

APPROVED

# New Heights Charter School Board of Trustees

## Minutes

### August Board Meeting

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**Date and Time**

Tuesday August 29, 2023 at 5:00 PM

**Location**

1105 W Chestnut St  
Brockton, MA

OR

Zoom

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New Heights Board of Trustees  
August 29, 2023  
Starting Time: 5:00pm  
Location: 1105 W Chestnut Street  
Brockton, MA 02301  
Join Zoom Meeting

**ZOOM Meeting:**

Description:

<https://us02web.zoom.us/j/8981912806?pwd=WHJ2dE1sTHNYVlVmNUsvTkxEaW1JZz09>

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**Trustees Present**

D. Sauvignon (remote), G. Bengen (remote), G. Phillips, J. Charnel (remote), M. Sullivan (remote), S. Jackson (remote), V. Marturano

**Trustees Absent**

N. Christ, S. Bernard

**Ex Officio Members Present**

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O. Walker

### **Non Voting Members Present**

O. Walker

### **Guests Present**

B. Hancock (remote), J. Vega (remote), K. Kendrick, M. Fernandes, R. Bevis (remote), R. Lewis (remote), S. Graham (remote), T. Chin (remote), W. Libby (remote)

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## **I. Opening Items**

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

M. Sullivan called a meeting of the board of trustees of New Heights Charter School Board of Trustees to order on Tuesday Aug 29, 2023 at 5:06 PM.

### **B. Approved Board Members List**

### **C. Roll Call**

### **D. Reading and Approval of Minutes**

G. Bengen made a motion to approve the minutes from Board Retreat on 08-22-23.

V. Marturano seconded the motion.

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

## **II. Executive Director's Report**

### **A. Enrollment/Lottery Report**

- Lourdes presented the enrollment numbers
  - 736 students currently enrolled
  - 15 additional students are in the process of being registered, hoping to begin the year with 750 and have a healthy waitlist and application pool.

### **B. Early College Update**

- 134 full time college students
  - 73 juniors
  - 61 seniors
- 30 classes being offered in the fall
- Projecting over 50% of students to graduate with Associate's in the fall

### **C. Staffing Update**

- Will presented a staffing update:  
<https://docs.google.com/presentation/d/1P3WeCO1idWk6VVNjmls0n5eUO8BJQFkZvDxRmGhuk0/edit?usp=sharing>

J. Charnel made a motion to accept report as presented.

G. Bengen seconded the motion.

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

### III. Finance Committee

#### A. FY23 Year End Finances

#### B. FY24 Budget

- Projected budget for next year is within a couple thousand of a break even point
  - Increase in grant income of \$176k, increase of \$100 per student in facility fee from state
  - Decreased costs in personnel \$76k due to hiring, administrative \$90k due to purchasing tech in prior year, instructional costs \$72k by reviewing software, facilities costs \$70k by reviewing contract services
  - Vinnie - what does bottom line look like going into the new school year?
    - \$13,969 currently
- Committee looked at setting goals, looking for input from the board on goals.

J. Charnel made a motion to accept committee report as presented.

G. Bengen seconded the motion.

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

### IV. Governance Committee

#### A. Updates

- There are three potential new board members that are in the process of being interviewed, will provide updates.
- Board calendar went out with an outline of meeting dates

#### B. Student Handbook

- Bryan Hancock presented handbook updates for the 2023-2024 school year

V. Marturano made a motion to approve student handbook and committee report.

D. Sauvignon seconded the motion.

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

#### C.

### **Executive Session to discuss personnel**

G. Bengen made a motion to enter executive session to discuss contractual matter.

G. Phillips seconded the motion.

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

#### **Roll Call**

S. Bernard Absent

G. Phillips Aye

S. Jackson Aye

D. Sauvignon Aye

M. Sullivan Aye

N. Christ Absent

G. Bengen Aye

V. Marturano Aye

J. Charnel Aye

### **V. 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 5:30 PM.

Respectfully Submitted,

M. Sullivan

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### **Documents used during the meeting**

- June 2023 Finance Committee Report.pdf
- Working FINAL ScholarHandbook\_23\_24 [Bryan Hancock] (1) (1).pdf
- Dean Referral Table FY23 v FY24.pdf
- BOARD 2023-24 Scholar Handbook Presentation .pdf