

Benjamin Franklin Classical Charter Public School (BFCCPS)
Board of Trustees Meeting
Approved Minutes
Thursday, June 17, 2010 7:00pm
School Library

Attendance: Trustees President Lori Clements, Vice President Rich Frongillo, Treasurer Anna dos Santos, Nav Chander, Stephan Katinas, Donald Tappin, Tim Tracy, Gail Trostin, , Head of School Dr. Kevin O'Malley, Director of School Operations and Student Activities Joe Perna

Absent: John Neas, Clerk Thomas Viveiros, Cheryl O'Donnell, Assistant Head of School Heather Zolnowski, Poh-Lin Yeoh

Call to Order, Comment by the Chair (7:05 pm):

Lori opens the meeting. Notes for the record that the meeting originally scheduled for last week (6/9) needed to be rescheduled to tonight due to lack of quorum for last week's meeting. Advises Board that John Neas has resigned from board on Tuesday and that his resignation was effective immediately. Board retreat scheduled for Saturday, July 17th. Outgoing Trustees who are leaving the board are welcome to attend. More details will be coming on retreat. Lease update:

Father Brian Manning popped into Dr. O'Malley's office unexpectedly and indicated that St. Mary's would be extending the lease for two months until lease negotiation is completed. Lori references letter included in Board packet from Commissioner Chester approving our minor charter amendment request dated May 19, 2010. Graduation went very well; many people expressed admiration/gratitude for how the ceremony was conducted. Lori reminds trustees that the state ethics training certificates need to be in as soon as possible as they are already past due.

Lori thanks Anna for bringing the evening's refreshments.

Voting to approve minutes from the May 13, 2010 Board of Trustees meeting:

Comment: None.

Motion: Nav initiates and Gail seconds a motion to approve the minutes.

Result: Anna abstains and all other members approve the motion unanimously.

Recognition of the Month (7:10 pm):

Dr O'Malley recognizes new school song written by Victoria Edmond, Mackenzie Young, Nicole DiSimone, Allison Flaherty and McKenna Hollosi. Recording of school song is played for Trustees/audience.

FIT Presentation (7:14pm):

Member of FIT Committee, Jennifer Hollis, presents the "F.I.T. Teacher Evaluation Plan and Recommendations" document contained in Board packet. Points out that their intent was to get the "pulse" of the current faculty evaluation process. Determination made was that the current evaluation process was insufficient in that it provided feedback to faculty on too infrequent a basis. Recommendation is that there are "more frequent, short observations". A component of the new recommendations are peer to peer observations (Dr. O'Malley points out that peers do not evaluate peer) which it is hoped will improve collegiality. Part of the investigatory process was to learn what other schools were doing.

Gail offers that the new process gives a better feel for the class and that the current process feels like a "performance".

Rich asks about the process of completing forms and how they will be managed. Told that the documents associated with the evaluation process are available electronically and will be stored on the "u" drive.

Anna asks about more frequent drop-ins for new teachers. There is already a process in place for frequent observations of teachers with fewer than three years at BFCCPS.

Lori suggests a challenge to the FIT Committee for next year by looking into the concept of "pay for performance". Anna points out that the "pay for performance" concept is being looked at by the educational community as a whole.

Elections discussion (7:33pm):

Lori points out that there are two three-year trustee positions we are voting on to fill, and we also need to vote to fill the vacancy created by the resignation of John Neas. John had one year remaining on his term. Current trustees Tom Viveiros and Cheryl O'Donnell are interested in staying on the board. Lori invited new candidates Jerry Cimmino and Lax Iyer to speak.

Jerry: Has been at BFCCPS for approx. 8 years, been active on the Finance Committee for three or four years, has his own meeting and event planning business in Franklin that he runs with his wife. Jerry states that his background is in finance/business development. He is a big supporter of charter school concept.

Lax: Two children at BFCCPS and has been part of the BFCCPS community for approx. three years, is an Asst. Prof. at Tufts School of Medicine, organized national level science "bee" for charitable purposes and is interested in starting a science club within BFCCPS.

Rich asks if either present candidate has a preference for the one or three year term.

Candidates indicate that they have a good handle on what is required of being a board member.

Open Comment Period (7:44pm):

Lax Iyer suggests that for next year's Memorial Day parade perhaps BFCCPS can reach out to the school bands who were not able to participate and invite them to march out with the BFCCPS band.

