

Benjamin Franklin Classical Charter Public School
Board of Trustees Meeting
APPROVED Minutes
Wednesday, June 11, 2008 7:00pm
BFCCPS Library

Attendance: Trustees President John Neas, Vice President Lori Clements, Treasurer Anna dos Santos, Clerk Richard Frongillo (7:08), Faculty Representative Kevin Buckley, Chuck Mayo, Jennifer Moccia, Michele Pearl, Cathy Tomaso, Tim Tracy, Thom Viveiros, Poh-Lin Yeoh; HOS Dr. Kevin O'Malley, Asst. HOS Heather Zolnowski

Absent: Cheryl O'Donnell

Call to order, Comments by the Chair (7:05)

John thanked faculty, staff and parents for attending tonight's meeting. He stated that the annual retreat for Board of Trustees will be held on July 12th and will be hosted by John and Darlene Neas. John expressed condolences to staff member Ellen Williamson and her family for the death in her family. John showed the Board the BFCCPS Student Government T-shirt that was presented to him by the Student Council.

New BFCCPS Staff Introduced (7:15)

Kevin gave a report on current vacancies at BFCCPS indicating that of the five vacancies, three have been filled. The two vacancies remaining include the K-4 Special Needs position and the 2 day per week School Psychologist position. He introduced new faculty members:

Rebecca "Becca" Harrington was introduced as filling the newly created position of School Counselor. Marjory Ward was introduced as the teacher replacement for Deb Gebhardt (who is leaving to teach in Nevada). Each new teacher gave a brief presentation to the Board on their background and prior experiences in education.

There will be a Mentor Day scheduled in August for all new hires to BFCCPS.

Annual Report from Faculty Input Team (FIT) (7:12)

Joe Perna of the FIT describes the endeavor of empowering teachers in decisions that effect them and the school. In October, Joe presented the structure and operations of the system. Tonight, he will focus on the "fruits of the labor" of staff. He points out that 35 staff members have participated in some way (e.g. FIT, Research Action Team (RAT), meetings, discussions). He introduced other members of five different RATs which formed to provide information back to FIT:

- Deb Gebhardt, Recess and Lunch Procedures: this group met and delivered their recommendations in the fall. The recommendations were enacted and utilized through the majority of the year.
- Gail Trotin, Character Education: Gail worked with Krissy Salley reviewing lots of material from prior years at BFCCPS, etc. Recommendations include
- Jennifer Hollis, Collaboration: This RAT was aimed at encouraging collegial interactions amongst staff for the betterment of all involved
- Joe Perna, Salary Grid: This group worked closely with the Human Resources Board Committee providing feedback as the salary discussions were held.
- Beth Sharistianian, Discipline: This RAT has been working since September and recently presented its recommendations to FIT. The group sought common language and procedures to be used throughout the school.

Joe concludes that teacher leadership has taken root at BFCCPS. He recognizes Robin Mayer, Kathy Urkevic, and Krissy Salley who were instrumental in accomplishments. He is personally encouraged by the response of his colleagues who stepped up to make the school the best it can be.

Poh-Lin hopes the good work and reports are going be shared on website. Joe points out that these are recommendations to the FIT. When they turn into policy or procedure statements,

those will be (or have been) published. Jennifer wonders about the timeline for implementation. This varies on the RAT. Kevin was pleased with all RAT work and expects all recommendations will be in operation by the first day of school 2008-09. Lori and Cathy thank all involved.

Recognition of Graduating Trustees (7:45)

John acknowledges the work of outgoing Trustees Kevin Buckley (presented a gift card), and Michele Pearl and Jennifer Moccia (Plaques by Perna will be delivered by John).

Open Comment (7:46)

Deb Inglesi addresses the proposed recommendations of the Dress Code by reading her own letter.

Clerk's Report (7:53)

Minutes from Trustee meetings from 5/8 and 5/15 were distributed earlier in the day. Given the short notice, it was agreed that they would be published in draft form awaiting approval at the next trustee meeting.

Treasurer's Report (7:55)

Anna distributes minutes from this morning's Finance Committee with actuals for 2008 and a budget for 2009.

