

**Benjamin Franklin Classical Charter Public School (BFCCPS)**  
**Board of Trustees Meeting Retreat**  
**Approved Minutes**  
**Saturday, September 11, 2010 8:30am**  
**Residence Inn, 4 Forge Park, Franklin, MA**

**Attendance:** Trustees President Lori Clements, Vice President and Treasurer Anna dos Santos, Rich Frongillo, Nav Chander, Stephan Katinas, Donald Tappin, Poh-Lin Yeoh, Lax Iyer, Head of School Dr. Kevin O'Malley, Assistant Head of School Heather Zolnowski, Director of School Operations and Student Activities Joe Perna,

**Absent:** Jerry Cimmino and Clerk Thomas Viveiros.

**Call to Order, Comments by the Chair (8:57am):**

Lori opens the meeting and asks for a moment of silence to reflect on the significance of the events of September 11<sup>th</sup> 2001.

Jerry and Lax have been approved as trustees by the DESE and can now vote.

BFCCPS has the use of Red Brick School for another year.

Lori asks for contributions from those so inclined to contribute \$35 for the BoT Presidents Fund.

**Lease Negotiations conversations (9:21am):**

Review of recent conversation with representatives of St Mary's regarding the lease. Board suggests going back to St. Mary's with hard numbers outlining our position.

Suggestion is made to formulate a contingency plan for a worst case scenario.

**Report on the school and HOS goals (10:04am):**

Dr. O'Malley mentions that the building had a lot of work done to it over the summer; specifically repointing the brick and work on the heating system.

Opening of BFCCPS went well. Full student enrollment potential except for 8<sup>th</sup> grade where ten students did not return for the 2010-2011 school year. Approximately nine new faculty members this year. School full of good energy.

HOS Goals 2010-2011:

- 1.) ELA-New series: being implemented. Thanks BoT for summer workshops which were helpful for getting ELA program going.
- 2.) New Evaluation system: Discussion of merit pay; FIT has been asked by the Board to come up with a mechanism for merit pay increases.
- 3.) Edline: goal for 2010-2011 is for all faculty to meet minimum standards of keeping records current.
- 4.) Integrate New Staff into the culture: delighted with new staff, lots of energy, mentorship arrangement with two tiers (peer mentor, and administrative mentor not as a supervisor but as a cultural advisor).
- 5.) Parent Enrichment Council: no feedback at present.

6.) New Program (Library/Technology): brand new, setting standards for school so that teachers can understand what a student have had exposure to when creating assignments.

HOS goals will be voted on at next Board of Trustees meeting on Thursday September 16<sup>th</sup>.

Rich would like to see them in a way that is actionable and measureable

Anna suggests a focus on community service and also asked that an effort be made to increase recycling efforts especially for plastics.

**Committees Chairs (11:38pm):**

Finance Committee Chair: Jerry

Treasurer: Jerry

Annual Appeal: Poh-Lin

Governance: No one has offered to chair, Anna has agreed to chair if no one steps up.

Facilities: Don

HR: Lori

Mission: No one has offered to chair yet.

Government liaison: unknown if Thom wishes to continue in this capacity

SPED liaison: none

Community outreach liaison: none

Discussed annual appeal briefly. The consensus was to have it again for the 2010-2011 school year, but end it sooner as PCO is possibly doing an auction in the spring. Possible projects for the appeal might be upgrading the electrical service in the building and installing ac units for class rooms on the upper floor and technology upgrades (new laptops).

**Break for lunch (11:50pm)**

**Board Goals (12:45pm):**

Dress Code: Board of Trustees has to finish updating this policy.

Strategic Plan: updated by Anna and Lori over the summer, BFCCPS strategic goal and objective FY2009-2013 handed out and discussed.

Salary Strategy: last time salaries were discussed a sub-committee was created. There were pros and cons to using that approach. Lori is not sure how she will approach this topic this year.

Vision: something that needs to be worked on at meeting or workshop.

Accountability Plan/Accountability Committee: comes from state, Dr. O'Malley says we are in very good shape. The DESE would like us to have a different format, five year plan; needs to be redone. DESE recommends having a separate committee. Lori going to look at DESE's language to see what they are looking for in accountability plan and meet with Anna, Dr. O'Malley, Heather and Joe to come up with a plan of action.

Bullying Policy: an attorney from the schools firm will be coming in on Sept 30<sup>th</sup> at 1-3pm in the afternoon to be discussing bullying policy. All board members are welcome to attend.

Monthly meeting format: suggested that a workshop component be entered into the meeting if not monthly then on a semi-monthly basis to discuss matters of interest to the Board.

**Board roles and Responsibilities (1:44pm):**

Lori reviewed Duty of Care, Duty of Loyalty, Performance expectations, Relationship between the Board and the Head of School and daily operations, Open meeting laws – changes, By-Laws and Policies, Transparency, and Ethics training.

**Meeting adjourned (approx. 2:00pm)**