

**Benjamin Franklin Classical Charter Public School (BFCCPS)**  
**Board of Trustees Meeting**  
**Approved Minutes**  
**Wednesday, February 13, 2013 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, Kathy Urkevic, Katie Lepsevich, Santhi Marusamy, Joe Mullen

**Absent:** Clerk: Thomas Viveiros, Lax Iyer

**Call to Order (7:07 pm):**

Don Tappin welcomed Heather back from maternity leave. Don, Heather and all trustees expressed sincere appreciation to Joe Perna for filling in as Head of School during Heather's leave. Don thanked Joe for refreshments, as well as Katie and Lax for attending Enrollment Night. Don apologized for the late cancellation notice to Sturgis Charter Public School in Hyannis..

**Open Comment Period (7:10pm):**

None.

**Clerk's Report (7:10 pm):**

***Vote to approve the minutes of the 1/10/13 board meeting:***

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

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

***Result: Don abstain and Motion passes.***

**Treasurer Report (7:15 pm):**

Jerry reported a recovery in premiums credits from HRA and a credit in escrow/reserve fund. In addition, gas/electric is running less than projected and student fees were deposited. Due to the reimbursement for benefits, catch up in student fees and utilities running less leaving than projected; cash has increased approximately 20k for the month.

The school had 1 seventh grader and 1 eighth grader leave in February, therefore tuition revenue will be cut for the remaining 4 months of the school year.

Jerry reported he doesn't foresee a cut in the student rate for 12'-13' school year.

**Recognition of the Month (7:30 pm):**

Erin Burke, faculty representative, from the Flash. Erin and Luke Callahan have brought back the school newspaper. The weekly after school program was offered to students in grades 5-8, and has seven students participating. After two editions, Erin and Luke recognized the articles were more representative as a blog; so beginning with the next edition the blog published on the school website under Student Life. This will allow articles to be posted as they are completed. Erin praised the use of technology in the school and the

ability to assist the students on Google Drive throughout the week allows for convenience and better support for the students. She shared that it allowed for more productive discussions at the weekly meetings, rather than spending the time editing stories.

### **Head of School Report (7:45 pm)**

Heather thanked Joe Perna and Ben Benjamin for filling in during her maternity leave.

Heather announced that the school had two students leave in February, a seventh and eighth grader. One student opted for a homeschooling experience and one decided to return to their district school.

Heather praised the hard work of the 8th grade class and shared how impressed she and the administrative staff were of the Capstone projects and presentations in January. She also acknowledged the support and commitment by the advisors and was overall thrilled with the results of Capstone. She shared that previously a breakfast was held on the last day in celebration for the 8th grade students, however this year a lunch was held in their honor and it went very well.

The school production of *Freckleface Strawberry* was postponed due to the blizzard, and has been rescheduled for Saturday, March 23, 2013. There will be a matinee and evening performance, and all pre-order tickets will be honored at the either performance.

Heather announced that Mrs. Fox, Kindergarten Aide, will retire at the end of the school year.

Joe shared that there was an unannounced visit by the Fire Inspector in January with no formal findings reported. The visit did provide areas of opportunities to improve so furniture in classrooms were repositioned or removed and it was clarified the percentage of paper permitted in hallways and classrooms. Joe praised the staff and Mike Marcou who took immediate action on the recommendations.

Jerry asked how the module rooms held up in the blizzard and Joe explained there was some leaking in the classrooms.

Joe shared that attended a 2-day safety seminar presented by the Norfolk DA Office. This free training included one day of presentations and discussions, and the second day was onsite at an unused school building in Dedham with mock demonstrations.

Heather provided a technology update with a presentation developed by Mr. Stemple and Luke Callahan. The presentation showed how technology is being used in the school by students and teachers in all grades. The utilization of technology expands beyond the students to staff and Board Trustees, and has been extremely helpful in overcoming obstacles and solving problems. The presentation also included an inventory of technology in the school, a high level breakdown is:

- K-1 have 6 iPads in each classroom
- 2-4 have 6 Dell laptops
- 5-8 have 105 Google Chrome books
- Desktops for all staff, upgraded printers and copiers

**Action Register (8:40 pm):**

Mary walked through action items and confirmed completed items.

**Annual Appeal Update (9:02 pm):**

Mary shared that there was a generous 2nd match of \$2500 offered to the school. Our first match of \$4000 has already been met.

**Faculty Representative (9:05 pm):**

Kathy shared that the PCO Teacher Grants are underway, teachers have the opportunity to write a grant to be reviewed by the PCO committee in March. This program has been successful in the past to pilot new ideas for the school. All teachers are encouraged to participate.

Sunshine/FIT team will be planning for the 3 retirees at the end of the school year.

There is an initiative to develop the paperwork and document the process for teachers to earn professional development credits for workshops conducted within the school.

Kathy wanted to reiterate what was presented in the Technology powerpoint and wanted to the Board to know what an impact the technology has had on the staff. She remarked at how far the school and the ability to incorporate technology within the curriculum in such a short amount of time.

**Committee Updates (9:10 pm):**

Don reminded all committee chairs that agendas must be sent for any meeting held by your committees to the following: Ellen Fallon ([efallon@bfccps.org](mailto:efallon@bfccps.org)) for posting in the school, Luke Callahan ([lcallahan@bfccps.org](mailto:lcallahan@bfccps.org)) for posting on the BFCCPS website, and Deborah Pellegrini ([dpellegrini@franklin.ma.us](mailto:dpellegrini@franklin.ma.us)) and Teresa Burr ([tburr@franklin.ma.us](mailto:tburr@franklin.ma.us)) at the Franklin Town Clerks office for posting.

Also, if there are any scheduled meetings that are cancelled, postponed, rescheduled, etc. we also need to let the above parties know so they can make the appropriate adjustments.

Mission: Santhi reported the committee finished the review of the Pillar document and will send comments to Katie for Governance review. She mentioned next steps for the Vision Statement is for the Board to establish goals and commitments.

Governance: Katie reported the January meeting was cancelled. Committee Formation policy is ready for review at the next meeting, as well as the Pillar and Finance policies now that they have undergone initial review by the committees. Committee is on track to complete review for all policies scheduled this school year.

Finance: Jerry reported the committee completed review of the Fiscal Policies and Procedures Guide. He will forward comments to Katie for Governance review in March.

Facilities: Don updated the Board on the visit to the Foxborough Regional Charter School on January 31, 2013. He thanked Mary for coordinating the visit and shared Mark Logan, Executive Director, enthusiasm to have the schools support one another. A conference call was held with Don, Mary, Jerry and RBC to discuss financing options for a facility.

Don will reschedule the visit to Sturgis Charter Public High School and will schedule a formal meeting with Massachusetts Development.

**Adjournment (9:40 pm):**

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

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

***Comments: None***

***Result: Motion passes unanimously***