



Great Oaks Charter School - Bridgeport

GOBPT Governance October Meeting

Published on September 27, 2024 at 12:38 PM EDT

Amended on October 9, 2024 at 4:20 PM EDT

Date and Time

Wednesday October 9, 2024 at 4:30 PM EDT

Location

375 Howard Ave.
Bridgeport, CT 06605

Agenda

	Purpose	Presenter	Time
I. Opening Items			4:30 PM
A. Record Attendance & Begin Recording Meeting		Bob Carlson	
B. Call the Meeting to Order		Bob Carlson	1 m
C. Approve Last Month's Meeting Minutes	Approve Minutes	Bob Carlson	1 m
Approve minutes for GOBPT September Governance Meeting on September 11, 2024			
II. Governance Committee			4:32 PM
A. Chief Executive Officer's Report	FYI	John Scalice	15 m
B. Chief Operating Officer's Report	FYI	Latoya Hubbard	15 m

	Purpose	Presenter	Time
III. Other Business			5:02 PM
A. New Business	Discuss	Bob Carlson	1 m
<p>Great Oaks Charter School Bridgeport is hosting our 10 year anniversary Gala on Friday, April 11th, 2025. Invitations have been sent out to all Board members via email.</p> <p>Please see our website below to purchase tickets, become a sponsor and other details regarding our Gala.</p> <p>GOBPT Gala</p>			
B. Fiscal Policy Revisions	FYI	Benjamin Chan	2 m
IV. Closing Items			5:05 PM
A. Adjourn Meeting	Vote	Bob Carlson	2 m

Attention: Times and Locations are subject to change.

Coversheet

Approve Last Month's Meeting Minutes

Section: I. Opening Items
Item: C. Approve Last Month's Meeting Minutes
Purpose: Approve Minutes
Submitted by:
Related Material:
Minutes for GOBPT September Governance Meeting on September 11, 2024



Great Oaks Charter School - Bridgeport

Minutes

GOBPT September Governance Meeting

Date and Time

Wednesday September 11, 2024 at 4:30 PM

Location

375 Howard Ave.
Bridgeport, CT 06605

Committee Members Present

Bob Carlson, Tenssie Ramsay

Committee Members Absent

Bea Bagley, Corey Sneed, David Zieff

Guests Present

Benjamin Chan, Farah Martin, John Scalice, Latoya Hubbard

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

Bob Carlson called a meeting of the Governance Committee Committee of Great Oaks Charter School - Bridgeport to order on Wednesday Sep 11, 2024 at 4:35 PM.

C. Approve Minutes

Tenssie Ramsay made a motion to approve the minutes from GOBPT June Governance Committee Meeting on 06-17-24.

Bob Carlson seconded the motion.

The committee **VOTED** unanimously to approve the motion.

II. Governance Committee

A. Chief Executive Officer Report

John Scalice went over CEO report.

School opening went fantastic! We began our new school dismissal time at 2:15pm and noticed immediate impact on student attendance increased, lateness was reduced and students were in the classroom.

In August during professional development, we implemented Commissioners Network plan.

- Corwin is a PD provider that works in conjunction with the author which is the guide that we are using.
- SNT for climate culture for students and staff

J. Scalice went to the High School and Middle School and did a visit. J. Scalice saw that all teachers are using Corwin, Tier 1 instructional and climate culture with discipline in the classrooms.

Bridgeport Public Schools sent families and us a notice that they are changing their schedules. Those 15 minutes shift impacts us an hour and 5 minutes. Any change they make impacts our school. There are plans in progress which will be discussed in the board meeting.

B. Chief Operating Officer Report

Latoya Hubbard went over COO report.

Enrollment Update:

- Enrollment number is at 650 and under enrolled by 11 students.
- We've seen that enrollment has been impacted by the changes of the schedule at BPS
- 65% of students that withdrew in the summer was from August 20- today (September 11)
- Our waitlist for the 9th grade is growing
- We are also seeing a significant later draw and Bridgeport Magnet Schools

Our efforts are still going strong to reach our enrollment target of 661 students.

III. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 4:50 PM.

Respectfully Submitted,
Bob Carlson

Attention: Times and Locations are subject to change.

Coversheet

Fiscal Policy Revisions

Section: III. Other Business
Item: B. Fiscal Policy Revisions
Purpose: FYI
Submitted by:
Related Material: Fiscal policy revisions.pdf

Fiscal Policy revisions

1. 2 signers required for amounts over \$5,000:

Authorized signatures

Authorized check signers include the *Principal, Director of Operations*, and authorized Board members (Board Chair, Board Treasurer). A Board signatory is required on bank checks and wire transfers of \$5,000 and above.

Authorization Guidelines		
Bank Checks & Third Party Wire transfers	\$0 - \$4,999	<i>Chief Executive Officer</i> <i>Principal/Director of Operations</i>

Authorization Guidelines		
Bank Checks & Third Party Wire transfers	\$5,000 and over	<i>Chief Executive Officer and Board Treasurer</i>

No employee may sign a check payable to him/herself. On an annual basis, the Board Treasurer submits a list of all bank accounts and authorized signers to the Board of Directors for approval.

Mailing checks

B Benjamin Chan
3:03 PM Today

Add space

Authorized check signers include the Chief Executive Officer and an authorized Board member (Board Chair or Board Treasurer).

Checks, wires & transfers over \$5,000 require a signature by the authorized Board member in addition to the Chief Executive Officer.

Viewers of this file can see comments and suggestions

Cancel Reply

B Benjamin Chan
3:29 PM Today

Replace: "Principal/ Director of Operations" with "Chief Executive Officer"

Add paragraph

B Benjamin Chan
3:29 PM Today

Add: "Authorization Guidelines Bank Checks & Third Party Wire transfers \$5,000 and over Chief Executive Of..."

2. Bank & credit card statements, together with bank & credit card reconciliations:

6.1.2 *Bank accounts are reconciled on a monthly basis and reconciliations are prepared and presented to the designated Board member on a monthly basis for their review and signature. ~~appropriately approved~~*

Bank reconciliations

All bank statements are available online ~~mailed to and reviewed delivered by~~ to the Chief Financial Officer ~~Principal, who opens them and reviews them~~ for unusual activity, before submitting them ~~initials and submits~~ to the Finance Associate. The Finance Associate reconciles the bank statements to the accounting records. The Finance Associate's review includes:

- Comparison of canceled checks with the disbursement journal as to number, date, payee and amount;
- Accounting for the sequence of checks;
- Examination of cancelled checks for authorized signatures, irregular endorsements or alterations; and
- Review of voided checks.

Bank reconciliations are performed monthly in order to best compare bank balances to balances in the general ledger cash accounts. Any discrepancies or unusual items or exceptions are investigated and resolved by the Finance Director and communicated to the Principal. The Finance Director ensures that any voided checks are accounted for in the check register.⁹

Bank and credit card statements, together with bank and credit card reconciliations, are reviewed monthly by a designated member of the Board's Finance Committee. Additionally, the designated Board member will sign and date the reviewed documents.