

FIDDLEHEAD SCHOOL OF ARTS AND SCIENCES

Minutes approved Aug 17, 2023

BOARD OF DIRECTORS MEETING AGENDA

July 25, 2022

6 pm

- I. **Call to Order – Quorum:** The meeting was called to order at 6:06 PM with 5 members present: Susan Doughty, [Ben Kramer](#), William Doughty, Laura Newman and Marie Reimensynder (via Zoom). Kim Allen joined the meeting in progress
- II. Guests/Staff Present: [Jacinda Cotton-Castro](#), ED; Jason Manjourides, principal; Joe Mattos, former Board Chair now volunteer
- III. Introductions were made for the benefit of new members and the public.
- IV. The need for our new Board to work together as a collaborative team was acknowledged.
- V. **Public Comment** –No public comment was offered.
- VI. **Approve minutes from Regular Meeting on June 8, 2023:** It was moved and seconded to approve the minutes of the Jun 8, 2023 meeting.
 - a. It was clarified that state law allows Marie to vote via Zoom. Our Bylaws need to be updated in this area.
 - b. The Jun 8, 2023 minutes were approved by a vote of 6-0.
- VII. Executive Director report:
 - a. Learned how to ask for help....and got it.
 - b. She thanked Jason for joining our team
 - c. Had a good end of the school year and fine graduation
 - d. Looking forward to establishing and communicating goals for this year.
 - e. Did needs assessment in June to help with planning for this year.
 - f. Hold up on the yurt has caused a space issue
 - g. The required Panorama survey was explained and agreed to be distributed.
 - h. She is working on the end of year report for the Maine Charter School Commission
- VIII. Principal's report:
 - a. He envisions a report template with information the Board desires.
 - b. He worked 8 days at the end of the school year (Thank you Jason) and 7 days so far this summer.
 - c. Using time to meet with people including Marie at Thompson's Orchard; an exciting space.
 - i. He is discussing what works well and what could be improved with the people he meets. He will report the broad themes to the Board later with no names mentioned.
 - ii. People are proud and excited to work at Fiddlehead.
 - iii. The good work being done greatly outweighs the things needing improvement.
 - d. The Board and Jacinda expressed great happiness that Jason is with us.
- IX. Kindergarten screening (initial assessment for school)

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- a. Jason recommended that the first day of school for Kindergarten be for screening so the teachers can assess the students' needs and parents get to meet the teacher.
 - b. He answered the Board's questions about this change. It was acknowledged that Kindergarten screening should be built into the calendar next year.
 - c. It was moved and seconded to approve the first day of school as Kindergarten screening this year. Motion passed 6-0.
- X. Joe lead the Board and team in reviewing several foundational documents including:
- a. Board Policies
 - i. Policy AD – Educational Philosophy Statement
 - ii. Policy ADF Commitment to The Common Core
 - iii. Policy BAA School Board Power and Responsibilities
 - b. Other
 - i. Role of the Board
 - ii. Board Director Job Description
 - iii. Board Member Code of Conduct
 - iv. FSAS By-Laws
 - c. He reminded the members that they need to:
 - i. Complete Board Training Modules #1 and #2 on Epicenter
 - ii. Complete Maine Freedom of Access Act Training and Certificate
 - iii. Complete MCSC Required End of Year Evaluations
 1. FSAS Board Self-Evaluation
 2. FSAS Executive Director
 - d. The Board members and administrators thanked Joe for his guidance and good preparation.
- XI. Board dates for the year:
- a. Board dates for meeting this year that Bill has circulated were considered. The final meeting was moved to Jun 8, 2023 by consensus.
- XII. Forms for Board members to sign:
- a. Confidentiality assurance
 - b. Conflict of Interest
- XIII. Finance Committee report: Ben
- a. The deficit for last year was about as expected at \$150,000
 - b. The Finance Committee is working on actions to recommend to the Board about this.
 - c. In our several reserve accounts we have about \$300,000.
 - d. We did use \$60,000 from reserve funds to help with cash flow throughout the year.
 - e. Tighten up this year to add funds back next year.
 - f. Enrollment impacts our income significantly.
(Board member Kim Allen had to leave at this time)
- XIV. Health and Wellness Committee: Susan
- a. Wellness Committee focused on supporting staff wellness.

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- b. Distributed articles/resources on wellness to faculty
 - i. Topics were based on an anonymous survey from early in the year
 - c. Planning a retreat day for faculty with sessions on yoga, outdoor restoration.
 - d. Wants to do something for March since that month is tough
 - e. Jason expressed interest in collaborating with the committee.
 - f. The Board supported that supporting teachers is more important than ever.
 - g. There is a chance to involve wellness in the opening faculty professional development days.
- XV. Facilities update: Bill
- a. Jacinda, Bill, and Denise are working with Thayer Corp. and Efficiency Maine on heat pump technology for Fiddlehead.
 - b. Action on the yurt and modular small group space
 - i. The yurt project is held up by a permitting problem. \$30,000 of the CIP reserve fund was earmarked for this project.
 - ii. Will the Board allow the administration to use up to that \$30,000 for purchase and installation of three in-door small-space cubicles in the courtyard and do the yurt project next year?
 - iii. Jacinda added background about increases in social work and the special education resource room driving the space needs
 - iv. It was moved and seconded to approve moving the yurt project to the next school year (SY 24-25) and use up to \$30,000 to purchase and install three small group cubicles for the indoor courtyard.
 - v. Motion passed 5-0.
- XVI. It was moved and seconded to adjourn the meeting at 8:45. Motion passed 5-0.