



Great Oaks Charter School - Bridgeport

GOBPT March Governance Meeting

Published on March 11, 2025 at 9:06 AM EDT

Amended on March 11, 2025 at 9:08 AM EDT

Date and Time

Wednesday March 12, 2025 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		Bob Carlson	1 m
B. Call the Meeting to Order		Bob Carlson	1 m
C. Approve Minutes- January and February	Approve Minutes	Bob Carlson	1 m
II. Governance Committee			4:33 PM
A. CEO Report	FYI	John Scalice	10 m

	Purpose	Presenter	Time
B. COO Report	FYI	Latoya Hubbard	10 m
III. Other Business			
IV. Closing Items			
A. Adjourn Meeting	Vote		

Attention: Times and Locations are subject to change.

Coversheet

Approve Minutes- January and February

Section: I. Opening Items
Item: C. Approve Minutes- January and February
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for GOBPT February Finance Meeting on February 12, 2025
2025_01_15_gobpt_january_governance_meeting_minutes.pdf

DRAFT



Great Oaks Charter School - Bridgeport

Minutes

GOBPT February Finance Meeting

Date and Time

Wednesday February 12, 2025 at 5:00 PM

Location

375 Howard Ave.
Bridgeport, CT 06605

Committee Members Present

Bob Carlson, Daniel Luciano, David Zieff

Committee Members Absent

Bea Bagley, Corey Sneed, Eva Vega

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 Finance Committee Committee of Great Oaks Charter School - Bridgeport to order on Wednesday Feb 12, 2025 at 5:10 PM.

C. Approve Last Month's Meeting Minutes

David Zieff made a motion to approve the minutes from GOBPT January Finance Meeting on 01-15-25.

Daniel Luciano seconded the motion.

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

II. Administrative / Financial Overview

A. Current Cash Position

B. Chan went over current cash position.

As of today we are at 1.5M.

The EFS is spending line items by funding which was sent off and accepted. Auditor, Jennifer Bull, went over documents and the only thing that is left is the 990 narrative. Form was sent out to finance committee members.

B. Chan wanted to give the board members the Updated Fiscal Policy. There is a revision log so that anyone reading this will see what has changed over the last 4/5 years. Everything in yellow is what has been changed/ updated. This will be approved at the board meeting.

We have launched with SAGE Intact is the software itself. The implementation step was wrong and now it's \$22,500 or \$36,000. This needs to be confirmed by CFO, B. Chan. D. Zieff asked why the number has changed? B. Chan reports that the answer they gave him is to provide the service that the school needs. Items are uploaded for the board members review.

B. Dashboard & Financial Overview

B. Chan, CFO went over dashboard.

At the end of January the school was at 1.4/1.5M. Current ratio is good. Operating support is 7,554.00 compared to 30,000 which is our target goal.

Everything in revenue and expense numbers look healthy overall. As for SIG and Mental Health Grant numbers is some of the reimbursements that we need to factor in. The school lunch program was estimated based on past numbers but the meal claims are legitimate.

We are on track but not exceeding. We are entitled to more because we have to file for reimbursements for Commissioners Network and now we have 21st Century for After School program as well.

On the expenses side everything is fine. The committee has talked about about in previous meetings that ADP and tutor fees so they are slightly higher than originally projected. Overall, the school is looking good.

III. New Vendors

A. New Vendors

No new vendors.

IV. Additional Items

A. Additional items

No additional items.

V. 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 5:40 PM.

Respectfully Submitted,
Bob Carlson

Attention: Times and Locations are subject to change.

DRAFT



Great Oaks Charter School - Bridgeport

Minutes

GOBPT January Governance Meeting

Date and Time

Wednesday January 15, 2025 at 4:30 PM

Location

375 Howard Ave.
Bridgeport, CT 06605

Committee Members Present

Bea Bagley (remote), Bob Carlson, David Zieff (remote), Tenssie Ramsay (remote)

Committee Members Absent

Corey Sneed

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 Jan 15, 2025 at 4:31 PM.

C. Approve Minutes

Bea Bagley made a motion to approve the minutes from GOBPT December Governance Committee on 12-11-24.

Tensie Ramsay seconded the motion.

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

II. Governance Committee

A. CEO Report

CEO discussed CEO report with board members.

We will be focusing on After School programs. We have been trying to get funding for our after-school program.

- Earlier in the year we announced to the board that we applied for the 21st Century Community Learning Center grant. We were the only Charter School that got the grant. We were maxed out at 250,000 grant per year for the next three years. This funds our Seamless day and afterschool programs for the future.

January 22nd is our beginning of the grant. We got a lot of great staff involvement! B. Carlson asked about how much of the \$250,000 is going to personnel. J. Scalice reports most of it is going to personnel. J. Scalice went over budget for the grant with the board of directors. D. Zieff asked what the requirements are for the grant and after school program.

B. Carlson also asked how this helps with staff recruitment. J. Scalice reports it does help boost morale but it is mostly great for student recruitment. A lot of families need assistance with after school.

B. COO Report

COO, L. Hubbard, went over COO Report.

Enrollment Updates:

- As of today, we have 57 applications that we have received. Our 9th grade we have 22 applications. **Our lottery date will take place on April 10th, 2025.**
- Marketing: automated robo calls, postcard mailing, community outreach and social media reach.

Facilities Updates:

- **L. Hubbard and J. Scalice went to a meeting with other Charter School leaders and Bridgeport PD. They informed us that Railroad Ave will now be getting high tech cameras, license plate readers and lighting around the school area. In addition, the building owners created handicap accessible parking. D. Zieff asked if the staff is affected, and HR is being involved. L.**

Hubbard did confirm that staff have been affected by the car break ins around the school.

- L. Hubbard is pleased to share that our utilities usage has gone down 15%. Our new facilities manager, Robert Litwin, has been extremely helpful to the school and has been working with our vendors.
- School cafeteria had debris coming down from the ceiling. It is about \$17,000 and Gary has spoken to COO. According to our lease agreement, building owner is responsible for the cost.

School Update:

- **Winter Essentials Drive for our students. We have been collecting new and gently used coats, scarfs and new hats. We have gotten a huge donation since Monday and we will open up to our families on February 6th.**

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 5:00 PM.

Respectfully Submitted,
Bob Carlson

Attention: Times and Locations are subject to change.