

**Benjamin Franklin Classical Charter Public School (BFCCPS)**  
**Board of Trustees Meeting**  
**APPROVED Minutes**  
**Thursday, December 13, 2012 7:00pm**

**Attendance:** President: Don Tappin, Vice President: Mary Barton-Rau, Acting Head of School: Joe Perna, Treasurer: Jerry Cimmino, Lax Iyer, Thomas Viveiros, Kathy Urkevic, Santhi Marusamy, Joe Mullen, Katie Lepsevich

**Absent:** Head of School: Heather Zolnowski (maternity leave)

**Call to Order (7:03 pm):**

Don welcomes everyone and mentions that Heather had her baby girl on December 3. He also welcomed Joe as the Acting Head of School.

**Recognition of the month (7:05 pm):**

Two of the student council board members were introduced. The students talked about some of the initiatives they discussed. One of the initiatives was to allow students to wear more casual clothing on Thursdays. Other ideas included having a video game night and adding activities during the Ben Franklin's birthday. All of these ideas come from the "buddy classrooms"; a facility for collecting and compiling student suggestions.

**Open Comment Period (7:15 pm):**

None.

**Clerk's Report (7:16 pm):**

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

***Motion to approve: Jerry motions and Don seconds the motion***

***Comments: The Board reviews the minutes with no changes.***

***Result: Motion passes, Thom and Kathy abstain from the vote.***

**Head of School Report (7:20 pm):**

Joe Perna gives the report to the board and starts off by mentioning that Heather had her child in early December. We have an addition to the staff (math aide who will address gaps in the K through 8 grades). He talks about the faculty-student basketball game.

There has been an alignment in the way we report our character education in our report card with the four pillars. Grading scales have changed slightly, but there has been much better alignment with the grading and the curriculum itself.

Joe also mentions the professional development day that happened this week. The focus was on the Empower Writing System. He also mentions how the writing system approach stretches across the curriculum and is used even in music and art classes.

We are now through the first tri-mester of the new website and there are some fun facts that have been compiled: There were 55,000 different IP addresses it has been viewed internationally. Most popular page

on our website is the school calendar.

The Santa foundation pictures were taken today and there was a suggestion that we should maybe share the photos with local newspapers as a public relations facility. The school supported 17 families.

**Treasurer Report (7:54 pm):**

The operating expenses are running about \$75,000 behind plan because we underpaid state unemployment taxes because of a processing error by ADP. Of this amount, there were \$28K in retroactive taxes and \$20K in new FY2013 taxes. \$3,500 of interest on the unpaid taxes will be paid by ADP. We are getting an interest-free loan to pay the loan off.

HR Knowledge would give us 2 payroll cycles for free, we pushed on it and they agreed to process payroll for free until February. We paid premiums on benefits for employees that were no longer employees and expect to receive a full credit for these amounts. We checked with the auditors to make sure we don't need to look at restatement of financial statements and it looks like we are OK in this area.

Santhi asks why this wasn't caught in the audit and Jerry mentions that this is not the type of thing the auditors usually look at.

The second issue is an adjustment to the tuition rates. Two weeks ago, the state informed us that there may be a reduction (1.4%) in tuition reimbursement to charter schools. It is still unclear when the cuts will take place and whether or not they will be retroactive to the beginning of the year or impact the current fiscal year at all. We have ample cash reserves in a worse-case scenario, but it is being mentioned because the news may affect our financials.

**Action Register (8:18 pm):**

Nothing due for December. Mary walked through action items and confirmed completed items.

**Annual Appeal Update (8:21 pm):**

We are currently at \$2,600 for the annual appeal. Don appeals to the board to contribute.

**Faculty Representative Update (8:26 pm):**

The FIT staff party is tomorrow. Joe and Heather restocked the staff room with goodies. The media lab is up and running with thanks to Mr. Callahan. The fourth grade assembly is next Friday.

**Committee Updates (8:30 pm)**

Katie goes through Employee Grievance Policy with the board.

**Vote to accept the Employee Grievance Policy meeting:**

**Motion:** *Mary made motion to accept it and Joe seconded it*

**Comments:** *None*

**Result:** *Motion passes unanimously*

Santhi mentions that the Vision Statement will be mailed out during the first week of January 2013. There will be one copy sent to each family.

The board talked about scheduling a facilities discussion during the January board meeting.

**Adjournment (9:04 pm):**

***Vote to adjourn the meeting:***

***Motion: Tom made motion to adjourn and Joe seconded it***

***Comments: None***

***Result: Motion passes unanimously***