APPROVED

New Heights Charter School Board of Trustees

Minutes

September Board Meeting

Date and Time
Tuesday September 26, 2023 at 5:00 PM

Location
1105 W Chestnut St
Brockton, MA 02301

OR

Zoom

New Heights Board of Trustees
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

Trustees Present
M. Sullivan (remote), N. Christ (remote), S. Bernard, S. Jackson (remote), V. Marturano

Trustees Absent
D. Sauvignon, G. Bengen, G. Phillips, J. Charnel

Trustees who arrived after the meeting opened
S. Bernard

Ex Officio Members Present
O. Walker

Guests Present
J. Vega, K. Kendrick, M. Fernandes, R. Bevis (remote), R. Lewis (remote), S. Graham (remote)

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 Sep 26, 2023 at 5:07 PM.

B. Approved Board Members List

C. Roll Call

D. Reading and Approval of Minutes

N. Christ made a motion to approve the minutes from August Board Meeting on 08-29-23.
V. Marturano seconded the motion.
The board **VOTED** unanimously to approve the motion.

II. Executive Director's Report

A. Enrollment/Lottery Report

- Lourdes Pires presented the enrollment report as of September 26, 2023
  - 735 total students enrolled
  - 623 from Brockton, 37 from Randolph, 49 from Taunton, 26 from OOD
- When is enrollment set for the year?
  - October 1 sets the enrollment for the year and decides tuition amount

B. Staff/Student Highlights

- Maria Fernandes and Jorge Vega presented spotlights on a student, staff member, and department

III. Old Business

A. Calendar Change

- Current calendar has Monday, November 20 as an early release day. Tuesday, November 21 listed as in-service day. One challenge is that it's the week of Thanksgiving. Term closes November 1 and Parent Teacher conferences are usually soon after the term ends.
    - Request to change early release from November 20 to Thursday, November 16. In service changed from Tuesday, November 21 to Monday, November 13

M. Sullivan made a motion to approve the change in dates.
S. Bernard seconded the motion.
The board **VOTED** unanimously to approve the motion.

IV. New Business

A. Principal Search

- Kaitlin Kendrick read a memo from Jess Geier outlining the search process for a replacement principal for next year. The search will begin in October with a hopeful date of hire in January.
- Should we consider that every board member should be asked before selecting one for the committee?
    - Is anyone on the meeting interested in volunteering?
        - Academic Excellence Chair, Steve Bernard, was put forward as a candidate. He will act on the committee unless another board member steps forward in the meantime

N. Christ made a motion to approve the search process as outlined in the memo with Steve Bernard acting as board representative.
M. Sullivan seconded the motion.
The board **VOTED** unanimously to approve the motion.

V. Academic Excellence Committee

A. EC Fall Semester Update

- Meagan Hatanaka presented stats on the Fall 2023 Early College cohort:
    - Total MCC classes: 30
        - 3 at NHCSB
        - 19 in person
    - Class of 2025
        - 74 Early College students
        - 39 Dual Enrollment students
    - Class of 2024
        - 63 Early College students

        - 15 Dual Enrollment students
        - Projected to have over 50% of Associates
    - Success with batch registration
    - Increased NHCSB admin support at MCC
    - Hiring challenges with both NHCSB and MCC vacancies

B. Teaching & Learning Focus

- Renee Lewis presented her Board Meeting Slides 09_26_2023, discussing the instructional priorities for the 23-24 school year
- Seems to be a delicate balance from student to student, what are we doing for students who don't meet expectations?
    - School has a whole child study team to discuss the concerns with the student and discuss next steps. Could be finding a trusted adult for student to go to. About helping the student meet those expectations.

C. Accountability Report

- Nicolas Jackson presented on the Spring 2023 accountability report from DESE: https://docs.google.com/presentation/d/1Q1IhmSIYhU7bEbDnorvTCAgio9ihQYpgaG8IHuOk13c/edit?pli=1#slide=id.p1
    - DESE Accountability Percentile explains where the state believes accountability is
        - NHCSB has increased to 34th percentile since 2021, outperforming all three sending districts
    - 2023 saw an increase in 6th grade MCAS math scores due to implementation of Scholar Success Time
    - 10th grade MCAS ELA grew in 2023, outperforming sending districts

N. Christ made a motion to accept report as presented.
V. Marturano seconded the motion.
The board **VOTED** unanimously to approve the motion.

VI. Finance Committee

A. FY23 Audit

Colleen D'Alfonso presented the annual audit with Valquiria Marcal

- Independent Auditors Report: No opinion
- Internal Control Report: No material reportable instances
- Compliance Report: No significant deficiencies noted
- Moderate risk reported in unrestricted days cash
- Other ratios consistent with previous year's audit
- When discussing moderate risk of the program paid by tuition is it the high end or low end of the risk?

        - It is the middle of the range due to ESSER funds
    - ESSER funds is decreasing and will expire next September. School will have to find additional revenue costs or decrease expenditures. Finance will work with management to keep this in mind

Recommendation of the Finance Committee is that board accepts it as presented.
S. Bernard arrived at 5:10 PM.
S. Bernard made a motion to approve audit as recommended by Finance Committee.
V. Marturano seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. YTD Finances

- Finances are inline, nothing at this point in the year that aren't anticipated. Some costs are front loaded due to summer work. Finances will be monitored closely month to month.
- Can financials be sent Wednesday/Thursday before committee meets? Would that be helpful? What other information does the board want?
    - Think the committee should see them first before the board
    - Is it possible for the Finance Committee to meet earlier in the month?
        - It was discussed but could only be moved a week prior due to when transactions come in

S. Bernard made a motion to Accept Finance report as made.
V. Marturano seconded the motion.
The board **VOTED** unanimously to approve the motion.

VII. Governance Committee

A. ED Review

- Committee met to begin annual performance review for Omari Walker. Developed consensus to make adjustment to contract in Executive Session. Agreed with the sentiments stated in Omari's evaluation, attached.
- Committee will meet tomorrow to interview 3 potential board candidates, will report back next month.
- Next Governance Committee will begin the process of looking at board terms and considering the idea of adjusting bylaws to meet schools current needs.

N. Christ made a motion to approve evaluation as presented by committee.
S. Bernard seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Additional work with Rob Carpenter?

- Rob Carpenter has offered to meet with the board for additional consulting if wanted. Will look into this further and come back with more recommendations

N. Christ made a motion to accept Governance Committee report as presented.
V. Marturano seconded the motion.
The board **VOTED** unanimously to approve the motion.

VIII. 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 6:28 PM.

Respectfully Submitted,
M. Sullivan

Documents used during the meeting

- 23-24 Board Spotlight.pdf
- Board Meeting Slides 09_26_2023.pdf
- Board Presentation (1).pdf
- O Walker Self-Evaluation 2022-23.pdf