

**Benjamin Franklin Classical Charter Public School (BFCCPS)**  
**Board of Trustees Meeting**  
**APPROVED Minutes**  
**Thursday, September 12, 2013 7:00 pm**

**Attendance:** President: Don Tappin, Vice President: Mary Barton-Rau, Head of School: Heather Zolnowski, Assistant Head of School: Joe Perna, Treasurer: Jerry Cimmino, Clerk: Katie Lepsevich, Lax Iyer, Kathy Urkevic, Sagar Kamarthi, Joe Mullen (7:25 pm), John Williams (7:25 pm), Ted Basile (7:46 pm)

**Absent:** None

**Call to Order** ( 7:04pm)

Don welcomed everyone. Informed the trustees the refreshment list was updated for 13' -14' school year and can found in the Trustee Binder.

**Recognition of the Month** ( 7:06pm)

New Staff/Faculty introductions: Alicia Finley, Jenny Aurer, Eve Srikanth, Kaitlyn Dwyer

**Clerk's Report** ( 7:14 pm)

**Motion:** *Mary made motion to approve June BOT meeting minutes and Jerry seconded it*

**Comments:** *None*

**Result:** *Motion passes unanimously*

**Motion:** *Jerry made motion to approve Executive Session meeting minutes and Mary seconded it*

**Comments:** *None*

**Result:** *Motion passes unanimously*

**Motion:** *Mary made motion to approve July BOT meeting minutes and Lax seconded it*

**Comments:** *Sagar Kamarthi, Don Tappin abstains*

**Result:** *Motion passes unanimously*

**Motion:** *Jerry made motion to approve August BOT meeting minutes and Joe seconded it*

**Comments:** *None*

**Result:** *Motion passes unanimously*

**Action Register ( 7:30 pm)**

Mary lead the discussion on BOT tasks designated in July through October.

Sagar will support Mary with the Annual Appeal process for 13' -14' school year.

**Head of School Report (7:48 pm)**

Great start to the school year, currently enrolled at 448. Four eighth grade students chose not to return to the school, with no wait list for eighth grade, the decision was made to expand seventh grade by two students.

MCAS results received and will be sent home September 19th or 20th.

BFCCPS received their Coordinated Program Review (CPR) report last week. This a standard review of the school and is conducted every three to four years. Upon initial analysis, the report has identified two areas of improvement: Facility space and Restraint training. Our facility does not allow students with services a separate, confidential, designated area. Although student services usually can locate a space in the building to work with students confidentially, our current facility does not ensure that opportunity. Restraint training for faculty/staff needs to be spread out across all the grades. Currently, BFCCPS has two staff members certified. This program is voluntary, therefore staff can not be required to complete. A recent call for action identified 5 -6 staff members who will certify or recertify within the next few months.

**Partnership for Assessment of Readiness College and Careers (PARCC)**

Beginning in the 2014-2015 school year, students in 18 states will take the computer-based PARCC testing system in grades 3 through 11 in lieu of the English language arts and math MCAS. BFCCPS has been chosen to pilot the Math exam in 5th and 6th grade. Students will still participate in the ELA and Science (5th) MCAS testing. The math testing consists of 2 hr tests, twice a year (fall & spring) as well as a year end assessment exam. The students will be able to access the test using the schools Google Chromebooks.

**Open Comment Period ( 8:10pm)**

No Comments

**Annual Audit Report: Alexander, Aronson, Finning & Co., PC** (8:11 pm)

John Buckley and Bryce Luetzen presented the financial audit results for fiscal year ended June 30, 2013. The report was presented to Finance Committee previously on September 4, 2013.

Don signed for the approval of the audit report.

Sincere appreciation and gratitude to the Finance Committee for their work

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

**Comments:** *None*

**Result:** *Motion passes unanimously*

**Treasurer's Report** (8:43 pm)

Jerry discussed Annual Fundraising Plan, which includes the Board, PCO and Foundation. An important objective in FY14 is to begin the process of building financial reserves to supplement the capital resources obtained from other sources to support an expansion.

**Committee Updates** (Governance, Mission, Finance & Facilities) (8:49 pm)

Committee Chairs for 13' - 14' school year:

- Governance - Joe/Katie Co-Chair
- Mission - Lax
- Finance - Jerry
- HR - John
- Facilities - Don

Place call to action in Pink Sheet for committee volunteers. One message for all Committees. Don will draft write up and due to Ellen by Monday afternoon.

Accountability Plan requires an annual survey. Recommendation of surveying twice in 13'-14' school year (fall and spring). Administration will draft approx -20 questions to be discussed/approved at Oct meeting.

Topic Areas:

- Mission - how well do we say what we say we'll do
- Pillars
- Communication
- Community

**Adjournment** ( 9:14pm)

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

**Motion:** *Mary made motion to adjourn and Joe seconded it*  
**Comments:** *None*  
**Result:** *Motion passes unanimously*