

**Benjamin Franklin Classical Charter Public School
Board of Trustees Meeting
APPROVED Minutes
Thursday, July 13, 7:30pm
BFCCPS Library**

Attendance: Trustees President Lauren Pfizenmaier, Vice President Virginia LaGanke, Clerk Richard Frongillo, Faculty Representative Joe Perna, Colleen Brown, Lori Clements, Anna dos Santos, Jack McCarthy, Charles Mayo, John Neas, Cathy Tomaso; HOS Dr. Kevin O'Malley; Consultant: Dr. Jerry Marcus

Absent: Treasurer Mark Kripp, Michele Pearl

ACTION ITEM	ASSIGNED TO	DUE DATE
Review draft Annual Report	Trustees	2006-Jul-20
Submit new Board Officers list to DOE	John Neas	2006-Jul-31
Submit Stavely as Trustee to DOE	John Neas	2006-Jul-31
Update BFCCPS website to reflect Trustees	Richard Frongillo	2006-Jul-31
Solicit faculty input on Parental Code of Conduct	Joe Perna	2006-Aug-10
Define and publish committee objectives	Committee Chairpersons	2006-Aug-10
Leave of Absence legality	HOS	2006-Aug-10
DOE meeting with Trustees	Board Officers	2006-Aug-10
Present Board Meeting procedures	John Neas	2006-Aug-10
Audit of BFCCPS Website	Technology Committee	2005-Sep-06
Organizational Task Force recommendations	Anna dos Santos	2006-Oct-12
Board Nomination Process Clarification	Governance Committee	2007-Jan-11

Call to Order, Moment of Silence (7:40)

Introduction & Welcome of New Board Members (7:40)

Lauren notes that Trustees Clements, dos Santos, Mayo, and Tomaso have each been approved by the Department of Education (DOE) as voting members of the Board. She introduced Dr. O'Malley and Dr. Marcus and welcomed Scott Stavely.

Clerk's Report (7:42)

MOTION: To approve minutes of the June 8, 2006 meeting of the Board of Trustees.

RESULT: Pass

MOTION: To approve minutes of the June 29, 2006 meeting of the Board of Trustees.

RESULT: Pass

Lauren reviewed Action Items from June 8 and reported on progress, as follows:

Define and publish committee objectives Committee Chairpersons

Several committee objectives have been constructed and published on the BFCCPS website. Lauren requests that all are to be completed by August 10, 2006

Clarify Trustee and Board officer elections Governance Committee

The version of Board Policy #0002 which was published on the BFCCPS website was out of date. The current version has been posted. Laureen recognized Mr. Glynn's constructive input in helping to move this effort forward. She requests that this Action be restated as Board Nomination Process Clarification, assigned to the Governance Committee, and targeted for January, 2007.

Administrative Task Force begin meetings Anna dos Santos

Anna notes renaming of task force to be Organizational Task Force. See update below in meeting minutes

Interim HOS Task Force continue meetings Laureen Pfizenmaier

The task force has completed its work and a motion will be brought to disband.

Management Committee meet Frongillo, Neas, McCarthy

With the timely hiring of Dr. O'Malley, this group was never called upon.

Contact Dr. Marcus Laureen Pfizenmaier

Dr. Marcus was contacted on numerous occasions!

Construct agenda for Board Retreat (7/8) Trustees

The Board Retreat happened on 7/8. See below for report.

Mission Committee work begins Task Force Chairpeople

An initial meeting of the task force chairs was held.

Leave of Absence legality Unassigned

The school is awaiting feedback from the DOE. This will be assigned to the HOS.

Audit of BFCCPS Website Technology Committee

Updates to Board Policy #0002 and the publication of the Budget Amendment process as Board Policy #0022 has been completed. Work is ongoing.

DOE meeting with Trustees Board Officers

Mary Street of the DOE Charter School Office has received letters and telephone calls of concern and requests that someone from DOE speak to the Board in September. An invitation has been extended for the September Board meeting.

Open Comment (7:46)

Laureen reiterated an explanation of the purpose and procedure for the Open Comment period, as follows:

Overview:

Board is responsible to the state to maintain an accountable, viable, fiscally sound organization while ensuring the mission. We must operate in accordance with the State Open Meeting Law.

This is a public forum:

- In general, we take public comments under advisement.
- We DO NOT respond at this forum - if appropriate, items will be scheduled as discussion/agenda items at future Board Meetings.
- While we welcome & seek your input/ideas/feedback, given the number of potential

comments and the fact we must conduct regular business as well this evening, we request comments be limited to 2 minutes to give all an opportunity to speak and may enforce that. If we still exceed our allotted time, we will schedule an additional board meeting to hear public comments.

- Public laws on slander/ liable apply in this forum. The Board as special state employees needs to uphold these laws. Please be mindful of this in your comments.

Process:

- This is a directed conversation - only one person will be allowed to speak at a time all others are asked to hold all comments while that person has the floor
- I as President will recognize a speaker.
- We ask that the recognized speaker state their name so that the name can be added to the minutes
- I will then Thank you and ask for your 2 minute comment
- If necessary at the end of two minutes, I will "Thank you for your Comment" as a signal that time is up if you have not already finished.
- Once all that wish to be recognized have been and if comment time remains on agenda, a speaker can then be recognized for a second time.

