

**BENJAMIN FRANKLIN CLASSICAL CHARTER PUBLIC SCHOOL
BOARD OF TRUSTEES MEETING**

Minutes

Wednesday, April 12, 2006, 7:00 PM

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Attendance:Laureen Pfizenmaier, Rich Frongillo, John Neas, Stan Zatkowski, Mark Kripp, Janice Foley, Jack McCarthy, Colleen Brown, Michele Pearl, Virginia LaGanke, Katy Donovan,

Call to Order

Moment of Silence

HOS Report please see attached.

Facilities Committee Update

-John reported that a recent OSHA visit revealed a clean report for asbestos.

-The lawsuit that resulted from a long-standing suit with Scottsman about the satisfactory completion of work to the modulars was dismissed. They retained a new attorney who presented a demand letter, to which our attorney replied that the statute of limitations has passed on this matter. This issue is potentially still pending however, and updates will be provided as needed.

-Members of the facilities committee will attend a 2-day seminar on public procurement and funding of building a new school.

Secretary's Report

Minutes, March 16, 2006; March 29, 2006; April 5, 2006 meetings

Due to a mix-up minutes were not approved. They will be reviewed and approved at the next meeting.

Open Comment Period

-A recommendation that the Board should be more proactive in the areas of legislation and advocacy. A piece will be put into the Pink Sheet recommending that families visit the Charter School website.

Nominating Committee Update

-Fourteen nominations were received for the Board of Trustees. This is by far the highest number in several years. The Nominating committee will meet on April 24th to meet and discuss the candidates, and will bring a slate of nominations to the May Board meeting. This year, there will be an additional step of an informational phone conversation with candidates after the review step and before the slate is presented.

Vote on Policy #1 of Board Rules

Motion to accept, with a minor change from draft, Board Policy #1. See attached.

Approved

Treasurer's Report

See attached Finance committee minutes.

Finance is continuing to project positive variance for the current year. Due to this finance is recommending acceleration of 25K of 2007 requested items that can be put into service in the current year. These are as follows:

Computers and media equipment 9K

Performing arts equipment 3.5K

Science kits 1K

Latin books 1.1K

6-8 elements of language 4.7K

Other miscellaneous and facilities 5.7K

Motion to approve above spending. Approved

Next Finance committee meeting is 4/27 at 8am in HOS office.

Mark Kripp presented 2006-2007 Budget Presentation.

PowerPoint is attached.

HOS Replacement Strategy

Draft of Leadership Qualities for Discussion

Motion: to accept the following as Leadership Characteristics expected in a Head of School

Ability to:

1. Embody the spirit of the mission of the school
2. Ensure viability and sustainability of the school
3. Create a premier educational environment for all students
4. Create a climate of collaboration and support of the mission among the faculty, staff and parents/families.
5. Sustain action and maintain momentum by managing the communications through appropriate institutionalization and rapid information sharing and feedback.
6. Display & use emotional intelligence to harness any resources within the community including appropriate response to any community issues and concerns
7. Apply continuous quality improvement to all aspects of delivering the mission

Accepted.

Brief on HOS search seminar offered at MA charter school meeting was given with a notebook of material copied from a presentation attended by Colleen and Virginia. Recommendation that Board members read and use as a base for information as we begin to determine our search strategy.

Establish Task force to develop recommendations on administrative structure.

Recommendations expected at the next Board meeting. This group will focus on a go forward strategy for the next 6-12 months for the following 1) stabilization 2) options of admin. Structure for the next 6 months and into the future. Task force will look at how

we should conduct search, if we should use an outside firm and what a possible timeline would be. They will make recommendation to the Board about if we should look for an interim solution or move full speed ahead. They will begin with a needs assessment for the community. Task force membership, Mark, Colleen, Katy, Stan.

Discussion and vote to initiate task force on harassment to identify, setup, and deliver harassment training.

While the school is currently in compliance, there is a realization that more training is necessary to insure that all parties in the school environment are operating under proper understanding of what constitutes harassment. Virginia has looked into this and has several recommendations for service. There will be an update at the next meeting.

Motion: Initiate a task force to identify, setup and deliver harassment training before the end of the school year to the community defined as board, faculty, staff and parents This training will be made available through whatever means possible; staff meetings, board meeting etc. to ensure the basic tenet of harassment is understood and will be mandatory for faculty & staff. Approved

Discussion on proposed code of conduct

See attached. This will be presented to the faculty for input at the next faculty meeting, with time for review beforehand. Other comments can come to the Governance meeting on 4/26 at 6:30.

Discussion and vote on proposed process for establishing employment offers for staff and faculty for the 2006-2007 academic year

Motion: That the Board that creates a special taskforce for the sole purpose of establishing employment offers for staff and faculty for the 2006-2007 academic year. The proposed taskforce will include the two Academic Deans – Pat Fairbanks and Elizabeth Clayton as well as the Director of Fine and Performing Arts – Ben Benjamin. I have met with Elizabeth Clayton and have her input if she is unavailable to participate on the taskforce. In addition, I, as HR Chair, will participate on the taskforce.

The taskforce will convene a minimum of one time and no later than April 25, to review letters of intent, requests to change positions and prepare a list of renewals for the 2006-2007 academic year. The list will be given to the Business Manager to begin preparing agreements at that time.

In the event that the taskforce does not recommend a faculty or staff member's offer be renewed, the individual or individuals, will be given written notice at least 48 hours in advance, to come before the Board of Trustees in Executive Session. The Board will follow the dictates of Executive Session. The individual may request that the meeting be held in open session. The individual may bring an advocate or representative to accompany him or her to the session. A time limit of 30 minutes will be assigned to the discussion, with option for the Board to vote to extend the time limit, at the end of which

the Board will vote to extend or deny the offer for renewal in Executive Session. The individual will be notified immediately following the vote of the result.

In addition, in the event that an Executive Session of the Board is necessary, I propose Thursday, April 27 at 7:30.

Motion Approved.

9:25 Motion to Adjourn. Approved.