

# Board of Directors – FSAS MINUTES

Approved 6.12.2021

**Meeting date, time** 05/15/2021, 8:30am | **Meeting location:** *Online via Zoom*

Meeting Called by: William Doughty, Chair

Regular Meeting

Facilitator: William Doughty, Chair

Carolyn Beem, Secretary

## Attendees:

Bill Doughty, Chair

Sally Morris Vice Chair

Ben Kramer, Treasurer

Carolyn Beem, Secretary

Penny Collins, Board member

Doug Lynch, Board member

Melanie Prinz, Board member

**Excused:** Vincent Micale, Board member

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

**Additional Attendees:** Shelley Reed, Maine Charter Commission, Bobbie Pollard, Business Manager

**Meeting called to order at 8:33 AM**

Quorum of 7 present at start of meeting

## Agenda topics

Public Comment: None

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Approval of April 17, 2021 Meeting Minutes

*Motion to Approve: Doug*

*Second: Ben*

*Discussion: None*  
*Approved: 7:0*

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## **Executive Director Report**

Update on plans for the remainder of the school year, and summer plans.

Reunited plan worked! 3 more weeks till the close of the 2021 school year.

LD 604 defeated thanks to efforts of a great many people; hiring is going well; the special ed department has done a great job rebuilding following some departures, 2 evaluators (learning needs of students) under contract.

Discussion: Is adequate administrative assistance staffing in place? Organizational structure continues to be an ongoing discussion

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Introduction of three potential Board members for 2021/22:

Susan Doughty, Joe Mattos, Kimberly Allen

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## **Finance Committee and Treasurer's Report**

Financial Reports

Discussion: Reserve accounts, and how much is needed?

Update on FY 20-21 budget

*Motion to approve the Treasurer's Report: Sally*  
*Seconded: Doug*  
*Discussion: None*  
*Motion Approved: 7:0*

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Consideration of bonuses for the Fiddlehead staff: Ben walked the Board through the rationale for the bonus and distribution.

Rationale: To be paid from surplus from fiscal budget 2021 (June), resulting from lower benefit costs and expenses, and greater per-student funding amounts. Entire team stepped up to the challenges to pull Fiddlehead through the school year while maintaining a focus on the students.

*Motion to approve paying a bonus to staff members: Sally*  
*Second: Ben*  
*Discussion: None*

*Motion approved: 7:0*

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## Calendar:

Jacinda presented the calendar for the 2021/22 school year for consideration, including eliminating the full remote program.

Proposed calendar has 177 School Days; First day of school September 7, Last day June 14

*Motion to approve the 2021/22 school calendar with modifications to start time of 8:20 for instruction, and end time of 2:50, with the last day of school of June 14: Penny*

*Second: Melanie*

*Discussion: None*

*Motion approved: 7:0*

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## Policies:

### Revised COVID 19 Health Policy

A minor policy change was necessary to account for changes in State of Maine recommendations.

*Motion to approve the updated COVID 19 Health Policy as presented, amended to include the addition of international travel: Doug*

*Second: Ben*

*Discussion: None*

*Motion approved: 7:0*

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### Policy on Earned Paid Leave

This policy is required by State of Maine law and guides the accumulation and use of paid leave time by staff.

*Motion to approve the Earned Paid Leave policy as drafted and presented, for the purpose of this fiscal year, with the exclusion that 40 hours can be carried over to the next year, and the provision that this policy will be reviewed along with other time off policies by HR consultant: Penny*

*Second: Bill*

*Discussion: lack of clarity needs to be addressed*

*Motion withdrawn: Bill*

*(Revised) Motion to approve Policy on Earned Paid Leave, with the added clarification that 40 hours are available to employee at the beginning of the fiscal year and accrued unused time does not roll over to the next fiscal year: Penny*

*Second: Bill*

*Discussion: None*  
*Motion approved: 7:0*

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### **Personnel Items**

*Motion to enter Executive Session(s): 45.6A to discuss personnel matters including hiring information: 10:48 AM: Sally*

*Second: Carolyn*

*Discussion: None*

*Motion passed: 7:0*

*Motion to exit Executive Session(s): 405.6.A 11: 03 AM: Carolyn*

*Second: Sally*

*Motion approved 7:0*

*Motion to approve hiring for the three teaching positions (2 SPED and Grade One teacher), as presented by Executive Director: Doug*

*Second: Melanie*

*Discussion: None*

*Motion approved: 7:0*

*Motion to approve the candidate for the Educational Program Director, with contract details to be worked out with the Executive Director: Sally*

*Second: Penny*

*Discussion: None*

*Motion passed: 7:0*

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### **Other Items/Closing**

Next meeting; **Saturday, June 12, 8:30AM** (regular meeting, in person)

Meeting Evaluation: Board norms and protocols

*Motion to adjourn: Sally*

*Seconded: Carolyn*

*Passed 7:0*

*Meeting adjourned at 11:09 AM*