

# FSAS School Board Meeting Minutes Mar 16, 2023

## 1. Call To Order

- Board Members: Joe Mattos, Ben Kramer, Kim Allen, Susan Doughty, and Bill Doughty. Other Attendees: Jacinda Cotton-Castro, Keonna Geer, Jennifer Damon (4th Grade Teacher/PBIS Co-Chair) and Tracy Morton (Bus Driver), Marie Reimensynder (Nature-Based Curriculum Coordinator)

## 2. Public Comment

- None

## 3. Additions/Changes to the Agenda

- None

## 4. Approve Board Meeting Minutes

- **Motion by Bill and seconded by Ben to approve the February 9, 2023 Board Meeting Minutes. Vote:5-0**

## 5. Reports:

- Executive Director:
  - Lottery happened on 03/15/23 with over 170+ applicants.
  - Some marketing has happened.
  - Helping the rising fourth grade (10 out of 12 were selected).
  - FSAS will be at 208 students for the 2023-2024 school year--so we are at capacity and will no longer be growing.
  - Met with the Commission on 03/16/23 to review the Performance Measures (financially we are solid, enrollment we are growing, governance is growing, chronic absenteeism at 10% this year), NWEA data (89% in ELA and math is approximately 2% lower than state average)--there were no major areas of concern on the Performance Measures. The only small area was the Growth Measurement.
  - Capstone Presentations later this Spring.
  - 8th Grade Graduation- Friday, June 9, 2023 (potentially held at Norumbega).
- Principal:
  - Managing substitute issues and gaps in coverage.
  - Chronic Absenteeism vs. Truancy (streamlining processes and procedures).
  - Master Schedule (2023-2024).
  - Winter Conferences (ending on March 23).
  - Education Committee progress and alignment with school values.
- Board Chairperson:
  - Reminder - Two modules have to be completed for Board member training.
- Committee Chairpersons:
  - Wellness Committee (Susan Doughty) - new topic every month with a Google Drive access for faculty view; animal therapy with Luxor (dog), activities for staff (ex: Spring Walking, Reiki, Spanish Potluck, Painting Classes, etc.).
  - Finance Committee (Ben Kramer)- Denise (Business Manager) projected expenses to see revenue for the next four months. The school was on a spending freeze to help cut costs to revenue. This year we are expecting a negative amount at the end of the year. We will need to take money out of the general reserve account. In February 2023, \$20,000 was taken out of the reserve (Employee Benefit Account). We are projecting a \$7,000 bottom line at the end of this fiscal year. Summer

programming will help with revenue. After School Enrichment was part of the budget's design last year. This year was designed to be a tighter year. Budget Workshop scheduled for Saturday, March 18, 2023.

- **Motion by Ben and seconded by Bill to approve the January and February Treasurer's Reports. Vote 5-0**
- **Motion by Ben and seconded by Bill to approve the retroactive transfer of \$20,000 from Reserves to 22/23 Budget. Vote: 5-0**
- Facilities Update (Bill Doughty)- Projects completed in the Last Two Years (ex: new windows, Projects Underway (ex: Changing oil companies and replacing eight rooftop HVAC units), Projects to Come (Efficiency Maine's Solar Panels, etc.---turning our school "green").
- Education Committee (Joe Mattos)- PK-4 Literacy Workshop with Susan Stires to improve literacy practices; Connected Mathematics and looping 7th/8th grades into a rhythm; Jenn Merrill (RTI Coordinator) did a review of the NWEA Winter 2023 scores. Two meetings scheduled in April addressing Critical Thinking, Social Justice (Science and Social Studies), Communication (Written).
- Bill Doughty has agreed to be the Personnel Committee Chairperson for FSAS.
- Nature-Based Curriculum Coordinator:
  - Would like the name to be changed to Outdoor Learning Coordinator.
  - This year's focus is on PK-4.
  - Creativity, Collaboration, and Connection to the Community.
  - Partnered with Thompson's Apple Orchard, Norumbega Yurts (Fralich's), Royal River Conservation Trust/Intervale, Libby Hill, The Shakers, etc.
  - Supporting teachers in the outdoor classroom through multiple subjects.
  - Finding resources, organizations, and experts to extend the learning.
  - Providing tools and supplies for outdoor learning.
  - Secure mini grants for outdoor learning.

