

APPROVED



## Great Oaks Charter School - Bridgeport

### Minutes

#### GOBPT June Board Meeting

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##### **Date and Time**

Monday June 17, 2024 at 5:30 PM

##### **Location**

375 Howard Ave  
Bridgeport, CT 06605

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##### **Directors Present**

Bob Carlson, Corey Sneed (remote), Daniel Luciano (remote), David Zieff (remote), Tenssie Ramsay

##### **Directors Absent**

Bea Bagley, Eva Vega, Matthew Nwosu, Selena Morgan

##### **Guests Present**

Benjamin Chan, Farah Martin, John Scalice, Latoya Hubbard

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#### **I. Opening Items**

##### **A. Record Attendance & Begin Recording Meeting**

##### **B. Call the Meeting to Order**

Bob Carlson called a meeting of the board of directors of Great Oaks Charter School - Bridgeport to order on Monday Jun 17, 2024 at 5:35 PM.

##### **C.**

### **Approve last month's meeting minutes**

Tenssie Ramsay made a motion to approve the minutes from GOBPT May Board Meeting on 05-08-24.

David Zieff seconded the motion.

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

## **II. Finance Committee**

### **A. Vendor Approvals**

Corey Sneed made a motion to authorize board chair, Bob Carlson, to approve servicing contracting vendor.

Tenssie Ramsay seconded the motion.

Bob Carlson abstained from the vote.

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

David Zieff made a motion to approve Sage Intact as the new accounting system provider for the school.

Daniel Luciano seconded the motion.

The cost range is about \$8,000- \$9,000 for the year.

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

### **B. Finance Committee Updates**

CFO, B. Chan, went over the dashboard

B. Chan states as of the end of May 2024 we have about \$721,000 in the bank account. He also reports the school has \$19,000 in the food account. This has gone up because the CSDE has funded April's meal claims.

Revenue on the dashboard shows we have enough to recoup the lose of the ESSER funding because of the funds we have and also the ERC.

On the personnel side we are over the budget on salaries because we have coverage expenses for substitutes throughout the year. Professional contract services is higher because our tech support is much higher and we took on a lot of extra work with the foundation split.

C. Sneed discussed since our finances are ok then we will look on applying for a line of credit at least to run payroll. There is no issues at this time. ADP also mentioned in the beginning that they are able to advance our payroll if needed as a line of credit. Having a line of credit can always help in periods of unpredictability.

## **III. Governance Committee**

### **A. Chief Operating Officer's Report**

L. Hubbard went over COO report.

As of today, the school has received 287 applications and we are full in grades 8-12. We have 28 seats still open in 6th grade and 16 open seats in 7th grade.

We have sent out a second post card targeting middle school as well as calling and leaving messages to families. We will continue with call banking. We also have social media ads running.

In regards to the National School Lunch Program. We have been approved by the CT State Dept of Education that we are able to receive free school lunches for the summer. This is an option we explored this summer because we have a smaller population of students that will be at the school this summer. This saves us about \$5,700 for the months of July and August.

B. Carlson asked how our numbers compare to last year in regards to enrollment. L. Hubbard states this time last year we had less than 200 applicants.

## **B. Chief Executive Officer's Report**

J. Scalice went over the CEO report.

During the summer the curriculum team starts mapping what the year looks like against the most recent data.

The big target for teachers this upcoming year is how do I increase engagement during the first half of a class when we are primarily focusing on instruction and questions and answers. This is CN year 1. Year 2 focuses on small group instruction.

Next year we are planning our 10 year anniversary celebration in October. More information to come.

Grant and Funding:

Grants have been finalized. Everything has been used.

Nita M. Lowey grant is in process and this covers MLL summer program.

Our website is currently under review! Please look out for more details.

CT Charter School Association has informed us of the opportunity of applying for their grant to investigate and develop a k-5 program. They will be joining us for our Board Retreat.

The school is in the process of holding our 3rd annual MLL summer program in partnership with the Connecticut Institute for Refugees and Immigrants. We have 30 students this year who we love to host!

#### **IV. Other Business**

##### **A. New Business**

No other business.

#### **V. Executive Session**

##### **A. Executive Session**

David Zieff made a motion to Enter into Executive Session.

Tensie Ramsay seconded the motion.

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

#### **VI. 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 6:05 PM.

Respectfully Submitted,  
Bob Carlson

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Attention: Times and Locations are subject to change.