

**Benjamin Franklin Classical Charter Public School  
Governance Committee Meeting Minutes  
Wednesday, October 8, 2008 – 7:00 pm- School Library**

In Attendance:

Tim Tracy – Chairperson, Joe Perna – Acting Assistant Head of School, Lori Clements, Anna dos Santos (at 7:25 pm), Rich Frongillo (at 7:30 pm), John Neas

The meeting was called to order at 7:12 p.m.

Tim reviewed the board policies and identified that 21 of them are active. Our goal this year will be to review 11 or 12 of them. We will follow the same review process as last year, with each policy being assigned to individual committee members for either a primary or secondary review prior to being discussed by the group. A prior conversation with Deb Schwab provided input on prioritizing the policies to review. Some that need to be looked at sooner due to this year's site visit include the policies pertaining to our logo, dress code, and enrollment.

We discussed the need to develop a consistent format for all policies. There are two components to consider in the reformatting of existing policies: cosmetic and systemic (i.e., add definition sections). We looked at various policy elements including the Approved By information, Effective Date, keeping source control information, striking the supersedes date, consistency with pagination information, and footers to include a restatement of the policy number as well as page # of #. We also discussed whether or not to retire policy numbers for repealed policies instead of reusing them, as well as eliminating the version number.

The following responsibilities were assigned:

Rich: consistently format all existing policies except for the fiscal policy; maintain the source documents

Lori: primary review of policies 17 (HOS Performance Review)  
23 (Grievance Procedure)  
26 (Professional Code of Conduct for Employees)  
28 (Employee Grievance Process)

Anna: primary review of policies 9 (Dress Code)  
(part of) 13 (Fundraising Monies)  
19 (Enrollment)

Tim: primary review of policies 22 (Budget Amendment Procedures)  
29 (Safety Plan)  
refer to PR Comm. 10 (Advertising)  
15 (Logo)  
30 (Responding to Media Requests)  
invite Board comments on 1 (Board Rules)  
2 (Nomination and Election of the School Board)

**Meeting adjourned at 8:27 p.m.**