

FIDDLEHEAD SCHOOL OF ARTS AND SCIENCES

BOARD OF DIRECTORS MEETING

Thursday, January 19, 2023

Agenda/Minutes

1. **Call To Order**

- *Members present: Ben Kramer, Kim Allen, Susan Doughty (Zoom) and Joe Mattos. Others present: Jacinda Cotton-Castro, Keonna Geer (Zoom), and parents (Zoom).*

2. **Public Comment**

- *None*

3. **Additions/Changes to the Agenda**

- *None*

4. **Approve Board Meeting Minutes**

4.1 December 15, 2022, Board Meeting

- *Motion by Ben Kramer to approve the Minutes of December 15 with recommended edits. Motion seconded by Kim Allen. Vote: 4-0*

5. **Reports**

5.1 Auditor's Report

- *Kristin Starzyk, an associate of Runton Kersteen Ouellette, conducted a presentation to the Board regarding the RKO audit of FSAS for fiscal year 2022. Financial information that was reviewed included a Financial Overview and reports regarding FSAS Assets, Liabilities, Net Assets, Revenues, Expenses, and Ration Comparisons by Functional Category. In addition, Ms. Starzyk noted that the audit was clean with no management letter of concern. She thanked Jacinda for the school's cooperation in providing information for completing the audit, which was conducted virtually.*

5.2 Executive Director

- *Jacinda Cotton- Castro highlighted and discussed with the Board several areas from her written Executive Director's Report. These items included progress in meeting 22/23 school goals, celebrating FSAS 10-year anniversary, upcoming marketing initiatives, and summer camps.*

5.3 Principal's Report

- *Keonna Geer updated the Board regarding several school initiatives which included conducting the first round of teacher observations, working with staff on PBIS expectations, working with members of the faculty and Education Committee to update and create FSAS curriculum documents, and actions being taken to help grade 8 students increase their knowledge and skills in Pre-Algebra/Algebra. After February school vacation, FSAS will be offering grade 8 students the opportunity to participate in a one day a week, afterschool math program focused on the area Pre-Algebra/Algebra. Keonna and Jacinda will explore possibilities for students participating in this program to earn math "credit" or some type of advanced course placement in high school.*

5.4 Board Chairperson

- *Joe Mattos submitted a written report and spent a few minutes updating the Board regarding an initiative to provide Maine Charter Schools with support and advocacy. An application as a Nonprofit Corporation has been filed by Maine Alliance of Public Charter schools. A letter will soon be sent to all Maine charter schools regarding this new initiative.*

5.5 Committee Reports

- *Health/Wellness Committee – Susan highlighted several initiatives and activities from her written Wellness Committee Report. These included discussions and resources regarding Restorative Sleep and Hydration, and upcoming activities which include a Bowling Party and free Reiki sessions. The next Wellness Committee Meeting is scheduled for February 14 from 3:10 to 4:30.*
- *Finance Committee – Ben reported on several issues discussed at the recent Finance Committee Meeting. Issues discussed included reviewing the December Finance Report, identifying expense areas that exceed the budget (Special Education, Health Insurance, energy costs.) and identifying areas in the budget that can be "frozen" to help balance the budget. Ben and the Finance Committee*

will start to prepare a draft FSAS budget for the 23/24 school year that will be presented to the Board in March.

- *Governance Committee - Joe shared with the Board that he had recently conducted an audit (and created a chart) which compares all of FSAS policies that are posted on the FSAS website with required MDOE policies. He noted that FSAS is missing several of the required MDOE policies as well as needing to address some minor policy format issues. He will work with Jacinda to prioritize which missing policies need to be created and adopted in the next few months.*
- *Education Committee - Joe reported that he had attended an Education Committee meeting earlier in the day. He noted that the members of the Education Committee and some FSAS teachers have been working very diligently to update curriculum documents. Issues that were identified which are critical to student learning and the success of this work included: 1. teachers need administrative support and time during school day to conduct this curriculum work, 2. there needs to be multiple methods of reporting students' learning to students that are manageable for teachers to implement, 3. there needs to be a close alignment between curriculum, instruction and assessment, and 4. there needs to be increased time for teaching math. Keonna and members of the Education Committee will plan and implement next steps for continuing this curriculum work. See Education Committee Report for more in-depth and detailed information regarding FSAS curriculum development.*
- *Other– Kim stated that she is willing to be a member of the Facilities Committee or another Board Committee.*

6. **Old Business**

6.1 Review/Take Action on proposed Complaints Procedure

- *Joe presented a draft of the Complaints procedure with edits that had been recommended at the December Board meeting. Although all edits were deemed complete, it was recommended that a Complaints Policy be created using some of the language in the proposed Complaints Procedure, and that a Complaints Policy – Administrative Procedure be a separate document. These documents would be posted on the FSAS website similar to other FSAS policies and Administrative procedures. Joe will make drafts of these documents which will be presented at the next Board meeting.*

7. **New Business**

7.1 Review/Take Action on proposal from Maine School Boards Association for Associate Membership for Maine Charter Schools

- *The Board reviewed information from the Maine School Boards Association which now allows Maine Charter Schools to become Associate Members of MSBA. The Board discussed the advantages and resources that MSBA has to offer Maine Charter School. It was agreed that no action would be taken this year to join MSBA, but that funds (\$1,265) would be built into the 23/24 FSAS budget for this membership.*

7.2 Review/Discuss draft of Remote Board Meeting Policy

- *The Board reviewed and discussed the proposed Remote Board Meeting Policy. Questions were raised regarding how “public comments” would be monitored during a remote meeting, and also whether or not this policy violates any of the terms stated in the FSAS bylaws for Board member attendance. It was agreed that Joe will review the FSAS Bylaws to see if there is any language that prohibits Board members attending meetings in a remote manner. This policy will be discussed again at the February Board meeting.*

7.3 Discuss MCSC required Board Trainings

- *Joe discussed with the Board that he had received recent emails from the Maine Charter School Commission reminding Charter Schools that Board member trainings are required as part of each school's Performance Framework. Training information documents shared with Board members identified two modules that all Board members were required to complete in 22/23. Several other Modules were required of the Board Chair and Committee Chairpersons. Joe encouraged Board members to complete the required two modules in the next month. Joe will forward to Board members documents that provide Board members with directions for accessing and completing these training modules. Joe also stated that he would be willing to assist Board members who are having difficulty competing training modules, possibly before scheduled Board meetings.*

8. **Other**

8.1 Comments or Questions

8.2 Next Board Meeting – Thursday, February 9, 2023, at 6 pm (In-person meeting).

8.3 Proposed Agenda items for February 9, 2023 Board meeting

- *Unfinished policies as discussed at January meeting.*
- *Parent request to discuss required masking at FSAS.*

9. **Executive Session**

9.1 Enter into Executive Session pursuant to 1 M.R.S.A. 405(6)(A) to discuss employment of officials, appointees, or employees.

- *Motion by Ben Kramer to enter into Executive Session for the purpose of discussing employment of officials, appointees, or employees as per 1 M.R.S.A. 405(6)(A). Motion seconded by Kim Allen. Vote: 4-0 (7:49 pm)*

10. **Adjournment**

- *Motion by Ben Kramer to adjourn the meeting. Motion seconded by Kim Allen. Vote: 4-0 (8:21 pm) pm*

Next Board Meetings:

Thursday, February 9, 2023

Thursday, March 16, 2023

Thursday, April 13, 2023

Respectfully Submitted,

Joe Mattos

FSAS Board Chairperson