

**Minutes for 03/08/11 Board of Trustees Meeting**

1. Call to Order: Lori Rudd called the meeting to order at 7:10 PM. Members in Attendance: Kathleen Crawford, Stephen DiPrete, Reem Ozone, and Lori Rudd. Member Not in Attendance: Bill Buckley. Also in Attendance: Heidi Berkowitz, Ron Griffin, Dawn Hall, Todd Hassett, Mark Logan, and Katrina Stanford.

Employee Benefits Overview Moved from Item #8.2): Todd Hassett introduced Katrina Sanford, Senior Consultant with United Business Insurance Agency (UBIA). While Trina has been FRCS' benefits consultant for more than 8 years, not all trustees had met her before. She spoke to the board about her role in researching and recommending health care, dental, and other benefit options for FRCS employees. She stated she, Barbara, Todd are beginning the process now. In response to several questions, Trina explained that, in comparison to her client base, FRCS is a medium-sized company with a rich employee benefits package. Her goals include keeping the employees informed and comfortable about their benefits and presenting thoroughly researched options that balance costs with coverage. She and Todd talked about the introduction of the Section 125 plan, which started in January 2009, as an example of how she also provides training and support to FRCS staff.

2. Approval of Meeting Minutes

- 2.1. December 14, 2010: Tabled until next meeting. A quorum of trustees who attended that meeting was not present to vote.

- 2.2. January 11, 2011: One change was made. Steve DiPrete made a motion to approve the minutes as amended. Reem Ozone seconded the motion, which passed, with Kathleen Crawford abstaining.

- 2.3. February 8, 2011: Two changes were made. Steve DiPrete made a motion to approve the minutes as amended. Reem Ozone seconded the motion, which passed unanimously.

3. Awards, Honors, and Recognition: Lori Rudd notified the board that 16 student council members are going to the State Student Council Conference this week.

4. Board Committee Reports

- 4.1. Board Development: Nothing to report at this time.

- 4.2. Facilities Committee:

- 4.2.1. School Expansion – Project Update: Todd Hassett referred to project meeting minutes in the board packet. He quipped that the project is “going vertical,” referring to steel beam installation over the last several weeks. He reported that most of the first-floor classrooms are framed and everything is still on schedule. The Building Committee next meets on 04-10-11.

- 4.3. Finance Committee:

- 4.3.1. School Expansion – Project Update: Nothing to report at this time

- 4.3.2. Financial Reports-FAA: Todd Hassett reviewed documents in the packet. He stated some details in future Interim Statements of Net Assets may change to better distinguish between differing types of payments to the investors. Todd

called attention to trends in the budget through February 28, 2011, showing actual income is about 3% below and actual expenses are about 5% above projections. Staff and administrators will work to reduce expenses in the coming months and a revised budget may be presented at a future meeting. Todd also conveyed information on options for continuing the school's regional transportation program. He and Mark reminded the board that the VPSC grant, which ends July 31, 2012, pays for about 2/3 of the costs of this program. Mark reported that Heidi heard some indications at the grant conference that continuation funding may be available, but contingency plans need serious study. About 40% of FRCS students use regional transportation. Continuation is imperative.

4.3.3. Kathleen Crawford said the Investment subcommittee has not met yet, but plans to meet soon.

4.3.4. Board members reviewed documents provided by Kris Moussette of Edwards, Angell, Palmer & Dodge, in response to requests made at a prior board meeting. There were no further questions.

## 5. Special Reports

### 5.1. Leadership Report

5.1.1. Organizational Viability-Goal IV.1 - Staff Qualifications: Mark Logan reviewed the school's compliance with this Accountability Plan goal. All teachers except for four are considered highly qualified, as defined by No Child Left Behind guidelines. All four teachers are working toward their MA certifications in their subject areas. All paraprofessionals are highly qualified.

5.1.2. Organizational Viability-Goal IV.2 – Evaluations: Mark pointed out that 100% of staff was evaluated during the 2009-2010 school year. This process includes formal and informal observations, evaluations, and verbal and written feedback.

5.1.3. Organizational Viability-Goal IV.3 - Professional Development: Mark noted that FRCS staff recommendations and feedback helps shape and improve professional development offered by the school. FRCS continues to meet this Accountability Plan goal.

5.2. Enrollment Report: Kathleen Crawford directed the trustees to the enrollment report included in the board packet. Student enrollment remained stable at 1185 students.

