

Benjamin Franklin Classical Charter Public School (BFCCPS)

Board of Trustees Meeting

Thursday, March 10, 2016 7:00 pm

Attendance: **President** - Jason Fine, **Vice President** –Ted Basile; **Clerk** - Sagar Kamarthi (7:30); Ian MacDonald; Tom Pacheco; Anne Marie Palmer; Joe Mullen; Beth O’Toole; John Williams (late), Jerry Cimmino; Ursula McCarthy; **Head of School** - Heather Zolnowski; **Asst. Head of School** - Joe Perna

Absent: Cross Barnes

Call to Order: (7:05 pm)

Jason welcomed everyone.

Open Comment Period:

No Comments.

Recognition of the Month:

None

Clerks Report:

Minutes from the BOT meeting held on February 11, 2016 were reviewed and edited. Joe Mullen made a motion to accept the minutes and Jerry Cimmino seconded the motion. The motion was accepted unanimously.

Minutes from the joint sessions with Foundation on November 23, 2015 and January 28, 2016 were reviewed and edited. Jason Fine motioned to accept the November 23rd minutes and Joe Mullen seconded. Anne Marie Palmer and Ian MacDonald abstained, motion passed as remaining members vote in favor. Ursula McCarthy motioned to accept the January 28th minutes and Jerry Cimmino seconded. Ian MacDonald and Tom Pacheco abstained, motion passed as remaining members voted in favor.

Head of School Report:

Heather walked the Board through the proposed calendar for 2016-2017 school year. She noted the similarities to the Franklin Public School calendar. Also noted is the unusual event of 3 full weeks of school in September due to the Jewish Holidays falling in October. February vacation is discussed, including feedback received from the school community. It is noted that Franklin Public School is also discussing moving to an abbreviated February break for the 2017-2018 school year in addition to other February break alternatives.

Joe Mullen motioned to adopt the 2016-2017 calendar as presented and Ursula McCarthy seconded the motion. The motion passed unanimously.

Action Register

The size of the Board of Trustees is discussed. Tom Pacheco inquired if Jason Fine feels a larger

board (at 12) is more beneficial to the work with which the Board is tasked. Jerry Cimmino questioned if specific skill sets are needed in new members. Ursula McCarthy pointed out the board is young and the addition of 3 new members to replace the departing Board members will continue this fact. Sagar Kamarthi pointed out that 10 may be an ideal number. Jerry Cimmino pointed out the need for members outside of the school community. Joe Mullen motions to keep the Board members at 12, Ian MacDonald second the motion. Four members vote in favor, 4 opposed, Beth O'Toole abstains. The motion does not carry. The discussion is tabled for later in the meeting.

Jason Fine introduced the Head of School (HOS) review process, and stated that it must be discussed in open meeting. HOS goals are set in July. Mid year the HOS sits with the President and the HR Committee chair to review the progress. (This meeting has already taken place with positive progress noted.) The next step is to gather input from the faculty and staff, Board of Trustees feedback, and the review will be conducted in May. Performance based bonus and a smaller PhD bonus are discussed and awarded at that time. Discussion around succession planning and the related decision to accept an Executive Director for the school as well as Heather Zolnowski's 2016-2017 contract will also be discussed at that time.

Discussion regarding the Executive Director position and who will fill it is introduced by Jason. Ian MacDonald questions if there is a legal requirement to post the position or search externally. Jason confirmed the decision is made by each school district and there is no such requirement at BFCCPS. Ursula McCarthy indicated she felt the role is large and would be a new position. She felt there would be no harm in seeing what other candidates bring to the table to ensure we have selected the right person for the role. Joe Perna indicated he felt the position was not new, but simply a clarification of the duties Heather already performs. Ian MacDonald disagrees somewhat, and sees it as a true executive level position. Joe Perna felt that the position truly takes some of Heather's current responsibilities away, and does not add many. Joe Mullen pointed out that having someone other than Heather in the role would be a blow to the consistency of the culture we are trying to maintain during growth. Beth O'Toole pointed out the Board will have to run the process of selecting and interviewing candidates for the position and questioned the capacity the Board has to do this. Tom Pacheco pointed out in business one would not assume that the ability to run a corporation of X size means that one can run a corporation at 2x the size. Jerry Cimmino believes we should evaluate Heather's skill set against the responsibilities of the proposed ED position. Jason Fine asked for Heather to provide a resume so the Board can evaluate against the skill set needed for the ED position. Heather agreed to provide one.

The open BOT positions are discussed. Jason Fine moves to make the Board size 10 people for the 2016-2017 school year. Sagar Kamarthi seconds. The motion passes 5-4, with Beth O'Toole abstaining.

Treasurer's Report:

There is little change from the December financials. We are \$60,000 ahead of planned income due to the increase in tuition revenue.

Committee Updates:

Governance Committee has reviewed the expulsion, concussion policies and transportation policies.

- The expulsion policy is required by the state. There needed to be one person who decides when to expel a student and another to whom the student can appeal. The HOS is the appeal person, the AHOS is who will decide to expel. The DESE accepted the policy. Joe Mullen motions to accept the policy, Ian MacDonald seconds. Motion passed unanimously.
- The concussion policy is linked to the state protocol. This is specific to after school activities, not during the school day when the nurse is available. Ursula McCarthy motions to accept the policy, Jason Fine seconds. Motion passed unanimously.
- The transportation policy is still being discussed. Franklin Public Schools charge \$325/child and \$975/family. The Committee is proposing a slightly lower amount of \$300/child and \$900/family. Jerry Cimmino is going to evaluate this against the budget.

Mission Committee is working on redefining what delivering a classical education means. Hoping to move into the rubric when the definition is completed.

Finance Committee is currently reviewing the budget for the 2016-2017 school year.

HR Committee continues to review the Employee Handbook with help from the lawyers.

Facilities Committee did not have any updates for the month.

Faculty Representative Update:

Anne Marie Palmer reported that the faculty discussed the school calendar and provided feedback. No other issues were noted.

New Building Update:

- We have moved to the design and development phase of the project.
- There was a \$2,000,000 gap between the strategic design and the budget. The project was “value engineered” and the gap was closed enough to move to the next phase of D&D.
- Meeting planned for March 31 with the Foundation.
- Communication to go out to the school community in early April.
- We are on time.

Executive Session:

Jason Fine motions to move into Executive Session. The Board will not reconvene after the Executive Session. Roll call vote, aye: Jason Fine, Ted Basile; Sagar Kamarthi; Ian MacDonald; Tom Pacheco; Anne Marie Palmer; Joe Mullen; Beth O’Toole; John Williams, Jerry Cimmino; Ursula McCarthy; Heather Zolnowski; Joe Perna