

Benjamin Franklin Classical Charter Public School (BFCCPS)

Board of Trustees Meeting Minutes

Thursday, November 13, 2014 7:00 pm

Attendance: President - Don Tappin; Vice President - Ted Basile; Treasurer - Jerry Cimmino; Clerk - Sagar Karmathi, Jason Fine; Joe Mullen; Sandy Frongillo; John Williams, Head of School - Heather Zolnowski; Asst. Head of School - Joe Perna; Leah Mercurio (PCO), Chuck O'Brien (parent), Cross Barnes (7:20)

Absent: Lax Iyer

Call to Order (7: 10pm):

Don welcomed everyone.

Recognition of the Month: None

Open Comments: None

Clerk Report:

- BOT voted to approve October 9th Minutes with changes as noted to include the vote to approve the Marketing Coordinator position. Motion to approve Ted Basile, seconded by Joe Mullen. Motion passed unanimously.
- BOT voted to approve the Nov 9th meeting. Motion to approve Jerry Cimmino, seconded by Jason Fine. Motion passed unanimously.

Treasurer's Report:

- Reiteration that the actual tuition reimbursement payment increase came in at 50% of budgeted figure (7% vs. 1.5%). This could result in \$48,000 budget variance if payments remain at current level, but payments are subject to fluctuation and could change at any time.
- Finance Committee will continue to monitor. Also a \$21,000 negative budget variance for faculty wages.

Committee and Faculty Representative Updates:

Mission Committee:

- Lax sent in an updated Mission Committee charter with meeting dates for the year and updated list of members.
- Reviewed, discussed, and approved. Motioned by Don Tappin, seconded by Cross Barnes. Passed unanimously

Governance Committee:

- Joe sent in an updated Governance Committee charter with meeting dates for the year and updated list of members.

- Reviewed, discussed, and approved. Motioned by Jerry Cimmino, seconded by Joe Mullin. Passed unanimously

Finance Committee:

- Jerry sent in an updated Finance Committee charter with meeting dates for the year and updated list of members.
- Reviewed, discussed, and approved. Motioned by Cross Barnes, seconded by Jason Fine. Passed unanimously

Facilities Committee:

- Don sent in an updated Facilities Committee charter with meeting dates for the year.
- Reviewed and discussed.
- Chuck O'Brien was introduced to the BOT. He has volunteered to be on the Facilities Committee. He has experience in real estate (??) management and is looking forward to helping with this committee as best as he can.
- Approved. Motioned by Don Tappin, seconded by Cross Barnes. Passed unanimously.

RFP Review Committee:

- Don created a charter draft for this new committee for review of the BOT.
- Good response for members for this committee.
- John Williams and Jason Fine will co-chair.
- Reviewed, discussed, and approved. Motioned by Don Tappin, seconded by John Williams. Passed unanimously.

Annual Appeal Update:

- Letter has been finalized and will be mailed by the end of the week to current families and staff but not alumni; Including alumni was discussed but agreed not to include for this appeal; would likely include for capital campaign
- Funds will be used for Chromebook purchases
- Incentives and rewards based on timing of donations and amount of donations

Action Register:

- BOT is working to close open items from previous months as well as any upcoming items.
- October items have been completed; nothing to be done for November, reviewed a couple of items for December and beyond

Development Update:

- RFP is out and public and some inquiries have started come in to CSSS; proposals are being accepted until Dec 1st
- RFP review committee will get to work starting Dec 1st reviewing all proposals and should be able to complete review by early January
- No one has requested a copy of RFP from our front office as of yet
- It will be expected that CSSS and OPM will participate in the RFP review process

Another RFP is in process for finances and searching for banks to work with us on this project

HOS report:

- Fully enrolled at 450 students
- Over 50 people in attendance for Jessica Minahan from many schools
- First Pillar Night held - PARCC and Common Core (over 40 parents)
- Second Pillar Night held - Self-esteem program, Ben Speaks Louder than Words, parent night
- Third Pillar Night on 11/20 - Technology - Social Media use in the school
- Chromebooks purchased for 3rd and 4th grades
- Received resignation for Hannah Hinde, school counselor, leaving 12/2
- Ms. Riolo is long-term sub in for Mme. Malouf
- Stephanie McGovern hired as Lunch Coordinator
- Joanne Basile hired as Marketing Coordinator
- Beverly Simas hired as Reading Assistant
- Kristen Rampino hired as 1st grade classroom aide
- Tues 11/18 and Wed 11/19 - Charter School Renewal visit at school; classroom observations will be done in every classroom and specialist setting; focus groups will meet with the visitors as well on those days

Adjournment: 8:43pm

Motion by John Williams, seconded by Cross Barnes