

Benjamin Franklin Classical Charter Public School (BFCCPS)

Board of Trustees Meeting

Minutes

Thursday March 9, 2017 7:00 PM

Attendance: President: Jason Fine, Anne Marie Palmer, Renee Blaine, Clerk: Beth O'Toole, Ian MacDonald, Head of School: Heather Zolnowski, Assistant Head of School: Joe Perna, Ursula McCarthy, Cross Barnes, Vice President: Ted Basile (via conference call), Joe Mullen, Treasurer: Tom Pacheco

Absent: None.

Call to Order (7:05pm)

Open Comment Period

None.

Recognition of the Month

None.

Approval of Minutes From 1/22/17 Meeting

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

- Motion to approve the minutes as edited
 - **Motion to approve:** **Joe Mullen**
 - **Second:** **Cross Barnes**
 - **Results:** **Passes with Tom Pacheco abstaining**

Action Register

The following action items were checked off:

- Send Board and committee meeting schedules to Secretary of the State and Administration and Finance (as required by open meeting law), and town clerk
- Report on HOS Initial Performance Review Meeting
- Request that Trustees notify the Board President, in writing, of interest in Officer position by the end of April. Jason Fine will be running for a second term. Ted Basile's term is up, but he has an additional two years he can serve. Jason introduces discussion surrounding how the by-laws were written and how to interpret the meaning of terms/term limits. It is concluded that we will need to make a minor amendment to the bylaws that will need to be approved by the DESE. Jason is going to confirm this with outside counsel to make this change as soon as possible
- Revise HOS End-of-Year Performance Review Form
- Identify Nomination Coordinator Cross Barnes volunteered
- Seek Board input on skills/expertise sought
- Vote on size of next year's board Jason shares that he believes there is a lot of work to do in the coming years and we should expand the size of the Board. Having more members will spread the work (committees etc) across more people. He thinks it would be great to have an additional finance person to help Tom. Beth thinks that 2 people would be beneficial and Ted agrees that

adding new people to the Board would help more community members become involved. Cross thinks there are parents out there who are looking to become involved. Tom asks what happens if we don't get people who are interested and Jason says we don't have to add more people, but can.

- Ted motions to increase the size of the Board by two
- Cross seconds
- Motion passes unanimously
- Request that Trustees notify the Board President, in writing, of interest in Officer position by the end of April. Jason has one more year he can serve as Board President. Ted cannot be Vice President after this year. Board members cannot serve as officers (other than Treasurer) for more than 3 years. Heather clarifies the duties of Vice President.
- The Red Brick School Lease has been renewed
- Vote on school calendar for 2017-2018. Heather shares that the absentee rate was very high compared to normal this year during February vacation. The vast majority of teachers would like to see February break return. The conclusion is that Heather will survey the staff on their preference and the Board will vote on the calendar in April.

Head of School Report

- Joe Perna shares that 5 children were recognized for excellence at the regional science fair
- The enrollment lottery was held last week. The new DESE system was utilized and worked well. 45 of the 50 students accepted for Kindergarten. All other grades were waitlisted. Total applications were 412. This is about 85% of last year. All other suburban or rural Charter schools stayed the same or dropped this year. Two major investors are committing to raising awareness for rural and suburban charter schools.
- We lost 2 students this week (1st and 2nd) who moved out of district but we can not fill the spots after 2/15.
- MCAS 2.0 testing will begin in April. A special Ben's Buzz will be sent out with information.
- New Every Students Shall Succeed Act: replaces NCLB. Leveling will be replaced by tiers. The proposal is out there to use this year's MCAS exam results as a benchmarking tool.
- The search for a new Latin teacher is underway and should be hired within the week.

Treasurer's Report

The budget process has been started for next year.

Numbers/balance sheet looks good.

Policy 25 has been updated.

Renee inquires if there is a surplus at the end of the year if a bonus or pay increase is being considered for the teachers. Tom indicates that it is under consideration.

An RFP is going to be put out for an Auditor as is required every 3 years.

Committee Updates

Governance Committee

Policy 0015: Logo

Usage of the school logo, who maintains control, graphic key holder, and standards

Policy 0030: Media Contact

This policy is about who is authorized to speak to the media on behalf of the school.

Policy 0002: Nomination and Election of the School Board

This policy establishes the policy and procedures to nominate and elect the School Board. Most edits to this policy were minor.

Policy 0025: Fiscal Policies and Procedures

The procedures section was removed. The rest of the changes were not substantive.

- **Motion to approve:** **Ted Basile**
- **Second:** **Renee Blaine**
- **Result:** **Unanimously Approved**

Mission Committee

No update.

Facilities Committee

No update.

HR Committee

The committee has been working on updating the HOS evaluation. Renee will be meeting with the teachers on April 25 and sharing last year's evaluation as well as this year's survey. This year's survey includes more core leadership questions. The survey will be given with the option of remaining anonymous.

The committee also updated the BOT survey. The goal is that 100% of the Board participates in the survey.

The committee continues to work on the larger compensation plan.

Faculty Representative

No update

Jason Fine motions to move to executive session

Ted Basile 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.

Roll call vote to move to executive session is unanimous.

The board went into executive session at 9:25 pm.

The meeting was adjourned at 9:30 pm.