

**BENJAMIN BANNEKER CHARTER PUBLIC SCHOOL**  
**Board of Trustees Meeting Minutes**  
September 24, 2020

**Meeting is being held remotely due to the Coronavirus Epidemic**

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

Sherley Bretous (Executive Director, ex-officio), Deborah Del Dotto, Shane Buker, Lin Tucker, Jenefer Gooding, Janel Granum, Josiane Julmeus.

**Visitors:** Kristoffer Lane and Sean Alexander (Auditors).

**Absent:** Tirsit Habetariam.

**Public Comment:** N/A

*Josiane Julmeus motioned to approve the minutes for June and August, Janel Granum seconded the motion, all approved.*

**Board Business:**

- **Financials**

The Finance Committee meeting was on Tuesday and they went over the audit. FY20 ended up with a large surplus because the school closed early with the same amount of income and less expenses. There was a huge savings even though all employees remained on the payroll. There was no afterschool program, and there were no stipends for employees because of closing school early. Overall we had a great year financially and the school is in good standing. There was an increase in the cost of maintenance because of the ventilation systems that were installed. The good news is the tuition rate is coming in almost \$300,000 dollars over what was budgeted. The school has 340 students and 191 are Cambridge students.

- **Audit**

There are some financial ratios that are DESE benchmarks, and we will discuss how the school measures up against those benchmarks. There are compliant steps that are applied to the school to determine if there are issues or items. There was an item that was found to be not in compliance, and that was the Guatemala trip that lacked significant documentation. Also, there were some credit card documentation related to the trip that lacked supporting documentation. The auditors recommend that we review the current policies in place, and review the procedures to determine that if there is another trip in the future that there are no expenses for non-employees in the general ledger. The school is in strong financial shape. In the DESE benchmarks the school can be considered one of three ways. Low risk, moderate risk, or high risk. Our school falls into the “low risk” category. The current ratio measures the school’s ability to pay their current obligations. So, for every dollar that the school has a liability for the school has eight dollars of current assets to pay that liability. For two years in a row the school has had a million dollars in surplus. There is a 20% surplus calculation which factors in a number of things like how much cash the school generates, and backing out of any capital plans the school might have. If the school does have over a 20% surplus Some of that money will be due back to the State and ascending districts. So, this is something the school must Monitor.

The liabilities for the past few years seem very consistent. The majority of the liabilities are made up of accounts payable, recruitment, salary and benefits.

As part of the non-compliance item we looked at the school’s policies and procedures as a whole. The auditors identified a few items that need revision or review.

The procurement and purchasing will be hot button items going forward. The auditors wouldn't be surprised if DESE implemented compliance procedures specific towards procurement and purchasing in the upcoming years. If your procedures and purchasing policy says any purchase over \$5,000 needs to have a certain amount of quotes, and you have an emergency purchase you will need to have proper documentation supporting why that was an emergency purchase.

There are some related party transactions because of work done in the school. It was determined that it was a sensitive disclosure even though it was an emergency purchase. The auditors are required to put those transactions in their notes as one of the compliance procedures for DESE. The Board should review the policies and procedures every few years to keep in compliance.

FYI, there will be new reporting requirements in June 2022. The audit report is due to DESE and the State auditors On November 1, 2020. EOY report is due December 1<sup>st</sup>.

- **Set Board Goals 20-21**

The language of the Board Goals needs to be updated to include remote participation. Board members always attended school activities in person, but now because of Covid 19, in person participation has changed, and the goals need to reflect that.

*Lin Tucker motioned to approve the Board goals for the year with some updated language, Josiane Julmeus seconded the motion, all approved.*

#### **Executive Director's Presentation:**

As we move forward to our charter renewal it is important that we revisit our Mission and Vision statements. The school was created to meet the needs of black and brown students who weren't being served in the local community. The Board with the direction of DESE has mandated that we grow our Cambridge enrollment. The school would not be able to do the things we do without the direction and the commitment from the staff. Banneker has held firm to who we serve from 1997, and we continue to serve those who were traditionally underserved.

*Shane Buker motioned to adjourn the meeting, and go into Executive Session to discuss strategy sessions in preparation for non-union personnel, or contract negotiations, Lin Tucker seconded the motion, all approved.*

**Meeting adjourned at 7:35pm.**