Seconded: Doug  
Passed 7-0*

*Meeting adjourned at 10:36 AM*