

Benjamin Franklin Classical Charter Public School (BFCCPS)
Board of Trustees Meeting
Minutes
Thursday April 13, 2017 7:00 PM
Red Brick School

Attendance: President: Jason Fine, Anne Marie Palmer, Renee Blaine, Clerk: Beth O'Toole, Ian MacDonald, Assistant Head of School: Joe Perna (left @8:51pm), Ursula McCarthy, Cross Barnes, Vice President: Ted Basile, Treasurer: Tom Pacheco

Absent: Head of School: Heather Zolnowski, Joe Mullen

Call to Order (7:03pm)

Open Comment Period

None.

Recognition of the Month

Katie Iacono is the new Latin teacher for grades 3-6. Katie went to JMU and taught in Hudson for approximately 6 years. She joined BFCCPS this year as a long term sub in the 4th grade and is excited to continue to be a part of the BFCCPS community. She will be bringing a literacy component to the current program.

Linda Anderson is the new 7th and 8th grade Latin teacher and could not join the meeting tonight.

Head of School Report

- Joe Perna is giving the report in Heather's absence. It has been a very busy month.
- There are 5 newly hired staff members - Linda Anderson and Katie Iacono for Latin; Pam Mooney as an inclusion assistant; Kayla Drummond as ABA assistant; and Karen Haueisen as a Special Ed teacher.
- Both the Quebec and DC field trips are returning tonight. Fun was had by all who attended.
- Pillar nights have been well attended and received.
- The PCO hosted another successful Spring Social.
- MCAS started this month and continues through May.
- Enrollment is at 443 students. We can not fill these spots at this point in the year due to DESE regulations. School Business Manager Jen Powell will prepare an estimate on the budget considerations.
- Facility update: the playground is currently closed due to damaged trees and should be taken care of over April Break.

Approval of Minutes From 3/9/17 Meeting

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:** **Tom Pacheco**
 - **Results:** **Passes unanimously**

Action Register

The following action items were checked off:

- Employee HOS survey will be sent out 25th of April.
- Budget assumptions confirmed.
- Joe will order BOT field day t-shirts.
- The Board President will be notified of interest in officer positions by the end of the month.
- Discuss/plan meeting with parties interested in joining the BOT. (There has been 2 inquiries thus far.)
- The action item relating to fundraising discussions was moved to July.

Jason updated the Board on 2 proposed bylaw edits to clarify language related to term limits. Jason is sending to outside counsel for review.

Treasurer's Report

No substantial changes to the most recent financial statements. On track to have a reasonably large (compared to historical data) surplus. In order to achieve our technology plan FINCOM is asking to accelerate the purchase of Chromebooks to this year. The cost is approximately \$22,000. This purchase would result in a 1:1 ratio in grades 3-8 and replaces the library Chromebooks.

- Motion to approve purchase of Chromebooks
 - **Motion to approve:** **Cross Barnes**
 - **Second:** **Anne Marie Palmer**
 - **Results:** **Passes unanimously**

The budget assumption for tuition increase year over year has been changed from 1.75% to 2%. FINCOM has historically been very conservative with this assumption. Two percent is still conservative but more in line with recent increases.

FINCOM is considering using part of this year's surplus to compensate the faculty and staff. The HRCOM will be involved in these discussions.

Committee Updates

Facilities Committee

No update.

Mission Committee

Mission had their first meeting today. The 4 pillar documents were reviewed and are being considered for update. The committee will meet again after the break. The goal is to have the 3 pillar documents revised by June.

Health Committee

The committee has had 3 meetings in the last month with 10-12 members in attendance. The committee will recommend changes at the June BOT meeting. They will be recommending topics not specific curriculum. Approved a survey to send to the 8th grade students and would like to reach out to 9th grade alums to check in how prepared they felt going into high school.

HR Committee

Final tweaks have been made to the HOS feedback survey. The committee talked at length about what differentiates BFCCPS from other schools. Additionally, possibly adding a vendor fair to the open enrollment period for the faculty and staff. Renee will be presenting the HOS survey to the teachers on the Tuesday after break.

Governance Committee

The Committee is taking a look at all of the policies and comparing what is online versus what they have

on record. They are trying to come up with a better record keeping method.

Policy 001: Board Policy has been updated mostly for grammatical errors. The section on minutes needs to be reviewed and changed to comply with open meeting laws and reflect our actual procedures.

Policy 0038: The Substance Abuse policy has been reviewed by outside counsel. This policy essentially follows what is required by the State.

- **Motion to approve Policy 0038:** Jason Fine
- **Second:** Ian MacDonald
- **Result:** Unanimously Approved

(8:52PM - Ted Basile leaves meeting.)

Policy 027: Expectations for Parents and Guardians has been updated for current language.

- **Motion to approve Policy 0027:** Cross Barnes
- **Second:** Ian MacDonald
- **Result:** Unanimously Approved

Faculty Representative

The teachers were very pleased with the calendar changes.

8:53

Jason Fine motions to move to executive session
Beth O'Toole 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 was unanimous.

The board went into executive session at 8:54 pm.

The meeting was adjourned at 9:30 pm.