

**Benjamin Franklin Classical Charter Public School**  
**Board of Trustees Meeting**  
**APPROVED Minutes**  
**Thursday, October 12, 7:30pm**  
**BFCCPS Library**

Attendance: Trustees President John Neas, Vice President Lauren Pfizenmaier (until 11:10), Treasurer Mark Kripp, Clerk Richard Frongillo, Faculty Representative Joe Perna, Colleen Brown (until 10:10), Lori Clements, Anna dos Santos, Charles Mayo (until 11:10), Jack McCarthy (until 10:10), Michele Pearl (until 10:10), Scott Stavely, Cathy Tomaso; HOS Dr. Kevin O'Malley; Consultant Dr. Jerry Marcus

Absent: None.

**Call to Order (7:30)**

John welcomed Trustees, staff, and parents. He introduced Dr. Marcus who offered a description of his involvement with BFCCPS. He has been discussing, learning, coaching, meeting, analyzing, planning, helping (when and where needed) and challenging.

**Recognition of the Month**

Dr. O'Malley introduces Lisa Lockhart who is a staff member in the school. He recognizes phenomenal effort of Katherine Ginnety for grades 6-8, particularly related to the ongoing character education initiative.

Katherine speaks of the program in terms of Character Education guru Tom Lickona's thought of learning to "know the good, love the good and do the good." She highlights that character education is the students' own work; adults are supportive. The program affirms that BFCCPS is interested in the whole person. She reminds the group of Ben Franklin who wrote a page devoted to each virtue and knew that virtue was a lifelong journey. There have been three meetings so far.

Kathleen Lockhart, a BFCCPS 6th grader was introduced and spoke of her perspective on the character education program. She noted: it makes school special; character education influences, helps shape, and brings out talents; the program opens people's eyes to different virtues

**Clerk's Report (7:43)**

MOTION: by Rich/Anna to approve minutes of 9/5 Trustee meeting.

RESULT: Pass

MOTION: by Rich/Anna to approve minutes of 9/7 Trustee meeting.

RESULT: Pass

**Treasurer's Report (7:44)**

Mark referenced notes of the 10/3 Finance Committee meeting. He introduced representatives of Alexander, Aronson & Finning Vice President Joel Aronson and CPA John Buckley. He highlighted that the open items from the September meeting related to the audit have been closed out to the satisfaction of the Finance Committee

John Buckley spoke of the "unqualified audit report" offered. AAF tries to add value with executive summary and key ratios to help put numbers in perspective. They issue a management letter with comments and recommendations to provide guidance to adopting best practices and standards for a non-profit school. He noted that the report includes tax return for BF Foundation a related 501(3)c organization. The Foundation is paying against interest on note for land minus fund raising. The PCO has split off as separate 501(3)c this year and is not included.

In the discussion Mark summarizes that \$1M in discretionary funds that could be applied to investments (e.g. facilities) in future. It is noted that all documents are stamped "preliminary" until Board approval. Anna asks if PCO will be a "component unit"? Probably not.

MOTION: Motion: to accepted audited statements as presented

RESULT: Pass

MOTION: by Mark/Laureen to amend budget for \$14,500 for computers and safety improvements as noted in the minutes of the 10/3 Finance Committee meeting

RESULT: Pass

### **Review Outstanding Action Item Register (8:07)**

Laureen reviewed several items. An updated register is contained in a separate document. Relatedly, one issue was noted that the Department of Education (DOE) has advised that having a student leave of absence policy is inappropriate.

MOTION: by Laureen/Lori to repeal policy #17 Student Leave of Absence Laureen/Lori on basis of compliance with DOE recommendations

RESULT: Pass

### **HOS Report (8:11)**

Dr. O'Malley describes himself as a "reporter of good energy and efforts." He refers to the report handout and adds highlights. He notes 5th grade store is opening as a way to both serve and learn; Student Council - 20 people expressed interest and elections have been held. Ms. Laplaca has led creation of voluntary "best practices" group to share ideas among faculty; 14 teachers joining in with reading strategies. As discussed, Character Advising group for 6-8 grades is underway. With purchase of new laptops, old laptops will move to music program to attached to keyboards for instruction. PCO is omnipresent for the good of the school

