

# Board of Directors – FSAS MINUTES

Approved 2/17/2022

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Meeting date, time 1/20/2022, 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

Kimberly Allen, Board member

## Meeting called to order at 6:03 PM

Quorum of 5 present at start of meeting

Also Present: Jacinda Cotton-Castro,  
Executive Director

Additional Attendees: Mara Wiggin;  
Approximately 15 members of the public

Excused: None

## AGENDA TOPICS

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Moment of Silence - in recognition of Doug Lynch, former Board member

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Approval of November 18, 2021 Minutes:

Motion to approve: Ben

Second: Joe

Discussion: none

Approved: 6:0

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## Executive Director Report

Where we are to date: as challenging as the first trimester has been, there have been great successes to celebrate: Covid pool testing; new lead teacher; 8th grade created; impressive staff who have risen to the challenges; unpaused music lessons; Contract with HR consulting firm KMA on benefits, employee handbook

Audit Presentation by Don Gaudet, Jr., RKO Partner, for fiscal year ending 2021. Overall a very positive readout. Federal compliance audit under uniform guidance required due to higher level of expenditures (building purchase). No significant deficiencies or material weaknesses.

*Motion to accept the auditor report from RKO: Kimberly*

*Second: Ben*

*Discussion: None*

*Motion approved: 6:0*

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## Committee Updates

### Governance - COVID Health Policy Update

Overview provided by Chair Sally Morris: moving from crisis management toward normalizing the business. 3 most important factors in addressing safety: Vaccinations, masking and testing. We know a lot more about COVID than we did when we were first operating in the pandemic. While there are a lot of details we still don't know and that are evolving, it is important that we continue to maintain a focus on safety.

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Susan Doughty, member of the FH Health Care team, shared that the team has met several times in the last few weeks to ensure our guidelines meet the recommendations of the Maine CDC and Department of Education. Final draft of the updated policy has been circulated within the FH community, and has received feedback.

Becky Ives, FH School nurse noted the 5 major changes; reviewed top points - changing quarantine from 10 days to 8 - MEDOE says 5 days, we opted to be on the conservative side; changing unvaccinated and a close contact must quarantine 5 days and test on the 6th day (given Omicron has a presumed shorter quarantine timeframe); in home - if unable to isolate, and not vaccinated must quarantine 12 days; travel restriction - if you do travel outside of NE, there needs to be a negative test; changing terminology from 'fully vaccinated' to 'vaccines up-to-date'. Home tests are allowed (those not done by a medical professional)

### Public comments/Questions

Definition of close contact? contact with someone 15 minutes or greater over a 24 hour period and within 6 feet (based on CDC definition)

Positive household members and not able to isolate: should consult with school nurse

With COVID can show up positive for 90 days

Why travel restrictions specific to NE? People are typically flying not driving when traveling beyond NE; hard to be very specific, but longer trips are more risky  
Appreciation for the CHART designed to walk folks through the process  
Someone who travels but is not in the pool, shouldn't they test  
Rate of vaccination for 5+ year olds? At least 65%  
How often is a policy like this updated? This update is based on significant changes in guidelines from ME CDC and DOE. FH will continue to update as appropriate  
Do schools still report to DOE the rates of cases with students/staff? Not daily but regularly  
Do we have a system in place to truly enforce the symptom check and prescreen? We have moved away from that process - will continue to review the process  
If a whole class is exposed and needing to go remote, will remote work support be provided? Yes  
Since we have 0-1 cases a week illustrates, we are doing things right  
Is this a public comment forum? Yes. *Want it on record that staff and school nurse have done has done monumental work*  
Is it in the policy that support will be provided for those working remotely? No, those communications come from JCC or Mara, but not part of the policy  
'Visitors and volunteers' should be updated as volunteers and parents are now allowed in the building

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Board comments: Wording recommendation: definition of term *close contact* should be included within the policy.

The policy is a very tough read; Chart is easier to follow and more responsive in answering questions parents have regarding should I send my child to school?

*Motion to approve updated COVID Health Policy, as is, with recommendation points discussed in today's public forum be brought to the Health Team for consideration with respect to further revisions: Joe*

*Second: Kimberly*

*Discussion: should we add the CDC definition of 'close contact'; approved volunteers in building; and audit the process of symptom check*

*Motion withdrawn, following discussion*

*Motion to approve the Updated CoVID policy with the changes made in the meeting: Joe*

*Seconded: Kimberly*

*Motion approved: 6:0*

Kimberly excused at 8:11PM

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Finance Committee-

Ben - provided an update on the January finance meeting; at half way through the year, right where we expected to be. Based on increased student count we are a little higher in income, with an increase in benefit expenditure. Balance on USDA account is not correct on spreadsheet but updates will be made

*Motion to approve the Treasurer's Report: Ben*

*Second: Carolyn*

*Discussion: None*  
*Motion Approved: 5:0*

Dates for March Budget meeting: to come via Doodle Doc

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**Facilities -**

Jacinda provided update on Windows and Siding update - hoping to have installed over February vacation

Security System provided a proposal for installing a security system, which would be installed in the spring.

*Motion to approve contract with Cunningham for a new Security System, to be paid from the Capitol improvement account: Ben:*

*Second: Susan*

*Discussion: None*

*Motion approved: 5:0*

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Board Retreat Update - Sally and Jacinda provided a brief overview of upcoming retreat on February 5, with Carol Wishcamper via ZOOM

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**Executive Session**

*Motion to enter Executive Session(s): 405.6.A to discuss personnel matters: 8:26 PM: Ben*

*Seconded: Susan*

*Discussion: None*

*Motion passed: 5:0*

*Motion to exit Executive Session(s): 405.6.A: 8:30 PM: Ben*

*Seconded by: Carolyn*

*Motion passed: 5:0*

*Motion to approve increasing of SPED Director from  $\frac{4}{5}$  time to Full Time; increasing NURSE position from  $\frac{4}{5}$  time to Full Time.as discussed in Executive Session: Ben*

*Seconded: Susan*

*Discussion: None*

*Motion passed: 5:0*

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**Other Items/Closing**

\*\*\*\*\*Ben Kramer has agreed to remain on the Board for an additional year  
(hooray!)\*

Meeting Evaluation: Board norms and protocols

Next meeting: February 5, 2022, Board Retreat 9:00 AM via Zoom  
February 17, 2022 Board meeting (adjusted for February break)

*Motion to adjourn: Carolyn*

*Seconded: Sally*

*Motion Passed: 5:0*

*Meeting adjourned at 8:45 PM*