

Great Oaks Charter School - Bridgeport
Governance Committee Meeting Minutes
October 5th, 2022

In Attendance:

Committee Members Present: Corey Sneed (Treasurer), Bob Carlson (Chair)

Committee Members Not Present: Tenssie Ramsay

GO-BPT Staff School Leadership: John Scalice (Executive Director), Latoya Hubbard (Director of Operations), Janay Garrett (Executive Assistant)

Foundation Members Present: Michael Duffy (President), Lauren Perkins (Chief Operating Officer)

The meeting was called to order at 4:38 PM by Bob Carlson

Overview of Discussion:

Latoya opened the meeting by asking if the governance committee was prepared to approve the May, June, July and September meeting minutes. It was determined that we had a quorum for the review of minutes. Bob asked Corey if he was comfortable reviewing the minutes and Bob asked if there was a motion to approve. Corey made a motion to approve May, June, July and September governance committee minutes. Bob seconded the motion. Unanimously passed by the committee.

Bob jumped in to note that he invited Tenssie Ramsay to join the governance committee and she agreed, though was not able to attend today's meeting without enough advance notice. He also reminded the committee that the board voted to accept that the governance committee would be the responsible party for referring recommendations to the board for John's performance and evaluation criteria. Corey confirmed.

John briefly reviewed the proposed agenda for the upcoming October 12th board meeting, including: approval of minutes, election of secretary, Executive Director's report (general and growth score data, EdMentum baseline assessment data and overview of the state walkthrough from last week, with guests Dr. Karen Francis-Barnes and Kay-Anne Hewell-Walker), Operations Report with updates on enrollment process/issues, Governance committee for discussion of building operations/maintenance, finance committee votes, and update from the foundation.

John discussed the state walkthrough, in which he invited (Jenn Webb, a consultant from the turnaround office who oversees our corrective action plan, Jenn Michelick, one of the top consultants at CSDE for math) to join us on an implementation walk through to see the beginning of the ELA and Math programs, and they got to see the combination of high school and middle school ELA and Math implementation. We also invited Josh in his role as a consultant. About 5 people on each side for ELA/Math, we looked at student engagement and implementation and a 45 min exercise debriefing then gave Karen and Kay-Anne actionable feedback. We got nice followup emails from Jenn Webb and Jenn Michalek, regarding what they saw in the classrooms, effectiveness of rollout, management of the day, tools to track data, changes in data system, student engagement, what we knew about students and our plans. An important relationship for our renewal as well. We will also be discussing some of Josh's notes to the board regarding the walk through.

For growth score data we will be doing a comparative of our year, from 6th-8th grade to the state and what it looks like from 2018-2019 compared to the state, and some caveat data concerning students who have been with us in person. We noticed 7th grade students in ELA/Math were the lowest performing cohort, and these were the students who, when accepted to GO, never came into the building because we were closed for virtual learning almost the whole year. Some of them also experienced hybrid for a significant portion of 7th grade. Compared to students who had been in the building before, they performed either on par with the state or out performed the state. That was prior to the full implementation of this new curriculum, and the data shows how impactful it will be almost immediately.

Latoya gave an update on enrollment, noting our numbers should land around 667; our final numbers submitted to the state were 671, with the expectation of losing 10 kids, but that number ended up dropping down to less than 10; Latoya noted that enrollment is locked in with the state at 671 as of October 1st (with only 4 of those students on our concurrent enrollment list) based on the state system our numbers would be at 667.

John noted that thanks to Latoya's team, they were able to get ahead of backfilling seats and being proactive enrollment so we are only at 6-10 over enrollment, which allowed us to land.

Bob asked Latoya for an update on facilities. Latoya shared an update about a building program. Some electricians were doing work to run some phone and fax lines over the weekend and discovered large numbers of loose brick in a swath of the building between the 3rd and 2nd floors. The electrician said based on work he's done before, there are some ceiling tiles cracked, loose brick, and could potentially be a safety hazard. John decided to close school Tuesday, 10/4 and had a structural engineer to come in and assess the area. It looked like the problem could be larger, including cracks in the concrete on the 3rd floor, falling brick was due to traffic on the 3rd floor and came up with temporary solutions. The team asked Gary, one of the building owners to come in and do a larger assessment; the structural engineer said they can do a temporary fix; but there is some duct work that has to happen which is a larger project. As a result, they decided to close the school until 10/11 to do a larger, full building

assessment, complete the temporary support work, re-open school, then have them return to complete the larger fix over the holiday breaks when there are no students in the building. Latoya noted that we have reached out to the school insurance company as well and our school attorney based on Bob's suggestions to be sure we send a formal notice to Gary our landlord, stating what happened and making sure that if we incur any liability, he's aware. We are also pulling together a ledger with the costs incurred over the last few days.

