

**Banneker Charter Public School Board Meeting Minutes for
January 25, 2024, 6:00 p.m. – 8:00 p.m.
Remote Meeting at**

<https://us02web.zoom.us/j/87848174617?pwd=d1cwQnVXK0sxT3A5ZmdOMWVlU0NjQT09>

Meeting called to order at 6:00pm

1. Welcome and Introductions -

Present: Lin Tucker (Chair), Jenepher Gooding, Rebecca Babbitt Chafe, Jill Minot- Seabrook, Alexis Harding, Shereley Bretous (*ex officio*), Josiane Julmeus, and Tony Clark

Absent: Carolyn Daley,

Visitors: Marie St. Germain, Heather Martin Steenburgh, Molander Etienne, Peter Costanza (Business office), and Tasheika Johnson

Public Comment: None

2. Finance Committee:

- Enrollment review
 - Currently enrollment is at 344 and tuition numbers have gone up due to enrollment
- Reviewed checks over \$7,500 and explained them briefly
 - Clear channel- our advertising and billboards
 - Blue cross blue shield- insurance cost
 - All other regular transactions normal to school cost except Puro cost for water clean up in Admin. Building in 2022; overlooked bill by both parties
- Highlighted percentage change budget items greater than or less than expected and explained
 - Item J and L are item lines that explain the cost for staff retreats and also the services that Amy has been able to provide to our business office

3. Executive Director Report

- 4th grade musical- Aladdin, two performances at 1:15 and 6:00 p.m. on both Wed. Jan. 31 and Thurs. Feb. 1.
- **Matignon Updates** (in the Meeting slide deck):
 - Important dates: Due diligence needs to be completed by Feb. 25 to avoid incurring \$100,000 penalty; March 25 targeted closing date. The archdiocese wants to close within 60 days.
 - **P&S-** signed and hefty deposit (\$900,000) made. Now working to complete items on list of inspections and appraisals required by the bank to approve the loan.
 - **Boston Foundation-** We working on completing the paperwork for the Boston foundation with our Bond
 - Due Diligence- waiting on appraisal and EPA Phase 2
 - Building update-
 - OPM (owner project manager) will be Jean Clodomir. ED disclosed that he is her husband, highly qualified, will not report to her, and does not break any conflict-of-interest laws
 - Phase 2 environmental inspection soil testing triggered by oil tank replacement in the 1990's without needed documentation

- Bank appraisals- Deadline February 8th - School pays for appraisals but bank hires and manages the process - one of the site as is and one for the site if sold after improvements made by the School. Bank has a Board meeting Feb. 8 and expects to approve the loan then.
 - Design Board- Small Architecture firm hired to help with preliminary schematics with the school building, elevator and overlay of current building requirements onto the new building.
 - Historical application submitted- although not a historical building it is considered as archdiocese inventory
 - Contractor- RFP request for contractors - Rebecca asked if diversity is taken into consideration in hiring processes. ED replied yes. School seeks women and minority owned businesses in hiring of all services (landscaping, garbage removal, fencing, cleaning, etc.)
 - DESE- Banneker has submitted a debt letter to allow the school to incur debt that lasts longer than its charter. DESE Board votes on Feb 8.
 - Cambridge charter documents have been submitted, to prove that most of the building is located in Cambridge. Looks like about 82% of the building is in Cambridge.
 - Banneker 5 year Charter renewal process will be coming up
 - Archdiocese- waiting for the subdivision plan of its property. Banneker is buying 7 acres. Archdiocese will keep the rest and continue to rent it to the International School.
 - Working with our realtor to provide building visit days of future banneker school building (week of february 5th- Monday, Wednesday, and/or Friday). ED will email when she has dates and times.
 - Fundraising- Researching funding sources. Think about adding new board members with experience in fund raising experience.
- **Mid-year Academic Update- Presenters: Dr. Molander Etienne, Heather Martin, Tasheika Johnson**
 - Data analysis process, data meetings are held 3 times per year. All meetings are attended by teachers, coaches, support services, and executive director
 - See slide deck located in the January 25 Meeting folder
 - Board raised questions. Presenters provided more detail into how they use and analyze iReady data. Discussion of special needs students, following cohorts, Covid impact, granularity of data, patterns of predictability, etc.

4. Board Business

- Mid-year review of progress toward meeting Board Goals

On track with goals that can be measured at this point, quorum, academic reviews, committee meeting compliance
- **Bylaw revision review and discussion:**
 - Number and election - 9 or 11 Members; check w/ DESE liaison to see how quorum is determined; small has worked for us, but can imagine needing more members with acquisition of new building. Can amend to enlarge the Board. If quorum is determined by sitting members (not potential members), then 11 okay now.
 - Discussion about when new officers take office. Old charter has July 1 in one place and at the annual meeting in another. ED suggested Sept. 1. Postponed making a decision on this without more time to think it through and the implications of each.

- Terms as described okayed. Discussed possibility of leave of absences. Board interested in considering this. Chair volunteered to gather and present more information on this for the March meeting.
- Board of Trustees and Officers
- Discussion of policies mentioned - do they exist? No. Discussion of putting in the Board Members agreement instead. Need to check this with DESE.
- Officer titles and descriptions okayed
- Two day electronic or telephone notification of meeting throughout the charter okayed
- Discussed and decided to add 6 consecutive years as term limit for holding the same office.
- Due to the time, Chair postponed the rest of the Bylaws discussion and the planned Onboarding Documents and Processes Discussion- until the March 7, 2024 Board meeting.

5. Meeting Wrap-up

- **Motion** to approve the October 26, 2023 Board minutes made by Jenepher Gooding, seconded by Rebecca Babbitt Chafe

ROLL CALL VOTE: Josiane Julmeus abstained. All others present voted *to approve the October 26, 2023 minutes. Motion passed.*

- **Motion** to approve the December 7, 2023 Board minutes made by Alexis Harding , seconded by Josiane Julmeus

ROLL CALL VOTE: all present voted *to approve the December 7, 2023 minutes. Motion passed.*

- **Motion** to adjourn the meeting made by Tony Clark , seconded by Jill Minot- Seabrook

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

Meeting adjourned at 7:57pm.