

**Benjamin Franklin Classical Charter Public School (BFCCPS)**  
**Board of Trustees Meeting**  
**Approved Minutes**  
**Thursday, September 16, 2010 7:00pm**  
**School Library**

**Attendance:** Trustees President Lori Clements, Vice President Anna dos Santos, Treasurer Jerry Cimmino, Clerk Thomas Viveiros, Nav Chander, Ed Callahan (faculty rep), Rich Frongillo (8:27 pm), Lax Iyer, Donald Tappin, Poh-Lin Yeoh, Assistant Head of School Heather Zolnowski, Director of School Operations and Student Activities Joe Perna,

**Absent:** Head of School Dr. Kevin O'Malley, Stephan Katinas

**Call to Order, Comments by the Chair (7:03 pm):**

Lori welcomes everyone. All of the board members introduce themselves. Lori reminds everyone that curriculum nights will be held next week. If any board members would like to speak at either the K-4 or 5-8 curriculum nights to give a brief welcome on behalf of the board, please send Lori an email within the next couple of days.

**Recognition of the Month (7:06 pm):**

The new faculty members are introduced. Each shares a little about themselves and all show lots of enthusiasm and hope for a wonderful new school year.

**Vote to approve the minutes from the June 17, 2010 Board of Trustees Meeting:**

**MOTION:** Don initiates and Anna seconds a motion to approve the June 2010 minutes.

**COMMENTS:** None.

**RESULT:** Motion passes. Jerry abstains.

**Auditors Report (7:16 pm):**

Julius Wakaba of Alexander, Aronson, Finning & Co., P.C. presents the auditor's report to the board. Julius comments that compared to last year, this year the process went more smoothly. He met with the Finance Committee last week to review the audit results.

He began by reviewing the audit documents for the board. The first document Julius reviews is a boilerplate file documenting the responsibilities of auditors. The next document reviews the accounting policies that were used.

The next document contained the auditor's comments and management recommendations. Here are some of the highlights of the management comments/recommendations:

- The personnel files had some deficiencies. Of note from the auditors is that we made significant improvements from last year.
- There were 5 outstanding checks from the past 6 months that should be followed up on. We are required to have a procurement officer. It was noted that our bookkeeper will be attending training for this role.

He then reviewed the financial ratios. Since we have more than 6 months in the “months operating expenses” ratio, we are doing quite well from an operational standpoint. In general, current ratios over 1.0 are quite good and ours is at 2.4.

He then reviewed the three financial statement packages: The Balance Sheet, the Profit and Loss (P&L) statement, and the Cash Flow statement. The P&L review showed that we had a “break-even” year.

**Voting to accept the Audit Report (8:03pm):**

**MOTION:** Anna initiates and Nav seconds a motion to accept the Auditors Report.

**COMMENTS:** None.

**RESULT:** Motion passes unanimously.

Lori formally recognizes Heather and Suzanne’s efforts in preparing for the audit. She mentions that this is the best audit we’ve had in years.

**Head of School Report (8:05pm):**

Heather recognized Suzanne as well as the quality of the auditors and how easy they were to work with. Beginning of the school year went fabulously. The new faculty members really hit the ground running. 57 of the 59 faculty attended the summer workshops. The Fine Arts arts block catalog is one of the things that came out of the workshop. We were able to have a bullying workshop, and went over the new ARBIS legislation and talked about what we would do with anti-bullying in our school. There were 10 summer classes for 60 students.

Curriculum nights are next week on Tuesday (ELA curriculum “Reading Street” will be discussed) and Thursday night. New reading program will be discussed on Tuesday.

Enrollment was 436 yesterday and is 440 as of today. We added two new students to K and two to 1<sup>st</sup> grade.

MCAS scores came out and we did extremely well; they were posted in the Globe. We have met our AYP annual goal. Every classroom is now equipped with a projector and are already set up for mimeo.

Ed Callahan appreciates the summer workshops (representing the faculty).

Anna talks about the Gloucester Charter school situation that has been in the news. She will look into the current rules more closely to make sure we are obeying them.

**Head of School Goals Discussion (8:22pm):**

**MOTION:** Rich initiates and Anna seconds a motion to accept the goals.

**COMMENTS:** None.

**VOTE:** Motion passes; Thom abstains.

**Open Comment Period (8:23pm):**

None from the audience. Nav makes a comment about the new Time Magazine article “What Makes a School Great” and suggests that we read this. Poh Lin suggests that our school gets a message board to add to the branding of our school (maybe part of our annual appeal).

Anna mentions that we will have an opportunity to talk about our fundraising plan.

### **Facilities report (8:28pm):**

At the retreat, there was a discussion about the lease. We met with the diocese and they proposed a rent of \$245,000 which was presented as a take-it-or-leave-it proposal. We then discussed alternatives.

### **Washington St. Property report (8:55pm):**

We discussed options for getting the Foundation to resolve the Washington Street property issues.

**MOTION:** Anna initiates and Don seconds a motion to request prompt action on resolving Washington Street land access issue.

**COMMENTS:** Lori asks that the motion be withdrawn as it is too general.

**RESULT:** Don withdraws his second and Anna withdraws her motion.

We discuss wording of the motion.

**MOTION:** Anna initiates and Ed seconds a motion that the Board formally requests that the Foundation file a lawsuit to resolve the access issues at Washington Street no later than November 30, 2010 unless the issue is resolved sooner.

**COMMENTS:** Rich asks what if they don't do it.

**RESULTS:** Motion passes unanimously.

Lori will communicate this request to the Foundation.

Anna and Lori will be meeting with Bob Baldwin (gave seminar at charter school leadership conference last year) next Thursday. There will be no cost for discussion.

### **Treasurer's Report (9:10pm):**

Lori indicates that Anna is resigning as Treasurer to focus on the Vice President position. Lori thanks Anna for her hard work and many accomplishments of the Finance Committee during her tenure.

**MOTION:** Anna initiates and Lax seconds a motion to elect Jerry Cimmino as Treasurer.

**COMMENTS:** None.

**RESULTS:** Motion passes unanimously.

Lori appoints Jerry as Chair of the Finance Committee.

### **Action Register (9:14pm):**

Anna distributes an updated action register. She reviews the new format.

### **Motion to adjourn: (9:25pm):**

Vote to adjourn:

**MOTION:** Thom initiates and Don seconds a motion to adjourn at 9:33pm.

**DISCUSSION:** None.

**RESULT:** Motion passes unanimously.