

Benjamin Franklin Classical Charter Public School (BFCCPS)
Board of Trustees Meeting
Minutes
Thursday, November 8, 2012 7:00pm

Attendance: President: Don Tappin, Vice President: Mary Barton-Rau, Head of School: Heather Zolnowski, Assistant Head of School: Joe Perna, Treasurer: Jerry Cimmino, Joe Mullen, Katie Lepsevich, Santhi Marusamy, Lax Iyer

Absent: Thomas Viveiros, Kathy Urkevic

Call to Order (7:08 pm):

Don welcomes everyone and thanks Mary Barton-Rau for providing snacks for the evening.

Recognition of the month:

There were two recognitions for the month. First, was the introduction of Richard Stemple who is the new Library/Technology Integration teacher. Second, Mireille Malouf was recognized for French week, which was postponed due to Hurricane Sandy. Mme. Malouf shared the theme this year was the French Revolution and spoke about the cultural and educational enrichment through the activities of the week: Tour de France - was a scooter race between the 8th graders and the faculty, the one hour pot-luck luncheon for grades 5-8, and the many performances and presentations by the students.

Mme. Malouf presented a group of 8th Grade students and asked that they perform a skit they created to explain the verb "etre" and how to conjugate the verb for the students in grades K - 5. The student performers were: Sarah Lepsevich, Alex Connolly, Julia Spillane, Lila Kaplan, Madison Matatall, Anna Sojka, Anna McDonnell, Keely Dion.

Open Comment Period:

None.

Clerk's Report:

Vote to approve the minutes of the 10/11/12 board meeting:

Motion to approve: Jerry Cimmino and Joe Mullen seconded the motion

Comments: The Board reviews the minutes with no changes.

Result: Motion passes, Lax Iyer abstains from the vote.

Treasurer Report:

Jerry discussed the Financial Report and highlighted that currently the school is running ahead of projections for the year. He noted that the wages/benefits area was running ahead of original projections specifically accounted for the fact that more employees have moved to family benefit plans.

Jerry shared the immediate SPED need for additional assistance in 7th grade. He explained that although the additional F/T substitute position for the remainder of the year was not budgeted for, he shared that salaries/wages were running a bit behind for the school year and it appears the additional need with balance out with fairly minor impact especially considering the needs of our students are first and foremost.

Lastly, Jerry updated the trustees on a recent inquiry from the state of Massachusetts. The school was approached with the claim that it has underpaid state unemployment taxes dating back to 3rd quarter 2010. It was during this time the school began with a new vendor HR Knowledge, responsible for HR administrative tasks. One of the tasks is providing information to ADP, the payroll vendor for the school. Thus far the school has confirmed the registration paperwork completed by the school was accurate identifying the school as G1-uncapped, however the school was set up incorrectly in ADP as G1-capped. Jerry and school administrators will meet with representatives from ADP and HR Knowledge on Tuesday, November 13, 2012 to determine the root cause and rectify this error. In addition, Jerry has outreached to the auditors to discuss the situation.

Action Register:

Mary walked through action items and confirmed completed items.

HOS Report:

Heather acknowledged and praised the effort of Mme. Malouf and Mme. Canning for a wonderful French Week. In addition, she shared the feedback of Ryan Casey, FHS Senior, who is a student representative on the MA Board of Education. He was able to observe some of the activities from French Week and remark how impressed he was, particularly with the fluency and confidence the students spoke in French.

Professional Development: The school has completed the first writing assessment, in which 40 faculty members participated in individual scoring and trending. Grades 5, 6, and 8 will take the next assessment in January (4 & 7 will not participate due to the Long Composition exam), and then all will complete a 3rd writing assessment in May/June. The school is able to now send 4 teachers to complete EMPOWER writing training by February 2013: 2 - 4th grade teachers, New 5th grade ELA, and 6th grade math/science teacher Mr. Duque.

Enrollment: Still at 450 students and began accepting applications for 13'-14' school year.

Facilities: Joe Perna provided an update. Except for some minor leaking, the school weathered Hurricane Sandy. However, there have been some issues with the heating system in the building. He has worked the the church, and the issue is scheduled to be fixed Friday, November 9, 2012. Joe acknowledged Mike Marcou's commitment to the school during the heating issue. Joe reported from the recent Charter School Association Assembly, that there will be a focus on the legislative agenda to increase the per pupil facility amount. A recent facility survey of all charter schools in MA has provided them some data to illustrate an inequity between charter and traditional public schools.

Heather highlighted some upcoming events:

11/13/12 - Special Education PAC will present "Navigating ADHD-Your Guide to the Flipside of ADHD in the BFCCPS Auditorium. This event is open to the public, and Pat Fairbanks shared their outreach to surrounding communities.

11/13/12 - auditions will be held for school play "Freckle Faced Strawberry" for grades 6-8. Rehearsals and Behind the Scenes will be offered as second semester Arts Block for students cast or and who would like

to participate with props, lighting and sound.

11/28/12 - Pillar Night will focus on EMPOWER with faculty presenters: Ms. Kelly-Hollis, Mrs. Ward, Mr. Velky, and Ms. Ahnert.

Mentoring Update: In Sept/Oct new staff focused on the 4 pillars of the school, in Nov/Dec new staff and Mentors/Administrators have begun "Teach Like a Champion". Feedback has been positive with this program.

School is actively interviewing to replace the P/T math aid, who recently left for a full time position.

Student Attendance Policy 0034: Administration recommends a reminder message to the school community regarding the school Student Attendance Policy implemented in June 2012 specifically because winter break is a time extended absences typically occur. The Board discussed and agreed upon a three step approach to remind the community of the school policy. First, an Alertnow message will be sent within a week highlighting the policy and defining terms from the policy, Second, the week after Thanksgiving for a few weeks a message will be added to the Pink Sheet. Third, the topic will be highlighted in the banner on the school's website.

Heather provided a transition update. She will be out beginning the week the first week in December, and expressed confidence in Joe Perna and Ben Benjamin and the preparation to to transition their roles during her leave of absence.

Annual Appeal Update:

Mary updated the trustees that Annual Appeal letters were sent to current families, staff and alumni. It was noted that some families receive multiple letters if they happen to fall into more than one of the groups. Heather shared that a family has approached the school and would like to offer a matching program up to \$4,000 and asked to remain anonymous.

Committees Update:

Mission Committee: Vision letter was reviewed Santhi, Committee Chair will be added so the letter will be sent from Don and Santhi. It was suggested and agreed upon that the Vision Letter to families will be sent in January 2013. Mary added the item to the Action Register.

Vote to approve the Mission Charter:

Motion to approve: Lax Iyer and Santhi Marusamy seconded the motion

Comments: None

Result: Motion passes unanimously.

Governance Committee - No Update.

Adjournment (8:50 pm):

Vote to adjourn the meeting:

Motion: Joe made motion to adjourn and Mary seconded it

Comments: None

Result: Motion passes unanimously