

*Great Oaks Bridgeport Annual Board Meeting
Wednesday, July 29, 2020*

Board Members Present: Susan Briggs, Pamela Fraser-Abder, Corey Sneed, Brea Mangrum, Dexter Upshaw, Leticia Sepulveda

Board Members Absent: Denise Carey

GO-BPT Staff Present: Latoya Hubbard, John Scalice, Chris Pellegrino, Angelina Cardoso, Denise Linares

Foundation Members Present: Ben Chan, Michael Duffy, Tony Shaw, Josh Thomases

Called to order at 9:05 am by Susan Briggs

Annual Meeting Items (Susan Briggs)

Susan reviewed the number of Directors that are currently on the board and noted that the board is currently set at 9 in accordance with the resolution, however at this moment we currently have 7 active board members.

Susan recognized Michele Garcia, noting that the board thanked her for her service. Michelle will no longer be serving on the board.

Susan noted today we would be re-electing class 1 board members which consist of Brea, Dexter, and Corey. Susan also advised the board that Class 2 members consist of Pam and Susan, and Class 3 consists of Leticia and Denise.

Susan noted we are still actively seeking additional board members and John is currently working with the district to try to secure a representative.

Susan opened the floor and asked if anyone had any other nominations for Directors for class one. Pastor Dexter asked Susan to clarify the terms of service and Susan confirmed that Directors serve for 3 year terms. There were no other nominations for Directors.

Susan requested a motion to vote for class 1 Directors as a slate. Motion moved by Dexter to vote for Class 1 Directors as a slate, 2nd by Leticia. Passed Unanimously.

Susan requested a motion to re-elect Class 1 Directors Brea, Dexter, and Corey for a three year term. Motion moved by Leticia to re-elect Class 1 Directors Brea, Dexter, and Corey for a three year term, second by Pam and passed unanimously.

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Susan noted that at this time current Board officers have indicated a willingness to stand again as officers. The group of officers consist of Susan as Chair, Pam as Vice Chair, Corey as Treasurer and Leticia as Secretary. Susan asked if any members of the board wanted to nominate any new officers for the 2020-2021 school year at which time there were no new nominations.

Susan requested a motion to vote for the Board officers as a slate. Motion moved by Dexter to vote for the Board officers as a slate, second by Brea and passed unanimously.

Susan requested a motion to vote for Board officers for the upcoming 2020-2021 school year. Motion moved by Dexter to vote for Board officers - Susan as Chair, Pam as Vice Chair, Corey as Treasurer, and Leticia as Secretary - second by Brea and passed unanimously.

Susan advised the board that next on the agenda is the election of committee members. Currently there is a Governance Committee, a Finance Committee, and an Academic Committee. Susan asked if members of the board wanted to continue to serve on their current committees or if anyone was interested in joining a committee, at which time Brea requested to join the Academic Committee.

Susan requested a motion to re-elect current Governance Committee members to a one year term of service. Motion moved by Dexter to re-elect Susan, Corey, Pam and Leticia to a one year term of service on the Governance Committee, second by Brea, and passed unanimously.

Susan requested a motion to re-elect current Finance Committee members for a one year term of service. Motion moved by Leticia to re-elect Corey and Susan to a one year term of service on the Finance Committee, second by Pam passed unanimously.

Susan requested a motion to elect members of the Academic committee. Motion moved by Corey to appoint Pam, Leticia, and Brea to the Academic Committee, second by Dexter and passed unanimously.

Susan proposed creating a new nominating committee to work on recruiting new members to the Board. Dexter asked Susan to clarify how often we are looking for Board members and how many new board members we are looking for. Susan explained that our Bylaws currently state that the board can have up to 11 members and currently we have 2 vacancies of which one is designated for a representative of the Superintendent's office.

Corey proposed tabling the nominating committee until we get 2 additional board members.

Dexter proposed the Board having a collective effort in recruiting new members by reaching out to people in their network. Corey said he agreed with Susan that a committee should be established that does not include officers, and Susan proposed continuing the conversation at the next board meeting. The rest of the board agreed.

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The Board discussed Board and Committee meeting calendar dates for the 2020-2021 school year and proposed the following:

- Monthly Board meetings to continue to be held on the second Wednesday of each month at 5:15pm
- Governance Committee meetings to continue to be held the Wednesday prior to the board meeting at 4:30pm
- Finance Committee meetings to continue to be held the Monday prior to the board meeting at 1:00pm
- Academic Committee meetings to be held the first Thursday of the month prior to the board meeting at 4:30pm

Susan also advised the board to make sure committee meetings are held via Zoom with the links added to our website.

Susan requested a motion to approve the Board meeting calendar for the 2020-2021 school year. Corey made a motion to approve the Board Meeting calendar for the 2020-2021 school year, seconded by Leticia, and passed unanimously.

Susan requested a motion to approve the Committee meeting calendars for the 2020-2021 school year. Leticia made a motion to approve the Governance, Finance, and Academic Committee meeting calendars for the 2020-2021 school year, seconded by Pam, and passed unanimously.

