

*Great Oaks Bridgeport Board Meeting*  
*Wednesday, September 12, 2018*  
*5:15pm-7:00pm*

**Board Members Present:** Susan Briggs, Edwin Farrow, Dr. Christiana Otuwa, Pastor Dexter Upshaw, Corey Sneed, Pamela Fraser-Abder, Leticia Sepulveda, Albertha Brown

**Board Members Absent:** Wade Eyerly

**Foundation Members Present:** Timberly Wilson, Hector Calderon, Josh Thomases, Michael McGregor, Michael Duffy

**GO-BPT Staff:** Latoya Hubbard, Tamara Smith, Nadina Juarez, John Scalice

**Called to order at 5:28pm by Susan Briggs**

**School Leader Report (John Scalice and Latoya Hubbard)**

- Gave an overview of the first days of school and how culture is being shifted at the school. He shared how students participated in an overview of students were involved in understanding school culture and the core values. Additionally he shared takeaways from the first day, including future notification of upcoming class sections and having a staggered entry to the school.
- Shared a Human Resources update since the last Board Meeting in July
- NWEA MAP testing began but was delayed due to early dismissal (excessive heat) and firewall challenges. The testing window was extended into next week and the data will be available at the next board meeting
- Total enrollment is 464 (6th-114, 7th-121, 8th-99, 9th-67, 10th-63). Additional strategies, including contracted support, community outreach and social media will continue until this month.
- Student and Staff Safety plan updates were shared, including arrival/dismissal procedures and strategic placement of admin, teachers and tutor corps staff throughout the building and external support options. After the report, a discussion was had by the Board regarding the options presented by Latoya.
- Internal maintenance requests will be handled via the new GO-BPT hub
- The first "Data Day" will be held this Friday, September 14th. Teachers will be trained on e-School and Kickboard. The following Friday, September 21st, staff will be diving into the NWEA data.
- Updates on the Culture Handbook and Instructional model were also shared as well as updates on Observation cycle. A high level overview on how the Problem Solving Room (PSR) is utilized was also shared.

### **Review of Minutes from July Meeting (Susan Briggs)**

- Motion to approve Board Meeting minutes was made by A. Brown; seconded by L. Sepulveda. Passed unanimously.
- Moving forward, Leticia will take the minutes at Board Meeting

### **Academic Excellence Committee (Josh Thomases)**

- Emphasized academic data shared during School Leader report and shared context on the roles of each Foundation member charged with supporting academic achievement at schools in the Great Oaks network.
- A walkthrough with the Academic Committee will happen on October 17th. The day will be designed by Josh and John and will have a goal of highlighting where the school is performing well and where continued improvement needs to happen. The visit will likely be 3 hours, including a pre-meeting, classroom observation time and debrief time. A recommendation was made to inform Josh as soon as possible if Board Members plan to attend, in order to properly plan for the visit.

### **Governance Committee (Susan Briggs)**

- Dropbox will now officially be utilized by Board members for all documents. Reminders will be sent for those who need to be fingerprinted and need to submit headshots and bios for the school webpage.
- Board training session is being scheduled with an aim of having it at an extended meeting at the October meeting (October 10th).
- An initial draft of the renewal charter from the consultants has been shared with the team.
- A Conflict of Interest and Anti-Nepotism Policy was drafted by Susan for Board Members to review. Recommendation was made to have all GO-BPT staff review this document.
- A motion was made to adopt the Conflict of Interest and Anti-Nepotism Policy, as drafted, by Ed; seconded by Pam. Passed unanimously.
- A motion was made to have Susan Briggs as our Chair to sign the renewal application on behalf of the school by Ed; seconded by Albertha. Passed unanimously.
- A motion was made to authorize Michael and Susan to extend the current agreement; seconded by Leticia. Passed unanimously.

### **Finance Committee (Michael McGregor)**

- Finance Committee convened Monday via conference call to review school finances. Additionally, authorization of credit card usage and check signage was discussed. Angela from the Foundation is doing an audit of peak usage of credit card and what credit limit is actually needed. Controls are also being put in place for the amount a check can be written for with staying in compliance and not hindering the school operations. Revisions for policy are being put in place and will be presented to the Board for approval.
- The current school dashboard was presented showing over \$2M cash available, putting the school in a good position.

- An overview of the financing of the Cherry Street Project (CSP) was shared, including fundraising plans <\$1M total, with \$800K directly for CSP>.
- The Education Financial System Report was submitted on time and the internal audit is almost complete.

#### **Facilities Committee (Michael McGregor)**

- Construction schedule is still on time and work is being done with John and Latoya on the technology component of the school.

#### **Community Committee (Pastor Upshaw)**

- A committee meeting was held with a member of the Foundation (Ivan) to hear what happens with other schools in the network, extra-curricular opportunities for GO-BPT and then came to the school for a pop-up visit.
- A meet and greet was suggested for parents to come and talk with Board members (BTS Night is an option on September 26th).

#### **New Business**

- Recommendation was made by Corey to look into additional counsel support for Susan to help navigate school legal business

#### **Meeting Adjournment**

- Motion to adjourn the meeting was made by Albertha ; seconded by Pam. Passed unanimously. Meeting was adjourned at 7:01pm.