City on a Hill Charter Public School

September 2023 Board Meeting

Date and Time

Tuesday September 26, 2023 at 5:00 PM EDT

Agenda

		Purpose	Presenter	Time
I.	**Opening Items**			**5:00 PM**
A.	Record Attendance		Melisa Lemire	2 m
B.	Call the Meeting to Order		Melisa Lemire	1 m
C.	Approve June 2023 Meeting Minutes	Approve Minutes	Melisa Lemire	1 m
D.	Approve August 2023 Meeting Minutes	Approve Minutes	Melisa Lemire	1 m
II.	**School Year 2023-2024 Updates**			**5:05 PM**
A.	School Year 2023-2024 Kickoff Updates	Discuss	Sonya Pratt	10 m
	Sonya Pratt, Executive Director, and Jordan Pina, Chief Operating Officer, provide an overview of staff orientation and outline key events throughout the fall.			
B.	School Year 2023-2024 Goals	Discuss	Sonya Pratt	20 m

Sonya Pratt, Executive Director, reviews the updated City on a Hill Organizational Goals for School Year 2023-2024, and discusses Board-specific goals from the SY24-28 Strategic Plan. Melisa Lemire, Chair, leads a discussion on how the Board will achieve those goals.

C.	School Year 2023-2024 Board Calendar & Committee Assignments	Discuss	Melisa Lemire	15 m

Melisa Lemire, Chair, reviews the School Year 2023-2024 Board of Trustees calendar and discusses confirmation of Committee assignments.

III.	**Circuit Street Renovation / Construction Update**			**5:50 PM**
A.	Circuit Street Construction Update & Discussion	Discuss	Melisa Lemire	10 m

Sonya Pratt, Executive Director, provides updates around renovation and construction plans for the Circuit Street building. Melisa Lemire, Chair, and Ted Gildea, Vice Chair, lead a conversation around future plans.

IV.	**Finance Updates & Discussion**			**6:00 PM**
A.	General School Financials Update	Discuss	Ted Gildea	20 m

Sonya Pratt, Executive Director, and Cynthia Marie, CEO of Central Source, present the School's most recent financials. Ted Gildea, Vice Chair & Treasurer, leads a conversation with the Board.

B.	Fiscal Year 2022-2023 Audit Update	FYI	Sonya Pratt	5 m

Sonya Pratt, Executive Director, and Cynthia Marie, CEO of Central Source, present an update on the School's FY23 Audit.

C.	Vote to Approve the FY24 Fiscal Policies and Procedures	Vote	Melisa Lemire	10 m

Jordan Pina, Chief Operating Officer, describes proposed edits to City on a Hill's Fiscal Policies and Procedures. Melisa Lemire, Chair, leads a discussion about the proposed changes and calls for a vote to approve.

V.	**Consent Agenda**			**6:35 PM**
A.	Vote to Approve the School Year 2023-2024 Staff Handbook	Vote	Jordan Pina	5 m

Jordan Pina, Chief Operating Officer, presents updates to the School Year 2023-2024 Staff Handbook and calls for questions. Melisa Lemire, Chair, leads a discussion and calls for a vote to approve.

		Purpose	Presenter	Time
B.	Vote to the Approve School Year 2023-2024 Student and Family Handbook	Vote	Sonya Pratt	5 m

Sonya Pratt, Executive Director, presents updates to the School Year 2023-2024 Student and Family Handbook and calls for questions. Melisa Lemire, Chair, leads a discussion and calls for a vote to approve.

C.	Vote to Approve Updated Executive Director Succession Plan	Vote	Melisa Lemire	5 m

Jordan Pina, Chief Operating Officer, shares an overview of proposed updates to the Executive Director Succession Plan. Melisa Lemire, Chair, leads a discussion of changes before calling for a vote to approve.

D.	Vote to Approve a Second Term for Ted Gildea & Edelyn Contreras	Vote	Melisa Lemire	5 m

Melisa Lemire, Chair, presents Ted Gildea and Edelyn Contreras for reappointment to a second term, and calls for a vote to approve.

E.	Vote to Re-Appoint Officers	Vote	Melisa Lemire	5 m

Melisa Lemire leads a discussion of the current Board Officers, which currently include:

- Melisa Lemire, Chair
- Ted Gildea, Vice Chair & Treasurer
- Brooke Fincke, Clerk

Following discussion, Lemire calls for a vote to re-appoint all Officers for School Year 2023-2024.

VI.	**Closing Items**			**7:00 PM**
A.	Adjourn Meeting	Vote	Melisa Lemire	