

# FIDDLEHEAD SCHOOL OF ARTS AND SCIENCES

**Approved Sept 20, 2023**

## BOARD OF DIRECTORS MEETING AGENDA

Aug 17, 2023, 6 pm

- I. **Call to Order – Quorum** : Meeting was called to order at 6:09 with a quorum of 4 Board members present
  - a. Board members: Ben Kramer, Susan Doughty, Marie Reimensnyder, Bill Doughty. Kim Allen joined at about 7:20.
  - b. School leadership present: Jacinda Cotton-Castro , ED; Jason Manjourides, principal.
  - c. Others present: Jen Damon, Jonathan Doughty; four viewers on Zoom.
- II. **Public Comment**: Mr. Doughty explained the ground rules for public comment at Board meetings. There was no public comment offered.
- III. **Approve minutes from Regular Meeting on July 25, 2023**: Ben moved and Susan seconded to approve the minutes from Jul 25, 2023 . There was no discussion. Minutes were approved 4 to 0.
- IV. Reading of the Fiddlehead mission took place.
- V. **What’s good about Fiddlehead**: responses included: great staff and new staff; excellent executive director; graduated student doing well; strong special education program.
- VI. **ED report**: Jacinda noted that collaboration with staff has been excellent; the summer program is still running with some success; hiring has been excellent with just the right people at just the right time. Excited about the Education Committee’s work; new indoor modules arriving next week. Also, after school enrollment is on target to meet goals. She continues to work on obtaining grants and development for the school. Enrollment is currently at 200.
- VII. **Principal report**: Jason praised the work of the Education Committee in preparing for this evening and their ongoing work. He has met with many staff members over the summer and hopes to meet with all of them soon. He and staff are planning for the opening days and all that gets packed into them: talk about curriculum mapping, the classroom physical environment, the master schedule and what drives it; organizing for school safety as staff returns. There has been and will be extensive math staff development.
- VIII. Chair’s report: Susan and Bill attended Webinar on school safety with two main points: Know who is in your building (sign in) and keep doors secured. Marie asked that outdoor safety be considered also.
- IX. **Signing documents**: The Board members signed confidentiality agreements and conflict of interest disclosure documents.
- X.

## FIDDLEHEAD SCHOOL OF ARTS AND SCIENCES

- XI. Education Committee presentation:** Mr. Doughty and Ms. Damon explained the work of the education committee and presented two summary documents showing that the themes of **climate study** and **social justice** had emerged as long-term, school-wide themes for organizing and centering the work of the school. There were several questions and consensus that the work of the committee was excellent, exciting, and perfectly timed for the needs of our students and our world.
- XII. Finance Committee report: Ben Kramer.** We have looked carefully at results from FY 23.
- a. The budget was impacted by arising needs that started in December. Fiscal year ended \$150,000 in the hole. About \$100,000 was due to added Special Ed. positions. This also impacted health insurance costs. Inflation caused gas/electric to be \$15,000 higher than planned. Contracted services for our building were over. In addition, enrollment was four students less than planned which impacted our revenue.
  - b. The FY 24 (current year) budget was planned and approved before the deficit from the previous fiscal year was known. The Finance Committee has been looking at how we can recover the \$150,000 in the current budget year(FY24). This is a lot of money to get from a budget that was squeezed already.
  - c. Some adjustments in current expenses (hires for less than budgeted) have helped our situation.
  - d. Recommendations from Finance Committee**
    - i. Freeze two TA positions of the administration's choice for \$58,000
    - ii. Replace the open Resource Teacher position with an 80% Resources TA for \$20,000
    - iii. Reduce the current BC/BA position to 50% for \$26,500
    - iv. Extensive discussion of these recommendations ensued.
  - e. Action on Finance Committee recommendations
    - i. Ben moved and Kim seconded to freeze two open TA positions. Motion passed 4 yes and 1 abstention.
    - ii. Ben moved and Susan seconded to replace the Resource Teacher with a Resource TA at 80%. Motion passed 5 to 0
    - iii. Ben moved and Susan seconded to reduce the BC/BA position to 50%. Motion passed 5 to 0.
  - f. Accept June and July Treasurer's Report:** Ben moved and Kim seconded to accept the June and July Treasurer's Reports. Motion carried 5-0.
- XIII. Executive Session to consider personnel** It was moved and seconded to go into executive session to discuss personnel matters. Motion passed 5-0.

## FIDDLEHEAD SCHOOL OF ARTS AND SCIENCES

### XIV. Actions on hiring

#### a. Kim moved and Susan seconded to approve the hiring of

1. Mandy Metrano, grade 8
2. Sally Tinkham, grade 5
3. Brenda Witten, grade 1
4. Chake Higgison, art teacher

#### b. Motion passed 5 to 0

- i. Ben moved and Susan seconded to authorize Jacinda to make offers for two TA positions. Offers to be confirmed as hires at the next Board meeting.  
Motion passed 5 to 0.

ii.

### XV. Bill thanked the Board and leadership for their collaboration and commitment on difficult decisions and the school staff for their superb cooperation.

### XVI. Ben moved and Susan seconded to adjourn the meeting. Motion carried.

### **XVII. Next meeting: Sept. 21, 6 PM, Fiddlehead School**

### **XVIII. Adjournment**