Review of Minutes from the June Board Meeting and July Special Board Meeting (Leticia Sepulveda)

- The board independently reviewed the June Board meeting minutes and the July Special Board meeting minutes.
- A Motion to approve the June Board meeting minutes as presented moved by Pam and second by Dexter passed unanimously.
- A Motion to approve the July Special Board meeting minutes moved by Corey, and second by Pam, passed unanimously.

Introduction of New Staff

Susan welcomed two new staff members to the Board. Tony Shaw spoke briefly and introduced himself as the new Chief Program Officer at the Great Oaks Foundation leading the Americorps Fellows Program. Denise Linares spoke briefly and introduced herself as the new Middle School Administrator.

Committee Meeting Goals for the 2020-2021 School Year

Susan requested that each committee discuss their goals for the upcoming school year. Corey began by discussing goals for the Finance Committee and noted one of goals of this year is to plan for unforeseen circumstances, which includes building more savings and setting aside an emergency reserve. Pam advised the Board that the goal for the Academic Committee for the

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2020-2021 school year is taking a closer look at student performance. This would include having more conversations with the Middle and High School Administrators and staff. Pam also noted an additional goal includes taking a closer look at college readiness for High School students. Susan advised the Board that the CSDE has postponed the Charter renewal to the 2021-2022 school year. Susan noted that her goal for the Governance Committee for this school year is to continue building compliance capacity at the school. Susan also noted planning for a potential successor for her as board chair.

Principal's Report (John Scalice)

John began the Principal's report by noting how competitive the process of hiring a new Middle School administrator was, and how excited he is to welcome an internal candidate in the role.

John first began by reviewing increased achievement. He noted there was no NWEA or SBAC data to report for this year due to COVID, but that there are alternate measures to look at and they include the following:

- 9th grade students passing Algebra 1 is at 100%
- Students on pace for graduation and noted 12th grade at 86%, 11th grade at 78%, and 10th grade at 95%.
- 8th grade students passing ELA and Math at 98%
- 8th grade students with at least a 2.5 GPA (cut short) 76%
- Students will have more access to exploratory subjects and assistance through the new Learning Management System
- Students will have individual support and advancement plans by blending NWEA with Exact Path Support
- NWEA will be administered 3 times through the LMS
- 3-5% increase in SBAC for ELA and Math
- Attendance through March
 - Middle School Daily Attendance - 93%
 - HS Daily Attendance - 96%
 - Chronic Absenteeism Rate - 16%
- Attendance During COVID
 - Middle School Daily Attendance - 93%
 - High School Daily Attendance - 86%
 - No COVID 19 Chronic Absenteeism rate calculated
- Chronic Absenteeism year over year
 - 2018 - 21%
 - 2019 - 24%
 - 2020 -16%

John noted that a goal for attendance in the 2020-2021 school year is to promote health and wellness over attendance in-person and to promote compassion by taking others into account regarding their health. John noted clear attendance expectations for our distance platform are

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still being finalized and all guidelines received from the CSDE have been implemented. John emphasized that this year the school would be focusing on a goal of a reduction in Chronic absenteeism by 3% with a Middle and High School Average daily attendance rate of 94% combined.

John noted that the role of the Culture team has shifted significantly due to COVID, with students needing more health and emotional support.

John shared the following suspension data through March:

- ISS - 39 (6%)
- OSS - 79 (11%)
- Suspension Rate 15% Combined
- Three Year Trend Data
 - OSS
 - 2018 - 208
 - 2019 -131
 - 2020 -118
 - Suspension Rate
 - 2018 - 28% (24% OSS)
 - 2019 -15% (13% OSS)
 - 2020 - 15% (11% OSS)

John advised the board that several of the goals for the culture team for the 2020-2021 School year include the following:

- Frequent Student Check-Ins through the LMS
- Parent Check-Ins and frequent communication
- Middle School Calm periods integrated into the day
- Advisory Models in conjunction with Social Worker and Guidance Counselor
- Structured tiered support

John made an emphasis on goals for discipline for the 2020-2021 school year which include :

- Reduction of OSS by 10%
- Reduction of Suspension rates by 3%
- 0 Suspensions related to insubordination

Chris Pellegrino shared the design plans for school reopening which include a full opening, a hybrid model opening, or full remote learning. Chris advised the board that the designs for reopening were led by the following philosophy:

1. Health & Safety First
2. Sustainable & Adaptable
3. Trauma- Informed
4. Engagement and Productivity
5. Mastery and Support

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Chris noted that the Professional Development sessions for staff also includes training in each area of this philosophy.

Chris noted that since the State of CT has approved a full reopening the school is currently planning for a full reopening with contingency hybrid and remote models. Chris noted to limit exposure of students and adults the schedule has been built with clustered groups of students and teachers and includes independent learning opportunities. He noted the model would include a 3 adult to 25 student ratio.

