

Benjamin Franklin Classical Charter Public School (BFCCPS)

Board of Trustees Meeting

APPROVED Minutes

Thursday, May 9, 2013 7:00pm

Attendance: President: Don Tappin, Vice President: Mary Barton-Rau, Head of School: Heather Zolnowski, Assistant Head of School: Joe Perna, Treasurer: Jerry Cimmino, Kathy Urkevic, Katie Lepsevich, Joe Mullen, Lax Iyer

Absent: Clerk: Thomas Viveiros, Santhi Marusamy

Call to Order (7:05 pm):

Don Tappin welcomed reminded everyone the next BOT meeting will be held Wednesday, June 12, 2013 due to 8th grade graduation taking place on Thursday, June 13, 2013. Don informed the Trustees that they will be receiving an invitation to the Retirement Party for Anna Ng, Elizabeth Henderson and Ann Fox which will be held at the Franklin Country Club on June 6, 2013 at 4:30pm.

Recognition of the Month (7:07 pm):

Jeanmarie Sette and Sue Weidman were recognized stepping up to lead the school wide community service project this year. They shared the numerous activities that took place this school year: bake sales, Read to Feed, school calendar, the collection of quarters in the Main Office, and field trips to Overlook Farm for Grades K, 1st and 3rd. The funds raised will be presented to Heifer International at a school assembly in June.

Open Comment Period (7:13pm):

None.

Clerk's Report (7:15 pm):

Don will update the final moments of the April BOT meeting and send out to the BOT for approval.

Head of School Report (7:18 pm)

Enrollment: Two students have been disenrolled due to extended absence, waiting list students were called for 13'-14' school year.

Student Service: DESE Coordinated Program review: week of April 8th was file review and week of May 6th was onsite review. A report is expected by the end of August/ beginning of September. Heather provided an updated of conferences and seminars attended by faculty in April and May.

Facility: Joe Perna informed the BOT that the modular roofs were leaking after the rain storm. Photos were taken and he will send a letter to St. Mary's.

Four Pillars: Grade 5 will be traveling to Wakefield, RI to Nature's classroom in June. All school community service activities will be on May 30th.

Department of Fine Arts: The BFCCPS Symphonic Band and Chorus came in 1st place and both received Excellent ratings at the Music on the Parks Competition on May 4th. BFCCPS Performing Arts

week begins May 27th: band will perform in Memorial Day parade 5/27, Art Show 5/28, Recorder Ensemble and Concert Band 5/30.

Staffing: Meghan Condon, current Math Asst will move to 3rd Grade Aide position. School Nurse will be job-shared by Jenny Auerr and Diane Williams. Grade 4 interviews are being conducted.

Graduation/Retention Information: Heather provided a breakdown of the 49 8th Grade Students and where they will be attending high school in the fall. She also discussed the breakdown of the 49 students and when they entered BFCCPS, 26 of the 49 graduating 8th graders entered as Kindergarteners. She noted that the year they entered Kindergarten, there were 22 students/class.

Treasurer Report (7:40 pm):

Jerry walked through Monthly Operating Report, he indicated no significant changes for FY13'.

Jerry discussed the FY14' budget.

Motion: *Jerry made motion to approve and Joe seconded it*

Comments: *None*

Result: *Motion passes unanimously*

Committee and Faculty Representative Updates (8:00pm):

Mission: Lax reported the Mission Committee agreed to align the Strategic Plan with the Charter Renewal cycle for school year 14'-15'. For school year 13'-14', the Mission Committee suggests setting strong Head of School and Board of Trustee goals for this coming school year; a goal being to create a 3-5 year strategic plan for the school.

Motion: *Don made motion to suspend strategic plan task force and Mary seconded it*

Comments: *None*

Result: *Motion passes unanimously*

The Vision Roll Out plan is suspended until July due to the unfortunate circumstances that Santi had to leave the country and the document she provided Lax has been unable to be opened due to incompatibility of software versions.

Governance: Katie presented three policies for review and approval:

Policy # 0024 Committee Formation

Motion: *Lax made motion to approve and Jerry seconded it*

Comments: None

Result: *Motion passes unanimously*

Policy #0022 Budget Amendment Procedures

Motion: *Jerry made motion to approve and Lax seconded it*

Comments: None

Result: *Motion passes unanimously*

Policy #0025 Fiscal Policies and Procedures Guide

Motion: *Mary made motion to approve and Joe seconded it*

Comments: None

Result: *Motion passes unanimously*

Faculty Rep:

Kathy updated the Board of the Retirement party and the special assemblies scheduled for each retiring faculty member. Don informed Trustees that a BOT presentation will take place at each special assembly and to let him know trustees availability for each of the dates.

HR Rep Update (8:20 pm):

Mary presented the Performance Evaluation summary of the HOS goals and feedback for 12' - 13'.

Action Register (8:30 pm):

Mary walked through action items and confirmed completed items.

Annual Appeal Update (8:35 pm):

Mary announced the Annual Appeal is officially closed for the school year. The final amount raised for 13'-14' was \$16,905.

Nominating Report (8:40 pm):

Lax reminded everyone that the deadline for applications is May 31st. Currently, there are four candidates. Don mentioned hosting a Meet & Greet for the candidates in June and the trustees were in agreement that would be a nice way to for the candidates to be able to address the current trustees with questions. Don to schedule.

Development Task Force Report (8:45 pm):

Each group representative of the task force presented their finding to the BOT from the Development Task Force Report. The task force objective was to conduct an impact study of potentially increasing student enrollment and becoming a Regional Charter School.

Motion: *Joe made motion to approve the Task Force report and Katie seconded it*

Comments: *None*

Result: *Motion passes unanimously*

The BOT discussed the findings, noting the recurring theme from all groups was to ensure the culture of the school and its community was preserved.

Motion: *Don made motion to expand student population and amend charter to a Regional Charter School and Mary seconded it*

Comments: *None*

Result: *Motion passes unanimously*

Don and Mary to provide communication to the BFCCPS community.

The BOT discussed the short timeframe if the two amendments were to be submitted this year, the deadline is August 1, 2013. The BOT discussed re-convening the Development Task Force. With the objective of the task force to provide the BOT recommendations for the following:

1. How many students to expand the cap to?
2. What towns to be included in the Regional Charter?

Tentative schedule:

- Preliminary update/report at June BOT meeting
- Final Report shared end of June for review by BOT
- Final Report discuss and voted on at July BOT meeting

Adjournment (10:06 pm):

Vote to adjourn the meeting:

Motion: *Joe made motion to adjourn and Don seconded it*

Comments: *None*

Result: *Motion passes unanimously*