

Benjamin Franklin Classical Charter Public School (BFCCPS)
Board of Trustees Meeting
Minutes
Thursday May 10, 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, Cross Barnes, Ursula McCarthy, Ted Basile (via phone @7:06), Eric Scansen (7:07)

Absent: Vice President: Renee Blaine, Joe Mullen, Tom Pacheco

Call to Order (7:04pm)

Open Comment Period

None.

Recognition of the Month

None.

Approval of Minutes From 04/12/2018

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

- Motion to approve the minutes as edited
 - **Motion:** **Crossan Barnes**
 - **Second:** **Neerav Jain**
 - **Results:** **Passes unanimously**

Head of School Report

- 415 days left until the new school opens.
- Enrollment is steady at 445.
- Two new hires in the last few weeks: the school psychologist, the new sixth grade ELA and Geography teacher for next year.
- Step up day was held today for grades 4-6.
- Some trees were removed over April vacation.
- Parents as Primary Educator: a vaping information night was held last month on the dangers of vaping.
- The mission pillar newsletter was sent out; the mission pillar survey is set to go out to the community tomorrow.
- The Quebec and DC field trips were successful. We will be looking at a new vendor for next year in hopes of being able offer to something a little different to the students.
- French national exam grades are in and awards will be presented in June.
- The changes to the Latin program this year (taking the 4th graders from a ½ year of instruction to a full year as well as using a new text book) have been successful. Going forward Heather is proposing to continue a full year of instruction with the 4th graders.
- Last weekend was screen free weekend. Many families enjoyed participating in the Elisha project on Saturday.

- Our whole school community service project this year was changed from Heifer International/Read to Feed to helping support needs in Puerto Rico. Jeanmarie Sette was able to travel to Puerto Rico during April vacation and visited a school we will be partnering with going forward to assist. Many of their books were damaged; during book fair each class will be sending a book with a personalized inscription. The money raised thus far this year will be sent to the school to help fix the ventilation system in their cafeteria so the school will once again be able to serve 3 hot meals a day to the students.
- Fifteen 6, 7, and 8th graders will be recognized for displaying all 4 virtues this school year. The ceremony is on May 25th at 9:20AM.
- BFCCPS participated in the art week festivities happening throughout the state.
- The FIT has promoted Community Unity: Staff have determined a scholarship winner for \$500.00 for a BFCCPS Alumni graduating next year.
- MCAS went off without a hitch.
- Promethean and Clear Touch Board demos have been ongoing for installation in the new school.
- Two open positions: 1st grade teacher and 7th and 8th grade science teacher.

Task List

- Notify Board President of interest in Officer position for next year by month end (Beth – Clerk, Neerav – Treasurer, Ted - President. No other positions have been spoken for.)
- Discuss/plan meeting with Nominees to BOT
- Vote to accept proposed budget for next fiscal year
- Prepare appreciation "gifts" for outgoing Trustees (email reminder to Pres, then remove from list)
- Announce candidates for Officer positions to be elected at June meeting
- Meet with Nominees to BOT

Committee Updates

Facilities Committee (Cross)

Cross is looking to get an update from Richard Marks on the progress of the new building.

Treasurer's Report (Heather Z. for Tom P.)

Heather reviews the budget with the Board. Tuition is budgeted to increase at 3.175%; this is larger than the usual increase and is due to the actual makeup of the towns. For the past 9 years we have budgeted around 450 students. This year we are budgeting at 452 students as this falls in line with actual projected attendance for next year. We can be paid for up to 600 students. Heather reviews some of the staffing changes. The budget is in line with the budget Jerry C. presented to the bank in accordance with our debt covenants.

Motion to approve budget as presented.

- **Motion:** Eric S.
- **Second:** Cross B.
- **Results:** Passes Unanimously

Governance (Ian)

Ian shared an employee feedback form from the faculty and staff on the dress code. There was good representation of approximately 29 individuals. Discussion ensues around the faculty's response and the Board's general feeling regarding the current dress code and the proposed changes.

HR Committee (Renee)

No report.

Mission (Ted)

The committee met and reviewed the pillar document sent out. Additionally, they reviewed the teacher

recognition program being created by the committee. They concluded they would like to recognize an educator this year, but the approach this year will be slightly different than the long term approach. Teachers will have the ability to nominate themselves or someone else by May 31st. Nominees will be voted on by faculty and staff based on how they conform with the 4 defining principles of the school. The award would be for \$500 net. There is money available in the trustee expense line in the budget for the current year.

Faculty Representative (Anne Marie)

Many faculty spoke with Anne Marie regarding the dress code and indicated they would be interested in seeing a uniform.

There were 4 applicants for the new scholarship offered to seniors from the faculty and staff. The focus was more on how the student is continuing to live the values of the school. Anne Marie feels the individual chosen espouses these values.

Motion to adjourn at 8:52

- **Motion:** Jason Fine
- **Second:** Cross Barnes
- **Results:** Passes Unanimously

Board reconvenes at 8:53 by motion of Jason F and seconded by Neerav J.

Heather needs to post the Assistant Head of School position however the school community needs to be made aware of the new structure. Jason will be sending a communication announcing Heather's promotion to Executive Director.

Motion to adjourn at 8:55

- **Motion:** Cross Barnes
- **Second:** Anne Marie Palmer
- **Results:** Passes Unanimously