APPROVED

New Heights Charter School Board of Trustees

Minutes

Board Meeting

Date and Time
Tuesday May 27, 2025 at 5:00 PM

Location
Zoom Link

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

ZOOM Meeting:
Description:
Zoom

Trustees Present
G. Phillips, J. Charnel, M. Mollo, N. Christ (remote), S. Bernard, S. Jackson, V. Marturano, W. Lyttle

Trustees Absent
G. Bengen, J. Radzevich

Ex Officio Members Present
O. Walker

Guests Present

J. Geier (remote), K. Kendrick (remote), M. Fernandes, M. Jean, N. Jones (remote), R. Lewis, S. Graham (remote), Steve Fernandes (remote), W. Libby (remote)

I. Opening Items

A. Call the Meeting to Order

G. Phillips called a meeting of the board of trustees of New Heights Charter School Board of Trustees to order on Tuesday May 27, 2025 at 5:09 PM.

B. Approved Board Members List

C. Roll Call

G. Phillips made a motion to approve the minutes from Board Meeting on 04-29-25.
J. Charnel seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Reading and Approval of Minutes

II. Executive Director's Report

A. Emergency School Closing

-GP highlighted NHCSB team (both Administrative, Teaching, and District staff) for the successful handling of an emergency school closing during an electrical problem at New Heights school. The administrative and executive staff were praised for their dedication.

Another point from GP is his attendance along with Steve Bernard at our MCC Commencement celebration. He commended the staff for their willingness to assist beyond their job descriptions. SB echoes this sentiment and remarks how students and families were relaxed and enjoyed the celebration.

GP mentions NHCSB graduation attendance and marks down who will be attending graduation on June 5th: **Everyone except Jason Radzevich and Shelly Jackson will be in attendance**.

OW speaks further to the emergency school closing, the process behind putting a plan together, and students and teaching staff having to be remote for a week. He thanks the Board for their support and gives big praises to Dr. Jones and her team.

MM asks if there was an emergency plan already in place and did we execute it at all?

Yes. We did not have a remote plan as that is not allowed. OW explains the process of how New Heights gained approval to go remote and get permission from the Commissioner. NHCSB was originally awarded 4 days of remote instruction but needed to ask for an additional 2 days after the 4 days were coming to and end due to more electrical work needing to be done.

B. May Board Spotlights

Student Spotlight:
Jonathan Morency, presented by **Brailee Walker**

- Recognized for his **tenacity**, consistent **honor roll performance** throughout his entire academic career at NHCSB, strong **sportsmanship**, and outstanding **leadership skills**.

B. Teacher Spotlight
Uzziah Hilliard, presented by **Renee Lewis**

- Commended for his **positive relationships** with students, coaching roles in **volleyball and football**, and his **readiness to support colleagues**.
- Noted for maintaining a **consistently positive attitude** within the school community.

C. Staff Spotlight
Dominque Renrick, presented by **Jennifer Torregano**

- Applauded for going beyond technical support by offering **tutorials**, **troubleshooting**, and **ongoing staff support**, embodying a strong commitment to team success.

D. Department Spotlight
Custodial/School Hospitality Team, presented by **Steve Fernandes**

- Special recognition given to **Mr. Raul** and **Ms. Odilia** for maintaining an exceptionally **clean and inviting environment**.
- Their **high standards** for cleanliness are consistently reflected throughout the facility.

GP and **SB** echoed appreciation for the cleanliness observed during the **MCC Graduation celebration** held Friday.

E. Additional Acknowledgements:

- **SJ** offered a **shoutout to JG and Ms. Bianka** for their exceptional support during the **Food Bank event**, describing it as an “all-hands-on-deck” effort.
- SJ encouraged **more board members** to volunteer for future events.

C. Email Listserv

OW informs the Board that they each have New Heights emails and any messages they were getting prior to today were going to this list serv. If staff would like a specific email used, please email or notify him for the changes.

D. June Meeting Documents

Two critical documents are due for the **June 1st submission deadline**:

- A **25-page Charter Renewal Application**
- The A**nnual Report**

Jess Geier provided an overview of the requirements:

- The renewal application will address **testing and accountability standards**.
- Although submitted separately, it will be reviewed alongside the Annual Report.
- Both documents will be **distributed for board review and comment** prior to the **June 24th Board Meeting**.
- **Omari** informed the board that he will be **unable to attend the June meeting in person** due to travel but will join remotely.

J. Charnel made a motion to accept Executive Director's Report.
V. Marturano seconded the motion.
The board **VOTED** unanimously to approve the motion.

III. New Business

A. 2025-2026 Main Street and Early College School Calendars

Renee Lewis presents on both school calendars and decisions stemming from the recent Academic Leadership Team meeting:

- Calendar alignment priorities between **Main Street** and **Early College (EC)** campuses.
- The focus is to ensure **curriculum and professional development alignment** from **6th grade through Early College students who attend BSU (Bridgewater State University)** and **MCC (Massasoit Community College)**.
- A key objective is to ensure that **all instructors receive the same professional development,** particularly by aligning **PD days with MCC’s calendar**.

- The committee also discussed improving **Parent-Teacher Conference scheduling**, emphasizing the importance of **providing families with increased time and flexibility** to meet with educators.

J. Charnel made a motion to accept Renee Lewis' report on school calendars.
S. Jackson seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Bank Signature Authority

Mike Sullivan (former Board Chair) still has rights and the board needs to take a vote to switch the signer to the new Board Chair - Judge Gregory Phillips.

The board agrees and **approves Judge Phillips as the new signatory authority** for **banking documents.**
J. Charnel made a motion to add and approve Judge Greg Phillips as the new signatory authority for banking documents.
S. Jackson seconded the motion.
The board **VOTED** unanimously to approve the motion.

