

**BENJAMIN BANNEKER CHARTER PUBLIC SCHOOL**  
**Board of Trustees Meeting Minutes**  
April 26, 2018

**Meeting called to order at 6:05pm.**

Sherley Bretous (Executive Director, ex-officio), Deborah Del Dotto, Lin Tucker, Dehlia Umunna, Charline Alexandre-Joseph, Jenepher Gooding, Janel Granum, Michelle Crawford and Josiane Julmeus.

**Visitors:** Barbara Brothers, Afterschool Director.

**Absent:** Ivy Washington, and Shane Buker.

**Public Comment:**

There were no public comments.

*Charline Alexandre-Joseph motioned to approve the March minutes, Lin Tucker seconded the motion, all approved.*

**Board Business:**

- **Financials**

There are no new changes to the budget, everything is basically the same as last month. The school is in good shape and we don't expect any changes for the rest of the year. The staff bonuses are reflected in the financials.

- **Budget**

The budget approval will be moved to next month, due to the absence of Ivy and Shane. The transportation has gone up a bit because we decided to add some days to the school year because of all the snow days used. So we contracted the buses for an extra five days going from 180 days to 185 days.

Due to scheduling Ms. Bretous would like to start employee contracts meetings immediately.

**Executive Director's Report:**

- **School Update**

MCAS testing will begin in the first week in May. First is ELA MCAS then we break for a week, and then we start Math MCAS, and finish with the Science MCAS at the end of the month.

K-2 Student field trip is coming up, they are going to the Big Apple Circus On May 2nd.

The date of the Steams Expo has been changed to June 12th. The K-2 Show will be on Thursday, June 7th.

The dates will be emailed out about all school events and field trips.

Admin staff has been invited to Cambridge Police Department to open the lines of communication to the school. The school wants to be in compliant with lock down procedures. We are also looking into getting an app to communicate with the staff and parents when needed in an emergency. Charline suggests Zello.com, it changes the phone into a walkie talkie for staff to communicate with one another.

Banneker is ahead of the curve security wise, and we want to be compliant at the national level.

The school is looking to discard business office materials starting from 1996- 2010. According to the state, we only need to keep business records for 7 years. Mass Teacher Retirement records are permanent. The school would like the Board to vote to discard the old business documents. The Board has recommended to electronically backup business documents.

*Lin Tucker motioned to approve the business materials (payables and vendors) being discarded from 1996-2010, Josiane Julmeus seconded the motion, all approved.*

- **Barbara Brothers After-school Program**

A quick review of the BEE program.

The BEE staff have experience in after care whether it be art entertainment, a nanny, or activity instructors. The staff has been very helpful, and key to the structure, instruction, and academic focus. Ms. Brothers is looking to change employees outlook on the position as a teaching model, and giving the staff an opportunity to transition into the school day program.

All staff are to be present for daily, and weekly meetings. They must also participate in professional development, and complete all certifications. Parents have asked for more openings in the program, and have been granted just that. The program has incorporated more activities such as karate, and DEI lab. The program currently has 78 students, and we are looking to open spaces for more students who would like to join.

Some of the challenges is space to home our BEE program activities. The program tried using the church space for some activities but it took to long to bring supplies over and setup.

Some of the successes of the program is that parents are building relationships, numbers are growing, and there are minimal absences.

BEE is still very affordable for our families, we are \$15 a days a lot cheaper than YMCA and other programs.

*Dehlia Umunna motioned to adjourn the meeting, Jenepher Gooding seconded the motion, all approved.*

Meeting adjourned at 7:35pm.