New Heights Board of Trustees Finance Committee October 29, 2019 Starting Time: 4:00pm Location: 1690 Main Street, Brockton, MA

I. Attendance:

A. Ollie Spears B. Rick Schwartz C. Phone in: Nick L. Christ D. New Heights Staff in attendance: Omari Walker, Janice Manning, Suzanne

Graham II. Review of September 2019 Finances

A. NHCS is 25% through our fiscal year B. Revenue

1. Discussion around Enrollment and Grants C. Personnel Costs

1. Discussion around Staffing and Payroll

a) NH is short staff currently b) Majority of Professional Development happens before September

2019 c) Unemployment payments and refunds

(1) Suzanne will contact HRKnowledge for more information

on these numbers in order to update numbers. D. Administrative Costs

1. DCI and Principal were given budget to order classroom supplies; money

was moved around in original budget. 2. Once budget (working document) is approved for the year, it does not

need to be reapproved. Committee members agrees that ED must manage within final line. E. Instructional Costs

1. Technology/Copier and Furniture are “front-loaded” costs F. Occupancy Costs

1. Fiber optic line is a one-time cost in Network/Communication 2. Rent/Lease includes October 2019 rent 3. Discussion around loans and payments 4. Discussion around construction costs

a) NH anticipated paying for Centre Street, renting parking lot and

bank space next door. $90,000 was budgeted b) $107,000 was spent for 4 offices. Lockers were moved for $3200 III. Nick L. Christ motions to present budget as is for the month of September/Quarter 1.

Seconded by Rick. Motion passed unanimously.