

**Banneker Charter Public School Board Meeting Minutes for  
March 7, 2024 6:00 p.m. – 8:00 p.m.**

**Remote Meeting at**

<https://us02web.zoom.us/j/87848174617?pwd=d1cwOnVXK0sxT3A5ZmdOMWVlU0NjOT09>

*Meeting called to order at 6:02PM*

**1. Welcome and Introductions -**

Present: Lin Tucker (Chair), Jenepher Gooding, Rebecca Babbitt Chafe, Sherely Bretous (*ex officio*)  
Josiane Julmeus, Jill Minot- Seabrook and Carolyn Daley

**Absent:** Alexis Harding, and Tony Clark

**Visitors:**, Heather Martin Steenburgh, Peter Costanza (Business office)

**Public Comment:** None

**2. Finance Committee:**

- Enrollment review- Currently enrollment is at 344 and tuition numbers have gone up due to enrollment- Various cities rates have increased
- Grants will be drawn down soon and we will see an increase around 200K
- Next year we will accrue the building debt and renovations but that should be all of the debt
- Reviewed the current budget
- All other regular transactions normal to school cost
- Highlighted percentage change budget items greater than or less than expected and explained
  - Staff bonuses
  - Currently under budget
  - New building charges
  - Influx of numbers is normal at this time of year

**3. Executive Director Report**

- School Updates
  - o MCAS is coming up soon! Reviewed the process and preparation
  - o Spaghetti Dinner
    - Was a fantastic event and well attended - see slides
  - o Staff Bonuses (need a vote)
    - Staff bonus to be given in March
    - Max \$3,500 each staff ember
    - Afterschool and bus staff get a smaller amount
    - First year teachers do not received the bonus

- **Motion** to give staff bonuses not to exceed \$206,000 made by Rebecca Babbitt Chafe , seconded by Carolyn Daley

**ROLL CALL VOTE:** Lin, Carolyn, Jenepher, Josiane, and Rebecca voted *to approve*; Jill Minot-Seabrook abstained. **Motion** to give staff bonuses not to exceed \$206,000 *Motion passed*.

- **Budget Process Review**
  - Current salary scale will increase at all steps 1% (each step incorporates a salary increase of - about 4%); off scale 4%
  - Technology Plan
    - This will be the first time for our Tech Director to write the 3 year plan
  - Reviewed budget process and next steps
    - Sherley and Peter will explain this more in depth next month
- **Matignon Updates** (in the Meeting slide deck):
  - Will need to support and budget for internet, landscaping, insurance, etc. for both properties after purchase
  - Salem Five is our new bank, and the Mass Development Team meetings have been going great!
    - The school has gotten compliments for its preparedness
    - BBCPS was ready to close and meet the first deadline! Church asked for a delay.
- Closing now scheduled for April
- Subdivision of the property is almost complete- just needs a stamp
- The environmental study is clean
- Waiting on approval of the elevator plans from the Historical Society
- DESE debt letter is approved
- March 15th is the last day for the current commissioner- so we are trying to get everything in!
  - Want to approve the new bylaws tonight

#### 4. Board Business

- **Bylaw revision review and discussion:**
  - Lin reviewed and highlighted the document
  - Reviewed the section re: Leave of absences
  - Highlighted each section and recapped changes from previous bylaws.
  - See slide deck for additional information
- **Motion** to approve revised Board Bylaws made by Jenepher Gooding, Seconded by Jill Minot-Seabrook

**ROLL CALL VOTE:** all present voted *to approve* **Motion** to approve revised 2023 Board Bylaws *Motion passed*

- Lin shared a draft of a Trustee Information Packet and asked if people would be interested in mentoring new members. Board members liked the idea of a mentor.
- New BBCPS Website- please make sure to check things out-

- Reviewed the current Board Drive and various sections and where to find things
- Reviewed the list of on boarding documents and asked for feedback

5. Meeting Wrap-up

**Motion** to approve the January 24, 2024 minutes made by Josiane Julmeus , seconded by Lin Tucker

**ROLL CALL VOTE** Carolyn Daley: abstained. All others present voted *to approve the January 24, 2024 minutes. Motion passed.*

- **Motion** to adjourn the meeting made by: Rebecca Babbitt Chafe, seconded by Carolyn Daley

**ROLL CALL VOTE:** All present voted *to adjourn the meeting. Motion passed.*

Meeting adjourned at 7:19pm.