

**Benjamin Franklin Classical Charter Public School (BFCCPS)**  
**Governance Board Meeting**  
**Minutes**  
**Thursday, November 13, 2012**

**Attendance:** Katie Lepsevich, Jen McCabe (9:45am) , Joe Perna, Don Tappin

**Absent:** Heather Zolnowski, Mary Barton-Rau, Jennifer Mogauro

*Meeting started @ 9:35am*

Reviewed Minutes:

· May 31, 2012 minutes

Motion to approve: Don

Comments: Committee reviews the minutes with no changes.

Result: Motion passes, Katie abstains

· October 11, 2012 minutes

Motion: Don

Comments: Committee reviews the minutes with no changes.

Result: Motion passes, Jen abstains

Policy Review :

· Employee Grievance Process

Changes:

- Update heading information
- Remove "The" from 1.2 and 2.1
- Insert "." at the end of 3.2
- Remove "just" from definition of grievance
- Delete 5.5 and replace with beginning sentence in 5.4 "The written grievance ...." through last sentence ending "...can move forward"
- Change reference 5.4 in section 5.9 to 5.5.

· Budget Amendment Procedures

Don reported in progress

· Fiscal Policies and Procedures Guide

Don reported in progress

· Pillars - Defining Principles

Katie reported on agenda for Mission Committee meeting December 17, 2012.

Policy assignments:

· Katie make updates to Grievance policy and present to BOT on 11/13/12.

- Katie to compare policy title on website with actual policy title on the written policies. Update any that differ, ensuring the policy title on the written document is what is reflected on the website list of policies.
- Joe to follow up with Luke to remove the Civil Rights Handbook and Handbook addendum from the policy page.
- Don to follow up with Luke on editable policies on google docs.
- Don provide access Jennifer and Jen on google Governance folder.
- Katie, Mary and Jen to review and edit Committee Formation policy to be reviewed at January meeting.

Next Meeting will be on January 31th at 9:30am.

*Meeting adjourned at 10:45*