

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

Attendance: President: Jason Fine, Anne Marie Palmer, Renee Blaine, Clerk: Beth O'Toole, Treasurer: Tom Pacheco, Ian MacDonald, Head of School: Heather Zolnowski, Assistant Head of School: Joe Perna, Ursula McCarthy, Cross Barnes

Absent: Joe Mullen, Ted Basile

Call to Order (7:10 pm)

Open Comment Period

No comments

Recognition of the Month

None

Approval of Minutes From 11/11/16 Meeting

Motion: Beth O'Toole
Second: Renee Blaine
Result: Approved with Ursula McCarthy, Cross Barnes, and Ian McDonald abstaining

Action Register

Checked off the following action items:

- All Charters except the Governance Charter have been approved.
- The Annual Appeal letter was sent to the community.
- The Annual Fundraising plan was discussed. Discussion surrounding if and how the plan should be presented to the community next year.
- Renee and Jason will cover the 1/21 session and Beth will cover the 2/11 Enrollment Information sessions.
- Although it is not currently on the action register, Jason indicates that we need to exercise the option of the lease extension with the Archdiocese as the new building will not be available by 12/31/2017.
 - Motion to approve the extension of the lease until June 30, 2018
 - **Motion to approve:** Tom Pacheco
 - **Second:** Renee Blaine
 - **Result:** Unanimously Approved

Head of School Report

- Enrollment stands at 449 with one vacancy in 8th grade. There has been some movement in Mrs. Heroux's class, but it is at capacity.

- Information sessions are scheduled both at the school and in the field starting in January.
- The third party direct mail will be approximately \$6,000. The focus towns are in line with our recruitment & retention plan: towns with higher populations of free & reduced lunch, ELL & economically disadvantaged families.
- Enrollment applications to last year is down year to date. Heather believes this may be due in part to the school being in the paper more last year due to regionalization/new school.
- Facility wise we are doing well. Phone repair was done this week and it is up and running.
- New report cards went out prior to Thanksgiving and were well received by the teachers.
- We are internally piloting the parent portal of SchoolBrains. It will be launched for the 5-8 graders after the January BOT meeting.
- There will be some changes to the accountability plan relating to the definition of a classical education. Mission will be making a recommendation in the coming months.
- Animation and acting teachers have been hired.
- Santa Foundation served 16 families and presents will be delivered next week.
- Our 7th graders have kicked off their Capstone projects. The 8th graders will be presenting their projects 1/26 and 1/27 from 9:20-11:30. Trustees are invited to attend.
- Shrek the Musical has been cast and rehearsals have begun. The students are doing a great job!
- The Winter Concert was on 12/6 and was well attended and successful.
- WiFi on the top floor has been upgraded by replacing some older technology hives.
- FIT is busy working on collegial classroom, looking at compensation, and gathering feedback on professional development.
- There is an open position for a sub-separate classroom teacher. Tom explains to the Board that this position is going to require a budget amendment approved by the Board as it exceeds the \$10,000 threshold for changes without Board approval.
 - Motion to approve the amendment to the budget to hire a sub-separate teacher
 - **Motion to approve: Jason Fine**
 - **Second: Cross Barnes**
 - **Result: Unanimously Approved**

Treasurer's Report

Other than the budget amendment above, the budget is on track.

Committee Updates

Governance Committee

The substance use prevention and education policy is a newly required policy by the DESE. Heather has drafted an initial policy and will forward to Jocelyn for review.

Mission Committee

No update.

Facilities Committee

No update.

HR Committee

No update.

Faculty Representative Update

No update

Executive Session

Jason Fine motions to move to executive session

Ted seconds

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 not reconvene after executive session.

The board went into executive session at 8:41 pm.

The meeting was adjourned at 8:58 pm.