

**Benjamin Franklin Classical Charter Public School (BFCCPS)**  
**Board of Trustees Meeting**  
**APPROVED Minutes**  
**Thursday, September 15, 2011 7:00 pm**

**Attendance:** President: Lori Clements, Vice President: Anna dos Santos (7:38pm), Treasurer: Jerry Cimmino, Clerk: Don Tappin, Poh-Lin Yeoh, Ed Callahan, Santhi Marusamy, Tom Viveiros, Mary Barton-Rau, Lax Iyer (7:11), Head of School Dr. Kevin O'Malley, Assistant Head of School Heather Zolnowski and Director of School Operations and Student Activities Joe Perna

**Absent:**

**Call to Order (7:05pm):**

Lori welcomes new BOT members. Thank you to Ed for refreshments. Great opening to school and thanks for everyone who was able to attend the BOT summer retreat. Red Brick School, Lori in touch with Jeff Nutting, has lease ready for execution. We are in a position to send the town \$1k to offset facilities cost. Trying new process of sending out BOT materials electronically. Will solicit feedback in Oct./Nov. to see if we should continue. Anna going to be a little late.

Committee assignments were made at retreat. Tom and Ed added to committees.

**Recognition of the Month (7:11pm):** Dr. O'Malley, recognizes the efforts of Joanne Schaefer in getting the library up to date. Joanne says that 2500 books donated by parents. Old catalogue system is gone, now it is all electronic and available online. Joanne thanks parents for donation of times and books. Dr. O'Malley points out that this was done of her own accord. Lori asks if Joanne can put a list of the parents who assisted so it can be included in the BOT packet next month.

Dr. O'Malley will bring in new technologist next month.

**Open Comment Period (7:18pm):**

Michelle Jackson, has four children at BFCCPS. Would like to see if we could have more information sent home regarding chorus such as when is it going to start. Would like to make sure the arts remains an important focus of the school.

**Annual Audit Report: John Buckley of Alexander, Aronson, Finning & Co., PC (7:20pm):**

John reviews audit information in BOT packet and ratios in the handout given to BOT.

**Motion:** Jerry initiates and Anna Seconds a motion to approve audit report as presented to BOT.

**Comments:** none

**Result:** motion passes unanimously

**Clerk's Report – Minutes of July 16, 2011 Annual Board Retreat (8:00pm):**

Lori asks for changes to attendees (note that Ed left early), and for modification of the phrasing around Ed's comments on the dress code

**Motion:** Don initiates and Tom seconds a motion to approve minutes from July BOT meeting.

**Comments:** none

**Result:** Tom Lax, Mary and Anna abstain; all other vote in favor, motion carries

**Action Register (8:05pm):**

Anna reviews action register in BOT packet.

**HOS report (8:18pm):**

Dr. O'Malley mentions the considerable effort made by Joe and Heather during the summer to insure a strong opening to the school year. Got a good financial report, driven by Heather Zolnowski and Suzanne Graham, financial condition at school is very strong. Kate Edgar is leaving BFCCPS and is going to take a position with Tufts university, her face helps to define this school, first person people usually see, parent of former BFCCPS students, is leaving at the end of the week (9/23). Dr. O'Malley would like to thank and salute her for all she has done for the school, people like her who make this community what it is. Thank you.

MCAS scores are out this time next month we will be able to speak about at that time. They appear to be the best we ever have had. About one month from now in San Francisco BFCCPS will be recognized as a national school of character education. BFCCPS has been asked to present at the conference. Collective award parents students and staff working together are reason we have earned this award.

Did not clearly articulate the changes to Latin program earlier. Teachers want more time for English, Latin for 3-4 grades is every other week instead of every week. Another shift in music program, had unforeseen resignation in music dept 2-3 days before school began. Music is not an add-on to BFCCPS is a top shelf priority. Have an opportunity to look at future as we shape school. Have brought on new technologist who as part of his background not just fixing machines and keeping technology. He is going to help fix the website. Ben Benjamin is as valuable and as good a guy as this school has. Decision was made to take advantage of Mr. Benjamin's time and not fill the position. Music program not changed. Still have K-4 lessons, instrumental. Ben Benjamin and Chris Heater will be able to take on the responsibility of the classes. Nothing will change in terms of what we do for Chorus. Negotiation to have someone come in for Chorus. Music will not be disadvantaged.