## 6. Old Business

- 6.1 Discuss/Take Action on Policy JICC Student Conduct on the Bus and Administrative Procedure
  - Old Bus Policy had six major offenses, new proposal has four major offenses
  - PBIS Minors vs. Majors (Internal Administration Document)
  - Tracy Morton recommended two supplemental documents (signatures and Bus Conduct) in attachment to the policy
  - **Motion by Ben and seconded by Kim to approve revised Policy JICC with the following amendments: (1) Fourth Paragraph that mentions that the bus driver may assign seats and may reassign at their discretion (2) Change "him/herself" to "themselves" (3) Fourth Major Offense to add "The only exception to this suspension is that students are allowed to ride the bus to outdoor classrooms, only with an assigned adult sitting next to them." (4) Third Major Offense add "Attended" before 5 School-Day. Vote: 5-0**
  - The supplemental documents will be sent to families as soon as possible (after another review from School Administration).
- 6.2 Discuss /Take Action on Remote Board Meeting Policy
  - Board members briefly discussed what technological resources would be needed to conduct a remote Board meeting e. g. audio, visual, other. Kim will work with Jacinda to identify these resources with estimates of costs and present this information to the Board at the April Board meeting.

## 7. New Business

- 7.1 Discuss/Take Action on Policy and Procedures for the annual evaluation of the FSAS Executive Director's position
  - Joe Mattos provided the Board with materials that would be used for the evaluation of the FSAS Executive Director. This information included: an Executive Director's job description approved in 2019, a revised job description for the Executive Director's position, and an evaluation tool document that will be used to collect information from the Executive Director, FSAS Board members, and FSAS administration.
  - It was recommended that evaluation forms be distributed after April school break and completed and returned by May 12 to Joe Mattos who will collate and synthesize all information into an evaluation report. The results of the evaluation will be reviewed with Jacinda at the July Board meeting in executive session.
  - Evaluation documents meet the expectations set forth in Policy GCOC Evaluation of Administrative Staff.
  - Lastly, Joe Mattos mentioned that similar evaluation procedures would be put in place for the evaluation of administrative staff (Principal, Special Education Director, etc.) prior to the end of the 22/23 school year.
- 7.2 Discuss/Take Action on FSAS Joining Maine Alliance of Public Charter Schools
  - Bill Doughty discussed the benefits and costs for joining the Maine Alliance of Charter Schools. Both Bill and Joe have attended several of the Alliance organizational meetings. The cost for joining the Alliance would be \$2500 plus \$4 per student for a total cost of approximately \$2900. Monies from a recent donation of \$5,000. by Judith Jones, an advocate for Maine Charter Schools would be used to pay for FSAS cost in year 1, which would (hopefully) begin on July 1, 2023.
  - **Motion by Bill and seconded by Kim for FSAS to join the Maine Alliance of Public Charter Schools. Vote 5-0**
  - **Motion by Ben and seconded by Kim for Bill to serve as FSAS representative on the Alliance. Vote 4-0 with 1 abstention.**

## 8. Other

- None

## 9. Executive Session

- **Motion by Kim and seconded by Bill to go into Executive Session pursuant to 1 M.R.S.A. 405(6)(A). Vote 5-0.**
- Board exited Executive Session at 9:53

## 10. Adjournment

- **Motion by Bill and seconded by Ben to approve Jacinda 's recommendation to hire Ashley Sites a 2 day per week social worker and Kate Cass as the 23/24 Kindergarten Teacher. Vote 5-0**
- **Motion by Kim and seconded by Bill to adjourn the meeting. Vote 5-0 (9:55 pm)**