*Bentley Academy Charter School
Board of Trustees Meeting Minutes
May 24th, 2017*

The meeting of the members of the Bentley Academy Charter School Board of Trustees convened at 6:00p.m., at Bentley Academy.

**Present:** Ryan Lovell (chair), Carli Kusiolek, Jonathan Bailey, Dick Pabich, Marie Belony, Sarah Toce (via phone)
**Also Present:** Marlena Afonso (Head of School) & Mary Hayes (Prospective Trustee)

A quorum of the board being present, the Meeting was called to order at 6:12pm

**Move** to approve minutes from 4/26/17: DP, seconded by CK accepted by voice vote.
The minutes from the 4/26/17 meeting of the Board of Trustees were approved by unanimous vote of the Trustees present.

**Head of school and Academic Update:** Marlena Afonso
Update on the 5/24 visit from the Governor.
Updates on enrollment projections for the 2017-2018 school year.
Human resources update.

Discussion:
*What is the process in place for hiring/interviewing for the opening position of Dean of School Operations and School Culture are being used?*
**Financial Update:** Sarah Toce
Everything is on target for the 2016-2017 school year. We will be left with a surplus at the end of the school year.

Discussion:
*None*.

**New Trustees Search Update:** Chair Lovell
Prospective Trustee: Mary Hayes was present at Board meeting
Currently the Bentley Board consists of 7 members
Interest from several people in a board position. Initial Process: Put prospective members in touch with Marlena who will then connect the prospect to. the Board Chair and then submit letter of interest along with resume.

Discussion:

*Mary Hayes as a potential trustee.*

**Motion** was made for Mary Hayes to join the Bentley Board of Trustees by DP, seconded by CK by voice vote. All Trustees present unanimously voted in favor of this.

*MH will join the Development Committee.*

**Update on Strategic Plan preparations**- Chair Lovell
Having a strategic plan is a requirement
Quote was given by John Tarvin from Claremont Consulting on cost of developing a strategic plan for bentley.

Discussion:
*Should Bentley move forward with Claremont Consulting to develop a strategic plan for Bentley Academy Charter School?*

**Motion** was made to go forward with the partnership of Claremont Consulting by CK and seconded by MB and ST by voice vote. All present board members voted in favor of this.

**Update on Evaluation of Head of School:** CArli Kusiolek

Formative evaluation is done.
Summative evaluation will be completed after end of year data is completed.
Next year a clear timeline for evaluation, which will include formative, summative, and dates for Marlena's contract being sent out.
Summative will be completed and voted on by board at next official board meeting in July.

Discussion:

*Does the summative evaluation need to be completed before the Head of School contract? If summative needs to be completed prior there will be a lapse in head of school's contract.*
**Move:** Chair Lovell will develop contract for Marlena for next school year. Moved by DP, seconded by JB via voice vote. All trustees present unanimously voted in favor of this.

**Next Meeting**: 7/26 at the Salem Inn at 5:30pm. No June meeting.

**Other Committee Updates:**

HR and development committee provided an update on fundraising in the community.
Development committee provided an update on the planned new playground and on any soil testing that needs to be completed prior to construction.

**Move** to adjourn by CK, seconded by DP. Adjournment of the meeting was approved by unanimous vote of the Trustees present, at 7:38pm.

Carli Kusiolek,

Clerk

List of Documents Used in Open Session:

1. Minutes from 4/26/17 meeting of the board.
2. Head of school update
3. Claremont Consulting letter
4. Strategic plan example
5. April Financial Statements