

**Benjamin Franklin Classical Charter Public School (BFCCPS)**  
**Board of Trustees Meeting**  
**Approved Minutes**  
**Thursday, October 14, 2010 7:00pm**  
**School Library**

**Attendance:** Trustees President Lori Clements, Vice President Anna dos Santos, Treasurer Jerry Cimmino, Clerk Thomas Viveiros, Ed Callahan (faculty rep 8:12pm), Rich Frongillo ( 7:10 pm), Lax Iyer, Donald Tappin, Head of School Dr. Kevin O'Malley, Assistant Head of School Heather Zolnowski, Director of School Operations and Student Activities Joe Perna (7:15).

**Absent:** Poh-Lin Yeoh, Nav Chander, Stephan Katinas

**Call to Order, Comment by the Chair (7:08 pm):**

Lori reviews the open meeting law and how it affects audience participation at board meetings. She mentions that the board meetings are open to everyone to attend and listen as the board conducts its business. The audience does not have the right to participate in the discussions, though, and may only speak if invited to by the Board President. She thanks Nav and Don for speaking at curriculum night. Lori has received approval from DESE for Ed Callahan; he now has full voting rights. Lori mentions Charter School Leadership Workshop information sent out in the packets and asks that any board member interested in attending contact her.

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

Introduces Joelle Sobin, the new School Counselor). She loves having her office out in the open, and mentions that she has met most of the students in the school.

**Open Comment Period (7:17pm):**

No comments.

**Vote on the Finance and Mission Committee Charters (7:18 pm):**

The proposed Finance and Mission Committee Charters were included in the board packet for review.

Jerry discusses the Finance Committee Charter and reviews the highlights.

**MOTION:** Anna initiates and Don seconds a motion to approve the Finance Committee charter.

**COMMENTS:** None.

**RESULT:** Passes unanimously.

Anna reviews the Mission Committee Charter and talks about the differences (vision statement; investigate other curriculum offerings that align with our classical education mission), etc.

**MOTION:** Thom initiates and Jerry seconds a motion to approve the Mission Committee Charter.

**COMMENTS:** None.

**RESULT:** Passes unanimously.

Lori mentions that the Governance Committee Charter should be in next month's packet. Since no one has offered to Chair that committee, she will.

#### **Head of School report (7:26 pm):**

Dr. O'Malley mentions that this is the strongest start of school since he's been here. New staff has brought new enthusiasm to the school. Our school is distinguished in MCAS this year and there is a good deal of pride, but we should be cautious about being an MCAS school. He talks about what a great diagnostic tool it is. We are 100% of the AYP federal standard in English and we are close in math.

The school play has been changed. Heather mentions that the way it is done has been restructured. We are no longer doing Oliver (YMCA is doing it and we can't get the rights). The school is looking to make play performance in early February. Rehearsal time and play directors have changed as well. We will be performing with an orchestra this year thanks to Mr. Heater, and are looking to change the venue as well.

Bullying law is important and we are going to commit to the law. We have a self-imposed deadline of drafting a policy by the end of this month. Joe talks about internal training on the law, and that we are required to create a "Bullying Prevention and Intervention Plan". We will share our plans with the local community.

We have a new student council. We will bring them to the next board meeting. Students at this school will stand up and talk to other students better than any school Dr. O'Malley has ever seen.

#### **Treasurer's report (8:00 pm):**

Jerry directs his comments to the August financial summary in the board packet. Tuition is below plan because we have 438 students rather than the 441 we budgeted for. He reviews the Income Statement. Dr O'Malley and his team have worked tirelessly to look at ways to cut costs. The board discusses enrollment options to increase revenue.

Rich expresses concern that we are adding over 50 in the 5<sup>th</sup> grade, and he wonders about the merits of having over 25 students as a long-term strategy. A discussion ensues about increasing revenue. Ed mentions that he sees a trend of 7<sup>th</sup> and 8<sup>th</sup> grade enrollments increasing and he would like to see that trend continue.

**MOTION:** Ed initiates and Lax seconds a motion to increase current enrollment by adding three students.

**COMMENTS:** None.

**RESULT:** Passes unanimously.

#### **Clerk's Report (8:39 pm):**

The minutes are not yet available for the September 16, 2010 board meeting, or the September 11, 2010 retreat.

#### **Discussion of Annual Appeal (8:40 pm):**

The board discussed the wording of the annual appeal letter drafted by Poh-Lin. We talked about the pros and cons of being specific v. general. Board members should e-mail opinions to Poh-Lin in the next couple of days.

#### **Action Register (8:48 pm):**

Anna reviewed the Action Register; some of the highlights are:

- Asked Dr. O'Malley to rate the board.

- There are two people who have not done the ethics training.
- Open meeting law materials were handed out to the board.

**Measurable Criteria for HOS goals (8:55 pm):**

Lori asked for additional input on measurable criteria for the HOS goals to make the evaluation process easier. No suggestions were offered.

**Discussion of CORI requirements for Trustees (9:03 pm):**

All trustees and board committee members must be CORI'd. Lori is in the processing of identifying which board members do not have a current CORI form on file. She will distribute forms in next month's packet for those who need them.

**Update on Letter to Foundation (9:07 pm):**

Lori talked about her conversation with Matt Ginnetty and her subsequent follow-up letter, copies of which were included in the board packets. She talked about future foundation plans but didn't get any definite feedback. Matt thought what the board was asking was fair. Lori will put a discussion of this topic on the next board meeting agenda. Jerry asks if we can get an update from Matt before the next month's board meeting.

Don mentions that he met with the Dennis Donovan earlier this afternoon.

Reminder: next month the meeting will be on a Wednesday, November 10<sup>th</sup>.

**Adjournment (9:13 pm):**

**MOTION:** Rich initiates and Ed seconds a motion to adjourn.

**COMMENTS:** None.

**RESULT:** Passes unanimously.