

Benjamin Franklin Classical Charter Public School (BFCCPS)

Board of Trustees Meeting

Approved Minutes

Thursday June 22, 2017 7:00 PM

School Library

Attendance: President: Jason Fine, Anne Marie Palmer, Clerk: Beth O'Toole, Ian MacDonald, Vice President: Ted Basile, Head of School: Heather Zolnowski, Assistant Head of School: Joe Perna, Renee Blaine, Cross Barnes, Ursula McCarthy (7:24)

Absent: Joe Mullen, Treasurer: Tom Pacheco

Call to Order (7:03pm)

Open Comment Period

None.

Recognition of the Month

Ted Basile gave a wonderful graduation speech on Monday - thank you Ted.

Approval of Minutes From 6/8/2017 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:** **Ted Basile**
 - **Results:** **Passes unanimously**

Approval of Minutes From 5/11/17 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:** **Ted Basile**
 - **Results:** **Passes with Renee and Cross abstaining**

Head of School Report

- The school year ended well.
- The increases and end of year luncheon were well received. Raffle prizes were given away (prizes were purchased using credit card points throughout the year.)
- We are running a secondary lottery: seven applications in 7th grade for 4 spots, 2 8th grade applications for 3 spots.
- We are over enrolled in grade 4 due to a child being moved down a grade 2 years ago.
- As of right now we have 10 students withdrawing for 6th grade. This is an improvement on last year.
- Mrs. Fairbanks is retiring and was recognized at the end of year luncheon. We have extended an offer and Heather will be meeting with the individual next week.
- Over 30 students were awarded for performing in the top 12% of the country for French and Latin

- competition.
- All is well with the facility.
- The PCO has a full board.

Officer Elections

Anne Marie has volunteered again to be the faculty representative for the 2017-2018 school year. Jason motions to have Anne Marie be the faculty representative.

- **Motion to approve:** Jason Fine
- **Second:** Cross Barnes
- **Results:** Passes unanimously

Renee nominates Beth to be the clerk.

- **Motion to approve:** Jason Fine
- **Second:** Ursula McCarthy
- **Results:** Passes unanimously

Ted nominates Tom to be the Treasurer.

- **Motion to approve:** Jason Fine
- **Second:** Cross Barnes
- **Results:** Passes unanimously

Jason nominates Renee to be Vice President.

- **Motion to approve:** Jason Fine
- **Second:** Cross Barnes
- **Results:** Passes unanimously

Ted nominates Jason to be President.

- **Motion to approve:** Ted Basile
- **Second:** Renee Blaine
- **Results:** Passes unanimously

Head of School Review

Renee shares that we changed the process a bit this year. She launched the survey at a faculty meeting. There were 41 respondents with 7 people providing their names. Overall the response was positive. People were pleased with her commitment to the school, having the school's best interest at heart. There were some areas of improvement, but some of these can be chalked up to the amount of work Heather is putting into the new school. There are some big changes coming in the next year and many of Heather's goals will surround this. We need to be aware as a Board of the support she may need and want in that time.

Heather's bonus this year is based on continued enrollment in her PhD program (\$2,500) and her performance (\$5,000.)

Motion to pay Heather the full amount of the bonus for which she is eligible.

- **Motion to approve:** Ian McDonald
- **Second:** Cross Barnes
- **Results:** Passes unanimously

Renee presented the HOS employment agreement for the 2017-2018 school year. Minor changes were made to this year's letter from last year and approved by outside counsel.

Motion to approve the letter as written.

- **Motion to approve:** **Beth O'Toole**
- **Second:** **Renee Blaine**
- **Results:** **Passes unanimously**

Action Register

The following items were completed:

- Submit completed HOS Performance Evaluation Forms to HR Chair
- Meet with HOS to discuss results of employee input survey on HOS performance
- Update DESE Board Website with outgoing Trustees email addresses (N/A)
- Elect Trustee/Alternate and Faculty Rep (terms begin July 1)
- Elect Officers (terms begin at conclusion of annual meeting)
- Present HOS Annual Performance Review
- Vote on next year's Letter of Agreement for HOS
- Acknowledge Outgoing Trustees (N/A)
- Collect building access keys from outgoing Trustees (N/A)
- Execute lease extension, if appropriate (N/A)
- Distribute State Ethics Summary to new and existing Trustees
- Collect State Ethics Summary receipts (emails OK) from all Trustees within 10 days
- Request that new Trustees complete State Ethics online training within 30 days of election
- Request that Trustees who have reached the 2 year online training anniversary complete State Ethics online training within 30 days
- Submit documentation to ESE on new Trustees
- Update Red Brick Schoolhouse Lease

At the July retreat we should update the above to reflect the online availability of Trustee's ethics and approval.

Treasurer's Report

In Tom's absence, Jason provides an update on the financials. We are trending in a positive direction.

Committee Updates

Facilities Committee

No update.

HR Committee

No update.

Governance

There are 2 policies that will need to be reviewed and voted on at the July retreat.

Mission

The four pillars statements will be available to vote on at the July retreat.

Health Committee

Ted recognizes Charlene Gay who is in attendance and is a member of the Committee.

The BFCCPS Health Curriculum Committee met from March-May to review the Massachusetts Frameworks for Health Education, compare the frameworks to the current BFCCPS Health program, and make recommendations to the BOT as to which Standards they feel should be included in a comprehensive, K-8 Health program, as well as in which grade span these should be taught. It included 8 parents, the school nurses, the PE teachers, the HOS, Julie McCoy, and Kelsey Kolic. Ted thought the committee did a fantastic job putting together a proposal on what should be presented here at Charter.

Heather walked the Board through the standards the school currently teaches to and compared them to the MA Frameworks. The recommendations of the Committee were reviewed by the Board. Jason recognizes the enormity of this undertaking and thanks the committee for pulling this together in an expeditious manner.

Motion to approve the recommendations as written:

- **Motion to approve:** **Jason Fine**
- **Second:** **Ted Basile**
- **Results:** **Passes unanimously**

Motion to dissolve the Health Committee as they have fulfilled their charge:

- **Motion to approve:** **Beth O'Toole**
- **Second:** **Cross Barnes**
- **Results:** **Passes unanimously**

Faculty Representative

Anne Marie reiterates that everyone was very pleased with the end of year luncheon and the raises were very well received.

9:02

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

The board went into executive session at 9:03 pm.