- 2008 Review: The current report shows a \$166K surplus which excludes \$50-60K of depreciation yet to be posted (Anna will ask Kara to enter and distribute these numbers). Anna highlights some areas which are at significant variance from the budget, including some line items that were allowed to go beyond the 10% threshold which should have required approval by the Finance Committee. Anna will look at adjustments to controls to prevent this from happening again while allowing necessary transactions to take place in a timely way.
- 2009 Budget: The \$40K of history materials that were intended to be purchased in FY2008 cannot be purchased until FY2009. As a result, the budget needs adjusting.

MOTION: By Anna/Tim to adjust FY2009 budget to increase revenue from reserves by \$40K and increase expense line item for social studies program by \$40K to account for the purchase of history materials.

RESULT: Pass (unanimous)

Michele wonders about the timetable for replacing the well-worn French materials. Kevin notes that M. Malouf is satisfied with current materials; when she is not, they will seek replacement.

Head of School Report (8:05)

Kevin notes that the conditions in the school building have been "beastly" during the recent hot weather. They have "abandoned" the third floor on one day. Fans are not ideal for teaching and air conditioning is not an option (electrical restrictions). All are trying to make the best of it. During Field Day, it was great to see older students helping younger students.

Kevin refers to recent announcements regarding Mass Governor's proposals and Charter School Office commentary. A ten-year plan from the Governor's office has not yet hit the street.

Kevin states that BFCCPS is an extraordinary place to be! Those involved in creating and shaping the school should take great satisfaction in what the school has become. He notes that it is not the number of things being done (although that is fantastic), it is the quality at which things are being done (e.g. music program). It has been his pleasure to work at BFCCPS.

John asks about status of enrollment in summer programs. Heather observes that enrollment has been light and that some staff have reduced the minimum numbers needed to run a course.

Regarding enrollment for 2009, the budget was based on 400 with current numbers at 404. This is the maximum number allowed based on submitted paperwork in April/May. John wants to know more about the policy around this maximum number to see if there is any flexibility. Kevin suggests to wait before inquiring of ESE to see where the number ends up. Last year we put in for

420 and were admonished for choosing a number too high. This number is used as basis of funding reimbursements. In 2009, looking at 46 in Grade 2, 48 in Grade 3, and 47 in Grade 4.

Presentation of HOS Performance Evaluation (8:19)

HR Committee Chair Lori compiled comments from Trustees and then she and John met with Kevin to present and discuss the feedback. Lori distributed and read a letter to Dr. O'Malley summarizing the feedback which was largely quite positive. Lori also distributed some information gathered from faculty which was also reviewed with Dr. O'Malley. John thanks Kevin for his continued, excellent service to the school and its community.

Vote to Approve Letter of Agreement with HOS for 2008-09 (8:30)

A letter to Dr. O'Malley had been distributed to the Trustees. The salary included in the letter reflects a 10% increase over last year's salary, consistent with the 10% increase approved for all staff for 2008-09. Previously, Kevin had indicated that such a salary was unnecessary but the budget allowed for it without compromising other programs.

MOTION: By Lori/Thom to approve the letter of agreement with Dr. O'Malley, as presented.

RESULT: Pass (unanimous)

Governance Policy Changes (8:34)

MOTION: By Tim/Jennifer to accept Policy #7 Health Administration as presented.

RESULT: Pass (unanimous)

Anna notes that the old Policy #8 Library had said that the BFCCPS Foundation was the only supplier of books to the library. With discussion with Foundation President Matt Ginnetty, this stipulation has been removed. Jennifer wonders whether parents can participate in the circulation. Yes, but there is no specific usage policy; borrowing is managed by the librarian. Chuck observes that there is a reference in 3.4 to the BFCCPS Foundation that Rich believes can simply be struck from the document.

MOTION: By Tim/Lori to accept Policy #8 Library as presented with the amendment that section 3.4 be removed.

RESULT: Pass (unanimous)

MOTION: By Tim/Lori to repeal Policy #13

RESULT: The motion was rescinded in lieu of a better course of action.

MOTION: By Tim/Lori to remove Policies #13 Fundraising Monies and #14 Grant Administration and replace it with a combined Policy #13.

RESULT: After some discussion, this motion was rescinded.

Chuck would like to add a phrase to clarify the relationship between the Board and the HOS.

