

FIDDLEHEAD SCHOOL OF ARTS AND SCIENCES

BOARD OF DIRECTORS MEETING

Thursday, December 15, 2022

Agenda/Minutes

1. Call To Order

- *Members present: Susan Doughty, Ben Kramer, and Joe Mattos. Members absent: Kim Allen. Others present: Jacinda Cotton-Castro*

2. Public Comment

- *None*

3. Additions/Changes to the Agenda

- *None*

4. Approve Board Meeting Minutes

- ***Motion by Susan Doughty to approve Minutes with recommended edits. Seconded by Ben Kramer. Vote:3-0***

5. Reports

- 5.1 Executive Director: *Jacinda provided the Board with a written report which addressed 1. High Level Accomplishments to Date, 2. Upcoming Projects, and 3 Facility Updates. Jacinda also reviewed her progress in addressing School-Wide Goals for 2022-2023 as well as highlighting recent school activities (STEAM Night), progress in completing Yurt, and summer programming.*
- 5.2 Principal's Report: *Keonna provided a written report which was summarized by Jacinda. The Principal's Report included information about recent STEAM Night classroom activities, curriculum work that is ongoing in the area of math, and initial steps in conducting classroom observations for teacher evaluations.*
- 5.3 Board Chairperson: *Joe submitted a written report with information regarding Charter Commission interim leadership and the formation of a Charter School Advocacy organization. He also provided Board members with an update of Board Committee information and 2022-23 committee goals.*
- 5.4 Committee Chairpersons
 - *Finance Committee: Ben reported that the Finance Committee met via Zoom on 12/13 and reviewed P&L information. The committee identified and discussed areas in the budget which were over budget to date (health insurance, SE, energy costs). The committee discussed their future work to identify areas in budget as savings to compensate for over budgeted areas. Also discussed were methods for meeting potential shortfalls in 2022-23 budget such as freezing accounts, using reserves, and increasing revenues with grant funds. The next Finance Committee will be held on January 10 with a focus on starting to develop the 2023-24 FSAS budget.*
 - *Health/Wellness Committee: Susan reported that the Health/Wellness Committee met at the beginning of December and discussed plans and activities for monthly staff self-care. November/December's topic was about the importance of restorative sleep. Sue also provided information regarding upcoming Health/Wellness activities such as Wellness Baskets, Potluck Gatherings, and return of the Fiddlehead Café. Next Health/Wellness Committee meetings is scheduled for January 10.*
 - *Education Committee: In a Zoom meeting earlier in the afternoon, Keonna provided Joe and Jacinda with an update of the curriculum work which had been accomplished by a group of seven faculty members at an off-site December 6 curriculum workshop. The focus of their work was to create a PK-8 scope and sequences of Maine Learning*

Results (MLR) standards in math. These math performance expectations would be one component in a framework for Place Based Studies. This curriculum work would continue throughout the school year, addressing each of the content areas. The group will meet again on December 21 to work on MLR standards in Literacy. Both Jacinda and Joe praised the efforts and commitment of this group led by Keonna. The next Education Committee meeting is scheduled for Thursday, January 12 at 3:15 pm.

6. Old Business

6.1 Review and Take Action on Fiddlehead School Acceptable Technology Use Policy – IJNDB

- *Joe and Jacinda met with Val Buteau in November to review the Board's questions regarding recommendations for changing the FSAS Acceptable Technology Use Policy – IJNDB. The main issue centered on students using laptops and personal technology devices (gaming systems, smart watches and cell phones) on the school bus. Joe explained that at the beginning of the school year Keonna, Tracy (school bus driver), Val and several teachers met to discuss bus safety in respect to a high level on noise and commotion on the school bus. A decision was made to allow students to use personal devices on the school bus but not laptops. When implemented, this action resulted in a significantly reduced noise level on the bus. Policy IJNDB was revised to align current practice with policy.*
Motion by Ben to approve the recommended revisions in Policy IJNDB. Seconded by Susan. Vote:3-0

7. New Business

7.1 Review and Take Action on proposed Complaints Procedure

- *Joe presented the Board with a draft of a Complaint Procedure which was created on April 8, 2022 by Joe and Carolyn Breen, a previous Board member and Chair of the Governance Committee. The Board, Jacinda, and Keonna reviewed the draft and made recommendations regarding timelines for resolving a complaint at the different levels, as well as recommending edits for clarifying and streamlining the complaint procedure. Joe will revise the April 8 draft based on agreed recommendations and will present the Complaint procedure at the January 19 Board meeting for further action.*

8. Other

8.1 Comments or Questions

- *None*

8.2 Next Board Meeting – Thursday, January 19, 2023, at 6 pm (In-person meeting).

8.3 Proposed Agenda items for January 19, 2023 Board meeting.

- *Review and Take Action on Complaint Procedure*

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 Susan to enter into Executive Session. Seconded by Ben. Vote:3-0 (7:24 pm)**
- *Board came out of Executive Session at 7:38 pm*

10. Adjournment

- **Motion by Susan to adjourn meeting. Seconded by Ben. Vote: 3-0 (7:38 pm)**

Respectfully submitted,

Joe Mattos, FSAS Board Chairperson