

New Heights Charter School Board of Trustees

Minutes

Finance Committee Meeting

Date and Time

Tuesday August 25, 2026 at 4:00 PM

New Heights Board of Trustees

Starting Time: 4 PM

Location: 1105 West Chestnut Street

Brockton, MA 02301

Join Zoom Meeting

ZOOM Meeting:

Description:

[ZOOM LINK](#)

Committee Members Present

J. Charnel (remote), N. Christ (remote), W. Lyttle

Committee Members Absent

J. Radzevich, S. Jackson

Guests Present

Dr. Delroy Dennis, M. Fernandes, M. Jean

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

N. Christ called a meeting of the Finance Committee of New Heights Charter School Board of Trustees to order on Tuesday Aug 25, 2026 at 4:04 PM.

C. Approve Minutes

J. Charnel made a motion to approve the minutes from Finance Meeting on 06-30-26.

W. Lyttle seconded the motion.

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

II. Finance

A. Construction Project Update

Dr. Dennis provided an update on the status of current construction and facilities projects:

1. Storage and Additional Seating:

Dr. Dennis reported that a building permit is not required for the storage and additional seating project and that JK Holding has been selected to complete the work.

Omari asked Delroy whether a zoning variance would be required for the project. Delroy confirmed that a zoning variance is not required.

Question: When is the project expected to be completed?

Dr. Dennis explained that once the audit and drawing phases of the construction project are completed, the project can move forward. The company is currently projecting a six-month completion timeline.

2. PA/Intercom System:

Dr. Dennis reported that work on the PA/intercom system continues to progress. New cabling has been installed, along with the speakers on the second floor. Approximately 80% of the first-floor speaker installation has also been completed.

Omari stressed the importance of completing the speaker installation. Delroy reported that the speakers are expected to be installed by August 28, with operational acceptance anticipated by September 4 and full project completion targeted for September 18.

Nick asked whether the school is required to notify any regulatory authority of the improvements.

Delroy confirmed that notification must be provided to the appropriate Town regulatory official.

3. Landscaping Project:

Omari reported that the landscaping project was put out to bid; however, all bids received were approximately 80% higher than the amount previously approved by the Board.

Delroy is revising the proposal so that the project can be rebid. As a result, the landscaping work is now anticipated to become a spring project rather than a fall project.

Nick stated that the Committee could revisit the discussion once the new bids are received.

Jeff added that the City of Brockton is working on sidewalk and signage improvements in the area.

4. Gym Floor:

Dr. Dennis reported that demolition of the gym floor commenced on August 19. Grinding and leveling work has begun, with additional work required to ensure that the floor is properly leveled. The anticipated completion date is September 11, with September 14 identified as the targeted date for completion of all work.

Question: Will the gym floor project have any impact on athletics?

Omari explained that the project will impact the volleyball season; however, Randolph High School will be utilized as an alternative location. Physical education classes will also be impacted during the first two weeks.

5. H-1B Visa Update:

Omari recommended pausing before proceeding with any further steps to allow the Board an opportunity to consider the results of the H-1B initiative thus far.

The Board discussed the financial impact associated with the staffing circumstances. It was reported by Omari that the non-renewal of one employee due to inappropriate behavior, coupled with another employee facing an anticipated three-to-six-month delay in returning from Jamaica, resulted in approximately **\$20,000 in lost investment**.

During further discussion regarding the financial losses, Delroy reported approximately **\$11,500 in losses**, with an additional **\$12,500 currently held in escrow**.

Jeff commented that the school should not discontinue the H-1B initiative solely because of the unfortunate circumstances involving these staff members.

Nick requested that an additional update on the H-1B initiative be provided at the next Board meeting.

B. New Projects

Omari reported that the school has begun the bidding process for HVAC maintenance and that a company inspected the existing system to determine the scope of work required.

Nick asked whether the proposed work involved installing a new HVAC system or making improvements to the existing system.

Omari explained that the current HVAC system distributes varying levels of airflow throughout both zones of the school. A company has been identified to balance the system and provide more consistent airflow throughout the building.

Nick asked about the costs associated with the different service-visit options. He further asked whether selecting an option involving more than two visits would provide sufficient protection for the school and what would occur if the issues were not resolved within the four contracted visits at no additional cost.

Omari asked Delroy which option he recommended. Delroy recommended selecting **Cotty and Johnson's four-visit HVAC maintenance contract at an annual cost of \$17,986**, rather than the company's two-visit option. Nick also expressed support for the four-visit option.