Chris advised the board that a goal of the schedule was to make sure that even though students would not be transitioning to different classes they would still feel like they are through course offerings and social and emotional programming. There will also be after school clubs offered virtually to give students an opportunity to to interact with students who are not in their pod.

Chris noted if the school were to open in the hybrid model it would reduce the class sizes and change the ratio to 3 adults to 13 student ratio based on an A & B day cohort model and he briefly discussed what a full remote model would look like and shared a visual of a remote schedule with the board.

Angie shared a brief overview of the plans for curriculum and noted it includes standards based mastery aligned with Math and ELA with a focus on writing and journaling. It also includes a more rigorous Science program across grade levels and a complete overhaul of the Social Studies curriculum to ensure that it is more culturally responsive.

Angie gave a brief overview of increased technology access through the LMS digital school and access to the Rosetta stone program which allows students to access 25 different languages.

Chris noted multiple success measures which include, finalizing student schedules, student and family engagement, professional development, technology and integration set-up, and classroom preparation.

John advised the Board that based on a recent parent survey issued to gauge how parents are feeling about sending their children back to school, over 30% of families are opting out. John noted many parents are requesting more opportunities for classes online. John noted that ELA and Math should be the primary focus in school and all other content online. 57% of families were concerned about the quality of the programs that would be offered online and John noted the school is responding to that concern by implementing the Learning Management System.

Director of Operations Report (Latoya Hubbard)

Latoya gave the board a brief overview of the Operations ReOpen Plan and discussed Classroom spacing and set up to promote social distancing and safety. Latoya noted teachers would not be allowed to bring excess items into the classroom and students would have

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individual storage bins for their personal belongings. Latoya also advised that excess furniture in classrooms would be stored in tutorial spaces.

Latoya noted the cafeteria would be repurposed as a staff break area and teachers will no longer have access to high touch items such as microwaves, refrigerators, and coffee makers. The cafe will be stocked with wipes, hand sanitizer, gloves and paper towels.

Latoya advised the board that the admin team is still working on a plan for arrival and dismissal as they are awaiting confirmation from the bus company on a request to change the school schedule. She noted that students would not be allowed to come into the building prior to the start time and parents have been notified of this. Susan advised of the importance to notify parents that the school cannot take responsibility for students who arrive prior to school arrival time. Susan recommended the use of signage around the building to reinforce this. Latoya noted students who will be riding the bus will be expected to wear a mask and the school plans to work on assigned seating for the bus.

Latoya advised the board that lunches and breakfasts will be served in the classrooms and appropriate PPE will be worn by cafeteria staff. Teachers will be appropriately trained on how to distribute lunches. Latoya noted that the school is still looking into other vendors for meal services.

Latoya gave the Board a brief overview of no contact systems for arrival and dismissal and noted families will not be allowed in the building and Middle School students who have been scheduled for an early dismissal would be escorted by a member of the Operations team and signed out, outside of the school building.

Latoya advised the board that training will be facilitated for staff and students so they can recognize COVID symptoms and they will be encouraged to stay home if they are experiencing any symptoms. Latoya also noted that the school has designed tiered communication plans if someone is diagnosed with COVID to protect the confidentiality of that person. Multiple isolation rooms have been identified in the event that a staff or student experiences symptoms while in school. Latoya noted that staff and student training would include Class and in-school precautions and proper use of PPE.

Latoya gave the board an overview of enrollment and noted that the school has made the enrollment target of all grades except 6th grade of which they are actively recruiting to fill the remaining 35 seats.

Latoya advised the board that the school closed out the school year with 71% of teachers being certified.

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Latoya briefly reviewed the Ops survey for the 2019-2020 school year and noted the need to improve IT response times and single access to frequently used links and documents. Latoya is working on creating a staff hub through which staff can access those resources.

Finance Report (Corey & Ben)

Ben noted at the end of June the school had about \$230k in the bank, however the per pupil funds came in July which increased the balance to \$1.1m.

Ben noted the school is applying for \$197k dollars in ESSER funding through the Cares Act.

Ben noted in terms of expenses some of those costs would be offset by the SIG grant. Ben advised of a variance in utilities that the school is trying to rectify. He also noted that Corey is working with Cherry Street Partners on the ODR. Corey explained that he is in the process of negotiating the release of those funds from the Landlord.

Corey noted that due to the efforts of the finance team and the school, the school is in a great financial position.

Susan thanked the Foundation for forgiving \$100k of its loan to the school.

Great Oaks Foundation (Michael Duffy)

Michael Duffy noted the Foundation is focused on two things, and shared Newark's effective deployment of fellows and as well as tracking fellows following their services in the program and noted this has contributed to their success.

Tony shared that there will be a lot of thought given to seamlessly integrating tutors into the school. Tony noted hiring a deputy implementation specialist to focus on fellows work in the classroom as well as focusing on how the work will support fellows entering into the teacher residency program. Angie added a brief description of the design of the teacher residency program and how fellows would be able to be a part of the program.

Motion to adjourn the Annual Board meeting moved by Corey and second by Dexter. Meeting was adjourned 11:13am.