

**Boston Day and Evening Academy
Board of Trustees November Meeting Minutes
Wednesday November 28, 2018**

Attendance: Connie Borab, Spencer Kimball, Cris Rothfuss, Toni Elka, Alison Hramiec, Evelyn Zayas, Spencer Blasdale, David Jones, George Cox

Others in Attendance: Margie Samp, Sandra Copman, Adrienne Level, Elizabeth (Insource), Z (graduate), Cam Scott, Janet Platt

Clerk: Rita Gehrenbeck-Shim

Call to Order/Welcome/Agenda Review: (Borab, Alison)

Borab called to order at 5:35.

Mentioned amendment of Board meeting date.

Approval of October minutes:

Edit - George in attendance at the meeting

Borab called to vote to accept October minutes

Seconded by George.

Approved by Board.

Update on SY19 Budget and Audit SY18 (Elizabeth, Insource):

-Reviewed narrative of 10/31/18 figures

-Reviewed budget and proposed changes made to the June 2018 BoT approved SY19 budget

-Went over some of the changes from previous years accounting practices to this year's, overall no net change in meaning of numbers but line item figures have been adjusted.

- New budget accounts for new grants received since June 2018.

-Big change: BDEA Fdn is no longer transactional account, moved all programmatic expenses and related revenue to school directly, Fdn pays out directly to the school as needed. Holding place for fundraising dollars, grants.

Spencer K. motioned to approve SY19 Budget

Seconded by Borab.

Approved by Board.

Audit Overview:

-Audit will be late by a few weeks.

-Audit presents as clean with findings (unmodified opinion, everything we have recorded and presented is accurate)

Findings:

-In an audit 3 levels of findings, no material weaknesses (most severe)

-3 Significant deficiencies, all 3 were driven by transition/access to files - corrective action

plan for all three is same because same root cause, and all are taken care of.

Vote on BDEA's charter school amendment to expand seats to charter (Alison):

- HoS provide data and information for reason to expand charter seats from 405 to 505
- BoT provided Head of School, suggestions for presentation to school committee.

Spencer B. called to vote to amend charter and increase enrollment cap from 405 to 505.

Seconded by Spencer K.

Approved by Board unanimously.

Adjourn:

Toni motioned to adjourn meeting.

Seconded by Spencer K.

Meeting adjourned at 7:36.