5.2.1. Enrollment Recommendation for 2011-2012 Year: Kathleen reviewed the Enrollment Recommendation made by the FRCS Senior Leadership and reviewed by the Enrollment Committee at its recent meeting. She stated that the school wishes to enroll 1200 students in the coming school year. Kathleen, Mark and the rest of the board discussed the challenges of expanding enrollment in the upper grades without exceeding the cap and meeting the requirements of DESE regulations.

5.2.2. VOTE: Kathleen Crawford made a motion that the board approve the Enrollment Recommendation for the 2011-2012 school year:

- To offer positions for Kindergarten through Grade 9, to the maximum levels described in the recommendation.
- Not to offer positions in Grades 10 through 12, because of the demands of completing FRCS graduation requirements and achieving Spanish fluency.

Amended and approved April 25, 2011

- To grant the school administration the flexibility not to enroll students up to capacity in individual grade levels if such enrollment would cause the total K-12 enrollment of the school to exceed the 1,200 Charter cap.

Steve DiPrete seconded the motion, which passed unanimously.

5.2.3. Kathleen reviewed lottery application data included in the board packet. The following night, March 9, 2011, 734 applications would be processed, including 53 sibling applicants, 611 in-district applicants, and 73 out-of-district applicants.

5.3. PIE Report: None at this time.

5.4. Scholarship, Grant, and Memorial Program Report: None at this time.

5.5. SEPAC Report: None at this time.

## 6. Policy Review

6.1. Community Standards of Behavior: Lori and Mark continue to research language used by other MA schools.

## 7. Old Business

7.1. Board By-Laws: The board had its first reading of updated by-laws. The updated version includes some language that stems directly from MA general law. Otherwise, the by-laws were streamlined to be clearer and more concise.

7.2. Board Committees on Academic Excellence: Deferred until a future meeting.

## 8. New Business

8.1. FY 2012 Budget Discussion: Todd and Mark have begun preliminary work on the budget. More information will be provided at future meetings.

8.2. Employment Benefits Overview: (See Page 1 of minutes)

8.3. Regional Transportation Update: Included in the board packet was a summary of different options for continuing the school's regional buses. This was discussed earlier with other Finance Committee reporting (Item 4.3.2, above).

8.4. 2011-2012 School Calendar:

8.4.1. Mark Logan presented the 2011-2012 Schedule of Key Dates, with the first day of school occurring on September 6, 2011 and the last occurring on June 19, 2012, if there are no snow days.

8.4.2. VOTE: Reem Ozone made a motion that the board approve the 2011-2012 Schedule of Key Dates, Kathleen Crawford seconded the motion, which passed unanimously.

9. Privilege of the Floor: None at this meeting.

10. Items for Next Board Meeting: The next meeting will be a Board Retreat. Lori will consult board members for their availability for dates in the latter part of April 2011.

11. Having no other business, Reem Ozone made a motion to at 8:42 PM to adjourn to Executive Session on matters related to contract negotiations, not to return to public session. Steve DiPrete seconded the motion, which passed on a roll call vote: Steve DiPrete-yes, Lori Rudd-yes, Kathleen Crawford-yes, and Reem Ozone-yes.

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**Minutes for 03/08/11 Board of Trustees Executive Session**

1. Call to Order: Lori Rudd called Executive Session to order at 8:43 PM. Members in Attendance: Kathleen Crawford, Steve DiPrete, Reem Ozone, and Lori Rudd. Members not in attendance: Bill Buckley. Also in Attendance: Mark Logan and Todd Hassett.
2. Mark and Todd presented project improvements to the current design of the construction project. These would, if determined worthwhile, represent substantial changes in terms of cost and scope of the current plan.
3. Mark summarized key topics in the Building Committee Meeting Minutes from March 3, 2011, where these proposed options and upgrades were discussed.
4. Mark presented a sketch revision to the board, showing how changes could be made to the main entrance, loop road, and drop-off zones, as well as increase the number of parking spaces by about 25.
5. The Building Committee also discussed continued interest in a possible childcare center to be built where the modular high school building now stands.
6. Bill Buckley, Todd, and Mark are working with the architects, HMFH, to develop plans for front entrance improvements and disposition of the modular building at the campus entrance. A board vote may be required in the future in order to move forward on these plans.
7. Having no other business, Reem Ozone made a motion to at 9:00 PM to adjourn. Kathleen Crawford seconded the motion, which passed on a roll call vote: Steve DiPrete-yes, Lori Rudd-yes, Kathleen Crawford-yes, and Reem Ozone-yes.