

**Benjamin Franklin Classical Charter Public School (BFCCPS)**  
**Board of Trustees Meeting**  
**Minutes**  
**Monday, August 19, 2013 6:00 pm**

**Attendance:** President: Don Tappin, Vice President: Mary Barton-Rau, Head of School: Heather Zolnowski, Assistant Head of School: Joe Perna, Treasurer: Jerry Cimmino (6:55 pm), Clerk: Katie Lepsevich, Lax Iyer (7:00 pm), Kathy Urkevic, Joe Mullen, Sagar Kamarthi, John Williams (6:15 pm), Ted Basile (6:50 pm).

**Absent:** None

**Call to Order** (6:10pm)

Don welcomed everyone and thanked Mary for chairing the July Retreat.

Reminder: The one year lease extension is due to St. Mary's by 9/30/13 for the school year of 2014-2015.

Any changes/updates to the BOT page for the school website are due to Don by September 1, 2013.

Don provided an update from Matt Ginnetty, BFCCPS Foundation, regarding the land on Washington Street.

**Open Comment Period** (6:15 pm)

No Comments

**Head of School Report** (6:15 pm)

Charter Amendment was successfully submitted on July 31, 2013.

**Staffing:**

- Hires: Hannah Hind, School Counselor; Katelyn Dwyer, 4th grade teacher; Jennifer Powell, Bookkeeper; Stephanie Sullivan, long term substitute for Mrs.. Bien while on maternity. Upon Mrs. Bien's return, Stephanie will stay on as a Reading Aide
- Open positions: 7th/8th grade Spec Ed, and Math Aide

**Facilities:**

- During summer cleaning, it was identified that some of the walls in the 14 year old modulars were not structurally sound. All walls have been repaired/rebuilt as of Friday, Aug 16, 2013.
- Classrooms are back up and ready for teachers to move in.
- School was not responsible for the repairs, the church worked swiftly and ensured the classrooms would be ready for the start of the school year.

## **Board Goals/Strategic Plan (6:25 pm)**

### **BOT 13'-14' goals:**

- Develop and approve Strategic Plan
- Compensation Strategy Guideline
  - Research and identify a pay structure approach.
- Charter Amendment/Laying the Groundwork
  - Communication Plan
    - Don will connect with Luke Callahan to create a location on the website to post information
    - An email will be sent to the school community informing of the website
    - Don/Heather/Mary will contact Superintendents in our Regional Charter Amendment to inform them that their town has been identified in our amendment.
  - Establish a Team: Project Manager and Task Groups
    - Project Manager - Accountable for the entire project
      - Needs to go to bid
      - Write Request for Proposal (RFP)
      - Central Source: advise on sealed bid process
      - Set dates for RFP: when it opens, when it closes
      - Bids reviewed in Finance Committee
      - Finance Committee to present to BOT for approval
    - Task Forces - Allows community an opportunity to participate, Task groups responsible for gathering data/details as set forth by the BOT and then reporting back to BOT for approval
      - Site Selection Task Force
        - Identify Realtor
        - Visit sites
      - Finance Task Force
        - Identify short list of 8-10 financial institutions who have participated in municipal bonds
        - Capital markets background
        - Financial presentations
      - Building Design Task Force (Architect/Contractor)
        - Needs to go to bid
        - Write RFP
        - Bids reviewed in Finance Committee
        - Finance Committee to present to BOT for approval

### **Strategic Plan Goals and Objectives 5-year plan FY 2013 - FY 2018**

- Facility Goal
  - Identifying a new location for BFCCPS
  - Building structure
  - Equipment

- Academic/Curriculum Goal
  - MA is piloting new PARCC program, replacement testing for MCAS, which includes benchmark testing in 13'-14' academic year. MA has not identified which schools will participate in the program as of yet.
    - Potential impact on ramping up for the new testing
    - Potential of curriculum changes base on PARCC results.
  
- Growth Management/Expansion Goal
  - Board
  - Administration
  - Faculty/Staff
  - Student Body
  - School community
  - Financial Viability
  
- Mission
  - Sharing our Mission with expansion towns/areas, surrounding community's
  - Vision Statement
  - Satisfaction Surveys:
    - Parent
    - Teacher
  
- Recruiting/PR
  - Maintain academic excellence, while maintaining the community's culture
  - Retention/recruit staff
  - Student Retention
  - Awareness in new communities
  - Compensation Strategy
    - Identify a pay structure approach and roll out plan

Suggestions on writing Strategic Plan:

- Pair new trustee with veteran trustee and assign one of the goals.
  - Recruiting/PR (Mary/Ted)
  - Mission (Lax, Katie)
  - Growth Management/Expansion Goal (Jerry & John)
  - Academic/Curriculum Goal (Sager, Heather, Joe & Kathy)
  - Facility Goal (Don, Joe)
  
- Responsible for:
  - reaching out for input
  - frame the feedback
  - draft the goal
  - present at BOT meeting
  
- Timeline for Writing Teams:
  - December - Growth/Expansion

- January - Facilities
  - February - Academic
  - March - Recruiting/PR
  - April - Mission
- Each goal will be approved the month indicated above, the group should be prepared to provide a draft along with the BOT agenda the month prior to the due date indicated above.
    - Ex: Growth/Expansion will present a draft at the Nov BOT meeting. Take final feedback and present Final Draft for the strategic goal at the December meeting. In addition, at the December meeting Facilities will provide a 1st draft for its strategic goal.

**HOS Goals (8:40 pm)**

Goals are broken out into the following categories:

- Curriculum
  - Coordinated K - 6 Math Program
  - Science program realignment to Next Generation Science Standards
  - EmPOWER training continued for classroom teachers 3-8
- Faculty and Staff
  - Support the development of a Compensation Strategy
  - Middle school transition in a coordinated K-8 school
- Technology
  - Revised cross curriculum plan between the K-8 classrooms and library/technology
  - Update library/technology curriculum
- Volunteer Training Program
  - Establish training Program, dependent on policy #27
  - Raise awareness to the community
  - Behavior Expectations
  - Parent/Student Handbook
- Professional Development
  - Will be defined by the BOT President, HR Representative and HOS by the Sept BOT meeting.

**September Meeting:**

- Review June, July and August minutes
- Committee Updates/Goals/Appointments/Solicitation for committee members
  - Governance:
  - Mission:
  - Finance:
  - Facilities:
  - Human Resources:

**Adjournment ( 10:01 pm)**

***Vote to adjourn the BOT meeting:***

***Motion:***            ***Joe made motion to adjourn and Mary seconded it***  
***Comments:***       ***None***  
***Result:***             ***Motion passes unanimously***

