

**Benjamin Franklin Classical Charter Public School (BFCCPS)**  
**Board of Trustees Meeting Minutes**  
**Thursday May 8, 2014, 7:00 PM**

**Attendance:** President: Don Tappin, Treasurer: Jerry Cimmino, Kathy Urkevic, Lax Iyer, Joe Mullen, John Williams (7:12), Sagar Karmathi (7:20), Head of School: Heather Zolnowski, Assistant Head of School: Joe Perna

**Absent:** Katie Lepsevich, Ted Basille

**Call to Order** (7:05 pm)

**Recognition of the Month**

Symphonic Band; Amanda Tardiff, Sophie Kripp, Beth Viveros, Mahita Mudundi, Shraddha Iyer, Samiha Rao, Kimya Kim (recognized as a student accompanist at Music in the Parks)

**Open Comment Period**

No comments

**Clerk's Report – Vote on minutes from April 10th, 2014 meeting**

**Motion:** *Joe Mullen motioned to approved April BOT meeting minutes and Lax Iyer seconded it*

**Comments:** *none*

**Result:** *Motion passes unanimously*

**Treasurer's Report**

Continues to be a good year; generated in excess of \$200,000 in surplus cash. Heather would like to award \$32,000 in bonus to staff with the balance going to savings.

**Motion:** *Jerry Cimmino motioned to approve \$32,000 in bonus for staff, Don Tappin seconds it*

**Comments:** *none*

**Result:** *Motion passes unanimously*

**Presentation by Charter Schools Development Corporation**

Presentation by Al Dubin, CEO

**Mission Committee-Lax Iyer**

Sent out draft of Strategic Plan will be voted on in June. Will be reviewing the plan next Thursday during the review meeting.

**Human Resources Committee-John Williams**

Had HOS review, shared some evaluation comments, drafting a "thank you" response to staff that responded to the evaluation.

**Finance Committee:**

FY15 Annual Budget: highlights:

- Increase to the tuition line at \$88,000 more tuition revenue;
- Salary is \$165,000 increase; 90,000 increase in new hiring; new Curriculum Coordinator, Sped employee going to full time, data entry managing position takes some stuff from Luke and combines with other position to do data entry.

- \$55,000 in salary increase of 2% increase; trying to keep w/in 85% zone of Franklin
- Benefits insurance \$52,000 line item increase w/a 5% increase by school
- No new capital investment budgeted
- \$135,000 in cash at the end of year.

**Motion:** *Jerry Cimmino motioned to approve FY15 Budget as presented, Don Tappin seconds it*  
**Comments:** *None*  
**Result:** *Motion passes unanimously*

**Governance Committee**-Joe Mullen & Don Tappin  
 Governance Committee made various changes to the following policies that included updates to language and wording.

Policy No. 0001: The purpose of this policy is to establish criteria for the Board of Trustees for the Benjamin Franklin Classical Charter Public School to carry out its duties and further its oversight of the school.

**Motion:** *Don Tappin motioned to keep approve changes as discussed to Policy No. 0001 as presented, Joe Mullen seconds it*  
**Comments:** *None*  
**Result:** *Motion passes unanimously*

Policy No. 0002: The purpose of this policy is to establish the policy and procedure for the nomination and election of school Board Trustees followed by the Benjamin Franklin Classical Charter Public School (BFCCPS) pursuant to Article II of the School Bylaws.

**Motion:** *Don Tappin motioned to keep approve changes as discussed to Policy No. 0002 as presented, Joe Mullen seconds it*  
**Comments:** *None*  
**Result:** *Motion passes unanimously*

Policy No. 0015: The purpose of this policy is to establish the criteria for use and management of the Logo of Benjamin Franklin Classical Charter Public School (BFCCPS)  
 Joe to go and work on this policy, vote will be next month

Policy 0027: Expectations for Parents, Guardians and Volunteers

**Motion:** *Don Tappin motioned to keep approve changes as discussed to Policy No. 0027 as presented, Joe Mullen seconds it*  
**Comments:** *None*  
**Result:** *Motion passes unanimously*

Policy 0029: The purpose of this policy is to establish the requirement for a Safety Plan and procedures for its upkeep and communication.

**Motion:** *Don Tappin motioned to keep approve changes as discussed to Policy No.*

**0029 as presented, Joe Mullen seconds it**  
**Comments: None**  
**Result: Motion passes unanimously**

Policy 0030: The purpose of this policy is to establish the procedures that all Benjamin Franklin Classical Charter Public School (BFCCPS) Employees, Parents, Guardians and Volunteers should adhere to, for all contact with the media.

**Motion: Don Tappin motioned to keep approve changes as discussed to Policy No. 0030 as presented, Joe Mullen seconds it**  
**Comments: None**  
**Result: Motion passes unanimously**

Policy 0032: The Benjamin Franklin Classical Charter Public School is committed to maintaining a school environment where students are free from bullying and cyber-bullying and the effects thereof.

**Motion: Don Tappin motioned to keep approve changes as discussed to Policy No. 0032 as presented, Joe Mullen seconds it**  
**Comments: None**  
**Result: Motion passes unanimously**

#### **Faculty Representative Update**

Still looking for replacement

#### **Head of School Report**

- PARCC vs. MCAS discussion to begin to take place and decision to by June 30th as to what we will be doing
- Meghan Condon 4th grade teacher
- 5th grade will become self-contained classroom.

#### **Action Register**

Updated by Don.

#### **Annual Appeal Update**

No changes

#### **Other Business**

- Heather & Don have church meeting
- Don meeting with Town
- Excellent meeting with Citizen & RBC
- Rep. Roy meeting next Friday, May 16th
- Mass Development meeting
- couple of applications for BOT
- iPad to come
- PCO to donate \$5,000 for ipads

**Adjournment** (10:39 pm)

**Motion:** *Don Tappin made motion to adjourn and Joe Mullen seconded it*

**Comments:** *None*

**Result:** *Motion passes unanimously*