New Heights Board of Trustees

June 24th, 2019

Starting Time: 5:30pm

Dinner Served: 5:00pm

Location: 1690 Main Street, Brockton, MA

1. Call to Order (5:32PM)
2. Roll Call
   1. Emmanuel Daphnis
   2. Rick Schwartz
   3. Kimberly E. ZouZoua
   4. Judge Phillips
   5. Stephen Bernard
   6. Mike Sullivan (Absent)
   7. Nick Christ (Absent)
   8. Vinnie Marturano (Absent)
   9. Ollie Spears (Absent)
   10. New Heights Staff Present:
       1. Executive Director Omari Walker
       2. Assistant Executive Director Janice Manning
       3. Business Manager Suzanne Graham
3. Reading and Approval of Minutes from May 2019
4. Reports of Officers, Boards, and Standing Committees
   1. Chairperson’s Report, N/A
   2. Executive Director’s Report
      1. Overview of June 2019 Culture Events
         1. 6th and 7th grade award ceremony: Honored scholars who have earned a 3.0 GPA or higher
         2. 9th and 10th grade award ceremony: Highlight 98 students who have earned college credits
         3. 8th grade graduation: Large community event at West Middle School. Brockton MS have welcomed all students and staff.
         4. Middle School and High School Field Days
         5. Staff Cookout
         6. High School Farewell Cookout on the last day of school
      2. Members of the Administration (Janice, Laura M, Jess G, Maria F.)  attended the Research Triangle Institute Early College Conference in North Carolina. 40 attendees, New Heights was the only team not from NC. Members attended breakout groups to network and plan for the upcoming school year.
      3. Discussion of major Staff Departures and Hires
         1. Meredith Morrison, HS Principal stepping down at end of this year. Maria Fernandes leads Centre Street. Shana Silva will be Principal/Head of School for grades 6-10, and RISE Juniors on NH campus.
         2. Jen Houton, Executive Assistant leaving at end of this year
         3. Teachers leaving last day June 25, 2019
         4. Promotions and new staff seem strong; we are excited to bring new staff onboard SY 2019-2020.
         5. Dean Arielle Zern, possibly leaving but may consider coming back part-time to help school in the next year.
      4. FY19 Student Enrollment
         1. 519 students in June 2019. There are waitlists for every grade.
5. Reports of Special Committees
   1. Academic Excellence Committee (Pastor Manny)
      1. Pastor Manny presents a Report/Dashboard for students who are moving to Centre Street/ Early College Program. This Dashboard gives BOT members student data which supports/contradicts our mission.
      2. Discussion of Tardy rates. Students are marked tardy after 7:45am, but are not missing classes. New Heights students have reported that Advisory *“did not matter.”* The school will shorten homeroom periods and lessen the meeting times. How important is advisory to the school? What can we relay to students during this time? A new policy to be in next year Handbook: 3 tardies will equate to 1 detention, plus 1 absence. 20 absences will be automatic retention.
      3. Pastor Manny’s goal is to see this Dashboard more frequently, quarterly not annually with addition of new Dean of Data and Assessment. Judge Phillips asks the value of this measure. Pastor Manny would like to see the Board helping the school create policies, procedures, Mission, impact and results.
      4. Kimberly ZouZoua would like for the Board and school to set benchmark(s) to allow members to look at this process organizationally/systematically.
   2. Building Committee (Rick)
      1. Report
      2. Centre Street location will hold some 10/11 grade students.  Building Inspector will hold permit.
      3. New Heights needs 5 additional office spaces. Possible renting out vacant bank next door, or a trailer, or an addition to 1690 Main Street. Everett has given permission to build out office space for estimated $45,000 which is the less expensive cost to budget, rent will not be increased because no additional students will be added.
         1. **Rick motions to permit ED Walker to negotiate up to $50,000 to build out additional 4-5 office spaces at 1690 Main Street.** Seconded Kimberly ZouZoua. Discussionabout complications or changes that could be made. BOT members would like to schedule a tentative “emergency” meeting in case of possible changes. There is a part of the budget ($80,000) already reserved for this office. This money now needs to be allocated. ED Walker estimates having notice of plan and clearance no later than Friday, July 12. Board votes, passes unanimously.
   3. Finance Committee (Nick presented by Rick Schwartz)
      1. May Finance Report- Handout as of 5/31/19; no questions or discussion follows presentation.
      2. YTD Finance Report
         1. Request to Vote on Acceptance of YTD Finances
         2. **Rick motions to make a staff change to Finances previously approved on May ‘19.** Looking for $70,000 salary plus fringe benefits, which is a $35k increase to SY budget. Rick motions to approve 1 FT staff member, specifically school psychologist; Stephen Bernard seconds the motions; discussion ensues: NH currently works with an outside agent/school to test students for IEP services. NH has a Special Education population of about 13%. Current Social Workers cannot take on larger caseloads next year to provide state-required meeting times. 2 groups of students are required to meet social group meetings, and our current counselors do not have this training. School Psychologist would be in-house testing, groups, provide preventative services, and support our School Special Education staff. Board members wonder comparison to other charter schools, and others benchmark(s). What revenue will offset the addition of this staff? Rick summarizes Finance Committee meeting notes in which staff salaries that are predicted for FY20 and additional cuts will meet the amount in the proposed budget. Vote passes unanimously.
         3. Rick motions to approve 1 PT staff member **Jess G. as a contracted position for $25,000 (with no additional benefits) to apply for charter renewal.** Stephen Bernard seconds the motion. Discussion around benefits however, this employee will not qualify for benefits due to work being part-time. Vote passes unanimously.
      3. FY20 Approved Budget - Revised
         1. Request to Vote to Approve FY20 Revised Budget
         2. Foundation Rate explains that Brockton will spend a specific amount per child, anything above is called Above-Foundation Rate (7% in 2016, 4% in 2017 reported by January 1). New Heights lost $30-40k/month. Brockton reported the above-Foundation rate in May 2019; it was budgeted for 2-3% above Foundation rate, but numbers may be lower than this. This was an anticipated loss, ED believes we are prepared for this cut.
   4. Governance Committee (Vinnie)
      1. Report, N/A
   5. Fundraising Committee, (Ollie)
      1. Report, N/A
      2. ED Walker reports that school’s donor will no longer donate funds unless the Board raises the money or funds it themselves. Mike Sullivan previously acted as support through legal issues. The donors are looking to see that the Board Chair and other members are helping fund school’s costs, issues. Kimberly understands this donor’s requests due to membership on other boards; the BOT members should be prepared to fund school in time of need or network/raise the money necessary. Rick believes New Heights should be able to get investors to support the school and begin this type of work by September. Stephen Bernard asks for further discussion and plan for fundraising. Pastor Manny requests that Fundraising Committee reports each meeting.
6. Special Orders
   1. Next meeting: August 27, 2019
7. Good of the Order
   1. Announcements
8. Adjourn