

# FIDDLEHEAD SCHOOL OF ARTS AND SCIENCES

## BOARD OF DIRECTORS MEETING

Thursday, May 18, 2023

### Minutes

#### 1. Call To Order

- 6:05 PM. Members present: Susan Doughty, Ben Kramer, Kim Allen, Bill Doughty ● Others present: [Jacinda Cotton-Castro](#), ED; Keonna Geer; Laura Newman, potential Board member
- Two guests via Zoom: Bethany, Darcy
- Bill was elected chairman for the meeting on motion by Ben, second by Susan and vote of 4 to 0.

#### 2. Public Comment: None was offered

#### 3. Additions/Changes to the Agenda:

- Added consideration of the proposed school calendar for 23-24
- Added hiring recommendations from Jacinda to be considered in executive session

#### 4. Approve Board Meeting Minutes

- 4.1 Approved Minutes of March 16, 2023 FSAS Board Meeting with a modification suggested by Ben. *Motion by Ben, second by Susan. Vote 4-0.*

#### 5. Reports

##### 6.1 Executive Director

- Welcomed Laura Newman, potential Board member
- 4 weeks left in school year
  - Appreciated help from staff interviewing teacher and principal candidates.
- Concerts being held by choral groups with Ms. Camille directing.
- Some staff visited Waynflete to learn from their program. We are not alone dealing with pandemic related issues.
- Yurt will be going up in the backyard to help with space needs.
- First private music recital June 3rd.
- Capstone presentations on June 1st.
- Graduation at Norumbega Slated for 4 PM. June 9th.
- Congratulations from Board members on well done work.
- NWEAs have been completed.

##### 6.2 Principal's Report

- Three rounds NWEA assessment each year
- State is shifting testing scores so only grade 2 math/reading and 3-8 language will be available now. A few scores now; more later. We use scores for planning and intervention. ● Redesigning our curriculum so visited Waynflete for ideas on resources and organization. ● Walking art gallery is coming up
- Approved many field trip requests, more than she has seen before.
  - Responsive Classroom training for returning/new staff will take place in the fall.
- Board members thanked Keonna for her work at the school.

##### 6.3 Board Chairperson

- Maine Association of Public Charter Schools is now a verified non-profit organization. ● Performance evaluation form for the Executive Director is in the packet. Please return to Joe in paper or electronic format by the end of May.
  - Jacinda will forward the form with the principal's duties removed.
- Board self-evaluation is in the packet. Please return to Joe by the end of May.

##### 6.4 Committee Chairpersons

- Ben and Finance
  - Excited that there is nothing big to report
  - Projections for the end of year look the same: close to even or slightly negative.
  - The Finance Committee discussed the trends and reports yesterday.
  - Treasurer's Reports for March, April need approval
    - Kim moved, Susan seconded approval of the two Treasurer reports. Vote 4-0.
- Health and Wellness- Susan
  - Last meeting Tuesday afternoon

- Detailed report is in the Board folder
- Established wellness practices for staff
  - Hoping for a wellness retreat next year with strategies for renewal in stress time.
- Keaonna's bullet points were helpful.
  - Faculty wellness actions by Jacinda and Keonna were well received
  - Luxor, the Egyptian therapy dog was welcomed like royalty
- Facilities–Bill
  - Yurt to be erected this summer.
  - Continuing project to install heat pump technology.
    - Jacinda added that we now contract with Irving oil for a much better rate on gas for next year.
    - We are working collaboratively with Efficiency Maine to secure funding and meet requirements. We have a guide at Efficiency Maine that we work with.
    - Kim noted the need to stay aware of emerging energy policy.
- Personnel–to be done in executive session.

## 6. Old Business: None

## 7. New Business

### 8.1 Proposed calendar:

- Jacinda reported on the change in parent conferences times
- Two days for conferences in March and October.
- Three snow days to add at the end.
- *Moved by Kim Seconded by Kim to approve the calendar as presented. Vote 4-0. 8.2*

### Discuss/Take Action on Proposed 2023.2024 FSAS Budget

- Ben summarized the FY 23-34 budget proposal
  - Total revenue is \$5,235. A slim margin.
  - Expecting student enrollment and funding to be slightly higher.
  - Worked hard to achieve the balance. All key items were discussed thoroughly with the Board
- Jacinda is planning on a fundraiser to help with revenue next year.
- *Moved by Susan, seconded by Ben to approve the FY 23-24 budget as presented. Approved 4-0.*

## 8. Other

- Laura says she looks forward to becoming part of the Board.

9.2 Next Board Meeting – Thursday, May 18, 2023, at 6 pm (In-person meeting).

## 9. Executive Session

- *Enter into Executive Session pursuant to 1 M.R.S.A. 405(6)(A) to discuss employment of officials, appointees, or employees. Move by Kim, seconded by Susan to enter executive session at 7:05. Approved 4-0*
- *Moved by Kim, seconded by Ben to come out of executive session. Vote of 4-0.*

## 10 Actions from Executive Session:

- *Motion by Ben, seconded by Susan to approve a three-year contract for [Jacinda Cotton-Castro](#) as Executive Director as discussed in the executive session. Approved 4-0.*
- *Motion to approve the three teacher nominations of Natalee Stotz, Tory Dunphy, and Nora Jarvis. Motion by Susan, seconded by Ben. Approved 4-0.*
- *Consider the nomination of Jason Manjourides as principal of Fiddlehead School on a two-year contract. Start date to be negotiated by Jacinda.*
  - *Motion to approve by Kim, seconded by Susan. Approved 4-0.*

## 11. Adjournment:

- Possible fall fundraiser. Jacinda says stay tuned. She will work on the date. Likely an auction. ○ Hopes for offerings of \$350-400 donations of things or activities.
  - Reminder to do the performance evaluation and the Board self-evaluation
  - *Motion to adjourn by Ben, seconded by Susan. Approved 4-0.*

Upcoming Board Meetings:  
Thursday, June 8, 2023