

# **Benjamin Franklin Classical Charter Public School (BFCCPS)**

## **Board of Trustees Meeting**

### **Approved Minutes**

**Thursday January 12, 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, Joe Mullen, Ted Basile

**Absent:** Treasurer: Tom Pacheco

**Call to Order** (7:10 pm)

#### **Open Comment Period**

Joanne Basile and Ellen Fallon wanted to voice their support for both Heather and the Board.

#### **Recognition of the Month**

None.

#### **Approval of Minutes From 12/8/16 Meeting**

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

- Motion to approve the minutes as edited
  - **Motion to approve: Cross Barnes**
  - **Second: Jason Fine**
  - **Result: Approved with Joe Mullen and Ted Basile abstaining**

#### **Action Register**

The following action items were checked off:

- Meet with HOS to review progress towards meeting goals.
- Report on HOS Initial Performance Review Meeting.
- Declare intentions in writing to Board President by 1/31. This relates to the Board members who are up for reelection. Jason will confirm which BOT members terms are ending.
- Approval of committee charters.
- Executed lease extension (June action item.)

The following items were changed:

- Remove: Distribute ESE Financial Disclosure forms for previous year to current Trustees and trustees who left the board in the previous year; file accordingly.
- Add: To May update the DESE website with outgoing Board Members email addresses.

Jason shares that the lease for the school has been extended for another year.

Regarding the letter we received earlier this week with an HR issue, the issue is a personnel matter we will not be discussing the matter per counsel advice. Jason followed up with the individual on behalf of the Board.

## Head of School Report

- Enrollment applications were behind from where they were last year. Heather has been talking with Joanne and Deb and we are starting to catch up. We are currently at 88% of last year's numbers. A mailing went out last week and we have seen a positive uptick in applications since their receipt.
- Heather spoke generally to the makeup of the applications (ie town, grade.)
- Mapping of the health curriculum has started. Heather, in conjunction with school counselors and nurses, is looking at what we currently teach versus what the state is requiring for health education. Their feeling is that the state requirements are broader than what we need to be following here at BFCCPS. It is in our best interests to follow state standards for academic subjects, but we do have leeway to decide what and how it is taught. The suggestion is to create a task force chaired by a Board member to invite community feedback on what should be included from the MA framework. Heather foresees the task force taking approximately 4-5 meetings to include what, how and when these subjects will be taught. The only mandated subject is substance abuse however we have discretion on what grades it is presented to.
  - Motion to create a health curriculum special committee
    - **Motion to approve:** Beth O'Toole
    - **Second:** Cross Barnes
    - **Result:** Unanimously Approved
  - Motion to approve Ted Basile as the chair of the health curriculum special committee
    - **Motion to approve:** Jason Fine
    - **Second:** Joe Mullen
    - **Result:** Unanimously Approved
  - Motion to make the charge of the health curriculum special committee is to provide recommendations to the Board on the content of the health curriculum by grade level. The duration shall not exceed one year.
    - **Motion to approve:** Jason Fine
    - **Second:** Ian MacDonald
    - **Result:** Unanimously Approved
- At the end of January the parent portal will be launched. Heather shared what the portal looks like and how it will work.

## Treasurer's Report

Our forecasted net income has increased substantially since our last report due to refined guidance on tuition numbers. The tuition rate is not finalized until June 30 for the prior year. Ian inquired as to what happens with any surplus for the year and Jason indicates it will go to the balance sheet.

## Committee Updates

### Governance Committee

Ian presents the updated Charter for the committee.

- Motion to approve the Charter as written.
  - **Motion to approve:** Cross Barnes
  - **Second:** Ursula McCarthy
  - **Result:** Unanimously Approved

Policy 22: Edits made by FINCOM and reviewed by governance.

- Motion to approve the Policy as updated.
  - **Motion to approve:** Cross Barnes
  - **Second:** Ian MacDonald
  - **Result:** Unanimously Approved

Policy 33: Edits made by FINCOM and reviewed by governance. The policy is being sent back to FINCOM for further discussion. Suggestion is for there to be a time frame to submit for reimbursement.

### **Mission Committee**

Ted updates the Board on the changes to the committee's charter for 2016-2017. Most changes relate to the goals and objectives. The committee created the definition of what a classical education means to BFCCPS last year. This year the committee will develop and implement a plan for the preservation of school culture and fidelity to the school's mission and vision during the proposed expansion and regionalization. The intention is to honor a member of the faculty as "Classical Educator of the Year" at the conclusion of the school year.

- Motion to approve the mission committee charter
  - **Motion to approve:**     **Ian MacDonald**
  - **Second:**               **Renee Blaine**
  - **Result:**                 **Unanimously Approved**

### **Facilities Committee**

No update.

### **HR Committee**

Renee shares the committee is continuing to look into compensation structure for the teachers. We tend to have teachers leave in the 3-4 year timeframe. It will be critical to have the long term compensation strategy in place prior to the opening of the school as we have a number of teachers at the 3-4 year mark.

### **Faculty Representative Update**

No update.

### **Executive Session**

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 9:10 pm.

The meeting was adjourned at 9:30 pm.