

*Great Oaks Bridgeport Monthly Board Meeting
Wednesday, February 10, 2021*

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

Board Members Absent: Denise Carey, Brea Mangrum

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

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

Guests: N/A

Called to order at 5:21 pm by Susan Briggs

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

- Leticia asked the board to review the January board meeting minutes.
- Motion requested to approve the January 13th board meeting minutes with the requested changes moved by Corey, seconded by Pam, passed unanimously.

Principal's Report (John Scalice)

- Opened his report by discussing State meetings that he has had and discussed a 2nd attempt at reopening for February 22nd, March 8th & March 22nd. As well as guidelines for our families going forward.
- The state inquired about our Learning Management System and our current attendance being at such a great percentage.
- John informed the board that there are parents that didn't feel comfortable with returning to school prior to the vaccine being introduced.
- John brought to the attention of the state our attempts for acquisition of funds from the City of Bridgeport for special education.
- John mentioned that we have an upcoming Mid-Year check-in with Rob Kelly, Lisa L. & Shakira. John brought up the corrective action plan that the school was placed on and that we have implemented and are building on where we are and our current data.

- John went over the email tampering that took place and informed the board that this issue has been resolved. He explained that inappropriate language was used and parents and families will be contacted in regards to the offences. John noted that the school created school generated emails and that families were individually contacted with login information.
- John showed the board a video on how Schoology works and the perks of our new Learning Management System.
- John went over the NWEA Data and discussed where we saw success against previous data.
- Corey brought up concerns about our partnership with ACS and that our password breach and resolution of the problem should have been foreseen & prevented by ACS.
- Susan said that the school should review our contract with ACS.

Director of Operations Report (Latoya Hubbard)

- Latoya shared our current enrollment of 652 students and expressed how we normally see a drop in our enrollment around late December about a third of our population and if we stay at these enrollment numbers we won't require a lot of recruitment for the 21-22 School year.
- Latoya shared Data on last year's recruitment efforts and noted that per enrollment efforts in 6th grade you see that they heard about us through online and phone calls which is supported by Claudia Phillips and in 9th grade you see that they heard about us primarily through word of mouth.
- Latoya discussed the Nellie Mae Grant that we received to advance racial equity within New England Schools. The school will be hosting virtual parent workshops that are geared towards helping parents understand how to support their students during the current climate. Latoya discussed the Black Lives Matter book club and the Young, Gifted and Black program that is offered to our 11th & 12th grade students.

Finance Committee Report (Ben Chan)

- Corey discussed that we had the final audit and the 990 Tax form and that we will require a vote from the board.
- Ben went over the tax form that is a non-profit tax return that the school files each year that feeds off of the audit numbers.
- Corey requested a motion from the board to authorize Corey to sign the 990 Tax form Pam moved, Leticia second, All in favor.
- Ben reviewed the financial dashboard.

- Ben discussed the Reserves account that will be created comparable to a savings plan for any excess funds that we are planning on having a 3% reserve to the per pupil budget. We are creating a separate bank account to segregate excess funds from operating funds. This account should be up and running next week.
- Ben brought up that there has been talk of an ESSER 2 (Elementary and Secondary School Emergency Relief) due to COVID-19 for funds to help with learning recovery and safety of the school facility during remote and Hybrid learning. This would be a 2 and a half year grant. The number that could potentially receive would be 4 times larger than the current \$197,000.
- Corey went into detail as to how the reserve account can be beneficial to the school and that the funds could be used to potentially add staff or add grades.
- Susan inquired about the status of the grant spreadsheet and when the team will be able to start using it. Ben informed Susan that it is in the works and that the format is ready, there are just a few final things that need to be completed. Ben showed what the document will look like and that the goal is within 10 days of today's meeting.
- Latoya discussed using Fire Tech Engineered Systems as a new vendor and sole source provider to install the device from Open Systems. Leticia moved, Pam seconded the motion, All in favor
- Latoya introduced using Doing it Local for them to do local advertising for us. Corey discussed concerns and wanting the board to be provided with 3 different vendors to be presented to the board and bid on.
- Dexter brought up if due to the small amount of the cost for Doing it Local if we could make a one-time charge and that it is in a class of their own and that there aren't many vendors like them in the area. Corey advised that we have the policy and procedure to simplify and streamline the process of adding a new vendor.
- Lauren discussed the billboard quote from Lamar for 3 months discounted pricing due to being a non-profit organization and for a 3-month agreement for \$5,200 for them to be a sole source provider. Leticia moved, Dexter seconded, all in favor.
- John discussed 3 purchases that they are looking to make with our SIG budget for an English Language learners lab, and ELA Lab and to add to our classroom libraries.
- The 1st vote that we have is for Barnes and Noble for 100 titles for High School students to engage in that might not be a part of the curriculum totaling to about 420 books. Houghton Mifflin couldn't fulfill our order. Amazon came back at \$14,000 and Barnes and Noble came back at \$7,468.64 to be paid by the SIG grant.
- John requested a motion to approve Barnes and Noble's bid as our vendor for our High school literature collection Dexter moved, second by Leticia, All in favor
- John requested a motion for a new vendor & sole source provider from the Junior Library Guild that works exclusively with publishing companies for literature for grades

6-12 to be featured in our media center. For \$5,789 to be paid by the SIG grant. Leticia moved, Second by Dexter, All in favor.

- John requested a motion to approve the invoice for Book Source \$4,321.24 to be paid by the SIG grant. Motion moved by Pam, second by Dexter, All in favor.
- Motion moved to go into executive session to discuss the pending litigation
- Motion to invite all current meeting attendees to join the executive session moved by Corey, second by Leticia, All in favor.
- Susan proposed that we invite all current meeting participants to join in the executive session moved by Corey, second by Leticia, All in favor.
- Motion moved to close executive session moved by Leticia, second by Corey, All in favor.

Governance Committee Report (Susan Briggs)

- Susan discussed the upcoming annual evaluation of the foundation.

Michael Duffy discussed the race and equity task force that is made up of Great Oaks Foundation Staff, Great Oaks Foundation Board members, and Board Members from Great Oaks Charter Schools to come together about issues of race and equity and what we need to do in 4 principle areas (Recruitment of Staff & Fellows, Contracting in terms of our business that flows through Great Oaks Schools and the Foundation, Educational program and how to make it inclusive of race and equity & Our Mission) They will meet monthly and the goal will be to come back to the Boards with recommendations on how to make Great Oaks a more just organization.

Susan asked for a motion to adjourn the meeting was moved by Corey and 2nd by Leticia. The board meeting was adjourned at 7:17 pm