

**Benjamin Franklin Classical Charter Public School  
Board of Trustees Meeting  
APPROVED Minutes  
Thursday, December 4, 2008 7:00pm  
School Library**

Attendance: Trustees President John Neas, Vice President Lori Clements, Treasurer Anna dos Santos (7:46), Clerk Richard Frongillo, Faculty Representative Gail Trotin, Lisa Buchholz, Nav Chander, Chuck Mayo (7:46), Cheryl O'Donnell (7:51), Cathy Tomaso, Tim Tracy, Thom Viveiros, Poh-Lin Yeoh; HOS Dr. Kevin O'Malley, Asst. HOS Heather Zolnowski, Joe Perna (7:46)

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

John notes that some will be late as there was confusion about the start time due to incorrect time published in recent Pink Sheet. Recognition of the Month will be delayed. John reminds trustees that school staff is managed by the HOS and that the Board should be sure that requests funnel through Kevin's office.

**Action Register (7:05)**

Lori reviews the Action Register handout. Progress is being made on all fronts

**Vote to Extend the Lease for the Second 1-year Option (7:10)**

MOTION: By Lori/Thom to activate the second 1-year lease option for BFCCPS to remain in its current building.

RESULT: Pass (unanimous)

**Vote to Approve the Revised Logo Submitted by the Public Relations Committee (7:11)**

MOTION: By Thom/Lori to approve logo as presented by PR Committee.

Nav observes that "Public School" is presented in different font size and weight and that this is unusual. Lisa states that this was intentional and follows the sign already produced outside the school. Kevin believes it is good to have "public" stand out because so many do not know it.

RESULT: Pass (unanimous)

**Clerk's Report (7:20)**

MOTION: By Tim/Poh-Lin to approve minutes of the 11/13 Board meetings.

RESULT: Pass (unanimous)

**Vote to Approve Revised Policy No. 9 – Dress Code (7:22)**

Lori notes that the changes presented take the approved dress code from June and puts it into a policy format without changing intent or content. Cathy wonders what is the current hat policy as it seems the students have been told something inconsistent with the written policy. Kevin believes the policy is a bit vague and that the policy is "no hats except for cold weather". Clarity could be added in the next round of revisions.

MOTION: By Lisa/Poh-Lin to approve Dress Code Policy #9 in new format.

RESULT: Pass (unanimous)

**Vote to Approve Revised Policy No. 19 - Enrollment (7:27)**

Anna had distributed an annotated version which explained the nature of the changes. Thom is wondering if the "waiting list" process could be easier by having updates posted on the website using an anonymous candidate number. Deb expresses that this sounded like more work, not less. John wonders whether the approval should be delayed a month to consider this process further; Lori feels that the approval must come tonight as we are heading into enrollment season.

MOTION: By Lori/Tim to approve Enrollment Policy #19 as presented.

RESULT: Pass (unanimous)

### **Recognition of the Month (7:33)**

Kevin introduces Former Trustee and Lego League Team Leader Michele Pearl who describes the recent event in which a group of BFCCPS students participated related to Lego League. The topic was related to climate and teams were to use a creative way to present their ideas. The group put on an excellent puppet show for the Board.

### **Open Comment (7:46)**

No comments offered.

### **Treasurer's Report (7:47)**

Anna distributes and reviews the minutes of the 12/3 Finance Committee meeting produced directly from QuickBooks. The reporting format was assisted by AMS through their consulting effort. She notes that we are "financially fine" and there are no votes required tonight to adjust the budget. She states that dental plan costs are going up 15% which may require a budget adjustment in January. AMS has helped with changes in QuickBooks, reviewing procurement process, and gave recommendations on personnel file management in two full days of consulting and another day of accounting. So far, it seems the investment in consulting is positive.

### **Strategic Plan (7:52)**

Anna distributes the defined action steps fleshed out by the Public Relations Committee (pages 28-30 in Strategic Plan). Internal and external communication is discussed.

MOTION: By Anna/Lisa to approve action steps added by PR Committee to Strategic Plan.

RESULT: Pass (unanimous)

Quarterly Status Review: Anna distributes a condensed version of the Strategic Plan with items that are to be worked on in 2008-09. Poh-Lin asks about the plan to get remaining faculty using Edline for communication. Kevin states that the goal is to have Edline in the culture this year with more professional development over next summer with more specifics for next year. Cathy asks to have a regular (quarterly?) report of the Faculty Input Team (FIT). Kevin says that there is lots going on and is expecting a report in January.

Human Resources is postponing its study of faculty retention due to focus on other priorities in this year (Goal 4, Objective 1, #6). Cathy asks about the goal to have more visibility and recognition of Board members (Goal 4, Objective 3, #1). This is something still being pursued.

