

Submitting Governing
Board Meeting Minutes
as Support in
CharterTools

Overview

- Each and every time the Governing Board of a charter school or charter organization hold a public meeting, the events must be recorded in the minutes.
- The meeting minutes are important in documenting and reporting on the scope and practice of governance and serve as a legal record of the Board's deliberations.
- The minutes are a summary of who was present, what was discussed, and what was decided.
- They also serve as public record and help maintain transparency to stakeholders.
- There are multiple benchmarks in CharterTools that require the inclusion of board minutes as part of the submission.
- Additionally there are certain occurrences that also require the inclusion of board minutes with submissions. (i.e. amended budgets approved throughout the fiscal year)

CharterTools Benchmarks

- There are multiple benchmarks in CharterTools that require the inclusion of meeting minutes with the submission.
 - Adopted Budget
 - Annual Contract for Accounting Services
 - Annual Audit Contract (Audit Engagement Letter)
 - Final Budget Amendment (If Applicable)
 - Audited Financial Statements
 - Best & Brightest or other Categorical requiring charter board approval
 - School Recognition Plan (If school does not have a SAC)
 - Federal Single Audit (If school/organization expended more than \$750,000 in Federal grant funds)

CharterTools Benchmarks

- **Adopted Budget**
 - The Governing Board shall annually adopt, at a public meeting, and maintain an operating budget, per 1002.33(9)4(h) F.S.
- **Annual Contract for Accounting Services**
 - The school shall obtain the services of a qualified accountant to assist in compiling & maintaining financial records, reconciling bank statements, and preparing financial reports. (Model Charter Contract)
- **Annual Audit Contract** (Audit Engagement Letter)
 - The Governing Board shall be responsible for ensuring the school has retained the services of a certified public accountant or auditor for the annual financial audit, pursuant to 1002.345(2) F.S., who shall submit the report to the governing body, per 1002.33(9)4(j)2 F.S.
- **Final Budget Amendment** (If Applicable)
 - Same as with the Adopted Budget, the Governing Board must maintain the operating budget.
- **Audited Financial Statements & Federal Single Audit**
 - The Governing Board shall be responsible for reviewing and approving the audit report, including audit findings and recommendations for the financial recovery plan, per 1002.33(9)4(j)3 F.S.
- **School Recognition Plan** (If school does not have a SAC)
 - School staff and the Governing Board must agree to the use of the funds by February 1, otherwise awards must be equally distributed to all classroom teachers currently at the school. 1008.36(4) F.S.

Additional Considerations

- **Board minutes must also be included for the following situations:**
 - When the school's operating budget is amended, the amended budget and board meeting minutes must be included with the submission of the monthly financial statements where the amended budget is reflected.
 - If the school receives any notes, loans, lines-of-credit, recoverable grants, and/or private grants, the board approved, executed agreement and meeting minutes must be included with the submission of the monthly financial statements where the item(s) is first reflected.
 - Any time the school receives forgiveness for management fees, loans, recoverable grants etc., the board approved, executed agreement and meeting minutes must be included with the submission of the monthly financial statements where forgiveness of the item(s) is first reflected.

Review

- Minutes from the meetings of the school's Governing Board are a summary of who was present, what was discussed, and what was decided.
- They serve as public record and help maintain transparency to stakeholders.
- The goal is to submit board minutes in conjunction with other required documentation to the appropriate CharterTools benchmark(s).

Questions

Please email any questions and/or concerns regarding the inclusion of Governing Board meeting minutes as support for submissions to CharterTools benchmarks to William Dufresne in the Budget Department at William.Dufresne@palmbeachschools.org.