

**Board of Trustees Meeting  
Meeting Minutes  
Thursday, June 11, 2015**

**Attendees:** *President* – Don Tappin, *Vice President* – Ted Basile (joined 8:28), *Treasurer* - Jerry Cimmino, Jason Fine, Lax Iyer, John Williams, Joe Mullen, Sagar Kamarthi, Cross Barnes, **Teacher Representative** – Sandy Frongillo, **Head of School** – Heather Zolnowski, **Assistant Head of School** – Joe Perna

**Absent:** Joe Mullen

**Call to Order & Comments by President:** 7:08 pm

- Don reminded the attendees about Field Day gathering on June 12th morning.
- Don talked about BFCCPS location announcement.
- Don reminded about Graduation day on June 22.
- Don is scheduled to give graduation speech on June 22.

**Recognition of the Month:** 7:10 pm

No recognition of month.

**Clerk's Report:** 7:11 pm

Minutes from the May 7, 2015 BOT meeting were reviewed and edited.

Motion to approve May 7 2015 minutes: Jerry Cimmino

Motion seconded: Jason Fine

Motion passed unanimously

**Open Comment Period:** 7:14 pm

Sandy reported that teachers voted her in as Teacher Representative for 2015-2016.

Motion to approve Sandy Frongillo as Teacher Representative for 2015-2016: Don Tappin

Motion seconded: Lax Iyer

Motion passed unanimously.

**Nomination Report:** 7:16 pm

Lax announced his resignation effective June 30. He thanked all for the opportunity given to him to serve as a Trustee. He said his resignation was motivated by his desire to make room for new members. He offered to play an advisory role going forward.

Don accepted Lax's resignation effective June 30. Don praised Lax for his selfless act.

Motion to accept resignation: Don Tappin

Motion seconded: Cross Barnes

Motion passed unanimously.

Don gave opportunity to candidates to speak about their background and interest in serving as a Trustee. After the candidates had spoken, Trustees voted on the candidates. The following are results:

Cross Barnes, Ursula McCarthy, Joe Mullen, Beth O'Toole, Tom Pacheco are appointed Trustees for a 3-year term. Ian McDonald is appointed a Trustee for 2-year term.

Motion to approve Jason Fine as President, Ted Basile as Vice President, Sagar Kamarthi as Clerk, Jerry Cimmino as Treasurer for 2015-2016: Don Tappin

Motion seconded: Cross Barnes

Motion passed unanimously.

**Head of School Report: 7:55 pm**

- Currently 449 students are enrolled at the school; one Grade 1 student left school late spring due to relocation; this position will be filled with a 2<sup>nd</sup> grad wait-list student in 2015-2016.
- Fire drill was cancelled due to some issues.
- School completed PARCC testing successfully; overall BFCCPS community is supportive of PARCC.
- French week went well; some students received platinum awards.
- At the Science Fair 3 BFCCPS students secured 2<sup>nd</sup> and 3<sup>rd</sup> places.
- Half-day community service event was a great success; Grade K-4 students raised money through Read-to-Feed program; Grade 5 students planted at Community Harvest; Grade 6 students participated in DelCarte property clean-up; Grade 7 students visited Heifer Farm.
- Students participated in Fine and Performing Arts Week- May 25-May 29; Art Show Reception was held on May 26; students participated in Recorder and Concert Band Performance.

**Human Resources Committee Report: 8:10 pm**

- John Williams briefed HoS survey results
- In general, teachers' and Trustees' responses to HoS survey are positive; overall teachers are pleased to work with HoS.
- Parents are concerned about the increasing HoS responsibilities when school expands.
- Trustees recommended that HoS delegate some her responsibilities others to manage the increasing workload.
- Teachers expressed their desire for the HoS to visit their classrooms more often.

Motion to approve HoS contract for 2015-2016: Don Tappin

Motion seconded: John Williams

Motion passed unanimously.

Motion to approve pay-for-performance compensation for HoS: Don Tappin

Motion seconded: Cross Barnes

Motion passed unanimously.

**Governance Committee Report: 8:28 pm**

Nothing to report from the Governance Committee.

**Mission Committee Report: 8:29 pm**

Nothing to report from the Mission Committee.

**Facilities Committee Report: 8:30 pm**

Committee plans to inform Archdiocese to extend lease for school year 2016-2017.

Motion to approve extension of lease for 2016-2017, and extension on month-by-month basis after June 2017: Don Tappin

Motion seconded: Cross Barnes

Motion passed unanimously.

Motion to approve reimbursement resolution: Don Tappin

Motion seconded: Jerry Cimmino

Motion passed unanimously.

Committee discussed the need to address communication and professional issue with DPI.

**Treasurer's & Finance Committee Report: 8:30 pm**

- Jerry Cimmino presented operating results of April 2015; the end of the month operating budget was \$140k.
- Financial year is ending at \$160k surplus; committee plans to put aside as much money as possible from the operating budget toward expansion plan.
- Reviewed salary increase for FY 2016.
- Jerry had audit team meeting in June first week.

**Faculty Representative Update: 9:00 pm**

No comments.

**Action Register: 9:02 pm**

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

**Meeting Adjourns: 9:10 pm**

Motion made: Don Tappin

Motion seconded: Jason Fine

Motion passed unanimously