

**Benjamin Franklin Classical Charter Public School**  
**Board of Trustees Meeting**  
**Minutes**  
**Thursday, June 8, 7:30pm**  
**BFCCPS Library**

Attendance: Trustees President Stan Zatkowski, Vice President Janice Foley, Treasurer Mark Kripp, Clerk Katy Donovan, Faculty Representative Joe Perna, Colleen Brown, Richard Frongillo, Virginia LaGanke, John Neas, Michele Pearl, Laureen Pfizenmaier; HOS Robin Coyne (until 8:30); 2006-07 Trustees: Lori Clements, Anna dos Santos, Charles Mayo, Cathy Tomaso

**ACTION ITEM**

**ASSIGNED TO**

Define and publish committee objectives	Unassigned
Clarify Trustee and Board officer elections	Governance Committee
Administrative Task Force begin meetings	Anna Dos Santos
Interim HOS Task Force continue meetings	Laureen Pfizenmaier
Management Committee meet	Frongillo, Neas, McCarthy
Contact Dr. Marcus	Laureen Pfizenmaier
Construct agenda for Board Retreat (7/8)	Trustees
Mission Committee work begins	Task Force Chairpeople
Leave of Absence legality	Unassigned
Audit of BFCCPS Website	Technology Committee

**Call to Order, Moment of Silence (7:34)**

**Introduction & Welcome of New Board Members (7:35)**

**Open Comment (7:36)**

M.P. asked about the circumstances related to the hiring of a middle school teacher; Stan commented that the HR is reviewing those circumstances. Mark added that the 2006-07 budget has not changed, payroll projections have not changed.

M.B. asked about the nomination process for the Mission Committee as it seems there may have been someone interested who was not considered. Stan and John commented that the three names they had were voted on in May. Janice recommended submitting additional names to contribute in some way on the committee.

J.C. handed out a document and discussed her observations and concerns as a faculty member. Stan commented that many of the concerns would be addressed during the current meeting with items on the agenda

**Secretary's Report (7:51)**

Considering the May minutes, Virginia offered a correction in the process followed for the Code of Conduct; B.G. pointed out that the names of the Trustees on the management

committee were not list; Mark's recollection was that his intent was not to attach specific names.

MOTION: To approve May 11, 2006 minutes with amendments as discussed.

RESULT: Pass

### **HOS Report (7:56)**

Ms. Coyne offered her gratitude to the PCO for their great work and offered congratulations to the Trustees for their efforts. She commented that she was proud of everyone in the school community. From the handout, she highlighted that Professional Development Points (PDP, 120 required for certification) were handed out to faculty members at a recent meeting, many receiving 10-45 points.

### **Treasurer's Report (8:02)**

Mark offered no budget amendments. He noted that there were some increased costs related to substitute teachers and that the surplus is expected to be roughly \$160K. He expects \$3700 from the BFCCPS Foundation (\$1000 for library, \$2700 for operations).

MOTION: by Mark: Effective July-1 until interim HOS in place, grant temporary signature authority @ HOS level to Pat Fairbanks.

It is noted that all checks in excess of \$5K require two signatures.

RESULT: Pass

### **Faculty Representative Report (8:06)**

Joe is interested in adding structure to communication amongst faculty team. He implemented a survey reflecting on the Mutual Respect training and Code of Conduct revisions; feedback about survey was positive (46 of 57 returned). Mark encourages participation and wonders if changing committee meeting times would help increase faculty involvement. Joe suggests faculty may need definition of the objectives of each committee. Colleen offered a correction to the dates of Trustee meetings in Joe's handout.

### **Vote on Slate of 2006-2007 Officers (8:15)**

B.G. expresses confusion about the election process after reading the Bylaws; should elections have been made in June? who is allowed to vote on new officers (outgoing or incoming Trustees)? He suggests that the annual meeting is the transition point for all. Mark offers that there is sufficient precedent to continue the process that has been used and recommends that the Governance Committee review policies for clarification. Much discussion on the topic.

MOTION: by Mark/Colleen to elect Board officers for the interim period of 7/1/2006 (start of new year) to 7/13/2006 (first Trustee meeting of new year). By agreement, officers would resign to clear the way for a new election by the full Board.

