

**Benjamin Franklin Classical Charter Public School**  
**Board of Trustees Meeting**  
**APPROVED Minutes**  
**Thursday, November 8, 2007 7:30pm**  
**BFCCPS Library**

Attendance: Trustees President John Neas, Vice President Lori Clements, Treasurer Anna dos Santos (7:50pm), Clerk Chuck Mayo, Jennifer Moccia, Michele Pearl, Cathy Tomaso; Tim Tracy, Poh-Lin Yeoh, HOS Dr. Kevin O'Malley, Asst. HOS Heather Zolnowski

Absent: Faculty Representative Kevin Buckley, Richard Frongillo, Cheryl O'Donnell

**Call to order, Comments by the Chair (7:30)**

Tim and John will attend the 2007 Annual Fall Charter Leader Meeting.

MOTION: To accept resignation of Maria Weiss from the Board of Trustees.

RESULT: Pass (unanimous)

**Recognition of the Month**

Dr. O'Malley introduced the new Kindergarten teacher, Patricia Driscoll, and commended Kindergarten Aide, Angela Sherrin, for her assistance in the transition.

Dr. O'Malley reviewed the French Week activities and Madame. Malouf introduced students Meghan Pradko, Caroline Knous, Patrick Peterson, Susruthi Rajanala, and Alyssa Williams who performed two songs in French.

**Math Presentation by Dr. Susan Looney and Heather Zolnowski**

Dr. O'Malley introduced Dr. Susan Looney. Dr. Looney presented her background and experience and then discussed her responsibilities, including assessment of grade 3 and 4 students; demonstration lessons for K,1,2,5 once per month and 3 and 4 every other week; identify and tutor struggling students; and help facilitate textbook adoption process.

Heather Zolnowski and Dr. Looney presented the results of their assessment of the current math program and discussed the plan to choose a new math program. The rubric used for selection was discussed. Four programs have been chosen to consider: Wright Group, Houghton Mifflin/McDougal Little, Scott Forsman/Prentice Hall, and Holt Math. Teachers will continue to review samples through mid-December and narrow down to two series. A new rubric will be used to determine the final choice. Parents and faculty will have opportunity for input. Once the new program is chosen, the teachers will have an opportunity to use textbooks in the spring, with professional development in the summer, and full integration by September, 2008.

**HOS report:**

In his HOS Report, Dr. O'Malley presented an analysis of the 2007 preliminary Adequate Yearly Progress (AYP) data and this past year's MCAS test scores. BFCCPS's performance rating in English Language Arts was "very high", and "high" in Math, translating to an "on target" improvement rating. A trend analysis of MCAS scores showed some areas in need of improvement such as Math in the group of students currently in the 6th, 7th and 8th grades. The addition of a new math teacher and math specialist, combined with the math curriculum initiative should address this trend. Other trends showed scores in both ELA and Math consistently improving in the current 5th grade, and high ELA scores trends in the current 7th and 8th grades. The comparison of BFCCPS's MCAS scores with the Franklin District schools' revealed that we rank very high in the state in many grades and subjects, and compare very favorably with the district schools. Some very impressive rankings include: 3rd grade reading ranked 10th in the state, 6th gr English- 14th, 8th gr English- 7th, and 8th gr science- 1st!

Other reports from Dr. O'Malley included:

- DOE site visit is scheduled for December 6. Board members able to attend the meeting with

DOE from 8-9:00 should contact Lori.

- A review of the MA DOE Student Information Management System Report
- The Washington field trip will extend an extra day this year to include a trip to Gettysburg.
- Mandarin language lessons will return to BFCCPS in January.

### **Vote to Elect new member to Board of Trustees**

MOTION: To elect Tom Vivieros to the Board of Trustees to fill position vacated by Maria Weiss.

RESULT: Pass (unanimous)

John welcomes Tom and gives him necessary information about serving on the Board.

### **Action register**

The Action Register was reviewed and updated by the Vice President.

### **Vote to Accept Change of Board Clerk**

MOTION: To accept resignation of Chuck Mayo as Clerk of the Board of Trustees

RESULT: Pass (unanimous)

MOTION: To elect Richard Frongillo as Clerk of the Board of Trustees

RESULT: Pass (unanimous)

### **Clerk's report**

MOTION: To approve minutes of August 9, 2007 Board of Trustees meeting

RESULT: Pass (unanimous)

MOTION: To approve minutes of September 6, 2007 Board of Trustees meeting

RESULT: Pass (unanimous)

MOTION: To approve minutes of September 26, 2007 Board of Trustees meeting

RESULT: Pass (unanimous)

Minutes of October 11 and 25 meeting will be forthcoming.

### **Treasurer's report**

Anna reported that the budget looks good overall, while pointing out lower than expected revenue through grants and donations, and a variance in budgeted vs. actual utility expenses due to a new system being installed.

MOTION: To approve the Finance Committee description and members

RESULT: Pass (unanimous).

MOTION: To approve the Premium Only Section 125 Cafeteria Plan

RESULT: Pass (unanimous)

### **Committee Reports**

Elections Task Force- John reported that one parent has expressed interest in helping with this task force. John will speak with Tom Viverios to see if he is interested as well.

Enrollment Task Force- Michele reported that the task force has met, and has set goals which include: understanding what the true motivation was for families that have left the school in recent years; addressing the issue with grades 6-8; what would the implications of a k-5 school be? Or a k-12 school?; Deciding on enrollment policy, "hard and fast deadlines and timing" or rolling admissions; and Recruitment and retention of students--working with PR to communicate the unique aspects of the school and attract and retain families that are committed to the four pillars. Immediate actions are to personally interview families that have recently left.

Facilities - John reports that an offer letter for the easement is being drafted by the Foundations' attorney. Also, John will contact and engage a commercial Real Estate Broker to investigate any properties of interest to BFCCPS.

MOTION: To approve the Facilities Committee description and members

RESULT: Pass (unanimous)

MOTION: To extend the lease for the first One-Year Option term

RESULT: Pass (unanimous)

MOTION: To allow Facilities committee to begin lease negotiations with the church when the time is appropriate.

RESULT: Pass (unanimous)

Governance- Tim reports that they are currently reviewing the least current policies.

MOTION: To approve the Governance Committee description and members

RESULT: Pass (unanimous)

Human Resources- Lori reported that the salary grid committee is underway and progressing, and faculty involvement is encouraged at meetings. Lori and Anna will present to the faculty at their December meeting. The salary grid will be finalized by January.

MOTION: To approve the HR Committee description and members

RESULT: Pass (unanimous)

Mission- Chuck reported that the committee will be working on various programs. Round table PPE evening may be the first. The meeting dates for the committee may change due to member conflicts, and will be noted.

MOTION: To approve the Mission Committee members

RESULT: Pass (unanimous)

Nominating- Lori reports that the committee would like to present Nav Chander as an alternate Trustee, should a vacancy arise this year.

MOTION: To approve Nav Chander as alternate

RESULT: Pass (unanimous)

Public Relations- Poh-Lin and Jennifer reported that the committee has met and is nearing completion of their first goal, publishing a new enrollment brochure, which was requested by administration. The next goal will be to create a simple communications guideline to report any newsworthy information to gain exposure for BFCCPS.

MOTION: To approve the PR Committee description and members

RESULT: Pass (unanimous)

Technology- discussion of removing technology committee as a board level committee without conclusion.

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

Next meetings: 12/13/2007