

Benjamin Franklin Classical Charter Public School (BFCCPS)
Board of Trustees Meeting
DRAFT Minutes
Thursday September 8, 2016 7:00 PM

Attendance: President: Jason Fine, Vice President: Ted Basile, Clerk: Beth O'Toole, Joe Mullen, Ursula McCarthy, Cross Barnes, Anne Marie Palmer, Renee Blaine, Head of School: Heather Zolnowski, Assistant Head of School: Joe Perna

Absent: Treasurer: Tom Pacheco, Ian MacDonald

Call to Order (7:00pm)

Open Comment Period

No comments

Recognition of the Month

New teachers: Library/tech, 4th Grade Long Term Sub., K inclusion teacher, and 1st grade aide were all introduced to the board by Heather.

Presentation of Audited Financial Statements

John Buckley from AAF presented the audited financial statements for 2015-2016. The financials were clean; there were no significant deficiencies or material weaknesses. There were 2 audit adjustments to bring the financial statements in compliance with GAAP, both having to do with in-kind accounts. The only two recommendations were around approving transactions and creating a documented disaster recovery plan. Renee questioned what should be in the plan and Mr. Buckley indicated that the audit recommendation was around the recovery of data/systems ("enterprise") in the event of a disaster. Jason indicates that most of our systems are managed by 3rd party vendors and we should find out their plans. Joe M. asks, regarding a disaster plan for issues with school, if it would be possible to partner with another school for space. Heather indicates that most FPS are at capacity and Dean College would likely be the best choice. Mr. Buckley walked the Board through the income statement and balance sheet for both the School and the Foundation. Overall both are healthy and in good shape. Notes to the financials are consistent with the prior year. Note 6 refers to the in-kind pension number. This number is for disclosure purposes only - the state actually pays this. He then walked the Board through the Key Financial Ratios analysis. Overall the school is in very good shape. Mr. Buckley commends the back office staff for their hard work.

Motion: *Joe Mullen motioned to approve the audited financial statements and Cross Barnes seconded it*

Comments: *none*

Result: *Motion passes unanimously*

Clerk's Report – Vote on minutes from August 11, 2016 meeting

Motion: *Jason Fine motioned to approve August BOT meeting minutes and Tom Pacheco seconded it*

Comments: none

Result: *Motion passes unanimously*

Action Register Updated

Jason walked through the current and outstanding items. Items included HOS goals, BOT goals, BOT meeting dates, reviewing open meeting law/open comment period protocol, submission to Ben's Buzz for committee members. The Register was updated accordingly.

Head of School Report

- The year is off to a great start. The first fire drill was successful. The new faculty and staff are doing a phenomenal job. There is one vacancy open: the 7th and 8th grade inclusion teacher. There are 3 qualified candidates who are slated to be interviewed Monday.
- Enrollment is at 447 with openings in 6th, 7th and 8th grades. We can no longer over-enroll other grades to make up deficiencies in enrollment. We need to run lotteries and keep them open for 30 days in order to fill spots.
- The additional testing for lead in the teachers' room sink showed above acceptable levels. The remediation recommended was to install a Brita filter and that has been done. The water fountains all tested okay, but there is some concern that the lead level rises with each floor (but still under the recommended level.) We will be installing filters in the water fountains as it is not cost prohibitive. The work will be done during the extended Columbus Day weekend break.
- Parents as Primary Educators: We changed student information systems to "School Brains." It will be rolled out next week at the curriculum night. Student grades will be available in grades 5-8 through the parent portal. There is a lottery module, and health module, IEP module. We don't currently subscribe to those modules but can in the future. Heather commends Deb Leonard on her hard work implementing the software.
- The week prior to school there were highly attended, successful teacher workshops.
- K-4 Curriculum is 9/22 and 5-8 is 9/14.
- Expansion update letter reviewed and finalized. It will be disseminated as soon as it is ready.
 - Jason updated the Board on the project. Extensive reference checks were done on the bidder we were most interested in. On projects most like ours the feedback was neutral to positive. Based on this, the contract has been offered (non-legally binding) to CTA.
- There were no questions on the handbook from the faculty/staff. The teachers are very happy with the new computers as well.

Treasurer's Report

No updates at this time.

Governance Committee

Both Joe M. and Ursula need to take a step back from their responsibilities with regard to the Governance Committee. Jason suggests Ian as a possible chair.

The Enrollment Policy approved by the Board in July was sent back with changes from the DESE. Heather reviewed the changes and shared suggestions for updates as recommended through conversation with the contact at the DESE. The biggest change to the policy is to how we run the lottery. The lottery has historically been run in preference based pools. Instead we will need to have one pool, run the lottery, and then assign preference.

Motion: *Joe Mullen motioned to approve the Enrollment Policy as edited and Tom Pacheco seconded it*

Comments: none

Result: *Motion passes unanimously*

Motion: *Jason Fine made motion to extend the meeting beyond 10PM and Joe Mullen seconded it*
Comments: *None*
Result: *Motion passes unanimously*

Mission:

Ted presented the checklist the committee created regarding criteria for success for Curriculum Mapping in relation to BFCCPS' definition of a "Classical Education." Heather recommends that this be a binary list ("yes or no"). Anne Marie asks for further clarification of how this list would be applied to curriculum. Heather shares the background on why we are creating this; the DESE required us to define what a classical education looks like at BFCCPS. The checklist was created as part of the "checks and balances" required by the DESE.

Motion: *Jason Fine made motion to accept a checklist as opposed to a rubric with regard to the Curriculum Mapping and Cross Barnes seconded it*
Comments: *None*
Result: *Motion passes unanimously*

Facilities:

No update.

HR Committee:

Faculty Rep:

FIT committee will be discussing the compensation policy. The teachers' would like a clearer plan on how compensation works. The Sturgis policy has been mentioned in the past but current staff is unsure if that is the plan they would like to see. Staff will be researching other options in hopes that the HR Committee/BOT will consider them.

In general, the faculty is excited about the new initiatives including collegial classroom.

Professional development RAT - the faculty would like professional development opportunities that would provided PD points towards recertification.

Adjournment (10:20 pm)

Motion: *Tom Pacheco made motion to adjourn and Cross Barnes seconded it*
Comments: *None*
Result: *Motion passes unanimously*