

Banneker Charter Public School Board Meeting Minutes for September 21, 2023

6:00 p.m. – 8:00 p.m.

**Hybrid Meeting - remote access and in person
at the Ogletree Library, 21 Notre Dame Ave. Cambridge, MA**

Meeting called to order at 6:15pm when quorum reached.

1. Welcome and Introductions - Share a funny story about yourself

Present: Lin Tucker (Chair), Jenepher Gooding, Carolyn Daley, Tony Clark, Rebecca Babbitt Chafe

Absent: Jill Minot- Seabrook, Alexis Harding, and Josiane Julmeus,

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

Public Comment: None

2. Board Business

- Reviewed calendar for meetings dates and recurring business
- Agreed in June that we would try to meet in person for September and May meetings this school year.
- Staff Handbook is moving along and should have it for the next meeting
- Bylaws have been submitted and we adjusted the required number of members- we are waiting for DESE feedback
- The audit is in process and we are on target. We will vote on it in Oct for the Nov 1st deadline.
- Annual Report reviewed and amended; will need to submit amendments for DESE review and vote to approve at October meeting
- Board Responsibility review: We are responsible for the governance of the school, policy approval, and adherence to the mission and vision of the school, evaluation of ED and ourselves, direction for long-range planning, and financial stability
- Asked members to review the Board Member Agreement for additional responsibilities to the Board.
- Tabled the Executive Director goals and evaluation until the next meeting.
- Reviewed last year's Board goals and looked at proposed Board goals, invited input. ED suggested specificity but not too much – high expectations but also realistic goals that can be met.

3. Finance Committee:

- Updates- enrollment is higher than last year's -currency at 345 students.
- Monthly Financials - Checks over \$7,500 mirrors last July; includes annual software/tech licenses, insurance, maintenance, and cleaning

4. Executive Director Report

- Opening, students and new staff- everything was terrific and we had a great opening day!
- There are 3 audits going on -We have the annual audit, DESE audit (process, procedures) and an insurance audit
- Periodically check the Board shared drive for updates.
- Next meeting the updated Staff Handbook will be ready for discussion.
- We have an updated Local Wellness Policy that will need to be reviewed and voted on once the draft is completed
- Staff Handbook will be emailed out in draft form for the board to review

- Played a Welcome Back video
- Updated new staff (Cathy Nyguen- nurse, Ms. PetersChu is no longer here, and we are still looking for after school staff)
- Blue Ribbon School award in September after year-long review process
- Preliminary MCAS Results- 2023-improvement all around except for a slight decline in Science which was across the board. We are #1 in ELA among other districts in the state and in Math we are #2- this is a beautiful story-
- Banneker Acquisition- Purchasing Matignon High School- what does this look like - see slide deck in the Board Drive
- Executive Director 23/24 Goals- worked with Lin to help create the goals- Strengthening our school culture, putting all of our curriculum online, supporting teachers and their SMART goals. Continuing to develop our SEL school goals and maintaining fiscal responsibilities. For more details see document in September 21 Meeting folder.

5. Meeting Wrap-up

- Minutes approval

Motion to approve Board June Minutes made by Carolyn Daley and seconded by Jenepher Gooding

ROLL CALL VOTE: Rebecca Babbitt Chafe abstained and all others present voted *to approve the Minutes. Motion passed.*

Motion to adjourn meeting made by Rebecca Babbitt Chafe and seconded by Tony Clark

ROLL CALL VOTE: All present voted *to adjourn the meeting. Motion passed.* Meeting adjourned at 8:00 p.m.