

**Benjamin Franklin Classical Charter Public School (BFCCPS)**  
**Board of Trustees Meeting**  
**Minutes**  
**Thursday May 31, 2018 7:00PM**  
**School Library**

**Attendance:** President: Jason Fine, Anne Marie Palmer, Clerk: Beth O'Toole, Head of School: Heather Zolnowski, Assistant Head of School: Joe Perna, Ian MacDonald, Neerav Jain, Ursula McCarthy, Ted Basile, Eric Scansen, Vice President: Renee Blaine, Joe Mullen, Tom Pacheco, Cross Barnes (late)

**Absent:** None

**Call to Order** (7:06pm)

**Open Comment Period**

None.

**Recognition of the Month**

None.

**Approval of Minutes From 05/10/2018**

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

- Motion to approve the minutes as edited
  - **Motion:** Ian MacDonald
  - **Second:** Neerav Jain
  - **Results:** Passes with Renee and Tom abstaining

**Head of School Report**

- Less than 400 days left to the new building
- Enrollment is steady at 445.
- Class placements are underway for next year.
- CCD will be M-W next year instead of M-Th. This may impact our ability to use the building during M-W if they need the space for CCD.
- Mme Malouf was invited to the French National Honor Society induction where 20 of the 24 inductees were BFCCPS alums.
- The community service project with the school in PR has been successful and will continue in the next school year. The school is incredibly grateful for our contributions.
- Fine and Performing Arts Week
  - Memorial Day Parade on Monday, May 28
  - Grades 3-5 concert on Tuesday, May 29
  - Art Show at Dean College on Thursday and Friday, May 31 and June 1
  - Music in the Parks competition on Saturday, June 2
  - Grades 6-8 concert at NEC on Thursday, June 7
- Character Ed: Meeting to discuss evaluation of Character Education at BFCCPS and make suggestions on strengthening.
- Community Unity: Staff have determined a scholarship winner for \$500.00 for a BFCCPS Alumni

- graduating next year.
- MAP testing
- New Promethean and Clear Touch Board demos.
- 6th Grade ELA/GEO- FILLED
- SY 18/19 1st Grade- Posted (Currently 144 applicants)
- SY 18/19 7/8th grade Science- Filled

### **Task List**

The largest task for today is to hold Board elections. The 3 new candidates introduced themselves (Charles Kennedy, Jason Davis, Lawrence Shum) and explained their experience. In addition to these gentlemen, Beth O'Toole is also up for re-election. All nominees were elected to positions.

Elections for officer positions:

- Clerk: Beth O'Toole - unanimously approved
- Treasurer: Neerav Jain - unanimously approved
- Vice President: Eric Scansen - unanimously approved
- President: Ted Basile - unanimously approved
- Distribute BOT survey on HOS performance
- Meet with HOS to discuss results of employee input survey on HOS performance
- Submit completed HOS Performance Evaluation Forms to HR Chair
- Elect Trustee/Alternate and Faculty Rep (terms begin July 1)
  - Cross moves to vote Anne Marie Palmer for next school year. Voted in unanimously.
- Present HOS Annual Performance Review
- Vote on next year's Letter of Agreement for HOS
- Acknowledge Outgoing Trustees
- 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
- Update Red Brick Schoolhouse Lease

### **Treasurer's Report (Tom P.)**

Tom received the April financials and there are no significant changes. The committee has not met since the last BOT meeting.

### **Governance (Ian)**

The committee is seeking to articulate the philosophy which drives the dress code. They will emphasize clarity over ambiguity. At some point a response is owed to both the faculty and students, but at this time the discussion is being tabled for the next school year. The goal would be to make any changes to the dress code upon the move to the new school.

### **Mission (Ted)**

The committee has not met since the last BOT meeting. The survey they distributed to the parents had about 50 responses; the committee will review these responses during their June meeting.

### **Facilities (Cross)**

The committee met with Church regarding an exit plan. Initial response is that the Church would like everything that the School owns removed. There will be a walk through with the Church this Fall to clarify what walls they'd like painted/temporary walls taken down etc.

### **HR Committee (Renee)**

Similar to last year the faculty and staff were asked to provide feedback on Heather's performance. There were approximately 30 responses, which is down slightly from the prior year. Overall the feedback was largely positive. Her dedication to the school and community was a common theme throughout. Opportunities for development included approachability, recognition, and communication.

Confidentiality surrounding taking the survey continues to be an issue.

**Joe Mullen motions to approve Heather's 2 bonus components totaling \$7,500. Renee Blaine seconds. Passes Unanimously.**

Some discussion ensues surrounding increasing Heather's bonus for next year. Tom reminds the Board the budget was extremely tight this year and there is not a lot of room for making adjustments. Beth explains the discussion would be better had during budget season or in December should there be a surplus at that time. Eric asks if the salary increase is commensurate with her increase in responsibilities. Renee indicates it is approximately a 20% increase.

**Tom Pacheco makes a motion to approve the ED Agreement as presented, changing the signature from Jason to Ted. Cross Barnes seconds. Passes unanimously.**

**Faculty Representative (Anne Marie)**

No update.

Motion to adjourn at 8:45

- **Motion:** Tom Pacheco
- **Second:** Cross Barnes
- **Results:** Passes Unanimously