Bob noted he was glad Lauren would be supporting/has some relationship with Shawn so that there is some clear language about the responsibility of the landlord, because there are going to be costs that should not be the burden of the school including salaries, buses, repair costs, etc. – a claim that will be significant.

Corey noted that we are not occupying the school during this time.

John updated the board that we could also not opt for remote learning because CSDE updated their guidance in September 2022 on remote learning and it's only available when used to apply for IEPs and 504s as a part of a student's least restrictive environment. Not an option for snow days, closures, emergency closures, covid closures, etc.

Corey asked them about us meeting our state minimum requirements of days in school. John reassured the committee that he and Latoya are reviewing the calendar and will provide the board with an update on how they will reclaim those days. Corey noted this is a serious issue concerning the structural integrity of the building and it may have not been noticed until something serious had happened had the electrician not been working on the building.

Bob noted that the wall in question is not an exterior wall coming in or out, but a cross wall that goes across the hallway that created an opening for the corridors, lacking some support.

Latoya provided audit updates coming from Ben. Latoya noted that the auditors sent her and John a link to set up accounts for their secure portal, which was completed 10/4 and is in the process of gathering requested items by the end of this week. John said the terms requested by the audit were the charter renewal, charter renewal agreement from the state –which were provided to Ben–they wanted bank access which was also provided, and they also wanted updates on outstanding potential legal claims; John noted that Lauren and Ben were provided those verbally today (10/5).

Corey asked if executive items should go directly to Daisy, but John noted they go directly to Ben since they're already accessible by the foundation and there is no conflict there of concern. Most documents are public documents.

Bob noted he asked Eva about her availability to act as Vice Chair. Bob said he's up in the air about the secretary but is open to suggestions and asked Corey and John if they had ideas. John noted it needed to be an existing board member. Corey noted that based on State Law

we need a President/Chair, Treasurer and Secretary, so suggested Bob pivot with Eva to act as Secretary instead of Vice Chair. Bob said he will ask her if she'd be willing to act as Secretary.

Latoya noted Janay had an opportunity to research BoardOnTrack, and asked her to give a quick update. Janay shared with the committee that she sat through a demo and the platform is wonderful because it streamlines documents we create, makes note taking easier, it creates individual accounts for each board member, making it easier to access previous minutes, agendas, when minutes are ready for review, makes approvals easier, lets us know if we will have a quorum ahead of meetings, so that we know what the agenda can look like—and they spend time with her or whoever else is setting us up in the initial stages to be sure what we need. It'll work for all of us on the school side, at the foundation and for the board emphasizing it's wonderful, particularly in allowing us all to sync individual accounts with our preferred calendars (e.g. outlook, google calendar, etc.). Janay also shared that there is access to training for new and existing board members, any positions that people take on, and it houses the committees in one central place. Janay suggests the board transitions to it, anticipating it will not take a long time, and it would save us a lot of trouble, keep us more organized in a seamless/simpler and more convenient way.

Bob asked where we are with approvals to purchase. Latoya noted we would not need to approve them as a new vendor. Bob asked when we can begin using BoardOnTrack, and Bob said he's ready to move over from DropBox.

John noted we would set up the purchase order and get it moving, to roll out for the November board meeting—so we can set up a training for the board and Janay can transition us to get set up for November.

Bob and Corey agree it's a no brainer as a turn key system that's integrated and streamlined, so it makes sense.

Bob asked Lauren if there are other schools using it. Lauren noted that yes, there are other schools for sure using it. She said there are some in the broader network use it. John noted that also surrounding school districts in Connecticut use it as well.

Bob asked for other business. No new business. He welcomed Janay to the team.

Bob asked for a motion to adjourn. Corey made a motion to adjourn. Bob seconded. Unanimous vote to adjourn.

The Governance Committee Meeting was adjourned at 5:12pm