

Board of Trustees Meeting  
Meeting Minutes  
Thursday, November 12, 2015

Attendees: President – Jason Fine, Vice President – Ted Basile, Treasurer - Jerry Cimmino, John Williams, Sagar Kamarthi, Cross Barnes, Ursula McCarthy, Tom Pacheco, Ian MacDonald, Beth O’Toole Teacher Representative, Head of School – Heather Zolnowski, Assistant Head of School – Joe Perna

Absent: N/A

Call to Order: 7:04 pm

Open Comment Period:

- None

Recognition of the Month:

- Discussed French week and the preparation undertaken for such an event along with all of the activities throughout the week
- Students then performed a dance and sang a song from Les Miserable to demonstrate their hard work

Clerk’s Report:

- Minutes from the October 8, 2015 BOT meeting were reviewed and edited.

Motion to approve minutes: Jerry Cimmino

Motion seconded: Joe Mullen

Motion passed unanimously

Reimbursement Agreement with the Foundation

- Discussion ensued about the details and what this means which lead to a robust discussion about the differences, similarities and overlap of the Board of Trustees and the Foundation
- Background on how the Foundation and BOT coincide was provided by Joe Perna

Motion to approve the agreement: Jerry Cimmino

Motion seconded: Sagar Kamarthi

Motion passed with Joe Mullen and Jason Fine abstaining as members of the Foundation

Action Register:

- Reviewed upcoming tasks; all tasks in the action registry were accomplished.

Annual Appeal Letter

- Discussion ensued about what types of concerns arose during the 2014-2015 school year and what changes we could make to increase donations this school year
- We agreed to go with the express pass again this year and made minor edits to clarify certain points

Motion to approve the Annual Appeal Letter and to allow the HOS to make necessary edits along the way: Cross Barnes  
Motion seconded: Joe Mullen  
Motion passed unanimously

#### Head of School Report:

- HOS provided an update on the PARCC testing, what it is in comparison to MCAS, who took it, break down of results, including states scores vs. BFCCPS scores.
- BFCCPS out scored the state in ELA as well as most math scores.
- HOS discussed next steps including an update on the BESE recommendations to implement a hybrid test in the future
- HOS discussed how best to share these impressive scores with the BFCCPS community in a special edition of Ben's Buzz

#### Treasurer's Report:

- Reviewed September's operating results and discussed the underenrollment (by only 2 students) and the financial implications.
- Discussed the transportation expense and reimbursement
- Discussed Central Source which has assisted with BFCCPS's accounting and how they are a full service consulting firm that offers leadership and system administration support
- Board reviewed several packages offered by Central Source and how although this was not initially budgeted for, that there is value that can be gained from such a resource. An extensive discussion ensued.

Motion to approve an engagement with Central Source to provide package B: Jerry Cimmino

Motion seconded: Cross Barnes

Motion passed unanimously

#### Committee Updates

- Mission Committee charter was discussed along with certain minor edits to clarify tasks and objectives.  
Motion to approve Mission Committee Charter - Crossan Barnes  
Motion seconded - Joe Mullen  
Motion passed unanimously
- HR Committee provided the BOT with an update and discussed minor edits to the Charter.  
Motion to approve HR committee charter for 2015/2016 school year: Cross Barnes  
Motion seconded: Tom Pacheco  
Motion passed unanimously
- Facilities Committee had an introductory meeting and the BOT was provided with an overview by Joe Perna of the history of the current building and lease with the Church.
- Governance Committee discussed status of certain policies in the review and revision stages including the consussion, fundraising, compensation and transportation policies.

#### Faculty Representative Update

- Sandra Frongillo would be stepping down from the BOT effective immediately.
- Discussion ensued about bringing on another faculty member to ensure proper representation
- BOT commented how much her service was appreciated

Meeting Adjourns: 9:37 pm

Motion made: Jason Fine

Motion seconded: John Williams

Motion passed unanimously