

**Board of Trustees  
Meeting Minutes  
Thursday, April 14, 2016**

**Attendees:** President – Jason Fine, Treasurer - Jerry Cimmino, Clerk – Sagar Kamarthi, Cross Barnes, Ian MacDonald, Ursula McCarthy, Joe Mullen, Beth O’Toole, Tom Pacheco, Anne Marie Palmer, John Williams, Head of School – Heather Zolnowski, Assistant Head of School – Joe Perna

**Absent:** Ted Basile

**Call to Order:** 7pm

**Open Comment Period:** No comments

**Recognition:** Heather commended Karen LaPlaca for organizing a successful community reading day, where visiting community leaders read to students.

**Approval of Minutes:**

March 10 meeting minutes reviewed, edited

Motion to Approve:                 Jerry Cimmino  
Second:                                 Cross Barnes  
Approved, Cross abstains

March 31 meeting minutes reviewed, edited

Motion to Approve:                 Beth O’Toole  
Second:                                 Jerry Cimmino  
Approved unanimously

**Action Register:**

- Revise HOS end of year performance review form -- Jason says that the current form works and no further revisions are necessary
- Distribute employee input survey on HOS performance -- will distribute after April break
- Confirm budget assumptions -- Jerry to postpone pending upcoming meeting
- New board members to submit t-shirt sizes for field day shirts
- Notify board president of interest in officer position by month end - Jason emphasized the need for someone with financial acumen to replace Jerry in running FinCom
- Discuss/plan meeting with nominees to BOT - Heather to put notice in Ben’s Buzz, local paper and social media; need someone with a finance background; interested parties to

email Sagar; Heather to make introduction between Jason and Ken Martin; Sagar to put all applications into a common folder for the trustees

### **Executive Director Position**

Jason led discussion on the need for the new executive director position and the group went back and forth on the merits of planning for Heather to take the position vs. doing an external search. Jason explained procedurally how such a transition would work (including a change to the board's charter to specify that the board hires the executive director of the school). Joe Mullen made an impassioned speech for making Heather the Executive Director, emphasizing the need for stability and continuity as the school expands.

Joe Mullen made a motion the board authorizes a succession plan, whereby heather would be named executive director when the position is created.

Motion: Joe Mullen

Second: Sagar Kamarthi

Approved unanimously

### **HOS Report**

- Enrollment at 446
- K Student moving to 1st grade after April Vacation (had been splitting time)
- Student services is partnering with Dr. Ryan Madigan on anxiety in the classroom; training for teachers
- PAC at P Bruins last month; chorus sang the national anthem
- Pipe leaking in the basement
- Hired Next Level Services as new cleaning company
- Recent tree/branch removal around the school
- 5th and 6th just had science fair this week; 5th graders research projects, experiments, findings; 6th graders built rube goldberg machines to accomplish various tasks
- DC and Quebec trips this week
- Heifer international has kicked off
- Student council instituted "caught in the action" peer virtue recognition program
- Dr. Perry retiring at the end of this year
- 25 students in the after school Rubik's Cube club

### **Treasurer's Report - Jerry Cimmino**

February was not materially different from the past few months. We did get reimbursement data on bussing. It came in a little lighter than expected, but we were able to offset with expense management. The school has some capital expenses coming up -- laptops for faculty, etc.

### **Governance Committee - Ursula McCarthy**

Reviewed newly drafted ethics policy

Motion to Adopt: Jason Fine  
Seconded: Tom Pacheco  
Approved unanimously

The board reviewed the regional transportation policy. Change 5.2.2 to read that families are responsible for all regional transportation fees (without specifying application fee v other fees).  
Corrected minor typos/edits

Motion to approve: Tom Pacheco  
Second: Cross Barnes  
Approved unanimously

**Mission Committee** - Ian MacDonald

The committee has a draft document describing what “classical education” means at BFCCPS. Will present at the next board meeting.

**Finance Committee** - Jerry Cimmino

Budgeted students at 450. More students from out of franklin means a higher budget. Estimated 3% increase in salaries for next year. Working through some expense issues with personnel costs. Transportation for next year will be more expensive (had one free bus this year). Some required capital investments coming up (\$80k). Biggest chunk is replacing aging faculty laptops. Final budget presentation in 4 weeks.

**HR Committee** - Beth O'Toole

Handbook meeting with the attorneys to answer outstanding questions. Committee had discussions about exempt vs. nonexempt employees, salary structure (Heather met with gentlemen from Foxboro charter school). On target to launch new faculty handbook in the fall and publish electronically.

**Facilities**

No update

**Faculty**

No update

**New Facility Update** - Jason Fine

Design drawings are nearly complete. Architects are done. Still working through timing on communication plan.

**Move to Executive Session**

Jason reads notice to go into executive session

Roll call vote

Sagar Kamarthi - yes

Ian MacDonald - yes  
Ursula McCarthy - yes  
Cross Barnes - yes  
Ann Marie Palmer - yes  
Jason Fine - yes  
Jerry Cimmino - yes  
Joe Mullen - yes  
Heather Zolnowski - yes  
Beth O'Toole - yes  
John Williams - yes  
Joe Perna - yes  
Note: Tom Pacheco not present

**Meeting adjourns at 9:15 from Executive Session.**