

*Great Oaks Bridgeport Monthly Board Meeting
Wednesday, December 9th, 2020*

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

Board Members Absent: Dexter Upshaw

GO-BPT Staff Present: Latoya Hubbard, John Scalice, Ayanna Brown

Foundation Members Present: Ben Chan, Michael Duffy, Lauren Perkins, Josh Thomases

Guests: Jennifer Bull, PKF O'Connor Davies

Called to order at 5:21 pm by Susan Briggs

Auditor's Report

- Jennifer made a presentation to the Board, providing an overview of the school's audit.
- Jennifer reviewed the responsibilities of PKD as the School's Auditor as well as the role of school management in regards to the audit.
- Jennifer informed the board of some of the required communications and noted there were no unusual practices and transactions that she needed to make the school aware of.
- Jennifer explained the different types of deficiencies that can be found in Internal Controls over financial reporting and addressed the journal entry errors that had been found.
- Susan questioned the wording of the first State finding (misappropriation of assets) as well as the third State finding (non-compliance relating to certification); Jennifer agreed to go back to her team and do further work in order to determine whether Susan's concerns could be addressed.
- Motion requested by Corey to authorize him to work with the auditors and sign the final audit with the specific changes that were brought to the attention of the board moved by Leticia, seconded by Pam, passed unanimously.
- Motion to authorize Corey to sign the management letter moved by Leticia, seconded by Pam, passed unanimously.

Review of Minutes from the November Board Meeting (Leticia Sepulveda)

- Leticia asked the board to review the November board meeting minutes.

- Motion requested to approve the November minutes with the requested changes moved by Brea, seconded by Corey, passed unanimously.

Principal's Report (John Scalice)

- John opened his report by going over the dashboard and updating the board on our current dashboard data, which includes enrollment, teacher certification, attendance, and suspensions.
- Teacher certification- We are still waiting on 5 of our certifications from the state. Putting us at 90% of staff being certified. We have received confirmation for pending awards for 4 out of the 5 staff members. The last one is for a recent hire that is currently certified in NY & NJ.
- Attendance/Enrollment/Suspensions- GOBPT is currently in a Fully remote model which is in line with the CT COVID Guidelines. We have lost 5 students & 5 students are unaccounted for meaning that they are out of state since our PSIS reporting putting us at a 659 total enrollment. Still at 0 suspensions for the school year. Attendance rates of 97.4% for Middle School and 95.9% for High School.
- John went over the current COVID numbers in Bridgeport and how it correlates to our current fully distance model stating that per the City of Bridgeport showing over 1,500 positive cases between 11/5- 11/28. Those numbers suggest that GOBPT should favor “more distance learning”
- John discussed second trimester updates and described the changes that were being made to the virtual platform model (such as smaller class sizes, more time with content specific teachers throughout the week, scheduled breaks throughout the day to reduce screen time & designated times for tutor interactions and wellness check-ins) based on the notes made by the board during the virtual walkthrough.

Director of Operations Report (Latoya Hubbard)

- Latoya discussed the increased building safety measures that are being taken in collaboration with Bridgeport PD in order to ensure the safety of the school and staff. Measures include increased lighting in the area and signs saying “this building is under surveillance,” and also adding Bridgeport city cameras due to the car vandalism & break ins.
- Latoya informed the board of the updates that have been made to the Finance Closet. The camera equipment is on hand and we are awaiting Johnson Controls to confirm an installment date.
- Lauren provided an update on Fellow housing remediation work. She was informed of the debris that is falling from some of the beams due to the historic nature of the building and times have been coordinated with residents to resolve any issues.

- Latoya updated the board on the nutrition program and described the 5 Day Box Meals that we will be providing to families by pre-order that will be available the week prior to the holiday break.
- Latoya provided a recruitment update and advised the Board that there will be a soft launch date of December 18th with promotions on our social media sites. Latoya stated that the team has reflected on what worked and what didn't work last year and how it can be improved for this upcoming recruitment year.
- Latoya described the Holiday Gift to Staff and stated that the cost would be more than \$5,000.
- Corey advised that for that amount for a one time purchase it would need to go to a vote.
- Motion to reallocate funds budgeted for the Holiday Party to be used for a Holiday gift for staff with a budget of no greater than \$6,000 moved by Leticia, seconded by Pam, passed unanimously.

Finance Committee Report (Ben Chan)

- Ben reviewed the Financial Dashboard.
- Ben discussed the cash balance for the end of November being \$1M and has been decreased to \$870,000 after paying for Healthcare which is great after the 3-month cycle and paying rent and having a healthier financial position.
- \$911,000 of the Blue Hub Loan left.
- We received a Food Device Equipment grant for an oven for extended food service.
- Salaries are where we want them to be accounting for Summer Payroll.
- School operations and facilities are ahead due to the current remote climate and the school not being in full operation.
- Ben gave the board an overview of the draft audit report and shared the schools current income and expenses.
- Ben noted an increase in the school current income and advised the board that the reason for the increase is due to increased enrollment and additional state grants.
- Ben noted that the security grant and the J.Smilow gift had a significant impact on the school budget.
- Lauren stated that with the Food Device Equipment grant that we will be able to heat up food more efficiently at a larger scale which is great for GOBPT.

Governance Committee Report (Susan Briggs)

- Susan informed the Board that the Connecticut Department of Education committee meeting occurred and went well.

Susan wished the Board and School staff a Happy Holidays and Happy New Year. A motion to adjourn the meeting was moved by Corey and 2nd by Leticia. The board meeting was adjourned at 7:15 pm