

FIDDLEHEAD SCHOOL OF ARTS AND SCIENCES

BOARD OF DIRECTORS MEETING

Thursday, February 9, 2023

Agenda/Minutes

1. Call To Order

- Meeting was called to order at 6:01 pm. Members present: Susan Doughty, Ben Kramer, and Joe Mattos. Members absent: Kim Allen. Others present: Jacinda Cotton-Castro, Bill Doughty, and Alison Spencer-Reed.

2. Public Comment

- Board Chairperson Joe Mattos briefly reviewed a few of the major points of Policy BEDH - Public Participation at Board meetings. At this time public comment is only available to individuals attending a Board meeting in person, and not available to individuals listening to the Board meeting via a Zoom meeting link. There will be more discussion about public comment during Board meetings in agenda item 6.2.

3. Additions/Changes to the Agenda

- Joe Mattos recommended the addition of several agenda items which included: 7.3 Review Policy JICC – Student Conduct on the Bus, 7.4 Discussion regarding joining the Maine Alliance of Charter Schools, and 7.5 Election of new FSAS Board members.

4. Approve Board Meeting Minutes

4.1 Approve Minutes of January 19, 2023 FSAS Board Meeting

- **Motion by Ben Kramer to approve the Minutes of the January 19, 2023 FSAS Board meeting. Motion seconded by Susan Doughty. Vote: 3-0**

5. Reports

5.1 Executive Director

- Jacinda Cotton-Castro highlighted several items that were included in her written Executive Director's Report for the February 9 Board meeting. These items included: 1. Open House for new students, 2. Preparing for the upcoming Lottery (new process in place), 3. Preparing a draft for the FY 24 budget, and 4. attending meetings for Administrative Team, Education Committee and Diversity Committee. See written report for "High Level Accomplishments to Date" and "Upcoming Projects."

5.2 Principal's Report

- Jacinda Cotton-Castro presented the Principal's Report for Principal Keonna Geer who was unable to attend the Board meeting. Items highlighted in the Principal's Report included: 1. Update on NWEA Testing, 2. Ongoing classroom observations and evaluation of teachers using Charlotte Danielson Framework, and 3. ongoing professional development activities with teachers and staff.

5.3 Board Chairperson

- Joe Mattos briefly highlighted in his written report information received from the newly organized Maine Alliance of Charter Schools, which will be discussed later in the agenda under New Business. He also mentioned that he is currently collecting information from the other 9 charter schools regarding compensation for Executive Directors, so as to create a new contract for FSAS Executive Director that is fair and comparable to other Charter Schools Executive Directors.

5.4 Committee Chairpersons

- Health and Wellness Committee – Chairperson Susan Doughty reviewed several items from her written February 7 Wellness Committee Meeting which included: 1. Information re: January's theme of Hydration, 2. February's theme of Laughter, and 3. school Wellness activities such as the Pot Luck get-togethers and faculty enrichment activities. See written report regarding specific ongoing faculty enrichment activities which are being well received by FSAS faculty.
- Finance Committee – Chairperson Ben Kramer reported that the Finance Committee will be meeting next week. Ben also reported that there would be a \$40,000 reduction in state subsidy in FY 24 and that the committee will be working on a draft budget for FY 24. Ben also mentioned that there would probably be a

\$40,000 shortfall in the FY 23 FSAS budget. Board Budget Workshops have been scheduled for Saturday, March 18 and Saturday, April 8.

- Education Committee – Joe Mattos reported that the Education Committee had met just prior to the Board meeting at 3:15 and discussed two agenda items which included 1. An update in curriculum work that had been completed to date, and 2. Discussion on ideas for better communicating student progress to parents. Joe stated that he would provide the Board and Education Committee members with Minutes of the Education Committee meeting by 2/15. Joe commented that the work of this committee has been outstanding, both in work completed and commitment.

6. Old Business

6.1 Review/Take Action on proposed Complaints Policy and Complaints, Complaints Policy - Administrative Procedures, and Complaints Form

- Joe Mattos presented to the Board drafts of a FSAS Complaint Policy, Complaint Policy Administrative Procedure, and Complaint Policy Procedure Form. Several minor edits were made to these documents. Once approved, the Complaint Policy and Complaint Policy Administrative Procedures would be posted on the FSAS website, with the Complaint Procedure form being made available by the Executive Director or designee.

