

Benjamin Franklin Classical Charter Public School
Board of Trustees Meeting
APPROVED Minutes
Thursday, August 10, 7:30pm
BFCCPS Library

Attendance: Trustees President John Neas, Vice President Lauren Pfizenmaier, Clerk Richard Frongillo, Faculty Representative Joe Perna, Anna dos Santos, Jack McCarthy (7:48), Charles Mayo, Michele Pearl (7:48), Scott Stavely; HOS Dr. Kevin O'Malley; Consultant: Dr. Jerry Marcus

Absent: Treasurer Mark Kripp, Colleen Brown, Lori Clements, Cathy Tomaso

Call to Order, Moment of Silence (7:36)

John read from the 2004 minutes that introduced the idea of starting a meeting with the a moment of silence as a way to allow trustees to get focused on the matters of the school.

Recognition of the BFCCPS Music Program (7:39)

Kevin introduced Ben Benjamin, Director of Fine and Performing Arts. Ben introduced three students who each played a musical piece: a fifth grader (oboe), a sixth grader (clarinet), and an eighth grader (flute).

Comments by the Chair (7:48)

John tabled his comments to the September meeting.

Clerk's Report (7:49)

MOTION: To approve minutes of the July 13, 2006 meeting of the Board of Trustees.

RESULT: Pass

John presented comments on items in the Action Register. These comments and the register itself have been **moved to a separate document**. John requested of Vice President Lauren that she review the Action Register beginning at the September meeting. Agreed.

Treasurer's Report (7:57)

Mark Kripp is travelling; Lauren presented minutes from the 8/3 Finance Committee meeting and highlighted two action items noted in that report.

Open Comment (8:01)

John reviewed 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.

Michele suggested that it be pointed out that "no further discussion will be had in the current meeting regarding issues raised in the Open Comment period." David Vise noted his interest to speak with Mission Committee Chair Charles Mayo.

HOS Report (8:04)

Kevin continues to be optimistic about the upcoming year. He notes that there are plenty of "things to do." Topics addressed:

- Kevin is interested in analyzing the enrollment numbers for grades 6-8.
- Facility: painting and carpeting has been completed. Kevin wants to keep things moving and is pursuing a meeting with the pastor of St. Mary's. Jack offers his support in helping to set up that meeting. Kevin points out that BFCCPS has been a good tenant with all the investments made into the facility
- Annual Report was submitted
- Accountability Plan has not yet been submitted; Kevin is actively working to become comfortable with the plan's contents; he will be seeking feedback from the trustees as to how we should be "pushing the bar". Michele wonders whether we have the data to see where we are as we prepare to decide where we think we should reach. Kevin will distribute plan by 8/14. Feedback will be needed by 8/18.
- Deb Schwab and office personnel are recognized for their tremendous efforts in completing the large amount of paperwork for the organization.
- Kevin invited John to speak to faculty on 8/28; he extends an open invitation to join in on 8/29 as well
- Kevin noted that the school will soon have a Safety Plan; he has met with the police and resource officer already; progress will be reported.

- With his own great interest in the project, Kevin announced a major initiative with staff: to review and improve the evaluation system; he suggested working with consultant Tom Johnson for 4-6 weeks to assist; he believes that evaluation should be a "conversation", requiring staff input to shape it; an intended consequence is that it will be a joining, healing process; it must include non-classroom personnel
- Kevin proclaimed that "Letha [Hemingway, PCO Chair] is a blessing to the school", impressed by her efforts, ideas, and energy!
- Kevin reported that he has attended subcommittee meetings this month and found them to be "well led" by "energetic" individuals who have kept the meetings at a "high professional level"; this is a very good sign
- Kevin expressed interest in starting a new initiative to hold monthly meetings for the purpose of sharing "unstructured time with parents"; he will alternate breakfast meetings with evening meetings; an emphasis on their being **open** and **respectful**

Introduction of Consultant (8:38)

John introduced Dr. Jerry Marcus who has been working with the trustees and their task forces throughout the summer. Jerry described his role as acting as a 3-dimensional mirror, reflecting reality back to the organization; he will work for the leaders of the school and will interact with the school community, as appropriate; he will assimilate information to provide to leaders tools to make decisions. When asked whether he will reach out to people who have left recently, he responded that he had met with the former HOS and is open to meet with others; his primary focus is on the future and moving forward.

Faculty Representative Report (8:43)

Joe reported on feedback of his polling faculty regarding the Parental Code of Conduct. Six responses were received and he organized the feedback into main areas of: Civility, Discretion and Confidentiality, and Communication/Email. One respondent provided a civility statement that had been handed out at a previous employer. Joe also reported back on very limited feedback received about the Grievance Policy; he expects more will have input when school returns to session. Joe passed along a question about whether bonuses would be given to faculty this year (as they had been last year). Michele pointed out that the Governance Committee will further the progress on (a) Parental Code of Conduct, (b) Grievance Policy for parents with classroom issues, and (c) faculty Grievance Policy. Deb Zatkowski suggested drawing from the Family Pledge for Parental Code of Conduct.

Joe sought feedback on what to include in his report; is the protocol to communicate faculty to faculty rep to HOS? Both Kevin and Jerry caution that care is taken that the HOS is not skipped

Organizational Task Force (9:00)

Anna presented a status update (separate document). She responded to a question about the group's timeline which included a note about "testing" the recommendations; the idea is to solicit feedback about the recommendations to gauge reactions to the ideas to be presented (as opposed to actually implementing the recommendations for a "test" duration). Chuck points out that the location of the meetings important to be in a public place, rather than at home's to ensure comfort and accessibility. Anna agrees to start meeting at the school in September; two meetings are already scheduled in August, all are welcome

MOTION: by John/Michele to accept the Organizational Task Force's request to change the date for the group to present recommendation to the trustees to November, 2006.

RESULT: Pass

Update on Strategic Plan (9:15)

Laureen highlighted the need to revive and get back on track with the work related to the Strategic plan. She asked particularly about the Program piece as it is unclear to her whether this will fit into the court of the Mission Committee or the HOS. She requests that items be added to the Action Register for all groups -- governance, PR, etc. to report against Strategic Plan.

John expressed interest in organizing a joint meeting of the trustees with the BFCCPS Foundation and the Facilities Committee; Consensus was that a separate date was needed; John will choose; Laureen will help form agenda.

Recognition of the Month Discussion (9:23)

Rich presented his idea of doing something -- read a poem, show a picture, read a story, hear a song, etc. -- each month at the Board meeting to highlight work done by children at the school as a way to remind trustees why its work is important. The recognition would be "representative" rather than "superlative". There was consensus that this was a decent idea. Kevin will work to make it happen.

Mission Committee (9:26)

Chuck reviewed his document providing a baseline description of the Mission Committee.

MOTION: by Rich/Anna to continue discussion past ten o'clock.

RESULT: Pass

There was significant discussion about the document which led to many modifications. Chuck will make revisions. The main purpose of the committee will be to "assist the Board of Trustees ... through information gathering and recommendation of new programs."

The discussion led to adding an item to the Action Register for the Governance Committee to review the process of formation and composition of committees.

MOTION: to approve Mission Committee description with modifications.

RESULT: Pass (1 opposed)

Adjournment (10:16)