Head of School Report (7:45pm):

Joe Perna remarks on what a special place BFCCPS is. Comments on the strength of our language program, gives credits to language faculty. Speaks to the various activities that have taken place recently such as the Greek Festival, Medieval Feast and Roman Feast and all of the other activities orchestrated by teachers dedicated to teaching matters that do not show up on the MCAS tests. Acknowledges the work Coaches Burke and Simpson put into making certain that Field Day was an exceptional day. This month also saw book fair organized Anna dos Santos and Laura Jumes, which raised thousands of dollars. Stresses that the events are possible only with the assistance of parent volunteers. The curriculum covering grades K-8 for the new tech/library position is now available online. Hot lunch pilot has been a hit. Feedback has been positive. Survey will be going out shortly.

Joe mentions four members of the faculty will be moving on from BFCCPS at the end of this school year Matthew Boday, Kevin Buckley, Sarah Russell and Tina Hass. Joe wishes them well as they move on.

Tomorrow is the last day of school, faculty barbecue tomorrow.

Mentions music event (Benjamin Franklin and the Art of Music) last week organized by Ben Benjamin, lots of components. Was an amazing moment and wonderful being able to share it with the larger community. "Magical things happen at our school." Thanks everyone for their support and wishes everyone a good summer.

Head of School performance evaluation (7:57pm):

Performance evaluation information was received from 10 out of the 11 current board members (Gail as Faculty Representative participates in the faculty survey) Feedback was compiled in random order, great care to make sure feedback is anonymous. Rich was able to join Lori for the evaluation meeting with Dr. O'Malley, very positive, great conversation. Lori reads Head of School evaluation and asks if there is a motion to approve the HOS contract.

Comment: none

Motion: Stephan initiates and Nav seconds a motion to approve the Head of School contract.

Result: The motion to approve the Head of School contract passed unanimously (Rich was out of room for the vote)

Faculty Representative report (8:04pm):

Gail mentions that there will be a new faculty representative Ed Callahan. Gail stepping down given Ed's interest but wants to stay involved. Thinks it is important to share job if there is interest. Wants to say something publicly, wants to recognize parents for their efforts with the end of the year activities. She says the faculty couldn't do what they do for the students without the help of the parents. Points out how much the teachers and staff rely and depend on parents to bring the students these wonderful things like the medieval feast, roman feast, etc. Parents are very special, very important part of our community. Excited about K-4 ELA program, big changes coming up and there is a lot of excitement. Every staffer getting personalized training from "Reading Street" appropriate for their grades.

Shared what a phenomenal experience the Heifer community service project has been and is very happy to see it being embraced by BFCCPS community. Activities over the year ranged from raising money for Haiti (\$3K) that was sent to Heifer, K & 5 reading buddies (\$600), etc. Total of approx. \$8K raised and sent to Heifer International. Rachel Brown, Heifer regional volunteer representative, very impressed with our school, presented plaque for the "Make a Difference" award to BFCCPS. The award is presented to schools that raise over \$5,000. Gail is happy that it will be continuing next year. Would like to see it move a step further and incorporate more family type events.

Gail thanks Board members for a wonderful experience over the past two years.

Rich commends Gail for being the champion of the Heifer initiative within the BFCCPS community.

Anna thanks Gail for adding value to the board and being a good asset to the board.

Lori thanks Gail for her efforts over the past two years giving of her time and energy. Hopefully we will see her at different meetings. Lori presents Gail with a token of appreciation.

Treasurer's Report (8:17pm):

Anna says we are ending the year with negative net income because of ELA program which was expected, we received more tuition than was budgeted. Next year will be tracking greater level of detail. Audit will be taking place around Sept. Contract for the auditor will need to be looked at next year as the current three year contract will be expiring. BFCCPS has "cleaned up procedures" such as check signing so the auditor may dig deeper to

identify items that need to be worked on. They'll look through payroll records, employee records, etc. Meeting on Monday and will learn if there's anything different in auditing rules. Hopefully they will not find anything.

Governance (8:22pm):

Tim points out the edits that have been made to Policy 2, 24, 28 that are on table for discussion/approval. Edits were sent out in Board packet.

Policy 2 modifications:

Comments: Rich asks that ESE should be spelled out not just abbreviated. Lori states that ESE can be added as a definition.

