

**Benjamin Franklin Classical Charter Public School  
Board of Trustees Meeting  
APPROVED Minutes  
Thursday, December 10, 2009 7:00pm  
School Library**

Attendance: Trustees President Lori Clements, Vice President Richard Frongillo, Treasurer Anna dos Santos (7:10), Nav Chander, Stephan Katinas, John Neas, Cheryl O'Donnell, Don Tappin, Tim Tracy, Faculty Representative Gail Trotin, Poh-Lin Yeoh; HOS Dr. Kevin O'Malley (8:19), Asst. HOS Heather Zolnowski, Director of School Operations and Student Activities Joe Perna

Absent: Clerk Thom Viveiros.

**Call to order, Comments by the Chair (7:04)**

Lori notes that Thom is traveling and expects Kevin to be late. The BFCCPS charter was renewed until 2015 "without restrictions"! Regarding lease negotiations, Father Manning has been seeing after his ailing sister; there is a tentative meeting set for 12/14. Lori is looking for Board representation at upcoming enrollment nights on 1/4/2010 and 1/28/2010. Anna and Lori attended and were pleased with the Charter School Leadership Summit. Regarding facility build-out, we had one presentation and two others are interested in presenting. Thom, Tim, and Cheryl are reminded to notify Lori by 1/31/2010 about their intentions on running for another term.

**Clerk's Report (7:08)**

MOTION: By John/Gail to approve minutes of October 8, 2009.

RESULT: Pass (unanimous)

MOTION: By Rich/Anna to approve Heather's bid to the MA Charter School Association's Board of Trustees.

RESULT: Pass (unanimous)

**Recognition of the Month (7:12)**

The Student Council (SC) is recognized for their work. Teachers and Advisors Ed Callahan and Matt Velky introduce SC Vice President Joe Bremner, Secretary Amy Reynolds, and Treasurer Nathan Wild. President Caroline Knous is absent. Mr. Callahan and Mr. Velky describe the process that involves speeches in the courtyard; these speeches were outstanding and inspirational. They note that the SC meets with Dr. O'Malley regularly, meet with 20 homeroom representatives weekly, and only 8th graders are eligible for VP and President roles. Joe, Amy, and Nathan each introduce themselves and share some of the ideas discussed by the SC. Poh-Lin wonders whether the SC meeting minutes can be kept and posted online.

**Open Comment (7:24)**

No comments offered.

**Strategic Plan (7:24)**

Lori observes that the executive committee did not meet to discuss the Strategic Plan as she had intended, but Anna and Lori did meet. Anna leads review of Goals and Objectives and update of status. She will provide a new version. Much discussion ensues with some particular points noted:

- Regarding objectives related to the mission, Gail wonders how the Mission Committee (MC), Faculty Input Team (FIT), and administration are intended to work together. Anna states that the MC sets high level strategy and hands that to the FIT and administration. The process of clarifying "classical education" is being addressed with Trivium's Dr. Schmitt presenting at a recent MC meeting.
- English, Language, Arts (ELA) evaluation is complete and narrowed to two publishers who are being considered. Tim, Nav, and Anna inquire about the evaluation process.

- Anna believes that a technology curriculum has been started. Heather and Laurie Owens have been reviewing MA Frameworks to see how BFCCPS is currently situated.
- Many contribute thoughts to the topic of facility. Anna attended the facilities acquisition seminar at the Charter School Conference and felt that it will be useful to have professional support to guide us through the process. John makes several points: we need to go back to the drawing board on Washington Street as progress has stalled again; he believes we need a feasibility study but is it worth \$100K (as suggested by a vendor last month); he wonders about the particulars and requirements of a bidding process. In response to Lori's inquiry, Gail states that a new facility is "very important" to faculty.
- Rich asks how new strategic goals are added in going forward. Nav feels that we need to have some discussion about what sort of school we will want BFCCPS to be. Others offer that the Board could use separate time to discuss such topics. Lori will follow up with this topic.

### **Head of School Report (8:58)**

Joe addresses enrollment: an advertisement was included in Metrowest Boston Globe. The count of applications received is 10% higher this year than last. Information nights are being held. Other events are highlighted: School Talent Show (thanks to Dionne Katinas, Pam Rivera, Susan Olson, KarenTardiff, Sandy Frongillo), arts at Barnes & Noble (thanks to Diana Stavely), Fiddler on the Roof rehearsals are underway, and Mingle, Jingle & Shop. French Week was fun and energetic with the Battle of the Bistros capping things off.

Regarding Edline, we are in our second year and remain committed to doing it well. The focus in year one was to use it, but this year faculty are expected to make regular updates with homework, policy, and events. There is room for improvement in consistency and location of information with more audits to be done in the future. Overall, going well.

Upcoming events include a visit from author Casey Carter on 12/11 (reschedule from previous time), Pillars in Action with breakout sessions scheduled for 1/21/2010.

### **Treasurer's Report (9:11)**

Anna notes that the Finance Committee met on 12/2 to review budget and made further suggestions to improve reporting for better performance. The review highlighted some line items that will require Board approval to be addressed in January. Anna is expecting the state's financial report soon to provide more current information on income. She notes an additional \$11K in grant income. American Rehabilitation and Recovery Act (ARRA) details will be included in revised reports next month.

### **Faculty Representative Report (9:15)**

Gail gathered some feedback prior to this meeting: in discussions about the facility there is some cynicism related to doing another feasibility study, but some excitement, too. Some faculty had wondered about the potential Human Resources position and Lori asked if there was a specific issue. Gail thought HR topics would include scheduling issues and work environment issues. Anna offers that it is sometimes useful to have an intermediary between staff and administration.

### **Action Register (9:19)**

Rich discusses the informal Board Calendar that was developed over the past few years to provide trustees guidance about recurring tasks.

### **Annual Appeal (9:25)**

Nav is preparing the letter for distribution. A Bruins shirt will be raffled off tied to donation levels. Nav notes that he could not get the Celtics to contribute.

### **Adjournment (9:30)**

MOTION: By Tim/Nav to adjourn.

RESULT: Pass (unanimous)