More to look at to see what to do about Kate Edgars position. Last day for Kate is 9/23.

A little known advantage of this school is that we have phenomenal role players who are committed, really dedicated, and go well beyond the norm, substitute teachers. Substitute in music doing a great job. We are in a position to handle change.

Will bring in Luke Callahan, new technologist, for the next BOT meeting.

Received a notice yesterday that the State Charter Office has changed from top to bottom the way they will be visiting and doing accountability surveys of school. They will visit in the second year of our new charter and instead of three day intensive study it will be a half day visit with no write up. Many unknowns , not sure what they are going to look at or if a Board of trustees presence will be required.

Anne Marie Palmer new third grade teacher, replaces Lynn Dwyer who was with BFCCPS for 16 years. Anne Marie great addition to staff, Heather reviews her background. Anne Marie will be here new month.

Sandy Frongillo has been hired as the teaching assistant in Mrs. Sette's class.

Thanks board for workshops and speaks to some of the specifics of the workshops.

Talks about classical block which was arts block. Ways we can enhance our classical education. This year we've been able to broaden our offering through the addition of new staff and programs. Ben Benjamin worked really hard creating course syllabus to round out the classical offering at BFCCPS.

Current facility and role out of new technology. Splendid opening. School weathered hurricane well but had to make some repairs (gutters) to the modular units. Mike Marcou, works extremely hard to get the building ready for our schools, have part time summer work (former BFCCPS student) but a lot of work goes into building getting ready for the fall opening. Having issue with the bubblers (water fountains) only two functioning in building.

Facility project this summer was to install WiFi technology. Building is entirely wireless. Dr. O'Malley speaks to the difference of Joanne Schaefer's job and Luke Callahan. Joanne supports the students and Luke focuses on teachers.

We have ended one of the journeys of the school this year and that is the number of students in the school. We have slowly increased so that our enrollment is at 450 for the first time.

Heather speaks to differences between common core and MA frameworks and the adjustments to the curriculum to prepare for those changes.

Ed thanks BOT for new technology.

**Vote on HOS goals for 2011-2012 (9:03pm):**

**Motion:** Ed initiates and Don seconds a motion to approve the Head of School goals.

**Comments:** none

**Result:** Tom abstains, all others vote in favor of the motion, the motion passes.

**Vote on Accountability Plan (9:05pm):**

Heather reviews the purpose of voting on another accountability plan again. State sent back and asked for revisions which are incorporated into the new version.

**Motion:** Lax initiates and Tom seconds a motion to approve the revised Accountability Plan

**Comments:** none

**Result:** motion passes unanimously

**Treasurer's Report (9:10pm):**

Starting next month will get into the routine of reviewing the financials. Reiterates the sentiment expressed earlier of Suzanne doing a wonderful job.

**Annual Appeal Update (9:11pm):**

Poh-Lin and Mary have been working together, had brain storming session and have met with Dr. O'Malley. Mary thinks three target audiences (current families, faculty and former students) gives us three different paths to go down. They will have letter for Oct. board meeting.

**Treasurers Report (continuation) (9:18pm):**

BOT needs to vote to approve expenditure to send people to Core Knowledge conference in Orlando

**Motion:** Jerry initiates and Mary seconds a motion to approve \$7k to send eight people to conference in Orlando.

**Comments:** questions about where money is coming from

**Results:** Ed abstains, all other vote in favor of the motion, the motion passes

**Adjournment (9:26pm):**

**Motion:** Tom initiates and Ed seconds a motion to adjourn meeting.

**Comments:** none

**Results:** motion passes unanimously