

**Benjamin Franklin Classical Charter Public School (BFCCPS)**  
**Governance Committee Meeting**  
**Minutes**  
**Tuesday, March 22, 2011**  
**Dr. O'Malley's Office**

**Attendance:**

President: Lori Clements, Vice President: Anna dos Santos, Clerk: Don Tappin, Director of School Operations Joe Perna,

**Meeting Opens at 9:35am**

- **Minutes from February meeting approved**
  - Don to send to Ben Benjamin for posting on website
  
- **Review of previous items:**
  - Policy No. 0001 done and posted
  - Policy No. 0002 done and posted
  - By-Laws done and posted
  
- **Policy NO. 0010**
  - Will be sent to BoT for repeal
  
- **Policy NO. 0015**
  - Add standard Policy “responsibility” section
  - Modify HOS definition in section 4.1
  - Remove section 5.2 in draft
  - Remove first sentence of section 5.3
  - Remove section 5.5
  - Other minor misc. changes made
  - Don to update
  
- **Policy NO. 0030 Responding to Media Requests**
  - Change title of Policy from Responding to Media Requests to Media Contact
  - Add standard Policy “responsibility” section
  - Switch HOS and President of the Board of Trustees in section 3.1
  - Add section which reads “Parents, Guardidians and Volunteers are not permitted to speak on behalf of BFCCPS without prior authorization.”
  - Add section
  - Other minor misc. changes made
  - Joe to update
  
- **Policy NO. 0029 Safety Plan**
  - Add standard “responsibility” section
  - Add a new section 2.2 to the effect that “All employees must follow School Safety Plan” and renumber other sections appropriately
  - Enter statement in section 2.2 to the effect of “maintain compliance with state/town school safety guidelines
  - Remove “annually” from the end of section 2.3

- Add “or as needed” to the end of section 2.4
- Remove section 2.5 entirely
- Other minor misc. changes made
- Joe to update
  
- **Policy NO. 0027 Expectations for Parents Guardians and Volunteers**
  - Misc. minor changes made
  - Anna to update
  
- **New Travel reimbursement Policy Discussed**
  - Remove “document the rules” and replace “what” with “which” in section 1.1
  - Section 5.1 and 5.2 to be switched
  - Reduce per diem rate from \$60 to \$50 in section 5.9
  - Replace “as low cost” with “economical” in section 5.10
  - Other minor misc. changes made
  - Anna to update

**Meeting adjourned at 11:56am.**