



## City on a Hill Charter Public School

### August 2024 Board Meeting

---

#### Date and Time

Tuesday August 27, 2024 at 5:00 PM EDT

#### Location

<https://cityonahill-org.zoom.us/j/81315100800>

---

#### Agenda

|   | Purpose         | Presenter     | Time           |
|---|-----------------|---------------|----------------|
| <b>I. Opening Items</b>                         |                 |               | <b>5:00 PM</b> |
| <b>A.</b> Record Attendance                     |                 | Melisa Lemire | 2 m            |
| <b>B.</b> Call the Meeting to Order             |                 | Melisa Lemire | 1 m            |
| <b>C.</b> Approve February 2024 Meeting Minutes | Approve Minutes | Melisa Lemire | 1 m            |
| <b>D.</b> Approve June 2024 Meeting Minutes     | Approve Minutes | Melisa Lemire | 1 m            |
| <b>II. Team Building Activity</b>               |                 |               | <b>5:05 PM</b> |
| <b>A.</b> Team Building Activity                | FYI             | Melisa Lemire | 30 m           |

|  |         |           |      |
|--|---------|-----------|------|
|  | Purpose | Presenter | Time |
|--|---------|-----------|------|

Trustees share their reason for wanting to support City on a Hill Charter Public School, and discuss how to continue working well as a body.

**III. School Year 2024-2025 Updates 5:35 PM**

- |   |         |             |      |
|---|---------|-------------|------|
| <b>A.</b> School Year 2024-2025 Kickoff Updates | Discuss | Sonya Pratt | 20 m |
|---|---------|-------------|------|

Sonya Pratt, Executive Director, and Jordan Lopez, Chief Operating Officer, provide an overview of staff orientation, enrollment updates and outline key events throughout the fall.

- |  |         |               |      |
|--|---------|---------------|------|
| <b>B.</b> School Year 2024-2025 Board Calendar & Committee Assignments | Discuss | Melisa Lemire | 10 m |
|--|---------|---------------|------|

Melisa Lemire, Chair, reviews the School Year 2024-2025 Board of Trustees calendar and discusses confirmation of Committee assignments.

**IV. Finance Updates & Discussion 6:05 PM**

- |  |         |            |      |
|--|---------|------------|------|
| <b>A.</b> General School Financials Update | Discuss | Ted Gildea | 20 m |
|--|---------|------------|------|

Sonya Pratt, Executive Director, and Jordan Lopez, Chief Operating Officer, present the School's most recent financials. Ted Gildea, Vice Chair & Treasurer, leads a discussion.

- |  |     |             |     |
|--|-----|-------------|-----|
| <b>B.</b> Fiscal Year 2023-2024 Audit Update | FYI | Sonya Pratt | 5 m |
|--|-----|-------------|-----|

Jordan Lopez, Chief Operating Officer, presents an update on the School's FY24 Audit.

**V. Consent Agenda 6:30 PM**

- |   |      |               |      |
|---|------|---------------|------|
| <b>A.</b> Vote to Approve the FY25 Fiscal Policies and Procedures | Vote | Melisa Lemire | 10 m |
|---|------|---------------|------|

Jordan Lopez, 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.

- |  |      |             |     |
|--|------|-------------|-----|
| <b>B.</b> Vote to Approve the School Year 2024-2025 Staff Handbook | Vote | Jordan Pina | 5 m |
|--|------|-------------|-----|

Jordan Lopez, Chief Operating Officer, presents updates to the School Year 2024-2025 Staff Handbook and calls for questions. Melisa Lemire, Chair, leads a discussion and calls for a vote to approve.

|   | Purpose | Presenter   | Time |
|---|---------|-------------|------|
| <b>C.</b> Vote to the Approve School Year 2024-2025 Student and Family Handbook | Vote    | Sonya Pratt | 5 m  |

Sonya Pratt, Executive Director, presents updates to the School Year 2024-2025 Student and Family Handbook and calls for questions. Melisa Lemire, Chair, leads a discussion and calls for a vote to approve.

|                                       |      |               |      |
|---------------------------------------|------|---------------|------|
| <b>D.</b> Vote to Re-Appoint Officers | Vote | Melisa Lemire | 10 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 2024-2025.

**VI. Closing Items 7:00 PM**

|                           |      |               |  |
|---------------------------|------|---------------|--|
| <b>A.</b> Adjourn Meeting | Vote | Melisa Lemire |  |
|---------------------------|------|---------------|--|