APPROVED

Great Oaks Charter School - Bridgeport

Minutes

GOBPT October Finance Meeting

Date and Time
Wednesday October 14, 2026 at 4:30 PM

Location
375 Howard Ave. Bridgeport, CT 06605

Committee Members Present
Bob Carlson (remote), David Zieff, Marie Casper

Committee Members Absent
Daniel Luciano

Guests Present
Farah Martin, Frederick Laist, John Scalice, Latoya Hubbard

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

David Zieff called a meeting of the Finance Committee Committee of Great Oaks Charter School - Bridgeport to order on Wednesday Oct 14, 2026 at 4:45 PM.

C. Approve Last Month's Meeting Minutes

Marie Casper made a motion to approve the minutes from GOBPT September Finance Meeting on 09-09-26.
Bob Carlson seconded the motion.
The committee **VOTED** unanimously to approve the motion.

II. Administrative / Financial Overview

A. Financial Position

D. Zieff, Board Treasurer, introduced Fred Laist to the finance committee.

Where do we stand with closing fiscal year 2026 in terms of financials, audit and 990.

F. Laist, CFO, internal everything is complete for the financials. The audit should be complete in 2-3 weeks. Jenn Bull of PFK will be meeting with Fred next week and get a date for a draft review. F. Laist reports this will be held with David and not held during a normal finance meeting so things can be gone over more in depth.

III. Review of FY26 Financials

A. Financial Documents

F. Laist, CFO, reports last year's final budget had $10,000 surplus. Currently we are showing a $40,000 loss. CFO reports he does not expect any changes to the bottom line.

B. Carlson states he is concerned about several issues as they related to the June 30th date. Capital improvements for the classrooms and where that money is captured, the grant funding where we get $75,000 twice. J. Scalice states that we already got the $75,000 and the other is released in May 2027.

B. Carlson asked how much is in our reserve account right now? F. Laist reports that we are at 344,000.

D. Zieff asked what was the shortfall and what was the dollar value of the shortfall.
J. Scalice, CEO, went over the $403,000- $476,000 shortfall because of the low enrollment numbers. It's not that different from other budget shortfalls. J. Scalice reports that any start of the school year, there is natural position shift in attrition. When we look at the shortfall, that doesn't come from one thing.

Our main focus was how do we protect our program, how do we ensure that we maintain the staff population needed for at least 661 students and make changes around that. For example, a culture team member slides as an attendance coordinator role and it the culture position is not backfilled. We had a science teacher resigning, we had a science

teacher with time available, we had them backfill. A gang position lapsed, grant funding ended, we will review that position and it was attached to a lapsed grant.

The school is also looking at what the class sizes are, what are the enrollment focus, reducing 6th grade, expanding High school and what that looks like. Based on our current structure we can go over our student number to 680 students. Currently, there has not been a big impact. The core instructional program is completely intact which is the goal.

B. Carlson, Board Chair, asked we have an approved budget for 26-27, when F. Last prepares next month's budget projection update. What will that look like? What adjustments will be made on the expense side to make sure we are balanced at the end of the year? D. Zieff states that at the next meeting the finance committee will go over the budget.

D. Zieff discussed private fundraising and the plan to meet with a development consultant to see if we can have the opportunity to hire them and begin the fundraising efforts. The board will interview that person and look at the proposal.

IV. New Vendors

A. New Vendors over $5,000

Marie Casper made a motion to approve CT Teacher Retirement Board as a vendor.
Bob Carlson seconded the motion.
It is a requirement in the state of CT that if you are a certified teacher then you are required to pay into the retirement board.

The committee **VOTED** unanimously to approve the motion.
Marie Casper made a motion to approve J & K electric alarms as a new vendor.
Bob Carlson seconded the motion.
This is our fire alarm vendor.
The committee **VOTED** unanimously to approve the motion.

V. Additional Items

A. Additional Items

Marie Casper made a motion to give D. Zieff, board treasurer, authority to approve vendors after speaking with leadership about the vendors.
Bob Carlson seconded the motion.
The committee **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 5:15 PM.

Respectfully Submitted,
David Zieff

Attention: Times and Locations are subject to change.