

Benjamin Franklin Classical Charter Public School (BFCCPS)
Board of Trustees Meeting
DRAFT Minutes
Saturday, July 14th, 2012 8:30am

Attendance: President: Don Tappin, Vice President: Mary Barton-Rau, Head of School: Heather Zolnowski, Assistant Head of School: Joe Perna, Treasurer: Jerry Cimmino, Clerk: Thomas Viveiros, Lax Iyer, Kathy Urkevic, Joe Mullen, Katie Lepsevich, Santhi Marusamy (9:21 am)

Absent: None.

Call to Order (8:45 am):

Don thanks everyone and welcomes new board members Joe, Kathy, and Katie. He hands out the agenda and packet with trustee contact information, etc.

Action Register (8:56 am):

Mary goes over the action register. The only change to note is that Jerry suggests the annual fundraising plan move to September from May.

Teambuilding exercise (9:16 am):

Each of the board members shares personal information about themselves in a team-building exercise.

HOS Report (9:41 am):

Heather mentions that classrooms are prepared ahead of schedule this year; all floors have been done, etc. The audit is going well and a full report will be submitted to Board of Trustees in the fall. We learn that the Director of School Operations role is no longer filled and that her administration is dividing roles so that there is more clarity within the functions. These roles and functions will be communicated again to the faculty and staff in the fall.

Mary asks how these roles will be communicated to parents, and Heather mentions that this will be done through the website. Heather will also go to a different classroom each week and blog about her experience. Lax suggests that Heather consider having a facility for anonymous feedback.

Heather then talks about No Child Left Behind (NCLB) legislation and how it affects our school's progress monitoring. Charter Schools feel that they do not need to be leveled because of the nature of our structure, but the State will be leveling charter schools starting this coming year. We are level 1 (which is the highest level) with no title one funding.

Heather presented that preliminary ELA MCAS scores were received. In September there will be a presentation on MATH and ELA. Heather presents the results of ELA and the results for the school continue to be outstanding. She also mentions a Core Knowledge testing will be done at the national level.

Joe talks about state initiatives on teacher and administrator evaluations: for example annual goal setting, peer evaluations, etc. There are some new requirements that will impact the school from the recent "AN ACT RELATIVE TO SCHOOL NUTRITION" legislation that was passed around end of summer of 2011. This act puts limits on what schools can offer in vending machines, bake sales, etc. The act also provides direction on wellness advisory

committees. “Essence of Time”, the outside supplier of hot school lunches for the past three years, is aware of the new regulations.

Heather communicates the leadership transition plan she formulated to deal with her absence while she is out with her third child (she is expecting sometime around December 12th). The plan is to have Joe be head of school while Heather is out. She plans to ask Mr. Benjamin to act as temporary assistant head of school. Its expected that the months leading up to her absence will allow Mr. Benjamin with enough transition time to impose as minimum an impact as possible to his instrumental lessons. Heather estimates that her time back to work will be anywhere from six to eight weeks following the delivery of her child; which should mean returning to work during the beginning to middle of February. The board unanimously offers their support for Heather’s plan.

HOS Goals (11:06 am):

Heather talks about her goals for the new school year. She reviews her four goals: Integrating the new staff, conducting a review of the curriculum, a focus on technology, and teacher evaluations. A discussion ensues about consistency of communication and how we can do a better job of disseminating information to parents in a way that approaches 100% of the population.

We then went through each of the goals and started assigning specific deliverables and dates for completion. Heather updated the goals via Google docs and all of the board members discussed and agreed to the addition of deliverables and dates in real-time. The board agrees that the goals that were worked on collaboratively are complete.

Break for Lunch (12:19 pm):

Planning Discussion for 2012-2013 (1:03 pm):

Don reconvenes and reviews the responsibilities of the board and each of the members.

Committee Updates (1:08 pm):

- Facilities: The lease agreement has been finalized and is good for another three years.
- Finance: The audit that was mentioned earlier is the only topic that was discussed and we do not anticipate any problems or surprises. Don asks what we need to do with a surplus if we have one. Jerry doesn’t think we need to worry about this.
- Governance: Don will take this over and he mentions that the committee is now on a cycle. Mary suggests we use Google docs.
- HR: Lori was the only member of the HR committee. There are no updates at this time.
- Mission: Vision statement was the main output last year. This needs to be reviewed and released before it is communicated to the community at large.

Committee Goals (1:15 pm):

- Facilities: Discuss what to do by the end of the year (e.g., new building, new 10-year lease, etc).

Immediate goal is to contact Bob Baldwin to present our options to the board sometime in September.

Finance: Jerry talks about how we should be thinking strategically to integrate the finance goals with those of facilities.

Governance: Maintain the policy review cycle.

HR: This will be fine-tuned once we have a chair.

Mission: Roll out of the vision statement.

Committee Appointments (1:25 pm):

Facilities: Don

Finance: Jerry.

Governance: Katie.

HR: Mary.

Mission: Santhi.

Strategic Plan (1:26 pm):

Focus on investigating the viability of moving into a new building. It was mentioned that it would be useful to define why we want a new building before we even look into finding one. Some of the things that were mentioned were the fact that we need to be out of the building at a certain time each day. The discussion also moved to suggesting that we add a pre-K grade for purposes of generating more revenue.

Board Goals (2:01 pm):

We should work on communicating more effectively with the community as a whole. It was also mentioned that we should have a student council member present at the board meetings. It may also be useful to have the faculty representative on the board attend the student council meetings. Another goal that was mentioned was to investigate how we can coordinate better with the PCO; this could be done maybe through monthly meetings. Another topic that was discussed was updating the family pledge to reflect today's reality.

Don brought up the succession plan from a board perspective. We do not have one currently and we need to discuss it. We decided that Heather would relinquish control to Joe as an interim, and Mary would become interim president if Don left. Then we would meet as a board and move to vote on permanent replacements. We also talked about expanding the committees to include more people of the community.

Vote to Adjourn (2:55 pm):

Motion: Joe initiates and Lax seconds

Comments: none

Result: Passes unanimously.