The Board approved Delroy's recommendation to proceed with Cotty and Johnson's four-visit contract at an annual cost of \$17,986.

Security Doors:

Delroy provided an update regarding the security door modifications and noted that the work would not be completed by the first day of school.

Delroy recommended selecting **Cutting Edge** to complete the security door modifications at a cost of **\$15,462**. The anticipated project timeline is approximately **11–12 weeks**.

The Board approved the recommendation to proceed with Cutting Edge for the security door modifications at a cost of \$15,462.

J. Charnel made a motion to allow Cotty Johnson the maintenance contract at a cost for 4 visits a year.

W. Lyttle seconded the motion.

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

J. Charnel made a motion to for Delroy to move forward with door modifications through Cutting Edge.

W. Lyttle seconded the motion.

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

C. Nutrition Contract

Omari opened the discussion by providing background regarding the school's previous food-service vendor. He explained that the vendor had not remained compliant with applicable food-service requirements, requiring the school to discontinue its relationship with the company. The school was subsequently reinstated by the State following a period of noncompliance and associated financial penalties. A new procurement process was then initiated.

William Lyttle asked whether the State was still withholding approximately \$3,000 in funding.

Suzanne responded that the majority of the school's claims have been paid; however, some funds associated with November claims remain unpaid.

Delroy discussed the challenges experienced with Stock Pot, the school's previous vendor. Issues included missing or late standardized documentation and failure to comply with applicable regulations and requirements.

The Committee reviewed proposals from City Fresh and Fresh-Pax. City Fresh proposed a core meal cost of \$8.24, while Fresh-Pax proposed a core meal cost of \$8.06. Fresh-Pax's projected annual cost was \$482,265, compared with City Fresh's projected annual cost of \$486,405.

The Committee discussed differences in the vendors' proposed service models. One company proposed beginning with packaged meals before transitioning to family-style meals, while the other was prepared to provide family-style meals immediately. Omari emphasized to City Fresh the importance of providing family-style meals.

Both companies indicated a desire to serve at least 400 meals. Omari stressed that the quality and appeal of the food will be critical to encouraging students to participate in the lunch program. He explained that reimbursement is tied to students taking meals; therefore, the school's next step will include implementing measures designed to increase student participation.

Jeff asked which vendor the administration preferred.

Nick asked why the Committee needed to know the administration's vendor preference. Omari explained that the decision carries financial implications because nutrition costs and the corresponding reimbursements could affect the school's finances.

Nick asked whether the school has financial data demonstrating the impact of students not taking lunch and, consequently, the school not receiving reimbursement for those meals.

Omari explained that the circumstances are different under the new proposals because both companies are seeking a guarantee that approximately 400 meals will be served. He

further explained that additional costs may depend on how the meals are packaged and distributed.

Jeff asked what the total financial cost would be.

Nick asked how long the contract would remain in effect and what options would be available if the school were dissatisfied with the selected vendor. The Committee was informed that the school would begin with a 60-day period.

Question: What would happen if the school decided to return to packaged lunches after determining that the family-style lunch model was not working?

The Committee discussed the flexibility of the meal-service model and the school's ability to adjust its approach based on implementation and student participation.

At this time, the school is awaiting confirmation from City Fresh regarding whether the company will agree to include a stipulation providing for family-style meals. If City Fresh does not agree to the stipulation, the administration will move forward with the other vendor.

Nick requested that nutrition be revisited regularly and added to each applicable meeting agenda beginning November 1, with particular attention given to the nutrition program and associated reimbursements.

Question: Will Ms. Rose administer the lunch program?

Omari confirmed that Ms. Rose will oversee the program. He noted that one known additional cost will be the need for another individual to assist with meal distribution.

Question: Will the school utilize an employee from a third-party provider or hire/use its own staff member to assist with meal distribution?

Omari confirmed that the school will utilize its own personnel.

Nick recommended that Omari select the vendor that best meets the needs of New Heights.

J. Charnel made a motion to move forward with City Fresh as long as they meet the requirement outlined in the agreement which is being outlined right now.

W. Lyttle seconded the motion.

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

III. Closing Items

A. Adjourn Meeting

W. Lyttle made a motion to adjourn meeting.

J. Charnel seconded the motion.

The committee **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 5:04 PM.

Respectfully Submitted,

N. Christ