- Dr. O'Malley met with St. Mary's Church Pastor Father Callahan; had break-in to CCD office; we continue to have a strong relationship with CCD staff; investigation continues; 2800 CCD students using facility.
- Two upcoming interactions with DOE: visit for Program Quality Review where special needs is focus. Second is 1/30/2007 Accountability visit; Trustees have a role in this visit.
- History curriculum distributed; encourages communication of curriculum amongst school community; this is a reported document not a mandate; next in line would be Science and Language Arts. Dr. O'Malley introduces Fifth grade teacher Jen Fairbanks who notes that history curriculum for Core Knowledge was out of sync with 5th grade and 7th grade state tests; she worked with 7th grade teacher Ed Callahan in spring to align with test; sequence changes most in 6th and 7th; then met with 4th grade to share thoughts; trickling down to K-3; both curriculums have been kept in tact. Mark requests that the presentation format be updated to help the reader understand what is left in, left out, moved, unaligned, etc. between Core Knowledge and state frameworks.
- Update on Fund raising position. Mark inquires. Lori: received three applications; looking at improving advertisement; will continue to look; haven't found applicant that meets needs
- Evaluation system: Dr. O'Malley notes that this was a need on the onset of hiring. He acknowledges work of consultant Tom Johnson. HOS has presented evaluation system to faculty in late September; evaluation system has been put in practice; same documents as before but ALL will be evaluated this year; consistent. One of 4 people do evaluations: HOS, 3 Deans; The intent is to have discussion about what people do; not a "gotcha" penalty system; looking ahead to peer observation in future next year (common practice). Further in future: ask teachers to provide evidence of what has been done through use of a portfolio to file notes of substantiating work. Both HOS & Joe comment on excitement about consistent practice.
- Adequate Yearly Progress (AYP): Dr. O'Malley reports we are in "excellent shape" and provides an overview of this program. It is based on legislation: "no child left behind" highlights a need to do better in schools with more accountability; lots of documents on how to account; at the heart is an annual report to show progress towards 100% proficiency in year 2014;

How is BFCCPS doing towards the big picture? extremely well on meeting numbers: (a) participation: not an issue here (100%); (b) attendance (96%) above average; (c) performance - how did you do on MCAS? 92.6% have reached proficient level; every year we test a different cohort; (d) improvement - how did we do in getting better? could say that we are not going fast enough to get better; immediate danger? no, but perhaps future; based on grades 3-8

John notes that the 4th graders where on Fox News with Meteorologist Kevin Lemanowicz.

### **Safety plan (9:00)**

Dr. O'Malley notes that BFCCPS children are safe despite the 50-year old building that is hard to maintain. Safety Plan is in place; the school equated lockdown exercise with fire drill "stay away from sight", taking a "light approach" so as not to overly alarm students. Exercise went well, but exposed deficiencies.

There is difficulty in finding a "safe room" in building; approved \$2500 intended to secure auditorium, but that's not enough as individual classrooms are not secure; using wedges to 'lock down' and 80% failure in test; locksmith says we can't lock any classrooms - each lock would need to be changed; \$3K for downstairs plus \$6500-\$7000 for locks upstairs. Scott asks what other procedures should be in place? Cathy notes that scouts have been locked out but "brok in" to have their meeting.

MOTION: by John/Chuck to approve up to additional \$7K to be applied to security to school at the discretion of the HOS with intent to negotiate with St. Mary's Church to reimburse 50%

RESULT: Pass (vote 8-4)

### **Modifications to the Dress Code (9:20)**

MOTION: by John/Jack to table discussion of Modifications to the Dress Code due to the late hour and large amount of business yet to conduct.

RESULT: Pass (vote 12-2)

### **Open Comment (9:23)**

Ed Duggan: in reviewing financial statements, what are personnel costs? interest in getting costs outlined for personnel. Ed also notes his resignation from HR Committee as he feels that the situation does not allow him to be "effective"; first time not on a BFCCPS committee since beginning of school; he is interested in talking about evaluation process; Dr. O'Malley will set up a meeting.