Motion by Susan Doughty to approve all three policy documents. Motion seconded by Ben Kramer. Vote: 3-0

6.2 Review/Take Action on proposed Remote Board Meeting Policy

- A draft copy of the Remote Board Meeting Policy was presented for discussion. Several edits were recommended to clarify policy language. Two major points were discussed: 1. This policy would allow FSAS Board members to attend FSAS Board meeting remotely, and 2. public comment would be allowed during a remote Board meeting as per Policy BEDH Public Participation at Board Meetings. Follow-up discussion centered on what types of technology resources would be needed to provide adequate video and audio for a remote meeting, and how public comment would be monitored via a Zoom link “chat box” or other audio communications. It was recommended that this policy not be adopted until the needed technological resources are available to support this policy. Next steps will include identifying needed technological resources (Joe, Kim, and Jacinda). This policy will be discussed again at the March FSAS Board meeting.

7. New Business

7.1 Review/Take Action on proposed Policy GCOC – Evaluation of Administrative Staff

- A draft of Policy GCOC – Evaluation of Administrative Staff was presented to the Board for discussion. Joe Mattos stated that this policy is required by MDOE but is currently absent from FSAS adopted policies. Board members agreed that the policy guidelines for evaluating administrative staff were appropriate.

Motion by Ben Kramer to approve Policy GCOC. Motion seconded by Susan Doughty. Vote: 3-0

7.2 Discuss By-Laws for Election of new Board members

- The Board discussed Section 3.10 Annual Meeting of the FSAS Bylaws regarding voting to appoint new members to the Board. It was determined that new Board members can be appointed at any time and not solely during the June Annual meeting. No Board action taken.

7.3 Review/Take Action on Policy JICC – Student Conduct on the Bus and Administrative Procedure

- It was recommended by the school administration and a FSAS parent concern that Policy JICC be reviewed in respect to steps and consequences for inappropriate student conduct on the school bus. Jacinda and Keonna presented a draft of an edited version of policy JICC. Major changes to this policy included: 1. Referencing PBIS (Positive Student Intervention Strategies) in respect to “Minor Offenses and “Major Offenses”, and 2. Increasing the number of steps for Major Offenses from three (3) to six (6,) with increasing, progressive discipline consequences. This policy also reserves the right for the Executive Director/Principal to bypass any of these steps in the extreme case of student safety. Jacinda and Keonna believe these changes in Policy JICC better align with FSAS PBIS guidelines and better meets the developmental nature of students PK to grade 8.

Motion by Ben Kramer to approve the revised version of Policy JICC. Motion seconded by Susan Doughty. Vote: 3-0

7.4 Board Consideration in Joining the Maine Alliance of Charter Schools

- Joe Mattos reviewed with the Board recent actions taken by the newly formed Maine Alliance of Charter Schools to inform Maine Charter Schools of their mission and work as an advocate for Maine Charter Schools. Joe explained that currently there is push back (legislative, other) to abolish or reduce the number of Maine Charter Schools. Currently Maine Charter Schools have no organizational resources to promote or advocate for themselves. Joe recommended that FSAS strongly consider joining the Alliance in the future. More information and meetings are forthcoming about the benefits of joining the Alliance. No Board action taken.

- 7.5 Vote to Elect a New FSAS Board Member.
- *Bill Doughty, a former FSAS Board member, has once again volunteered to serve on the FSAS Board. Bill shared with the Board his reasons for joining the Board and identified specific areas in which his prior service as a Board member and experience as a public-school administrator would be of benefit to FSAS. The Board discussed areas of possible conflict or public concern with Bill's wife being a current FSAS Board member, and Bill's son being a teacher at FSAS. The Board (and Bill) felt confident that the Board could deal with any instances of perceived conflict in an appropriate manner.*
Motion by Ben Kramer to approve Bill Doughty as a FSAS Board member. Motion seconded by Joe Mattos. Vote: 2-0 with 1 abstention.

8. **Other**

8.1 Comments or Questions

- *None*

8.2 Next Board Meeting – Thursday, March 16, 2023, at 6 pm (In-person meeting).

8.3 Proposed Agenda items for March 16, 2023 Board meeting.

- *Discuss/ Take Action on Remote Board Meeting Policy*

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 go into Executive Session as per Maine statute. Motion seconded by Susan Doughty. Vote: 3-0 (7:46 pm)**

10. **Adjournment**

- Board reconvened in regular session at 8:08 pm.
- **Motion by Susan Doughty to adjourn the meeting. Motion seconded by Ben. Vote: 3-0**

Upcoming Board Meetings:
Thursday, March 16, 2023
Thursday, April 13, 2023
Thursday May 18, 2023 ???

Respectfully Submitted,

Joe Mattos
FSAS Board Chairperson