

Benjamin Franklin Classical Charter Public School (BFCCPS)
Board of Trustees Meeting
Minutes
Thursday May 11, 2017 7:00 PM
School Library

Attendance: President: Jason Fine, Anne Marie Palmer, Clerk: Beth O'Toole, Ian MacDonald, Ursula McCarthy, Vice President: Ted Basile (via phone), Head of School: Heather Zolnowski, Joe Mullen, Treasurer: Tom Pacheco

Absent: Assistant Head of School: Joe Perna, Renee Blaine, Cross Barnes
Call to Order (7:03pm)

Open Comment Period

None.

Recognition of the Month

Joanne Basile and Tiffany Martin are the community service facilitators for the school. To get the K-4 students excited about the Heifer International Read-to-Feed program. Mrs. Martin created a progressive story where she started the story and each class could add to it - but they could only read the previous page. This created a hilarious story that was shared with the Board and will later be shared with the whole school at the whole concert.

Approval of Minutes From 4/13/17 Meeting

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

- Motion to approve the minutes as edited
 - **Motion to approve:** Ian MacDonald
 - **Second:** Tom Pacheco
 - **Results:** Passes unanimously

Head of School Report

- There was a medical emergency at school today involving a staff member. The individual is fine and home resting. The staff response was excellent.
- The Quebec trip was a huge success and a lot of fun. Mme. Malouf is an amazing teacher whose boundless energy adds so much to the trip.
- Enrollment is at 443. This will remain for the remainder of the year due to DESE regulations.
- Mrs. Fairbanks is retiring this year. Mrs. Corcoran accepted another position in a district school and Mrs. Weeden has decided to pursue a different position.
- Screen free weekend was a success. Trivia night was a lot of fun and very family friendly. The ELISHA project on Saturday was a success with over 25 participants from our community. On Sunday there was a bike ride scheduled that unfortunately was cut short by the rain. Many people gathered at TC Scoops for ice cream instead. A survey was sent out to find out how to involve more families in the future.
- MCAS math and ELA testing concluded today. There were some technical difficulties with the test and we are working with our vendor to figure out how to eliminate these issues. Grades 5 & 8 will be taking science next week via pencil and paper.

- As of last week as long as we met the minimum participation rate we are held harmless in our level. They may provide a hypothetical rating, but that is not guaranteed.
- Three new sets of Chromebooks have arrived. Grades 3-8 are now at a 1:1 ratio.
- The 6, 7 and 8th grade advising groups ran a contest to create a video about what the PCO does for them and how their school lives would be different if the PCO didn't exist.
- The arborists have cancelled 4 times and the playground will be closed until the trees can be taken care of.

Action Register

The following items were completed:

- Distribute employee input survey on HOS performance.
- Notify Board President of interest in Officer position for next year by month end (Tom for Treasurer, Jason for President, Beth for Clerk, Renee for VP.)
- Vote to accept proposed budget for next fiscal year.
- Prepare appreciation "gifts" for outgoing Trustees (email reminder to Pres, then remove from list)
- Announce candidates for Officer positions to be elected at June meeting.
- Meet with Nominees to BOT (one application in, expecting at least 2 more.)
- Update DESE Board Website with outgoing Trustees email addresses - move to June.

Jason sent the bylaw updates that relate to Board term limits to outside counsel who made minor edits. This still needs to be submitted to DESE for approval.

- Motion to approve amendments to bylaws and submit to DESE for approval
 - **Motion to approve:** **Jason Fine**
 - **Second:** **Tom Pacheco**
 - **Results:** **Passes unanimously**

Treasurer's Report (Tom Pacheco)

Our financial results continue to be ahead of forecast for both revenue and cash flow. This is inclusive of the reduced enrollment of 443.

The external auditors were put out to bid. We received two responses; one from our current audit firm (AAF) and one from a new provider (Daniels.) Daniels came in at slightly lower than AAF. AAF came back with a lower fee and keep it flat for the next 3 years.

- Motion to approve AAF as our auditor
 - **Motion to approve:** **Joe Mullen**
 - **Second:** **Beth O'Toole**
 - **Results:** **Passes unanimously**

The budget process looked similar to prior years. Two things the committee spent the most time on was the tuition rate and salaries and benefits. Looking back 10 years we have been very conservative in our estimation of tuition increase. This year the budget is based on a 2% increase rather than a 1.75%. The largest operating expense of the school is the salaries and benefits line. Given the surplus we have this year and looking at our historical ability to support increases the committee, in conjunction with the HR committee, decided on a 4% increase. All teachers below the 85% were brought up to above 85%. Additionally all aides received increases based on market rates.

- Motion to approve the budget as presented
 - **Motion to approve:** Joe Mullen
 - **Second:** Ian MacDonald
 - **Results:** Passes unanimously

Committee Updates

Facilities Committee

No update.

HR Committee

No update.

Governance

No update.

Mission

The committee met to continue working on the pillar documents. Classical education is completed as well as community service. The hope is to share this with the BOT at the June meeting.

Health Committee

The results of the health program survey have been compiled for BOT review. This survey was completed by the students in 7th and 8th grade. Overall the students generally do not feel that the health program is meeting their needs or preparing them for high school/life.

Faculty Representative

Thanks to Renee for taking the time to answer questions and present the HOS survey.

Thanks to FINCOM for paying for the end of year luncheon.

Heather shares that the Franklin High School Valedictorian for the class of 2017 is a BFCCPS alum. She will be attending Harvard in the Fall.

8:37

Jason Fine motions to move to executive session

Tom Pacheco 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.(Tom, Ian, Anne Marie, Ursula, Beth, Jason, Joe, Heather, Ted.)

The board went into executive session at 8:38 pm.

The meeting was adjourned at 9:30 pm.