

BENJAMIN BANNEKER CHARTER PUBLIC SCHOOL
Board of Trustees Meeting Minutes
Meetings are held in the Ogletree Library at the school
September 26, 2019

Meeting called to order at 6:05p.m.

Sherley Bretous (Executive Director, ex-officio), Deborah Del Dotto, Shane Buker, Jenepher Gooding, Janel Granum, Josiane Julmeus, and Michelle Crawford.

Visitors: None

Absent: Lin Tucker

Shane Buker motioned to approve the May minutes, Michelle Crawford seconded the motion, all approved.

Public Comment:

There were no public comments.

Board Business:

● **Financials**

The number of Cambridge students right now is 191 with the total student count at 341. At the beginning of the year we always compare the budget to the 2x10 forecast, and it is the same because school has just started. The school has budgeted conservatively, we budgeted for 185 Cambridge students and currently have 191. This year we are going to cap off the number of students below 350 because it changes the dynamics in the classroom. The school has been open since the last week of August and sometimes it isn't worth a few new students coming into the school late in the game.

A number of students that turned their paperwork in decided not to attend our school, so our numbers are a little off. Even with the enrollment numbers off it really doesn't matter because we under budgeted the student rates.

The budget also includes the new daycare, the lease and materials, plus staff. The nurse position is also included in the budget.

● **Set Board Goals 19-20**

The school decided to change the number of Board members to seven to fifteen last year, and that has been updated in the goals. The only new change in Board goals is end of year staff survey. Ms. Bretous would like to change the survey time to mid-year and the Board agrees. Board goals have been set for the year.

● **Raise Check Signing Amount**

Currently the checks that are over \$5,000 require two signatures and that requires travel back and forth from the school for signatures. A lot of checks are over \$5,000 so to make it easier the school would like to change the set amount to be changed from \$5,000 to \$7,500.

● **Vote in New Member Next Month**

Tirsit Habtemariam would like to become the new parent representative. Michelle Crawford has stepped down as the parent representative because her term is up. The new parent has concerns about what kind of input she should give. Jenepher Gooding has agreed to reach out and talk to her about what to expect when becoming a Board member.

- **Discuss Audit/Vote Next Month**

The Finance Committee had a discussion with the auditors. The auditors went over the internal controls. The school has 6.4 million in cash equivalence, which is a good thing, but they think we should be investing that money. The money is in the Vanguard Money Market account making about \$94,000 in dividends last year. The reason we are keeping the money liquid is because the school would like to buy their own building. The auditors made general comments about risk assessments that we should have a formalized document, and they could help us out with that. They also mentioned recurring invoices, and sometimes we don't have purchase orders. The school doesn't do invoices for rent, utilities, and monthly maintenance of the school. Bench marketing ratios for the years ending in June 30, 2019 and 2018 were all good.

Executive Director's Report:

- **School Update**

In September we had the Instrument petting zoo, when the fourth-grade students get to pick an instrument of their choice. The students practice on own time and will automatically become part of the band next year. Also, they will participate in the Spring Concert. The school had the summer homework celebration (ice cream sundaes) for students that completed their summer homework. We had our parent meeting last Tuesday along with the food market and it was a great success. Yesterday we had the whole school field trip to the Museum of Science. Important dates for October, The Open House is October 1st, Apple picking for K is on October 4th, October is anti-bullying month and the assembly is on October 17th. October 23rd is Unity day when the whole school wears orange to celebrate anti-bullying.

Ten minute video presentation.

Shane Buker motioned to adjourn the meeting, Josiane Julmeus seconded the motion, all approved.

Meeting adjourned at 7:35pm.