MOTION: By Tim/Lori to remove Policies #13 Fundraising Monies and #14 Grant Administration and replace them with a new Policy #13 adding a phrase "except as undertaken by the Board of Trustees" to section 4.1.

RESULT: Pass (unanimous)

MOTION: By Tim/Kevin B. to repeal the obsolete Policy #16 Copyright.

RESULT: Pass (unanimous)

MOTION: By Tim/Michele to accept changes to Policy #21 Compensation.

RESULT: Pass (unanimous)

Jennifer requests that future presentations of changed documents highlight the specific changes to make it easy to see what is different.

Recommendations of Dress Code Task Force (9:02)

John had distributed the recommendations of the Dress Code Task Force to Trustees in advance of the meeting. Jennifer and Michele combined to present an overview of the discussions, objec-

tives, and recommendations of the task force. The expressed how pleased they were with the collaboration from across the school community with well-attended meetings. All Trustees were given an opportunity for questions and reactions. Several felt pleased with the process that brought these recommendations forward. Chuck expressed concern that this policy is not more simple but rather is excessively complex with seemingly arbitrary rules which are difficult to defend. Michele emphasized that these recommendations were a starting point on a journey and that it was going to be difficult to go too far (i.e. more uniformity), too fast. Kevin B. felt that the recommendations would lead to a more enforceable policy than the current policy but that there would continue to be challenges at certain times of year. John wondered about the exclusion of BFCCPS Field Day shirts to which Michele pointed out that the “signed by classmates” t-shirts look more like graffiti.

MOTION: By Kevin B./Chuck to continue the meeting past 10pm.

RESULT: Pass (unanimous)

Some thought the changes to the policy seemed small, but Anna points out that they are not small changes, particularly regarding graphics and athletic pants. There will be an impact on families. John raised questions about handling of special days (e.g. Go Team Day, Jeans Day). Michele thought there should be some flexibility for “casual for a cause” events.

MOTION: By John/Jennifer to add language to recommended Dress Code Policy stipulating that the HOS has the authority to determine appropriate attire for all special days and field trips.

RESULT: Pass (7-3, Lori, Cathy, Rich)

Cathy believes that enforcement should be left off of the policy and recommends getting teachers involved in the process of how enforcement is done. She feels the Board should not be involved in enforcement procedure.

MOTION: By Lori/Anna to remove language regarding HOS authority on special days and field trips.

RESULT: Pass (unanimous)

MOTION: By Jennifer/Anna to accept the recommended Dress Code as presented by the Task Force.

RESULT: Pass (8-4, Chuck, Tim, Thom, John)

This is agreement that enforcement needs to be clarified but need not be in the initial publication of the policy.

Election of New Trustees (10:30)

MOTION: By Chuck/Kevin B. to continue meeting through the election process.

RESULT: Pass (unanimous)

MOTION: By Kevin B./Cathy to elect Gail Trotin as Faculty Representative to the Board.

RESULT: Pass (unanimous)

MOTION: By Tim/Anna to elect Lisa Buchholz.

RESULT: Pass (unanimous)

MOTION: By Chuck/Kevin B. to elect Nav Chander

RESULT: Pass (9-1-1, Cathy opposes, Jennifer abstains)

MOTION: By Tim/Cathy to elect Richard Frongillo.

RESULT: Pass (unanimous)

MOTION: By Anna/Lori to elect John Neas .

RESULT: Pass (unanimous)

Lori requests financial disclosure forms be returned to her. John notes that the new trustees will need to await approval from the state before having voting privileges.

Election of Board Officers (10:38)

MOTION: By Anna/Lori to elect John Neas as Board President

RESULT: Pass (unanimous)

MOTION: By Tim/Cathy to elect Lori Clements as Board Vice President

RESULT: Pass (unanimous)

MOTION: By Chuck/Thom to elect Anna dos Santos as Treasurer

RESULT: Pass (unanimous)

MOTION: By Tim/Thom to elect Richard Frongillo as Clerk

RESULT: Pass (unanimous)

Adjournment (10:45)

Anna distributes a copy of the Strategic Plan adjusted to include a 4th and 5th year. She requests they be brought to the next meeting on Monday, June 16 at 7:30pm

MOTION: By Lori/Tim to adjourn.

RESULT: Pass (unanimous)