

**Benjamin Franklin Classical Charter Public School (BFCCPS)**  
**Board of Trustees Meeting**  
**Minutes**  
**Saturday July 15, 2017 7:00 AM**  
**Residence Inn**

**Attendance:** President: Jason Fine, Anne Marie Palmer, Clerk: Beth O'Toole, Ian MacDonald, Vice President: Renee Blaine, Head of School: Heather Zolnowski, Assistant Head of School: Joe Perna, Ted Basile, Cross Barnes, Joe Mullen (8:46)

**Absent:** Ursula McCarthy, Treasurer: Tom Pacheco, Ian MacDonald

**Call to Order** 8:39

**Open Comment Period**

None.

***Executive Session***

**Approval of Minutes From 6/22/17 Meeting**

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

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

**Head of School Report**

- Interviews for the various open positions continues. A director of student services has been hired. She has extensive experience in ELL and special education. There are final candidates for the K-2 inclusion teacher, the K-4 music teacher, the first grade inclusion teacher. The school psychologist position remains open after one round of initial interviews. Now that the student services position has been filled with a strong candidate Heather feels the next round will be more successful.
- The 7th and 8th math teacher has decided to change careers but will remain as a substitute.
- Due to changes in ELL testing/qualifications none of our students who are ELL have placed out. Additionally 7 incoming K students have been identified as ELL. We will be hiring another ELL teacher who will spend 60% of time as ELL and 40% as a building substitute.

**Facility Update (Joe Perna)**

- The tile in the school is being cleaned significantly over the summer. The caution with the tiles is that they are old and contain asbestos.
- Copper and lead testing is continued. The testing of the water bubblers has come back post the installation of the filters at close to zero. The only sink that continues to have any discernable lead/copper is in the nurse's office bathroom. There is a Poland Spring water cooler there for drinking. Jason suggest perhaps posting a sign there directing not to drink from that sink. Joe indicates we are well below the legal level for that to occur, but we can consider posting signs. The sinks in the bathrooms are not tested for water and it is suggested that we see if other

schools are testing their bathroom sinks. Other Franklin schools do not test their bathroom sinks as of 2 years ago. We are only required to test water that is for drinking. Renee and Ted feel we should consider testing the sinks in case children are drinking from the sinks. Joe will check in with testing company to consider the cost of testing.

- The electrical system of the school is dated. The Church initiated a meeting to change over the lighting to all LED. The cost of this is about \$100,000. Mass Save will pick up about 70% of this cost and the Church would be looking to the school to cost share in this arrangement. The total time frame for this is approximately a week. The Church also indicated that if our lease is extended in any way they would be looking to the school to pick up more of the cost. It is potentially a net small change to the budget due to the savings on the electrical bill.

Heather has done some data mining on 6, 7, and 8th grade retention. One of the goals in the coming year is to study this information and attempt to course correct on the attrition the school is experiencing. Heather shares the statistics for the last 10 years of attrition as well as a survey sent out to families of students who have left. Jason feels some of the recent years' spike in students leaving is due to turnover of teachers at that grade level. General discussion by members regarding how to approach retention - suggested to shift focus slightly to talking to students (as opposed to parents) on why the middle school experience at Charter is great. Heather points out that while we do want to retain the families we currently have, for the most part we have been able to fill the seats. Heather will add this to her goals for the year.

### **Committee Updates**

#### **Finance**

No update.

#### **Mission (Ted Basile)**

Ted reviewed the mission committee charter with the Board. Based on the definition of a classical education the committee came up with in the 2015-2016 school year, the 2016-2017 school year was spent updating the curriculum maps to reflect this definition. The following addition to policy 0000's appendix have been updated:

- **Pillar Document: Parents as Primary Educators-** addition of definition of a "parent" to include primary caregivers.
- **Pillar Document: Character Education**
- **Community Service**
  - Motion to approve the additions as written
    - **Motion to approve: Joe Mullen**
    - **Second: Cross Barnes**
    - **Results: Passes unanimously**

#### **Facilities**

No update.

#### **Human Resources**

No update.

#### **Lunch Break - departure of Jason Fine and Joe Perna 12:15**

#### **Governance (Heather)**

- **Safety Plan, (policy 0029):** Addition of links to local, state, federal laws/regulation. The Franklin police suggested pieces of the plan relating to lockdown procedure are kept confidential. This plan pertains to when the children are in school - not after school or at other locations.

- Motion to approve the policy as written
  - **Motion to approve:**     **Joe Mullen**
  - **Second:**                 **Ted Basile**
  - **Results:**                 **Passes unanimously**
  
- **Bullying Prevention (policy 0032):** updates to comply with Federal and State laws
  - Motion to approve the policy as written
    - **Motion to approve:**     **Cross Barnes**
    - **Second:**                 **Joe Mullen**
    - **Results:**                 **Passes unanimously**

**Committee Planning/Charter Discussion**

- Finance Committee: Tom Pacheco
- Facilities Committee: Cross Barnes
- Governance Committee: Need to confirm with Ian MacDonald that he would like to continue
- HR: Renee Blaine
- Mission: Ted Basile

**Action Register**

The following items were completed:

- Hold Annual Board Retreat
- Complete Disclosure of Financial Interest Form
- Write bios for website
- Post new bios on website
- Distribute Board meeting dates for upcoming year
- Establish Board Chair/HOS meeting dates for upcoming year
- Present HOS Performance Evaluation of the Board of Trustees - DELETED, Not applicable

**Motion to Adjourn:** Cross Barnes

**Second:** Joe Mullen

**Result:** Passes Unanimously

**Meeting Adjourns at 1:45**