

New Heights Board of Trustees
September 19th, 2018
Starting Time: 5:30pm
Dinner Served: 5:00pm
Location: 1690 Main Street, Brockton, MA

- I. Call to Order
 - A. Meeting called to order at 5:30pm
- II. Reading and Approval of Minutes from August 19th, 2018 (*Handout 2*)
- III. Reports of Officers, Boards, and Standing Committees
 - A. Chairperson's Report (N/A)
 - B. Executive Director's Report
 1. Q&A Concerning Written Update (*Handout 3*)
 - a) Maria and Rick would like to volunteer to help paint the 2nd floor hallways
 - b) Rick requests Omari give a brief summary, so that he can gain an understanding of what are priorities to the school
 - (1) Conversation concerning warehouse renovation: Additional bathroom deemed necessary by the building inspector pertains to the landlord's business and not NHCSB
 - (2) Questions on necessity for and efficacy of starting a Building Committee; Ollie will reach out to some contacts
 - (3) Group is thankful Student Handbook is on website
 - (4) Update on Student Services population
 - (a) Additional students have come into the school and one staff member has been added
 - (b) Rick requests if we have incidences of students who qualify for services entering and exiting the school; Director of Student Services Lindsey Bisbano clarifies that student numbers in the population may appear to fluctuate due to the following:
 - (i) The IEP process requires re-evaluations every three years, and there have been instances of students who have been deemed at that time to no longer require services
 - (ii) As with the whole-student population, some students who qualifies for services, and their families, do feel that the school model is not a great fit and may choose to leave
 - (iii) As with the whole-student population, some students may move to new homes or towns mid-year and do exit the school as a result, but this has been few and far between
 - (iv) High School Principal Meredith Morrison reports that student retention in the upper grades has been impacted by the limited availability of a sports program
 - (5) Ollie requests an update on how new 6th grade students are acclimating



- (a) Middle School Principals Shana Silva reports that the 6th grade students are transitioning well, 7th and 8th grade students are actively engaged in inclusivity trainings
 - (6) Discussion of Preliminary MCAS results
 - (a) Meredith Morrison discusses challenges of comparing results on MCAS due to recent “Next Gen” changes in formatting and style
 - (b) General discussion of role and importance of raw results versus SGP
 - (c) Ollie requests another report that includes all of these same charts for 2018 test, alongside the corresponding charts from 2017 so that they can more easily see changes
 - (7) Meredith Morrison details proposal for modified schedule that shortens classes to allow for another class to be added at the end of the day that would fulfill the re-teach and needs for students in grade 10 that failed the Biology test to prepare them for the retest
- 2. Feedback on new monthly report
 - a) The Board feels that the report was thorough, necessary, and deeply appreciated; are looking forward to such reports each month
- 3. Nutrition Program Changes
 - a) Director of College Access Dr. Jess Geier explains the following:
 - (1) The CEP program works and how it resulted in feeding all students at no cost to them with a 73% reimbursement from the state to the school
 - (2) Now that we are not in CEP eligible, the deadline to submit the appropriate number of Free and Reduced Lunch Forms, in order for us to reach the 70% reimbursement rate that we budgeted, is October 10
 - b) Maria asks how communication is being made with families
 - (1) Omari states that NHCSB send written communication home in multiple languages
 - (2) Maria suggests that NHCSB staff make phone calls to families who have not submitted
 - (3) Shana Silva adds that at tomorrow’s Parent Night and next week’s Open House are going to be staffed with individuals who speak Haitian Creole, Spanish, and Portuguese
 - c) Rick asks “how big a deal” this is for parents, in terms of being afraid of filling out the form
 - (1) Assistant Executive Director Janice Manning believes the fear of what happens with this information is preventing many families from submitting it, despite multiple attempts to reassure families that the information remains solely in the hands of the school
- 4. School Realignment
 - a) Organizational Chart
 - b) Key Responsibilities of Administrators
 - (1) Principal Shana Silva reviews her staff



