APPROVED

New Heights Charter School Board of Trustees

Minutes

Board Meeting

Date and Time
Tuesday February 25, 2025 at 5:30 PM

Location
1105 West Chestnut
Brockton MA 02301

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 (remote), N. Christ (remote), S. Jackson (remote), V. Marturano, W. Lyttle

Trustees Absent
G. Bengen, G. Gibson Sheffield, J. Radzevich, M. Mollo, S. Bernard

Guests Present
J. Geier, K. Kendrick (remote), M. Fernandes, M. Jean, N. Jones (remote), R. Lewis (remote), S. Graham (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 Feb 25, 2025 at 5:42 PM.

B. Approved Board Members List

C. Roll Call

D. Reading and Approval of Minutes

G. Phillips made a motion to approve the February 11th Minutes.
N. Christ seconded the motion.
The board **VOTED** unanimously to approve the motion.

II. Executive Director's Report

A. Near Cap Enrollment

An email was sent to OW pertaining to Brockton moving out the 9% percentile and what meant with us now only being to take 9% of students verses the 18% we previously use to take. There were numbers of schools that fall into the "may have to stop enrolling Brockton students." If we all keep enrolling students from Brockton at the same rate we are now, we would enrolling over 100 students and that was alarming. If the proration cut went into play, we would have to take a cut in the tuition pricing of the Brockton student we admit.

This made us take a step back and perhaps think of how we model our enrollment since most of our student comes from Brockton. If everyone stays within the cap, it keeps us from going over the cap percentage. So at this time, the state is not recommending schools who can enroll brockton students unless one of us go through accepting said students at a considerable rate. The disguising factor is that the siblings of Brockton students we have at our school do not put us in danger of not receiving the tuition at its rate now.

WL: The siblings, how are we getting paid for them now
OW: right now because we're under the cap, Brockton was paying for them and was being reimbursed for it. Next year, it will be the same rate but we will be getting paid for the Brockton students directly from the state. If NHCSB receives a Brockton student in the 6th grade, Brockton loses that student but the state reimburses the sending district. But if we accept a sibling, the state will pay us for this pupil.

GP asks what is the next step?

OW explains the situation of Randolph, but now we start to re-accept Randolph students. The issue is there is only 40 spaces under the cap of accepting students in Randolph so we'll need to make sure we respect that. OW did reach out to the ED at SSCS to discuss if their cap has any financial issues with us moving forward.
MF introduces the new Director of Technology, Mr. Cubero-Diaz - after further discussion with the hiring committee, Huberto was the closest candidate that matched what we were looking for in this position. Mr. Cubero-Diaz has been in the IT world for over 10 years and is now venturing into the public sector with coming over to New Heights.

GP and the rest of the board members welcome Mr. Cubero-Diaz.

III. Finance Committee Meeting

A. YTD Finances

GP Asked whether mechanisms or procedures are in place to address complaints or concerns related to **travel expenses, spending abuse, or financial transparency?**
Answer:
-All expenses are **approved by the board**.
-Management makes financial decisions, which are **brought to the board for approval**.
-Every request is submitted to the board, and the board votes **"yes" or "no"**.

GP: Asked whether the board should conduct a more detailed review of **line items within an event budget** and if other organizations follow this practice?
Answer: The board could adopt this as a standard practice if desired.
-JC: Asked if a **written protocol** exists for event-related spending, including the process for board approval?
-GP: Inquired about the **travel policy**, including spending limits, attire, and daily allowances.

SG Response:
-A **financial policy and spending policy** is already in place.
-Any expense **over $10,000** is **fully explained** in the budget.
-Auditors have consistently reported no findings regarding financial mismanagement.
Travel-related spending is **not significant** in comparison to other budget line items.

GP: Stated that if further discussion is needed, the board can revisit the topic at a future meeting.

OW: Suggested that **policy discussions** be included in the **next meeting agenda**.

Board Budget Discussion
NC: Asked if there were any questions regarding the board budget?
SG: Provided a breakdown of financial categories:

Professional Services: These costs are typically spent at the beginning of the year. While currently running ahead of expectations, they generally **balance out** by year-end.
-Supplies & Materials: Spending is **on track**.
-Student Activities & Transportation: Expected to **increase** later in the school year.
-Occupancy Costs:

Spending aligned with budget timing.
The **change in cleaning contracts** impacted the budget, but a **cost-effective provider** was found.

Overall Budget Health:
NC: No significant budget deviations were noted.
Spending remains **within budget** and is allocated in line with the **school's mission**.

G. Phillips made a motion to accept January's numbers as presented in the Finance Committee.
J. Charnel seconded the motion.
The board **VOTED** unanimously to approve the motion.

IV. Governance Committee

A. Discussion on New Member

The committee speaks on recommending Marybeth Mollo to bring her name up for nomination to become a board member. Marybeth brings 25+years of HR with her extensive background on ongoing procedures and policy.

V. Marturano made a motion to accept Marybeth as one of a new board member.
G. Phillips seconded the motion.
The board **VOTED** unanimously to approve the motion.
G. Phillips made a motion to to continue Vinnie Marturano as a board member for another term of three years.
J. Charnel seconded the motion.
The board **VOTED** unanimously to approve the motion.

V. Good of the Order (N/A)

A. Legal Matter

GP gives a brief update on the legal matter that took place last meeting - the former employer has sought his own legal counsel and the matter has been dismissed.

VI. Closing Items

A.

Adjourn Meeting

V. Marturano made a motion to adjourn February 25th meeting.
W. Lyttle 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 6:39 PM.

Respectfully Submitted,
G. Phillips