IV. Finance Committee Meeting

A. Presentation of Draft FY-26 Budget

The committee continued its focus on the **FY26 budget**, with **Nicholas** leading the discussion:

- The **primary funding source** is the **per-pupil allotment**, projected to total approximately **$14.2 million**.
- Bill raised a question about the forecast appearing lower than the **board-approved amount**.
- **Nicholas and Omari** responded that actuals are typically **lower than initial projections** due to the use of **conservative forecasting methods**.

Key Budget Elements Discussed:

- **Personnel Costs**: Proposed at **$12.2 million**, which reflects a **decrease from the previous year**.
  - The reduction is attributed to **consolidation of services** and **redistribution of responsibilities** among current staff.
- **Administrative Costs**: Expected to **remain flat** year-over-year.
- **Instructional Costs**: Projected to **increase slightly** to meet educational needs.

- The budget overall is described as **lean**, with **ongoing updates planned throughout the fiscal year**.

J. Charnel made a motion to accept the Finance Committee's report for the Proposed FY26 Budget as presented.
S. Jackson seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. YTD Finances

The **Finance Committee** reported that:

- **April financials remained stable**, at **83.3% of the budget**, with **no material changes** noted.

J. Charnel made a motion to accept the April financials as presented to the Board.
W. Lyttle seconded the motion.
The board **VOTED** unanimously to approve the motion.

V. Academic Excellence Committee

A. Academic Excellence Report

Steve Bernard opened the discussion on the school's response to the **May 9th electrical emergency**, which led to a **school-wide dismissal at 9:00 a.m.**

- **Renee Lewis along with Dr. Jones et team** were recognized for leading the rapid transition to **remote instruction**, which included:
  - Immediate **parent communication**
  - **Technology distribution**
  - **Transportation coordination**
  - Reprioritizing instructional focus
- Teaching and learning during remote operations involved:
  - Use of **Google Classroom** and **Google Meet**
  - A **co-teaching model**
  - A kickoff **Monday meetings** and school-wide **daily follow-up meetings**
  - Continuation of school-wide initiatives such as **New Student Acceptance Day** and **Culture Team support**

Early College Update – Spring and Summer 2025:

- **Maria Fernandez** presented current enrollment statistics:
  - **Spring 2025 College Enrollment**:
    - **MCC/BCC**: 186 students in grades 9–12
    - **Early College 11th & 12th graders**: 117 students

        - **Bridgewater State University**: 16 juniors and 11 seniors
        - **Total participation**: 330 students (84%) enrolled in **at least one college course**
    - **Summer 2025**:
        - 5 college courses will be offered
        - **77 students enrolled**, including **16 seniors**

Discussion Highlights:

- **JC** asked whether summer instruction is easier; **MF** responded no, due to the **5-week compression of 15-week content.**
- **SJ** asked how many courses students may take during summer; **MF** confirmed **one course maximum.**
- **WL** inquired about **MCAS rescheduling and did it take place**; answer: MJ explained that correspondence to DESE regarding an extension went out in a timely fashion and extensions were granted for Grade 10 Math and Grade 8 Civics MCAS till June 9th.
- **GP** asked if outcomes were better compared to last year; **MF** affirmed they are, with a goal of **60% of seniors earning their AA by 2026**.

JC expressed interest in how NHCSB compares to peer schools in graduation outcomes.

- **SJ** asked about institutional partnerships; **Maria listed**:
    - **Bridgewater State University (BSU)**
    - **Nichols College**
    - **Massasoit Community College (MCC)**
    - **Voorhees University (currently in the works)**
    - **Potential future partner/s: Assumption University**

School Events Update – Presented by Dr. Jones

Dr. Jones provided an overview of upcoming **student events**:

- **5/27** – Civics Showcase field trip
- **5/29** – Junior and Senior Prom
- **5/30** – High School Community Day and Step Show
- **5/31** – Senior Trip to Six Flags
- **6/2** – Senior In-and-Out Day, Awards Night, Senior BBQ
- **6/3** – Sports Banquet
- **6/5** – NHCSB High School Graduation
- **6/6** – Alumni Basketball Game vs. Varsity Team
- **6/7** – NHCSB SAT Testing Site (open to all students)
- **6/10–6/13** – Washington, DC Trip
- **6/14** – NHCSB ACT Testing Site (open to all students)
- 6/18 - 8th Grade Step-up Ceremony and Dance

- **6/19** – **Juneteenth** observed — no school
- 6/21 - Dominican Republic Service Learning Trip for selected HS students

GP asked how students will get to prom? It was confirmed that **students are responsible for their own transportation**.

Data Reporting and Future Presentation

- **Steve Bernard** referenced **Kaitlin's Data Dashboard presentation**, noting it will be formally presented at the **Annual Meeting on Tuesday, August 26, 2025**.

W. Lyttle made a motion to accept the Academic Excellence Committee Report.
J. Charnel seconded the motion.
The board **VOTED** unanimously to approve the motion.

VI. Closing Items

A. Adjourn Meeting

J. Charnel made a motion to adjourn the meeting.
S. Jackson seconded the motion.
The board **VOTED** unanimously to approve the motion.
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:50 PM.

Respectfully Submitted,
G. Phillips

Documents used during the meeting

- Final Copy of April Board Meeting Minutes.pdf
- 2025-2026 Main Street School Calendar (Draft).pdf
- EC 2025-2026 School Calendar (Draft).pdf
- FY26 Proposed Budget.pdf
- April Financial Reports - Board.pdf
- School Events.jpeg