Motion: Tim initiates and Anna seconds a motion to approve the modifications to Policy 2.

Results: The motion to approve the edits made to Policy 2 passed unanimously.

Policy 24 modifications:

Comments: Rich asks for Anna to review changes. She mentions that the changes were to remove minor items which did not add anything. Rich asks if we should define "pink sheet".

Motion: Tim initiates and Anna seconds a motion to approve the modifications to Policy 24.

Results: The motion to approve the edits made to Policy 24 passed unanimously.

Policy 28 modifications:

Comments: none

Motion: Tim initiates and Anna seconds a motion to approve the modifications to Policy 28.

Results: The motion to approve the edits made to Policy 28 passed unanimously.

Mission Committee (8:28pm): Gail

Two documents presented for approval "The Pillars at BFCCPS: Community Service" and "The Pillars at BFCCPS: Character Education"

"The Pillars at BFCCPS: Community Service":

Comments: none

Motion: Rich initiates and Anna seconds a motion to approve the document titled "The Pillars at BFCCPS: Community Service".

Results: The motion to approve "The Pillars at BFCCPS: Community Service" passed unanimously.

"The Pillars at BFCCPS: Character Education"

Comments: none

Motion: Rich initiates and Anna seconds a motion to approve the document titled "The Pillars at BFCCPS: Character Education"

Results: The motion to approve "The Pillars at BFCCPS: Character Education" passed unanimously.

Elections (8:44pm):

Positions which are being voted on are two three-year term positions, and a one-year term created by the resignation of John Neas (the time remaining on his original three-year term), the one-year faculty position, and Board Officers for next year. The two three-year term board positions and the one-year faculty position will begin on July 1st. The one-year board position will be effective immediately as it is filling the remainder of a resigned position. Officer elections become effective at the conclusion of the meeting.

For the open trustee positions the decision is made to vote on the two-three year term positions first and then to vote on the position vacated by the resignation of John Neas.

Faculty representative: Gail identifies Ed Callahan as the person that the faculty is putting forward as the faculty representative for the next year.

Comments: Tim asks if the decision to elect Ed as faculty rep was a majority decision. Gail indicates that it was.

Motion: Gail initiates and Rich seconds a motion to approve Ed Callahan as the new faculty representative to the Board.

Results: The motion to approve Ed Callahan as the faculty representative on the Board passed unanimously

Board of Trustee Positions Election:

Jerry Cimmino was elected to a three-year term.

Thom Viveiros was elected to his second three-year term.

Lax Iyer was elected to fill the remaining one-year term created by John Neas' resignation.

Board of Trustee Officer Position Elections:

Motion: Rich initiates and Stephan seconds a motion to re-elect Lori Clements as Board President.

Results: The motion to approve Lori Clement as the Board President passed unanimously

Motion: Rich initiates and Stephan seconds a motion to elect Anna dos Santos as Board Vice-President.

Results: The motion to approve Anna dos Santos as the Board Vice-President passed unanimously.

Motion: Rich initiates and Stephan seconds a motion to re-elect Anna dos Santos as Board Treasurer.

Results: The motion to approve Anna dos Santos as the Board Treasurer passed unanimously

Motion: Rich initiates and Stephan seconds a motion to elect Thom Viveiros as the Board Clerk.

Results: The motion to approve Thom Viveiros as the Board Clerk passed unanimously.

Action Register (8:53pm):

- Outgoing trustees (Tim Tracey, Cheryl O'Donnell, John Neas) need to turn in Board binders and any building keys they have

- Financial Interest Documents; all have been submitted with the exception of Cheryl. Lax and Jerry need to get a financial interest form.
- Lax and Jerry need to get in their bio statement for posting on the trustee website. Send to Lori who will facilitate.

Annual Fund update (8:55pm):

Nav states that the Annual Fund ended with over \$16,500 in contributions by 65 families. Thank you letters were sent. Nav recognizes Cindy Sarapas for her assistance with the annual fund.

Closing Comments (8:57pm):

Lori recognizes Tim for all of his work and contributions to the board over the past three years, and presents him with a token of appreciation.

Voting to adjourn the Board of Trustees meeting (8:58pm):

Comments: None

Motion: Rich initiates and Anna seconds a motion to adjourn meeting.

Result: Motion to adjourn meeting passed unanimously.