

Fiddlehead Board Meeting October 23, 2025

Approved 11/20/25

Meeting held via Zoom

The meeting was called to order at 12:02 PM via Zoom.

A quorum was established.

The Fiddlehead mission was read.

There was no public comment.

Present: Bill, Jacinda, Becky, Kaiti, Joanne, Bruce, Jamie, Roger

Board Onboarding & Governance

New board members were onboarded to the Google Drive, the central repository for all board documents.

Login instructions and shared drive navigation were reviewed. Bruce suggested organizing files into categorical folders (e.g., all minutes together) for easier access and linking to meeting folders.

The Board discussed the difference between governance and volunteer roles:

- Governance includes fiduciary responsibility and supervision of the Executive Director (ED).
- Volunteer activities are conducted under the direction of the ED.

The staff concerns protocol was reviewed:

- Concerns should be brought to the ED (Jacinda Cotton-Castro).
 - If unresolved or involving the ED, concerns should be brought to the Board Chair.
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Approval of Minutes

Bruce moved and Joanne seconded to approve the minutes from the September 2025 meeting. Motion carried unanimously (6–0).

Q1 Financial Review (July–September)

The Board reviewed Q1 financials showing a \$31,000 deficit, attributed primarily to:

- Accounting services: \$22,000 spent vs. \$17,000 annual budget (due to cleanup of prior-year records).
- Out-of-district SPED placement: \$27,000 vs. \$22,500 budgeted for the quarter.
- Building repairs: \$17,000 spent; most facility work occurs over the summer.

Revenue was slightly under budget due to pre-K subsidy timing, but the increase to 24 pre-K students will add approximately \$8,400/month beginning in January.

The Board discussed shifting more accounting tasks to the Business Administrator (Susan Personere) and exploring a new financial report format showing variance to budget for clarity.

Executive Director's Report

Enrollment: 208 students, including 24 in pre-K.

Marketing: New videos successfully highlight the school's mission

Fundraising & Events:

- Hockey Night Fundraiser: November 1 (volunteers needed to sell popcorn)
- Artisan Fair: November 15
- Giving Tuesday: First Tuesday in November, now accepting Venmo

Programs:

- After-School Enrichment: 130 students, generating ~\$16,000/month; staff children attend at a 50% discount.
- Private Music Lessons: 50 students enrolled with a 6–8 student waitlist; plan to add 8–10 spots in January.

Staffing:

- Behavioralist (Jocelyn Harlow): Hired and already making a strong impact.
 - Open Position: SPED Teacher Assistant after Woodfords withdrew their TA placement.
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Board Visioning Process

The Board discussed transitioning from a traditional strategic plan to a model of “adaptive resilience” — a framework emphasizing flexibility, learning, and responsiveness.

The goal is to strengthen the school’s ability to navigate change while remaining true to its core mission. Joanne D’Arcangelo will lead the process and share materials on adaptive resilience.

Joanne D’Arcangelo was unanimously elected (6–0) Vice Chair to support the Chair and lead the new visioning initiative.

Wellness Committee Report

Committee Members: Kaitlin Lewis

Focus: Planning the annual staff retreat, with a potential theme of “Regulation.”

Next Steps: Recruit a parent community member and update the website with committee details.

Next Steps / Action Items

- **Bruce Woodard:** Connect to the Google Drive and review folder structure suggestions.
 - **William Doughty:** Request new “variance-to-budget” financial reports from Flaherty Financial; circulate Charter Commission meeting dates.
 - **Jacinda Cotton-Castro:** Add board members to the Charter Commission email list; recruit Hockey Night volunteers.
 - **Joanne D’Arcangelo:** Send adaptive resilience resources to the board; co-develop visioning proposal with Jacinda.
 - **Kaitlin Lewis:** Recruit a parent for the Wellness Committee; update the website.
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Executive Session

Bill left the meeting due to conflict of interest.

Jamie moved to enter the executive session. Kaiti seconded. Motion carried.

After discussion, Becky moved to exit the executive session. Kaiti seconded. Motion carried.

Adjournment

Bruce moved to adjourn the meeting. Joanne seconded. Motion carried.

The meeting adjourned at 1:33 PM.

Next Meeting: Thursday, November 20, 2025 at 6:00 PM at Fiddlehead School and via Zoom.