

Board of Directors – FSAS MINUTES

Approved 3.17.2022

Meeting date, time: 02/17/2022 7:00 pm | Meeting location: via Zoom

Meeting called by Sally Morris, Chair

Type of meeting Regular Meeting

Facilitator Sally Morris, Chair

Secretary Carolyn Beem, Secretary

Attendees:

Sally Morris, Chair

Joe Mattos, Vice Chair

Carolyn Beem, Secretary

Ben Kramer, Treasurer

Susan Doughty, Board member

Meeting called to order at 6:02 PM

Quorum of 5 present at start of meeting

Also Present: Jacinda Cotton-Castro, Executive Director

Additional Attendees: Mara Wiggin;

Excused: Kimberly Allen, Board member

AGENDA TOPICS

Approval of January 20, 2022 Minutes:

Motion to approve: Joe

Second: Ben

Discussion: none

Approved: 5:0

Executive Director Report

In addition to the ED report: We are in a very interesting climate - lots of Covid fatigue, but working through it. JCC noted the shout out to outdoor education in Governor Mills's State of the State address. Preparing for another virtual open house in March. Currently 48 on the wait list. Discussion ensued regarding class size for 7th and 8th grades. Budget workshop will help inform the enrollment process. Benefits improvements for staff in the works, with contracts signed. Windows and clapboards are on the schedule for February, and the security system will be installed over April vacation. Process in place for needs assessment for staff and Board.

Discussion transitioned to : What does not wearing masks look like? What are the metrics for when we transition back to 'normal'? Board and ED have been following the data and recommendations from Maine CDC. A newly formed Wellness committee will be addressing such issues, and will set priorities. One class did have to go remote this month, which went very well.

Motion to approve the official forming of a standing Wellness Committee: Susan

Second: Joe

Discussion: None

Motion approved: 5:0

Motion to approve the appointment of Susan and Kimberly as members of the Wellness Committee: Sally

Second: Ben

Discussion: none

Motion approved: 5:0

Board Retreat - Update

Reviewed and discussed Fiddlehead School Board Retreat notes
Identified next steps: retreat date, proposed agenda items, etc.

Follow-up retreat session to be held in May, depending on Carol Wishcamper's schedule.

Committee Updates

Governance Committee

Reviewed and discussed Board Knowledge/Skill Matrix, Onboarding/Training Orientation, and ideas for effectively rotating Board members on and off Board. Discussed recommendations and future actions for ensuring that the Board is composed of Board members who have specific knowledge and skills to make informed decisions relating to areas of finance, educational, programming, legal expertise, human resources, development, business experience, etc.

Education Committee - no report this month

Facilities Committee - Jacinda provided an update on windows, siding

Space - we are at full capacity, with space for all classrooms, utilizing all the space we have. The challenge is in regards to one-on-one space, and any additional programming, special ed, arts, etc.. Creative consideration of space needs is longer term project that is in the very beginning phase.

Executive Committee - Joe, Sally and Jacinda provided an overview of their review and discussion regarding the Organizational Matrix of FSAS positions and the potential need for specific new positions. Two pressing needs identified were the roles of a behaviorist, and a principal, which would free up the roles and duties of other staff members.

Finance Committee - Update from Treasurer

Ben provided an overview of the finances to date. FSAS maintains a healthy financial position. Continuing to fund our reserve account to support the future needs of maintaining the building.

March dates have been identified and possible agenda items were discussed for the annual Budget Workshops. The goal of the workshop is to complete a final, Board approved budget and ensure we are meeting the mission and function of the school, from a financial perspective.

Motion to approve the Finance Committee report: Ben

Second: Carolyn

Discussion: None

Motion approved: 5:0

Executive Session

*Motion to enter Executive Session(s): 1 M.R.S.A. *405.6.A to discuss personnel matters:*

7:36 PM: Carolyn

Seconded: Sally

Discussion: None

Motion passed: 5:0

Motion to exit Executive Session(s): 405.6.A: 8:04 PM: Sally

Seconded by: Susan

Motion passed: 5:0

Other Items/Closing

Meeting Evaluation: Board norms and protocols

Next meetings:

Budget workshops: March 5& 19

Regular meetings:

March 24, 2022

April 14, 2021 (Adjusted for April break)

May 19, 2021

June 9, 2021

Board retreat Part 2:

May (date to be confirmed)

Motion to adjourn: Carolyn

Seconded: Sally

Motion Passed: 5:0

Meeting adjourned at 8:15 PM