Bill Glynn asked whether the Open Comment period would be the only opportunity for the assembly to provide input during the meeting. Lauren deferred saying that the procedures will be discussed and outline in August.

HOS Report (7:50)

Dr. O'Malley began with a self-description as an optimist and his pledge of effort towards making this next year the very best year at BFCCPS. He described himself as the "Chief Cheerleader" and is enthusiastic about what he has seen and heard so far. He was able to join in at Isabella's on 7/11 and praised Letha Hemingway and the PCO for their "amazing job." He thanked the administrative staff for their "ample and excellent" assistance in his first days at the school. He reviewed the HOS report (distributed and attached).

Dr. O'Malley intends to contact all teachers before the start of school to help get acquainted and prepared. He has reviewed the Parent Handbook ("a solid document") and has been using the Strategic Plan as a guide. He distributed a draft of the Annual Report and points to the need to review it promptly. He asked that feedback be provided by 7/20 in advance of the 8/1 submission. Lauren points out that the Treasurer should review the financials before the submission.

Organizational Task Force (8:05)

Anna noted the group changed the name from Administrative Task Force to better reflect the group's focus. She listed the members: Cindy Burns, John Curry, Anna dos Santos, Lynn Dwyer, Katherine Ginnetty, Matt Ginnetty, Bill Glynn, Trish Miller, Bill O'Neill, Mike Pradko, Cathy Tomaso, Kathy Urkevic, Mark Kripp (advisor)

The group's approach will be to find out from the community what issues might be addressed by a organizational structure change (surveys for parents and staff are being developed by Jul-19); what is working well? what is not working well? will a a structure or organizational change address that which is not working well? will look at other schools and organizations;

encourages feedback about alternatives and examples of other school structures; will draft options and present to community; any change will require significant work including adjustments announced to DOE and Bylaw changes; recommendations will be made to the Trustees by October, 2006.

Meetings are held weekly on Wednesdays at 7:30pm. Locations have varied and Anna could be contacted if someone is interested in attending

Treasurer's Report (8:10)

Mark Kripp is travelling; Laureen noted that the fiscal year ended Jun-30; preliminary statements have surplus slightly above the 160K projected last month. Audit preparation is underway - Audit will be last week of July by same auditors as last year (Alexander, Aronson, & Finning) - Meeting Schedule for the year has been issued & posted. Next meeting 8am Aug 3 HOS office.

Board Retreat Summary (8:11)

Laureen expressed gratitude to Berg-Brown family for hosting the Trustees at their home in Mattapoisett. The day was full, but yet there was not enough time. Dr. Marcus provided training to the group regarding what makes a successful school. Colleen presented rules and responsibilities of a Trustee including a review of Open Meeting Law and key policies. Dr. Marcus continued training at the end of this 7/13 meeting.

Committees were also discussed for understanding of responsibilities and assignments for the coming year including Finance (Mark with Laureen), Human Resources (Lori with Michele), Technology (Rich), Mission (Chuck), PR/Communications (Scott), Governance (Colleen with Anna), Facility (John with Cathy).

Votes (8:15)

MOTION: by Laureen/Jack to supersede Board Policy #0020 with the employee Code of Conduct approved last meeting

RESULT: Pass

MOTION: by Jack/Colleen to disband the Interim HOS Task Force with its objectives achieved

RESULT: Pass

Parental Code of Conduct (8:17)

Colleen provide an initial, brief draft. She is interested in getting community and staff involvement. As such, it will be difficult to have completed by the start of school, but would like to begin soliciting ideas so that the process can move quickly in September. She would like to have a more solid draft prior to distributing to a wider audience. Anna raised the question of how to get faculty input about behaviors that should be addressed. Joe will address this.

Officer Resignations (8:21)

MOTION: by Laureen/Jack to accept the resignations of the four Board officers -- Pfizenmaier, LaGanke, Kripp, and Frongillo, effective at the end of the meeting July, 13, 2006

RESULT: Pass

Virginia LaGanke has resigned from the Board effective at the end of the meeting July 13, 2006. John introduced Scott Stavely, first alternate.

MOTION: by John/Anna to accept Scott Stavely as a Trustee to complete Virginia LaGanke's term ending in 2007

RESULT: Pass

Officer Elections (8:26)

Lauren notes that in accordance with the June motion, she, as President-Elect, solicited nominations for the 2006-07 officer positions until July 1, 2006. All officer positions are available and any 2006-07 trustee is eligible.

MOTION: by Jack/Lauren to elect John Neas as Board President for 2006-7

RESULT: Pass

MOTION: by Jack/Anna to elect Lauren Pfizenmaier as Vice President

RESULT: Pass

MOTION: by Jack/Virginia to elect Mark Kripp as Treasurer

RESULT: Pass

MOTION: by Jack/Colleen to elect Richard Frongillo as Clerk

RESULT: Pass

Recognition of Outgoing Board Members (8:28)

A congratulatory plaque created by Joe Perna was presented to Trustee Virginia LaGanke in her final meeting. Her service is recognized and appreciated

Board Training (8:30)

Dr. Marcus lead a training session including a review of materials covered on 7/8 and new material addressing decision making and building consensus.

Adjournment (9:45)