

**Benjamin Franklin Classical Charter Public School (BFCCPS)**  
**Board of Trustees Meeting**  
**APPROVED Minutes**  
**Thursday, December 8<sup>th</sup>, 2011 7:00pm**

**Attendance:** President: Lori Clements, Vice President: Anna dos Santos, Ed Callahan, Tom Viveiros Treasurer: Jerry Cimmino, Clerk: Don Tappin, Mary Barton-Rau, Lax Iyer, Santhi Marusamy, Poh-Lin Yeoh, Head of School Dr. Kevin O'Malley, Assistant Head of School Heather Zolnowski and Director of School Operations and Student Activities Joe Perna

**Absent:**

**Call to Order (7:03pm):**

Lori welcomes all and thanks Tom for refreshments.

**Recognition of the Month (7:05pm):**

Heather recognizes 8<sup>th</sup> grade students who perform "Mathameticious" for Trustees

**Clerk's Report (7:15pm):**

Don reviews minutes from November Board of Trustees meeting. Ask for clarification on manner in which minutes are being taken. No changes to November minutes requested.

**Motion:** Don initiates and Tom seconds a motion to approve minutes from November 17<sup>th</sup> BOT meeting.

**Comments:** none

**Result:** Anna abstains, all others vote in favor of the motion

**Open Comment Period (7:19pm):**

James Lyons speaks about the process of selecting a new Head of School and feels the process is not begin handled properly, that we should seek other candidates. He requests that the selection of a Head of School be delayed

**HOS report (7:30pm):**

Dr. O'Malley speaks about the recent state visit and states that it went very well. One item which came up during the visit which the Board of trustees will have to consider is an extended absence policy.

Heather speaks about recent professional development workshops on technology and also on bullying prevention and intervention.

Joe commented on technology. Website redesign project is underway. Meeting was held recently to solicit feedback from community. Once needs are better understood will begin the search for a designer.

Lax comments about process of creating, designing and building a new website. Discussion about the website process in generally by whole group.

Dr. O'Malley asks if we can modify calendar amend calendar required to take January 2<sup>nd</sup> off

**Motion:** Ed initiates Mary seconds motion to amend school calendar so that there will be no school on January 2<sup>nd</sup> off

**Comments:** none

**Result:** Motion carries unanimously

**Succession Plan – vote on implementation (7:44pm):**

Lori reviews process of hiring Dr. O'Malley and about the purpose/process of hiring the Assistant Head of School. When looking for an Assistant Head of School there was a task force including three trustees, three faculty members and three parents who screened candidate resumes and then conducted second level face to face meetings. Dr. O'Malley did not participate in the initial screening but did sit in on second level meetings. Dr. O'Malley was charged specifically with mentoring Heather to eventually assume the Head of School role.

Tom states that he thinks that we should also look at outside candidates to replace Dr. O'Malley.

Mary asks about specific criteria, and what the criteria was that person moving forward. i.e. were there benchmarks Heather had to meet in order to move to the next step.

Poh-Lin speaks about having a specific Head of School succession plan in place and the need to execute.

Discussion about the appropriateness of voting Heather as a Head of School or if another process should be employed, interviewing outside candidates.

**Motion:** Lori initiates and Poh-Lin seconds a motion to hire Heather Zolnowski as the Head of School effective July 1<sup>st</sup> 2012

**Comments:** none

**Result:** Tom votes against, Ed abstained and all others vote in favor of the motion. The motion passes.

**Treasurer's Report (8:20pm):**

Jerry reviews financial statement included in the BOT packet.

**Action Register (8:24pm):**

Anna reviews action register included in BOT packet.

**Annual Appeal Update (8:29pm):**

Review of thank you letter. A few minor changes suggested. Good to be sent out to donors.

## Review of Communication Plan

### **Discussion/Creation of Core Knowledge Curriculum Task Force (8:38pm):**

Discussion on the creation of a task force to look at the following things

- 1.) Do we want to be a core knowledge institution?
- 2.) Do we do enough to core knowledge to be considered a core knowledge school?
- 3) Look at impact of national core curriculum on BFCCPS.

Need to check on who could/should head such a task force. Task force should also include community/faculty members. Possibly send notice to community asking for interested candidates.

### **Facilities Update (8:54pm):**

Don updates BOT on status of lease negotiation with Church.

### **Executive Session (8:55pm):**

Lori stated the reasons for entering Executive Session are to consider the lease of real property and that an open meeting may have a detrimental effect on our negotiating position, and to conduct strategy sessions in preparation for contract negotiations with nonunion personnel. She also stated that the board WILL NOT reconvene in open meeting after the executive session.

### **Vote to move into Executive Session:**

President: Lori Clements: yes

Vice President: Anna dos Santos: yes

Treasurer: Jerry Cimmino: yes

Clerk: Don Tappin: yes

Mary Barton-Rau: yes

Lax Iyer: yes

Santhi Marusamy: yes

Poh-Lin Yeoh: yes

Ed Callahan: yes

Tom Viveiros: yes