Matt Ginnetty: looking for a status report on parent code of conduct; Colleen notes that they had a Governance Committee meeting at 6:30pm and notes will be published.

### **Date/Time for Board workshop (9:27)**

The workshop is estimated to be 3-3.5 hours. Dr. Marcus is considering options. Informally, the Trustees agree that Mon-Thu evening is preferred over Saturday morning. John will pursue November 16, 6:30pm as a possible date.

### **Discussion of the offer to St. Mary's Parish (9:32)**

John offers background: have asked about buying building in the past; Facilities wants to have proposal in front of church; will answer question "have you looked at alternatives?" for potential donors. John prepared offer.

John highlights potential use of carriage house as parish center and other notes in the offer (keeping St. Rocco's, CCD, etc.)

MOTION: by Jack/Laureen to distribute non-binding offer as presented

RESULT: Pass (1 against)

### **Mission Committee (9:47)**

Chuck notes the added delineation between HOS and Mission Committee about responsibilities to

clarify direction. He is looking to answer: what is vision of Board on topics being discussed?

- need to DOCUMENT what is meant by "implementation" of Mission (i.e. pillars); turning mission into practice
- parent initiative to add logic and philosophy to curriculum?
- looking at community service - minimize fund raising and increase education

MOTION: to suspend to continue after 10pm Rich/Anna

RESULT: Pass (4 opposed)

What does Board want to see tackled?; Reviewing where things now as starting point

Anna notes that we should start with "what was intended?" rather than where things are now. It is important to know where our current practices are relative to what was intended Michele adds that we need to review what was spirit behind mission definition

Mark wants to deal with curriculum changes with perspective of larger picture; suggests Mission Committee step back from specific changes. Michele/Rich suggest a need for a protocol for handling all curriculum changes. Joe adds the need to define what is a "curriculum change"? Dr. Marcus offers a "best practice": let curriculum come through faculty and HOS; cleaner to define parameters of Mission Committee; other items beyond that go to HOS.

Regarding community service, Subcommittee Chairperson Jennifer Moccia hands out of notes from Mission Committee meetings; includes guidelines; HOS queried faculty. Much discussion ensued. The spirit of the discussion was to add urgency to moving forward with initiatives within the approved framework.

### **Board Organizational Task Force (10:43)**

Anna points to a note submitted by the task force highlighting its intention to submit a report of the school-wide survey to the Trustees with inappropriate material redacted. It was suggested that the HOS would be given the only original copy for his records. Dr. O'Malley states unequivocally that the original "has no value"; he believes a redacted copy suffices. In this report, the task force has informed the Board of their intent to disregard certain derogatory comments collected in the survey.

Joe observes that the Board should look to take more steps to address healing process as it moves forward this year. Dr. Marcus applauds work of task force, the support of the Board and the HOS handling of inappropriate comments. He notes that the actions taken are virtuous and will serve to encourage trust in the community.

Anna wants Board to endorse review process timeline with several meetings in November. John offers a counter proposal with fewer meetings. Much discussion. Dr. Marcus speaks to proposed review process as needing to have enough time to do the report justice; analysis without pressure of decisions

MOTION: by Anna/Cathy to accept review process as recommend by BOTF noting that the Board shall make final decision about special Board meetings

RESULT: Pass (1 opposed)

### **Committee Reports (11:26)**

Due to the late hour, committee reports were greatly abbreviated.

#### Facility

John is continuing to get in touch with land owners.

#### Faculty Representative

Joe distributed a report. Open meetings have begun on Mondays with little response so far. John is looking to know whether the staff is interested in having an elected representative on board committees.

#### Governance

Significant progress has been made on policies. See meeting minutes for details.

Human Resources

Lori wants to recognize Ed Duggan for his significant contributions, dedication, time, and effort. It is with regret that his resignation is accepted.

Mission

See previous discussion.

Nominating, nothing to report

Organizational Task Force

See previous discussion.

Public Relations

Scott has continued meetings with key individuals.

Technology

Web review continues.

**Adjournment (11:34)**

Next meeting 11/9/2006