

**Benjamin Franklin Classical Charter Public School
Board of Trustees Meeting
APPROVED Minutes
Thursday, June 14, 7:30pm
BFCCPS Library**

Attendance: Trustees President John Neas, Treasurer Mark Kripp, Clerk Richard Frongillo, Faculty Representative Joe Perna, Colleen Brown, Lori Clements, Anna dos Santos, Chuck Mayo, Jennifer Moccia, Michele Pearl, Cathy Tomaso; HOS Dr. Kevin O'Malley, Asst. HOS Heather Zolnowski

Absent: Vice President Lauren Pfizenmaier, Jack McCarthy

Call to order, Introductions, Comments from the Chair (7:35)

John noted many end-of-year events attended and enjoyed as students celebrate the final days of the school year.

Open Comment (7:39)

Parent Diana Vosburgh expresses her frustration related to acts of "bullying" that she has noted at the school. These issues have previously been escalated to the HOS and she feels that not enough action has been taken.

Clerk's Report (7:43)

MOTION: By Rich/Colleen to approve minutes of 5/10/2007 as posted.

RESULT: Pass

Action Register (7:43)

John reads from the latest register which includes a few ongoing items -- audit of school website, work to be done on the Strategic Plan, and the development of a Media Notification Policy.

Treasurer's Report (7:44)

Mark expresses his gratitude to those that have stepped up to join the Finance Committee and wishes well the new Board as it is formed. He notes that the surplus will stand at approximately \$105-\$110K for the fiscal year ending.

MOTION: By Mark/Anna to authorize up to \$25K for payment of "thank you" payments to faculty and staff to be paid from the available surplus in the current fiscal year.

RESULT: Pass

Mark recommends that a hard date (October meeting) be set for the review/approval of the audit. This will avoid extra costs related to the timeliness of accounting reports and pronouncements. The Finance Committee should review the audit in September. Mark will contact BFCCPS Foundation member Matt Ginnetty to help coordinate the Foundation's readiness for the audit timetable. Although he will not officially be on the Board, he is happy to assist in audit preparations.

Committee Report (7:51)

Facilities: Mark reports that he has reached out to the California Teachers Retirement organization. He has received a reply and will follow up. John has been talking with the broker who has made it clear that CA Teachers Retirement is not interested in selling or swapping the land.

More issues will be addressed when the Board meets with the Foundation in the coming weeks.

Recognition of Outgoing Trustees (7:55)

John presents plaques to Colleen and Mark (he had previously given plaques to Jack and Lauren). Joe Perna crafted the wonderful plaques! John presents Joe with a gift for his service to the Board as faculty representative.

HOS report (7:58)

Several notes:

- Kevin notes that the activity level of the school is amazing! Parents and teachers are keys to facilitating activities for kids and their work is appreciated: Field Day (“pumpkin patch” of orange school shirts), Art Show (at library with all students showing off their work), Musical Concerts, French & Latin (award winning!). Kevin is proud recipient in a lively school where all of these activities occur.
- Good-byes: Kevin notes a few individuals who are worthy people who will be doing new things for their career; a tribute was held at the 6/14 faculty meeting for Jennifer Fairbanks, Elizabeth Clayton, Kathleen Lallier. All are wished well.
- New Assistant HOS Introduced! Kevin introduces Heather Zolnowski who has been in school for a short time; she will be a great asset for BFCCPS with her speciality in working collaboratively with teachers and her background in charter schools and curriculum work; Kevin does not see her in a traditional assistant’s role and will have a large influence in helping teachers. Heather expresses her excitement in getting started, enjoying the Roman Feast and impressed with the Capstone assembly.
- Graduation! The culminating act of the school included spectacular speeches by students in a warm, inviting ceremony. We have an extraordinary, rich school.

Presentation of Head of School Performance Evaluation (8:08)

John read and distributed a prepared, favorable statement regarding the evaluation of the HOS for the current year. Kevin was asked and did sign the evaluation.

Vote to Approve Letter of Agreement for the Head of School for the 2007-2008 Academic Year (8:12)

MOTION: By Lori/Joe to approve the letter of agreement with Kevin O’Malley for the 2007-08 academic year.

RESULT: Pass

Executive Session (8:13)

MOTION: By John/Mark to enter executive session to discuss a recent incident, according to exception #1 in the list of reasons for entering executive session.

RESULT: Pass

John announces that the meeting will re-convene in a short time. He invites faculty and staff to stay which includes Ben Benjamin, Jennifer and Pat Fairbanks, Deb Schwab, Beth Sharistianian, Heather, and Kevin.

Open meeting is re-convened at 8:37.