RESULT: Pass (one abstention)

MOTION: by Stan to elect Laureen Pfizenmaier as President

RESULT: Pass

MOTION: by Stan to elect Virginia LaGanke as Vice President

RESULT: Pass

MOTION: by Stan to elect Mark Kripp as Treasurer

RESULT: Pass

MOTION: by Stan to elect Richard Frongillo as Clerk

RESULT: Pass

### **Charge to Administration Task Force (8:38)**

Stan reviewed the charge of the task force: To propose recommendations intended to augment the future organizational/leadership structure of the BFCCPS by investigating the organizational structures of schools similar in size, etc., establishing a list of "best practices", and developing recommendations specific to BFCCPS. The goal should expect to be active during the summer months and present recommendations to the Trustees at the October, 2006 meeting. Task Force members include: Ben Benjamin, Cindy Burns, John Curry, Anna Dos Santos (initial leader), Lynn Dwyer, Bill Glynn, Matt Ginnetty, Katherine Ginnetty, Mark Kripp, Trish Miller, Bill O'Neill, Mike Pradko, Kathy Urkevich

### **Interim HOS Task Force report (8:42)**

Laureen led a lengthy discussion of the work of this Task Force including the review of approvals made in May, 2006 and progress made since.

(1) Considering the hiring of an outside consultant:

MOTION: by Laureen to contact with Dr. Jerry Marcus for consultant services as presented in his proposal to the Trustees.

It was noted that work would begin with an exit interview of Ms. Coyne, include training at the proposed "Board Retreat" in July, and include work from June to November, 2006 plus follow-up work in February, 2007. A portion of the contract would be paid in 2005-06.

RESULT: Pass

(2) A call for participants in an interview panel was made in the June 7 Pink Sheet. This interview panel could be called on to consider candidates for faculty or staff openings during the summer months.

(3) Following up with the formation of the temporary management committee (to serve from 7/1/2006 until an interim HOS is hired to consider decisions typically made by the HOS), Richard Frongillo, Jack McCarthy, and John Neas were identified as the trustees to serve on that committee (presence of 2 of 3 required). Much discussion ensued related to a request by a number of faculty present that additional K-4 representation be included on this temporary committee.

MOTION: by Rich/Michele to add a K-4 representative to the temporary management committee to be selected by the K-4 faculty.

RESULT: Pass (7 for, 2 against, 2 abstentions)

(4) Laureen presented a process for selecting an Interim HOS including a slate deadline of June 12. A faculty survey was conducted, an interview committee of six members was proposed -- Board President-Elect, a new Board member, Sue Weidman (faculty), Ben Benjamin (HOS direct report), Sue Murphy (long-term parent), Paul Adams (short-term parent). Dr. Marcus would review references.

MOTION: by Laureen to approve process as defined.

RESULT: Pass

(5) Laureen offered up primary goals for Interim HOS including (a) leading a successful DOE Site Visit for Charter Accountability, (b) Establishing an Employee Evaluation Process, and (c) Enhancing School Culture and sense of community.

MOTION: by Laureen to approve Interim HOS Goals as presented.

RESULT: Pass

(6) Laureen reviewed some of the critical areas for compliance that must be managed during the HOS transition.

### **Discussion and vote on Proposed Code of Conduct (9:39)**

Colleen reviewed the lengthy and open process of review of the faculty Code of Conduct document and discussed the feedback offered by an attorney. It was recommended that the description of the progressive discipline procedure be moved to the Faculty Handbook. Other typos and corrections were made.

MOTION: by Colleen to accept the Code of Conduct draft of June 8, 2006

Ed Duggan (committee member) expressed disappointment at having not seen this version of the document after having been part of the process since the start. This was an oversight and apologies were offered. He also questioned whether the document need review by the DOE [Note: it was subsequently determined that DOE approval is not required for this document].

RESULT: Pass

### **Harassment / Mutual Respect Training Task Force Report) (9:47)**

Report was received. Dr. Marcus will be given the document and the results incorporated in his work.

### **Vote on Mission Committee Community Service Task Force Chair (9:48)**

MOTION: by John to approve Jennifer Moccia as the chairperson of the Community Service Task Force as part of the Mission Committee.

RESULT: Pass

### **Discussion and possible vote on Leave of Absence Request (9:50)**

The Board had received a request from a parent to have a current student be granted a leave of absence from the school for one year. The DOE is checking the legality of such a request and the Trustees await a response. Item tabled.

### **Schedule Board Retreat - July-8 (9:51)**

The Board agreed to move forward with a retreat with Dr. Marcus. The construction of an agenda will be undertaken.

### **Recognition of Outgoing Board Members (9:52)**

Congratulatory plaques created by Joe Perna were presented to Trustees Stan Zatkowski, Janice Foley, and Katy Donovan in their final meeting.

### **Adjournment (9:55)**