

**Board of Trustees
Meeting Minutes
Thursday, May 12, 2016**

Attendees: President – Jason Fine, Ted Basile, Clerk – Sagar Kamarthi (7:25), Cross Barnes (7:40), Ian MacDonald, Beth O’Toole, Tom Pacheco, Anne Marie Palmer, John Williams, Head of School – Heather Zolnowski, Assistant Head of School – Joe Perna

Absent: Treasurer - Jerry Cimmino, Joe Mullen, Ursula McCarthy

Call to Order: 7:05pm

Open Comment Period: No comments.

Recognition: Mr. Benjamin is the recognition of the month but is unable to attend as he is out on medical leave.

Approval of Minutes:

April 16 meeting minutes reviewed, edited.

Motion to Approve: Jason Fine
Second: Tom Pacheco
Approved unanimously

Action Register:

- Distributed HOS performance review. Beth has received some responses
- Discussion of officers for the Board of Trustees:
 - Ted Basile is running for Vice President.
 - Beth O’Toole is running for Clerk.
 - Tom Pacheco is running for Treasurer.
 - Jason Fine is running for President.
- Discuss and plan meeting with Board of Trustee candidates. We have 4 responses and Sagar has sent them applications.
- Distribute the HOS performance review to the BOT in the coming week.
- Board Members should keep an eye out for emails to fill out the financial disclosure requirements as well as open meeting laws. Please save the financial disclosure form and send to Jason so he can deliver to the town Clerk.

HOS Report

- Enrollment at 446.
- Some movement in the student services department. An assistant is out on Family Leave and they have moved some assistants around and hired an additional assistant.

- PARCC has been going well for 5, 6, 7, 8. Students are taking it all electronically. Our results are held harmless as long as 95% of our students are taking the exam, which thus far has not been an issue. Everyone is testing in their classrooms with the exception of Ms. Herliczek's class. All classes except for the 3rd graders have been taking 2 tests a day.
- Our drinking water was tested approximately 6 years ago for lead. DPW is currently testing all schools in Franklin and they reached out to us to be included. John Williams points out we should inquire if the Little Red Schoolhouse is also being tested.
- Fire drill 2 weeks ago during an Arts Enrichment assembly and all went well.
- Monday is the new facility meeting. Babysitting will be offered. There have been roughly 30 RSVPs. The architects, project managers, and leadership will be presenting.
- The second "Pillars in Action" mailing went out. Focused on community service Pillar. Positive feedback from community.
- The 7th and 8th graders did a day of community service. They did 4 different projects including work on the Common, the DelCarte Property, the Franklin Statue garden, the Franklin State forest, and our first project in Bellingham.
- Heifer International has kicked off. The 2 community service coordinators (Mrs. Basile and Mrs. Word) are working hard to expand the scope of the projects.
- Character education: student council instituted a way for students to recognize other students for displaying virtues. It is going really well.
- Symphonic band and Chorus - 75 students to Music in the Parks. Symphonic Band got an excellent rating and both placed 2nd.
- Fine and Performing Arts month coming up. Many activities coming up. A former student will be covering Mr. Benjamin's absence.
- Dr. Perry will be retiring and we will be filling the position.
- We will start next school year with a 4th grade teacher out on Maternity Leave.
- Sagar inquires about presenting the student body with plans for the new school and Heather explains the plans for speaking to all of the members of the community.
- Sagar shared a method he saw in another school of the teachers giving students beads for displaying virtues. Heather shared that the Student Council bought rubber bracelets in different colors to represent the virtues and the students are proudly wearing them.

Treasurer's Report - Heather Zolnowski for Jerry Cimmino

There are no changes from last month. Our tuition is trending as we expected. The transportation reimbursement rate is going to be about 70% for the past year (which will be paid next year.) This is in line with what we budgeted.

2016-2017 Budget: Budget assumptions: Full enrollment. Tuition projection was released earlier so we were better able to budget that number. No increase in budget for grants/special education, although our special education population has increased.

DESE released guidance that Charter Schools can not charge for regional transportation and still be eligible for reimbursement from the State. Revenue stream is better for reimbursement

than for direct charge. (Reimbursement for 2015-2016 is 70%.) The Board will need to revisit the transportation policy next month and vote to change back to not charging.