### **Head of School Report (8:19)**

Kevin begins with a call for trustees to review and comment on the charter renewal application that was e-mailed and distributed in print. Corrections should be sent to Heather. The approval of the document was moved to 12/9 but Heather encourages people to send comments as soon as they can; no need to wait until 12/9. The timeline for charter renewal is tight and a visit is expected in February. The application submission is step one.

Core Knowledge Events: Kevin notes that five teachers went to the Core Knowledge (CK) conference recently and a report will be forthcoming. In related news, there is a CK event in Boston on 12/16 about which he distributes an information sheet. The school is hoping to call in substitutes to free teachers to attend, via bus to Boston, to attend this important meeting. E.D. Hirsch and Tom Birmingham to be presenting.

Survey: As part of rechartering, the school is going to distribute a mid-year survey with the intent to get feedback in hand before the renewal visit. Some concern is expressed by the Board about the methodology/technology (paper vs. electronic) and terminology ("service learning" vs "community service").

Charter Day: On May 4, the Charter School Association is hoping to have a strong show of support at the state house.

Miscellaneous: On 12/10 during in-service, Dr. Norm Bosio will be speaking from 1:15-2:15. The second edition of school newsletter Flash was published. Seussical (the musical) will have 61 stu-

dents on stage with more involved on the stage and with music! The Red Brick School is being used more and more; a notice to neighbors was sent with BFCCPS contact information. Anna recommends changing safety plan to cross Lincoln (not Maple) Street. Signage at RBS is being discussed; math nights will be in January; Geography Fair is on 12/22; Kevin is attending President Obama's inauguration in January.

Gail attended the CK conference and offers comments. She feels the trip was "absolutely worthwhile". She attended a 2-part session on Character Education and brought back lots of ideas. She was "blown away" by the breadth of CK schools from Alaska to New York City to Maine. The diversity made for terrific networking and an enjoyable experience.

### **Committee Reports (8:49)**

John thanks all involved in committees as it represents a lot of work outside of the regular Board meetings. He asked Poh-Lin to move from PR to Annual Appeal and she has agreed.

Annual Appeal: Thom had a recent meeting and distributes a draft letter. The letter focus on an interest to increase the number of families involved rather than the dollar amount. Cathy agrees with the approach as organizations often look at the percentage of in-community participants when considering larger contributions. Anna suggests "ultimately reaching 100% involvement". Lisa expresses concern that this letter will be distributed on the heels of the just-sent PCO Auction letter seeking donations. Several express interest in having more discussion in the letter about the BFCCPS mission rather than the focus be on "academic programs". Thom appreciates the comments and will adjust the letter.

Election Task Force: The group will begin in January.

Enrollment Task Force: The efforts are on hold for the time being.

Facilities: Regarding the Washington Street property, John spoke with BFCCPS Foundation President Matt Ginnetty on 12/3. There has been no further communication with Calpers. The attorneys are working on a follow-up letter. In other news, John has learned of two other pieces of land in Franklin that may be suitable. John also received an unsolicited, dubious offer from a Utah company offering to build a lease-to-own school for BFCCPS.

John has sent the agenda for the 12/9 meeting with the architects to include a vote to move forward with the purchase of the Pond Street property. Rich expressed concern about the expectation to have a vote; regardless of what the architects say, it seems unreasonable to expect that trustees will be prepared to move forward with a purchase decision. John expresses that the Board can choose not to vote but that the agenda is set. He feels that the Board had engaged the architects to answer certain questions and that with the answers to those questions, the Board should be prepared to move forward Anna wonders if we can get the architects report in advance. Perhaps. Anna recalls that the intent to move forward with the architects was to keep multiple paths moving towards a building, not just to have a vote. Gail expects the architects will have loose ends and that a vote would be premature.

Faculty Representative: Gail had sent an update to staff after last meeting and received positive feedback.

Governance: Covered previously.

Human Resources: No report.

Lease Negotiation: Meeting with church officials was held on 11/19. Church officials were pleased to hear that we were interested in staying. Money was not discussed. Anna feels it was positive.

Legislative Liaison: Thom is looking for an opportunity to speak to parents about the 5/4 event.

Mission Committee: A constructive meeting was held on 12/1. The group included administrators, faculty, and parents. There was energy to move forward with a parent newsletter.

Nominating: Lori is looking to convene to get started. She is concerned about there being a "graduating class" of five (of 13) trustees leaving the Board at once. Perhaps a 4-4-4 changeover (not including Faculty Rep) could be pursued, with a transition year.

Public Relations: With Poh-Lin's departure from PR, looking for new members.

Special Education Liaison: No report.

Strategic Plan: Discussed previously.

**Adjournment (10:11)**

Next meeting, 12/9, 7pm in BFCCPS Library.

MOTION: By Lori/Tim to adjourn

RESULT: Pass (unanimous)