

# FIDDLEHEAD SCHOOL OF ARTS AND SCIENCES

## BOARD OF DIRECTORS MEETING

Thursday, June 8, 2023

Minutes Approved on Jul 25, 2023

1. **Call To Order at 6:03 PM**

1.1. **Members present:** Joe Mattos, Susan Doughty, Ben Kramer, Kim Allen (delayed arrival), Bill Doughty

1.2. Others: [Jacinda Cotton-Castro](#), Executive Director; Laura Newman, potential Board member.

2. **Public Comment**—None was offered

3. **Additions/Changes to the Agenda**—none were made

4. **Approve Board Meeting Minutes**

4.1 Motion by Ben, second by Bill to approve the Minutes of May 18, 2023 FSAS Board Meeting. Motion passed 4-0

5. **Reports**

5.1 Executive Director

- Off to walk the Camino in Spain at the end of school
- Trip is one step at a time; likewise for the school.
- Fantastic art show tonight curated by Erin Conn. We thank her for good work.
- Second graduation of Grade 8 on June 9
- New principal, Jason Manjourides, on board and started. Helps with end of year work load
- Recently accepted grade 3 candidates; all classroom positions filled at this time. New resource room teacher.
- Held music recitals for the first time in several years.
- Questions/answers
  - Principal arrangements: Per Diem for 7.5 days
  - Number of work days for prin.: 218
  - Joe advised differentiating roles; Principal as educational leader of the school. Day to day management is the principal's job.
  - We thank Jacinda for her continuing hard work.
  - Will work on school-wide goals.

5.2 Principal's Report -none

5.3 Board Chairperson—resigning to stay healthy. Will help with policy, onboarding new Board members, and telling Fiddlehead's story to the public.

- Bill asked Joe if he would consider service on the Governance Committee.
- Note: Board member Kim Allen arrived at this point.
- We thank Joe for his excellent service on the Fiddlehead Board

5.4 Committee Chairpersons

- Wellness Committee:
  - Not planning another survey
  - Working at a day-long wellness/self-care retreat for staff
  - Attendance at meetings compromised by so many IEPs
- Question: How many IEPs; answer from Jacinda: 137
  - Joe offers a professor/speaker
- Finance Committee: Ben
  - Brought a principal on Board this year
    - ED to focus on development
  - Knew it would be challenging financially; missing summer school revenue
  - Ran into Spec. Ed. problems; needed staff
  - Energy cost was up
  - Finance committee developed a forward look to predict expenditures/balance

- Complications with teacher summer salaries
- A deeper hole than expected: in the range of 150k
  - Continuing to research this.
- Looked at where we are over: Spec. Ed., energy costs; related benefits, building repairs.
- Jacinda already obtained a 35K Spec. Ed. hardship grant
  - Also got RTI grant for summer school. (RTI=Response to Instruction)
- Ben: to solve: got the grants; use some reserves; replenish those reserves.
- Questions: Kim: what's in reserves? Ben: about 300K
- We could apply for a hardship grant in Spec. Ed. again.
- Hope to balance the shortfall by the end of the upcoming fiscal year.
- Facilities:
  - Yurt to be erected this summer.
  - Working on upgrade/replacement of 8 HVAC units on roof.
- Education:
  - Goal was written curriculum that meets policy including scope and sequence
  - Need to update policy to include principal
  - New teachers need a curriculum guide
  - Need to connect to Maine Learning Results
  - Jacinda adds: sending letter to school community on work done
    - Meeting on July 26 to carry forward for start of school
  - Joe added that we need to address communication and problem solving
- MAPCS-Maine Association of Public Charter Schools
  - Organizational meeting held
  - \$2500 dues coming up
  - One purpose is to tell the good news about Maine public charter schools

5.5 Other Reports: none

## 6. Old Business

### 6.1 Discuss/Take Action on proposed Remote Board Meeting Policy

- Need to update bylaws to allow voting by remote members
- Need a good technical set up
- Jacinda points out that bylaws need overall review.\*
- What do schools around us do?
- Also have the capacity to shift to remote only if needed
- Kim: Must allow public to attend remotely also
  - Need to address chat feature of Zoom
  - Need someone (a Board member?) to monitor chat if used
- General agreement not to use chat for public participation
- Joe indicated three option: in person, remote, and hybrid
- Kim shares her research on this topic
  - Need a Zoom monitor/interlacer. Proceed and act like one body
  - Need video, mic, monitors
  - What does the Board want it to look like: round robin or semi-circle?
  - Could project images of Zoom participants. Need projector or big screen. This allows the Chair to see who asks for attention.
  - Number of Zoomers makes a difference
- Jacinda sees the goal as getting more Board members in remote participation should help.
- Ben points out that his organization does a hybrid meeting like this regularly and successfully.
- Joe recommends that we adopt the policy and adjust bylaws accordingly
- Jacinda suggests someone bring the policy back with possible modifications and bylaws too.
- Governance Committee has worked on bylaws updates a while ago.
  - Joe indicates he would do this and Kim agreed to help.
- Another update needed: how to accommodate disabilities
- Ben notes we all appear in agreement on what we want to do. Those present confirm this.
- Joe will get info and post for comments for the August meeting.

## 7. New Business

### 7.1. Discuss/Take Action on FSAS 2023-24 Budget–none needed. Too early to tell exact steps needed.

- Ben points out there could be some impact on hiring/personnel
- 7.2 Discuss/Take Action on Election of new FSAS Board Members
  - Nominations are Laura Newman and [Marie Reimensnyder](#).
  - Joe has invited them and informed them about responsibilities.
  - Moved by Susan to approve Laura Newman and [Marie Reimensnyder](#) as new Board members. Bill seconded.
    - Jacinda pointed out the need for a good onboarding process. Meet 30 minutes before.
    - Motion passed 5 to 0.
- 7.3 Election of FSAS Officers for 2023-2024
  - Ben nominated and Kim seconded Bill Doughty as chair. Motion passed 4 to 0 with one abstention.
  - Bill nominated Ben Kramer and Joe seconded him for Treasurers and Finance Committee chair.
    - Motion passed 5 to 0 with great acclaim for [Ben Kramer](#).

8. **Other**

8.1 Comments or Questions

8.2 Next Board Meeting – Jul 25, 2023 possible suggested by Bill

Joe suggested a break before executive session.

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.

9.2 Susan moved and Ben seconded a motion to approve the hires shown below as recommended by the Executive Director:

Erin McGraw, 3rd Grade Teacher  
 Kelly Lancaster, School Social Worker, part time  
 Kiah Eilenfieldt, Resource Room

Motion was approved 5-0.

10. **Adjournment**

Ben moved and Kim seconded to adjourn the meeting. Motion carried 5-0

Upcoming Board Meetings:  
 August 17, 2023