The largest budget item is personnel related. We aim to keep the teachers within 85% of their Franklin Public School equivalent. 2016 salaries are not available at this time. The Finance Committee analyzed historical data to predict where FPS teachers will likely be when collective bargaining closes. The BFCCPS teachers will receive a 3% increase across the board and anyone who has fallen below 85% of FPS will receive a market adjustment. Additionally we are looking to hire a .6 FTE inclusion teacher to service our increasing special education population. Our Marketing coordinator will be moving from 2.5 days to 3.5 days.

Ebooks are being purchased to replace current Science books 6-8. The cost of this is less than traditional books and offers more virtual experiments as well as the opportunity to purchase additional Chromebooks.

The teachers will be receiving new laptops before the end of this school year. All assistants will be receiving their own Chromebooks. The expense for this will fall in the 2015-2016 budget.

A new server needs to be purchased and is included in the 2016-2017 budget. The replacement model will be portable and able to handle the increase in devices after we move.

Expansion related expenses are primarily personnel related in hiring positions that will need to be filled prior to moving to the new building. For example, the Executive director and HR manager are two positions that must be filled to if we are moving in September of 2017.

Motion to Approve the 2016-2017 budget: Tom Pacheco
Seconded: Cross Barnes
Approved unanimously

Governance Committee - Heather Zolnowski

The committee is looking for guidance from the Board on language relating to the formation of committees. The committee feels that the policy should state: In the event that a committee chairperson feels that the original committee charge needs to be modified, the approval of the Board must be obtained before any significant actions are taken by the committee towards its modified charge. Additionally any committee member who believes that the committee is not following the charge defined by the Board must first discuss his/her concerns with committee chairperson before taking the issue to the Board President.

Joe clarifies that the committee is vexed by the process by which committee members can take action if they feel the committee is not following its charge. Cross and Tom propose road maps by which the Board President would manage the way in which issues were brought before the

entire Board. Joe feels this clarification gives him further information to bring back to the committee so the committee can draft new language for this policy. No motion required at this time.

Our financial policy requires us to get 3 sealed bids for \$25,000 or more for purchases. Some DESE and our own financial policies speak to emergency purchases. The committee is recommending we go with 3 bids from state approved vendors rather than 3 sealed bids for technology purchases, which is allowable under the law. The Board needs to vote to change our policy to reflect this change.

Tom and Heather feel that it is sound business practice to continue to receive 3 bids and we should continue to do so. Joe points out BFCCPS Board policies are more stringent than what is required by law.

Motion to change policy to allow for 3 bids from state approved vendor for the technology purchase for teachers: Cross Barnes
Second: John Williams
Approved unanimously

Mission Committee - Ted Basile

The committee has been working on defining what a “Classical Education” means to the School. Ted shares the definition: “A classical education is one of four BFCCPS pillars used collectively for the development of the whole student. We have developed a framework, based on the foundation of the Trivium, which incorporates the Massachusetts Curriculum Frameworks, and guides our approach to education. The Trivium is derived from three critical thinking hierarchies that include: Grammar (gather information), Logic (understand information), and Rhetoric (express or apply information). Our approach to classical education at BFCCPS combines rigorous content, research-based teaching methods, and real-world learning outcomes that support whole-child development. Students are grounded in the fundamental subjects of literature, history, mathematics, science, languages, music and the arts in order to understand culture and enable active participation. The learning process is cyclical and all students progress through the various stages of the Trivium as they develop subject matter expertise. We also incorporated the language of Bloom’s Taxonomy to describe the phases of the Trivium.”

Motion to Accept the Classical Education definition as presented: Jason Fine
Second: Ian MacDonald
Approved unanimously

HR Committee - Beth O'Toole

Meeting tomorrow to finalize Handbook. Next week we will continue the discussion surrounding the compensation structure.

Facilities

No update

Faculty

Anne Marie has had some inquiries on the HOS evaluation and where the responses will go.

New Facility Update - Jason Fine

Meetings are scheduled with Faculty and Parents on Monday.

Other interested party meetings are to be scheduled.

Planning board meeting May 23rd.

We filed with MEPA and they are determining what level of review we need. If it is the long form it could cause delays.

Currently we are on target, on time, and on budget but there are many moving parts.

The attorney and Dadealus are both working to get paperwork in order so that when things can move forward we can move quickly.

Move to adjourn: Cross Barnes

Second: Tom Pacheco

Approved unanimously.

Meeting adjourns at 9:15.