

Benjamin Franklin Classical Charter Public School (BFCCPS)
Board of Trustees Meeting
Approved Minutes
Thursday, January 10, 2013 7:00pm

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

Absent: President: Don Tappin, Head of School: Heather Zolnowski (maternity leave)

Call to Order (7:04 pm):

Don Tappin is out to attend to his son's injury.

Recognition of the month (7:05 pm):

Cast members of the musical "Freckleface Strawberry" were introduced as well as alumni. There are seven students that perform for the board. Each of the seven cast members talks about why being in the play is important to them.

Open Comment Period (7:15 pm):

Ben Benjamin thanked the board and recognized that an alumni member came to help out to help from a break from music education.

Clerk's Report (7:28 pm):

Vote to approve the minutes of the 12/13/12 board meeting:

Motion to approve: Jerry motions and Joe seconds the motion

Comments: The Board reviews the minutes and makes the appropriate changes.

Result: Motion passes unanimously.

Head of School Report (7:31 pm):

Enrollment night is Thursday evening, February 7. Joe thanks Sugumar Palaniswami for working with the administration on a new enrollment program. Enrollment advertisement is currently done through newspaper advertisements, libraries, and town halls. These mediums have been sufficient to date.

Joe talks about the upcoming 8th grade capstone presentations that will be on January 17 and 18 from 9am to 10am. It will be videotaped and end up on the website. Also, January 30 will be the second pillar night and the theme will be technology.

Elizabeth Henderson and Anna Ng (the school nurse) have both announced their retirements.

Joe mentions the Newtown tragedy and he informs us that the kids and staff responded well and came together. The staff made efforts to comfort the children and make them feel safe. Joe also mentions the procedures that are currently in place for lockdown, etc.

The faculty met and wanted to understand our safety procedures. Every Wednesday in January there have been safety discussions where there is a continuing dialogue. The administration is also working with the Franklin Police to evolve our current plan with specific recommendations from the police department. Santhi thanks the staff and teachers for the way they handled the messaging immediately after the tragedy.

The board members discuss their experience at the A.L.I.C.E. meeting in Canton which talked about the improvements in procedures for handling tragedies such as those of Newtown, Connecticut.

The board members suggest that we do a better job at advertising the accolades we get from different ranking organization.

Treasurer Report (8:20 pm):

Jerry updates the issues from last month. November operating results haven't changed significantly. We've made progress getting issues resolved with ADP on the payroll data accuracy. With respect to the \$28,000 tax issue, we got another \$1,500...we have a 6-month interest free payment schedule with ADP to make up the unemployment tax issue.

The tuition reimbursement amount has not been clarified yet by the state over the past month. Our current finances are on track to have us able to fill the payroll tax gap by next year without knowing what the new tuition reimbursement rates may be.

We currently have a \$16,000 unfavorable variance projected for the end of the year. We are currently looking at accounts that may be underspent this year which may be used to fund this gap.

Action Register (8:27 pm):

Mary walked through action items and confirmed completed items.

Annual Appeal Update (8:40 pm):

We are already at \$12,000. We brought in over \$9,400 in December of 2012.

Strategic Plan Discussion (8:44pm):

Mary goes through the current 5-year strategic plan. She mentions that she will meet with the Head of School with the Foxboro charter school to learn how they managed their school facility improvements.

The board discusses the need for a new building and agrees to put it on February's agenda.

Adjournment (9:15pm):

Vote to adjourn the meeting:

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

Comments: **None**

Result: **Motion passes unanimously**