- (a) Dean of STEM, Arielle Zern, returning from last year; coaches and evaluates math and science teachers
 - (b) Dean of Humanities, Sophia Stephney, former ELA teacher with us; coaches and evaluates english, writing, and history teachers
 - (c) Dean of Students, Neal Klayman, returning from last year; Student discipline
 - (d) Dean of Culture, Keenon Cunningham, former Math teacher with us; Culture building
 - (2) Principal Meredith Morrison reviews her staff
 - (a) Dean of Students, Laurie Casmir, returning from last year; Culture building, student discipline
 - (b) Dean of STEM, Tami D'Ashley Shah, formerly Head of Math Department of Mt. Ida College; coaches and evaluates math and science teachers
 - (c) Dean of Humanities, Samantha Lazo, returning from last year; coaches and evaluates english, writing, and history teachers
 - (3) Maria asks Meredith if she believes her students *feel* that they are in high school; Meredith states yes, citing the separate floor and athletics as major contributors
 - (4) Director of Student Services Lindsey Bisbano reviews her staff
 - (a) Head of Counseling, Amy Alves, returning from last year; oversees two counselors, leads outreach, coordinates McKinney-Vento programs
 - (5) Assistant Executive Director Janice Manning reviews her staff
 - (a) Guidance Counselor, Melissa Jean, returning from last year; student enrollment, student transportation
 - (b) IT Director, Lauren Harwood, new; Manages all student and staff technology equipment and data, powerschool, assist in reporting nutrition, state reporting, assessments (mcas, nwea, sat/psat)
 - (c) Finances, Toi Matthews, of CentralSource; HR, payroll, procurement, bookkeeping
 - (d) School Nurse, Rena Gilliam, returning from last year
 - (e) Custodial Staff, Raul Jimenez and Odilla
 - (6) Ollie asks if there is adequate space to store any items that may be donated to the school for dissemination
5. Student Outreach
- a) Demographics (*Handout 4*)
 - (1) Not covered, due to time constraints
 - b) Recruitment/Outreach Plan
 - (1) Not covered, due to time constraints
6. Early College Challenges
- a) Number of Students Who Took and Passed College Classes Last Year
 - (1) Not covered, due to time constraints

- b) Number of Students Enrolled This Year
 - (1) Not covered, due to time constraints
- c) Potential Ramifications
 - (1) If student motivation prohibits a student to achieve, the GPA that is built as a highschooler *is* the transcript he or she enters a 4-year institution with; this has implications for what schools and programs they may get accepted to
 - (2) Beginning college courses, for any person at any age, begins the metaphorically clock on eligibility for financial aid
 - (3) Maria requests Meredith, Jess, and a Board member form a committee with the purpose of reaching out to colleges to communicate who we are as a school

IV. Reports of Special Committees

A. Academic Excellence Committee: Not covered, due to time constraints

- 1. Need to Recruit More Members to the Committee
- 2. Set Committee Meeting Dates and Expectations

B. Finance Committee

- 1. August Finance Report (*Handout 5*)
 - a) Rick reports on early YTD finances as communicated to him by Cynthia Marie of CentralSource during the Fundraising Committee Meeting
 - b) The next Board meeting will include detailed information from our financial auditors

C. Governance Committee: Not covered, due to time constraints

- 1. One New Nomination: Review Resume (*Handout 6*)
- 2. Two Standing Nominations
- 3. Set Committee Meeting Dates
- 4. Prioritize Need for New Member Types

D. Fundraising Committee: Not covered, due to time constraints

- 1. 501(c)3 Update

V. Special Orders

A. Length of School Day and Transportation Issues

- 1. Omari reports to the Board that one of our veteran teachers resigned due to concerns over length of school day, which was chartered to end at 3:30pm, but was changed to 4:00pm after being notified that BPS does not have enough buses to provide our transportation at 3:30pm, and functionally doesn't truly end until 4:30pm due to student buses not arriving on time
 - a) The Board discusses the implications of engaging with BPS in talks about providing the busing at the time we require, with the knowledge that the cost for the six buses we require this year could be in excess of \$500,000
 - b) Maria suggests that if current transportation remains, a possible way to ensure staffing for the later hours might be to adjust the Dean's schedules from 7:30-4:00pm to 8:30-5:00pm

VI. Good of the Order

- A. Announcements: None
- VII. Adjourn 7:44pm
 - A. Rick motions to adjourn, seconded by Pat, vote passes unanimously