

**Benjamin Franklin Classical Charter Public School (BFCCPS)**  
**Board of Trustees Meeting**  
**Minutes**  
**Thursday December 14, 2017 7:00 PM**  
**School Library**

**Attendance:** President: Jason Fine, Anne Marie Palmer, Clerk: Beth O'Toole, Cross Barnes, Ursula McCarthy, Head of School: Heather Zolnowski, Joe Mullen, Assistant Head of School: Joe Perna, Neerav Jain, Eric Scansen

**Absent:** Renee Blaine, Ian MacDonald, Ted Basile (7:15) , Tom Pacheco (7:20)

**Call to Order** (7:03pm)

**Open Comment Period**

None.

**Recognition of the Month**

None - the person was not available for tonight's meeting and will be recognized at a later date.

**Approval of Minutes From 11/9/2017**

Minor edits were made to the minutes for spelling, grammar, and context.

- Motion to approve the minutes as edited
  - **Motion to approve:** **Cross Barnes**
  - **Second:** **Joe Mullen**
  - **Results:** **Passes unanimously**

***To consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body. The Board will reconvene after executive session.***

Roll call vote to move to executive session was unanimous.(Tom, Ian, Anne Marie, Ursula, Beth, Jason, Joe, Heather, Ted.)

**Head of School Report**

- Current enrollment 445. First grade class will be adding one child.
- One 6th grade student is moving to Brazil Tuesday.
- Lottery for next year is underway. A strategic mailing will be done. Our applications are on par with last year's application.
- Open houses 1/20, 2/10. Jason, Beth and Ursula will cover them as needed.
- Our site visit from the state went well. We will be receiving a short report in 6-8 weeks.
- Art Duque's position has been filled with a part time person. The individual is doing a fantastic job.
- The open 7th and 8th grade inclusion position will be filled in early January.

- Our Lego Team did really well and will be moving on to regional competition.
- Our 6-8 grade recognition program is being revamped.
- We need to make a minor amendment to our expansion plan.

Jason makes a motion to make a minor amendment to the expansion plan to postpone to the 2019-2020 school year. Cross seconds. Unanimous.

### **Action Register**

The following items were completed:

- Organize Board Reps to speak at Enrollment nights

### **Treasurer's Report (Tom Pacheco)**

Tracking to a \$115k loss mostly due to salaries. This is factored in to current financing. At some point we need to talk about hiring an HR Director.

### **Committee Updates**

#### **Facilities Committee**

No update.

#### **HR Committee**

The committee has met and planned out the year. Updating the handbook and a staff satisfaction survey.

#### **Governance**

New member of the committee, Lawrence Shume.

#### **Policy 0031, Public Disclosure of Student Information**

- Policy was updated to exclude Board of Trustees in the distribution of students' personal information.
  - Motion to approve as edited - Cross
  - Second - Ted
  - Unanimous

#### **Policy 0034, Student Attendance**

- Policy was edited at the request of the DESE. DESE did not provide a number of days, but suggested we needed to have a policy surrounding absences.
  - Motion to approve as edited - Cross
  - Second - Joe Mullen
  - Unanimous

#### **Mission**

No update.

#### **Faculty Representative**

The faculty and staff are going to try to create a scholarship for BFCCPS alumni. This would be for any BFCCPS alumni at any high school. The qualifications would include how the student continued to exhibit the virtues of BFCCPS through high school.

Tom motions to adjourns at 9:45. Cross seconds. Unanimous.