Discussion and Vote on the Policy REgarding Requests from the Media (8:38)

Michele notes that (former Chair of Public Relations Committee) Scott Stavely had focused on communications related to specific school policy related to media interactions (in which deference would be given to the HOS). She would like to address faculty and staff interactions with media and address individuals needing to seek out the media. These issues are addressed in her latest draft which was intended to be distributed prior to the meeting. Colleen, Rich, and Anna offer edits.

MOTION: By Colleen/Anna to approve the Media Policy, as amended.

RESULT: Pass

John states that the composition of the committee will wait until September.

Committee Reports (8:45)

Facilities: Already addressed earlier in this meeting.

Faculty: Joe reports that faculty representation to committees has been established for next year: Human Resources Mireille Malouf, Kevin Buckley, Gail Trotin; Governance -Katherine Ginnety;

Mission - Joe Perna; Facility - Ben Benjamin; Technology - Artur Duque. The new Faculty Representative to the Board of Trustees will be Kevin Buckley. The Finance Committee spot is currently open.

Joe has had a good year, learning a lot in his role as faculty rep. He observes that the school is a much better place than when he started and there is a lot of optimism for next year.

Governance: Meeting held in May to discuss how Board elections should be held. She will re-draft Policy #2 and some bylaw changes, aiming for February, 2008 delivery.

John points out that Anna had distributed a clarification of procedures to be used for tonight's election with a suggestion of filling the 3-year, then the 2-year, then the 1-year terms.

Human Resources: Lori notes that a meeting was held in June; she had included a summary of the faculty and staff survey regarding the performance of the HOS.

John observes that several had asked about progress on the employee evaluation process. Lori explains that evaluations were conducted based on years of service with more evaluations done for newer teachers. Office staff and other employees will have written evaluations by the end of the year. Forms used were same as in previous years but with personalization. Rich asks whether there is indication that the process is working? Lori states that feedback has been positive.

Mission: Chuck is working with Kevin on what is being done in different grades; work on website description is being done to clarify; Time did not allow for getting members and Chuck wonders whether they could be solicited during the summer. General consensus is that committee formation should wait until September.

Nominating: Lori reads from a prepared note that explains the purpose of Nominating Committee; of six members, four felt strongly that there was no need to meet, 1 was on the fence, and 1 felt that there should be a meeting. All Trustee candidates were asked to respond to 3 questions;

At the committee meeting, they discussed composition of Board with openings to identify holes in the Board; e.g. have some perspective of people who have been at BFCCPS from the beginning, grades represented, years in BFCCPS, skill sets of members relative to needs of Board, availability of time to commit, can individuals "take off parent hat". There were lots of qualified candidates

There was thoughtful, productive discussion which resulted in a recommendation by the committee of five candidates. Lori strongly cautions against perceiving recommendations as negative to any candidates.

Rich wonders whether there were follow-up conversations held with candidates? No, written material and other information known to be true was used. Was vote on recommendations unanimous? a process was held in which 4 members received 5 or 6 votes, 5th member had three votes; Was the need to have a non-school "community member" given particular weight? It was a factor, but not given any particular extra weight.

Technology: Did not meet in June

Elections of Trustees (9:08)

MOTION: By Joe/Michele to approve Kevin Buckley as Faculty Representative to the Board of Trustees for the year 2007-08

RESULT: Pass

The Board utilized a voting system to settle on Trustees, filling the 3-year terms (3 of them) first. Then, the 2-year term (1 of them) and then the 1-year term (1 of them) was filled. The process took several votes to have approval of nine Trustees. The process took us past 10pm.

MOTION: By John/Anna to suspend the rules to allow meeting past 10pm.

RESULT: Pass

The following candidates were approved as Trustees: Maria Weiss (3-year), Tim Tracy (3-year),

Caroline Agresti (3-year), Poh-Lin Yeoh (2-year), and Jennifer Moccia (1-year). John clarifies that membership begins in July but voting privileges are pending approval by the Department of Education. Lori distributes forms to the new members.

John is looking for a list of alternates for replacement for Board positions that may become vacant in the future. Mark notes that Cheryl O'Donnell, as other vote-getter is first alternate and all others to be put on the list for consideration if need be.

Election of Board Officers (10:20)

There was only one contested officer position, Vice President in which both Lori and Rich were interested. After several split votes, no conclusion was reached. The matter will be taken up in future meetings.

MOTION: By Rich/Colleen to elect John Neas as President.

RESULT: Pass

MOTION: By Colleen/Mark to elect Anna dos Santos as Treasurer.

RESULT: Pass

MOTION: By Lori/Michele to elect Chuck Mayo as Clerk.

RESULT: Pass

Adjournment (10:42)

MOTION: By Mark/Anna to adjourn

RESULT: Pass

Next meetings: 7/14/2007 (Board retreat)