

APPROVED



Great Oaks Charter School - Bridgeport

Minutes

GOBPT May Monthly Governance Committee Meeting

Date and Time

Monday May 8, 2023 at 12:30 PM

Location

Great Oaks Charter School - Bridgeport
375 Howard Avenue
Bridgeport, CT 06605

Committee Members Present

Bob Carlson (remote), Corey Sneed (remote), Tenssie Ramsay (remote)

Committee Members Absent

Bea Bagley, Jean Lombardi

Guests Present

Janay Garrett (remote), John Scalice (remote), Latoya Hubbard (remote)

I. Opening Items**A. Record Attendance****B. Call the Meeting to Order**

Janay Garrett called a meeting of the Governance Committee Committee of Great Oaks Charter School - Bridgeport to order on Monday May 8, 2023 at 12:32 PM.

C.

Vote to approve April Governance Committee Meeting Minutes

Corey Sneed made a motion to approve the minutes from GOBPT April Monthly Governance Committee Meeting on 04-17-23.

Bob Carlson seconded the motion.

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

II. Governance Committee

A. Set Agenda for May Board Meeting

J. Scalice plans to give an update on testing, interim assessment data, and progress on emerging FY24 budget and 5 year projection budget.

L. Hubbard plans to receive enrollment and a proposed timeline for the GOBPT/GOF separation.

B. Executive Director Report Overview

J. Scalice plans to share an update on the upcoming SBAC testing/testing prep. Monday-Thursday of next week is our Math SBAC assessment and the week following Monday-Thursday is ELA SBAC testing.

J. Scalice will discuss the results from the final interim assessment data; significant growth impact and overall achievement.

They were able to go over this year's budget projections and work more diligently on the 5yr projection, major steps in the direction of trying to sort everything out budget wise. That leads to scheduling of teachers to make sure we are accurate with out FTE and overcompensating in any areas so our budget accurately reflects the school needs.

We have about 1.1M remaining in ESSER which will help with transition planning or redesign; we should be finding out about Social Workers' grant and the Commissioner's Network.

J. Scalice noted we expect the release of the CT high dosage tutoring grant, which will target Math specifically. We will be applying for that grant to offset interventionist costs and our math-dedicated Americorps fellows.

C. Director of Operations Report Overview

L. Hubbard plans to share an update on enrollment (full in every grade but 6th grade, but down to about 15 open seats in the 6th grade already) - keeping families on the waitlist engaged because of attrition.

L. Hubbard also plans to present a proposed timeline for the separation/off-boarding of responsibilities between GOBPT + GOF, to include the three target areas, including:

- IT/website
- Human Resources
- Finance & Operations

L. Hubbard presented the timeline, with minimal questions from the governance committee.

L. Hubbard proposed that the IT transition/separation would be complete over the summer, HR to begin summer and be complete with new benefits beginning 10/1/23, and operations/finance beginning in the fall with completion January/February '24.

C. Sneed asked that HR be moved up to January '24, in an effort to coordinate it with the tax year and finance/operations to extent through May '24 (but subject to the filing of the 990). C. Sneed noted if the audit is complete, filed, etc. earlier than May '24, then we can count Finance/Operations to be complete sooner, if later, then later.

L. Hubbard indicated that we would prepare a revised timeline to present to the board at the upcoming meeting.

L. Hubbard reviewed more details of the tech/IT aspect of the transition - she prepared a high level snapshot of the current costs to the foundation/the foundation accumulates to manage our data, website hosting, manage our google suite, etc., one-time fees associated with the dissolution, and the ongoing (annual) costs once these one time fees are incurred. L. Hubbard also included costs of an IT manager as a considered cost, given our current agreement is not itemized.

L. Hubbard quoted new or existing vendors that would be responsible for holding/supporting our IT/tech/data systems for the school, including Vancord, YNS, and Efelle. These are essential costs related to the separation from the foundation.

C. Sneed asked about the cost for licenses as quoted by YNS, to clarify what the licenses are for - J. Garrett explained the licenses are for the inventory of Chromebooks, as they are tied to the current domain and Google Suite, which is all changing. Vancord will factory reset all Chromebooks and re-register them with new licenses.

L. Hubbard also noted that we are in the process of negotiating our current IT services contract to reduce our annual costs from the current 100k. They will be conducting a full audit to assess how we can cut costs.

D. Updates from Board Chair

B. Carlson did not have any more updates, but he asked J. Scalice about his meeting with D. Zieff this last week.

J. Scalice shared that D. Zieff is very generous in offering to sponsor 5 scholars (\$5,000) for our career and college pathway program next year; we also discussed having a luncheon with current community partners 25+ (we just had our social justice day last week, with 15 different organizations in attendance) to give them an opportunity to get more involved, to network and build relationships, etc.

D. Zieff has some ideas about expanding our community partnerships and will be working to generate a few more donors for the career and college pathway scholars.

J. Scalice and D. Zieff discussed preparing donor packets, with high level information about GOBPT and specifically targeted programs/opportunities for funding. J. Scalice discussed the strategy of highlighting the unique opportunities at GOBPT that donors/funders can understand, materialize and see their support in action.

J. Scalice and D. Zieff are thinking about honing in on more specific programming that could make GOBPT stand out beyond "we are a school." We also discussed this alongside grant procurement, not just donation and fundraising

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 1:00 PM.

Respectfully Submitted,
Bob Carlson

Note: Agenda *may* be amended up to a day before meeting*