

APPROVED



City on a Hill Charter Public School

Minutes

June 2019 Board Meeting

Date and Time

Tuesday June 25, 2019 at 9:00 AM

Location

City Year Boston, 287 Columbus Ave (Room 534), Boston, MA 02116

Trustees Present

Callie Slocum, Cara Stillings-Candal, Greg Vasey, Jeff Jablow, Lori Stevens, Melisa Lemire (remote)

Trustees Absent

Alex Valdez, Karin Wall

Ex Officio Members Present

Kevin Taylor

Non Voting Members Present

Kevin Taylor

Guests Present

Amber Donell, Aubreeh Lynn, Elizabeth Dignan, Gary Morton, Jenny Bordo, Jordan Lopez, Nadine Abraham, Noah Michaud

I. Opening Items**A.**

Record Attendance and Guests

B. Call the Meeting to Order

Cara Stillings-Candal called a meeting of the board of trustees of City on a Hill Charter Public School to order on Tuesday Jun 25, 2019 at 9:07 AM.

II. Executive Session

A. Enter Executive Session

Cara Stillings-Candal made a motion to enter Executive Session under Purpose 3: To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the Board and the Chair so declares. Candal stated that having the discussion in open session would have a detrimental effect on the public body's negotiating position and bargaining position and that it would reconvene in Open Session after the Executive Session.

Jeff Jablow seconded the motion.

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

Roll Call

Greg Vasey	Aye
Lori Stevens	Aye
Jeff Jablow	Aye
Melisa Lemire	Absent
Alex Valdez	Absent
Karin Wall	Absent
Cara Stillings-Candal	Aye
Callie Slocum	Aye

Open Meeting ended at 9:11 AM. Executive Session began at 9:12 AM.

Jordan Lopez arrived.

B. Adjourn Executive Session

Cara Stillings-Candal made a motion to adjourn Executive Session and reconvene in Open Session.

Jeff Jablow seconded the motion.

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

Roll Call

Alex Valdez	Absent
Melisa Lemire	Absent
Cara Stillings-Candal	Aye
Callie Slocum	Aye
Jeff Jablow	Aye
Karin Wall	Absent
Lori Stevens	Aye
Greg Vasey	Aye

Executive Session ended at 10:05 AM. Open Session began at 10:08 AM.

III. Consent Agenda

A. Approve May 2019 Meeting Minutes

Lori Stevens made a motion to approve minutes from the May 2019 Board Meeting on 05-23-19 May 2019 Board Meeting on 05-23-19.

Jeff Jablow seconded the motion.

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

B. Introduction to Line of Credit Votes

Elizabeth Dignan, Senior Director of Finance, introduced the need to present a vote to approve the Guaranty by City on a Hill Charter Public School Circuit Street of the \$1,000,000 Line of Credit for the City on a Hill Foundation, Inc. and to request approval of the term of repayment of this guaranty of financing from the Commissioner of the Massachusetts Department of Elementary and Secondary Education. Dignan provided an overview of the line of credit, which totaled \$1,000,000 and named its uses as \$750,000 for pre-construction costs at City on a Hill Circuit Street and \$250,000 for working capital needs at the schools. Dignan also outlined the repayment terms of 18 months with possibility to refinance the pre-construction costs as part of existing debt which is due to be refinanced in 2021. Dignan discussed that the line of credit resides at the Foundation and would not all be accessed immediately, but as needed. Dignan also mentioned that the Board is not personally liable for the debt.

C. Vote to Approve the Guaranty of Line of Credit

Cara Stillings-Candal made a motion to approve the Guaranty and ratify the prior execution of any documents related thereto.

Jeff Jablow seconded the motion.

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

D. Vote to Request Approval of the Term of Repayment

Cara Stillings-Candal made a motion to request approval of the term of repayment of this guaranty of financing from the Commissioner of the Massachusetts Department of Elementary and Secondary Education (the "Commissioner"). The Board understands that the Commonwealth will not assume liabilities related to indebtedness of the School. The Board also understands that the Commissioner's granting approval of indebtedness has no bearing on future actions that Massachusetts Board of Elementary and Secondary Education may take related to renewal of the School's charter. The Board of Trustees authorizes each of the Authorized Signatories, as defined in the May Board minutes, to submit this request to the Commissioner on behalf of the School.

Jeff Jablow seconded the motion.

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

IV. Committee Updates

A. Governance Committee Update

Melisa Lemire, Chair, gave an update about the pipeline of additional possible Board members to be presented for vote, including Gary Morton, who was in attendance.

V. SY19 Chief Executive Officer Performance Evaluation

A. SY19 Chief Executive Officer Performance Evaluation

Cara Stillings-Candal, Committee member, introduced the purpose of the Chief Executive Officer Evaluation and highlighted trends, noting that the Committee was heartened by the fact that feedback from both the Board and direct reports of Taylor were consistent.

B. Vote to Approve the SY19 Chief Executive Officer Performance Evaluation

Cara Stillings-Candal made a motion to approve.

Lori Stevens seconded the motion.

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

VI. City on a Hill Dudley Square Accountability Plan

A. City on a Hill Dudley Square Accountability Plan

Jordan Pina, Executive Assistant, introduced the Dudley Square Accountability Plan and explained its use in holding schools accountable to results. Pina next described the process of creation of the document as lead by Katie Kline, Director of Data and Compliance, in conjunction with the Department of Elementary and Secondary Education (DESE), which has provisionally approved the plan. The Board then discussed the plan, probing on differences from the last plan, such as shifting from process-oriented goals to outcomes-oriented goals.

B. Vote to Approve the City on a Hill Dudley Square Accountability Plan

Jeff Jablow made a motion to approve.

Greg Vasey seconded the motion.

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

VII. City on a Hill Circuit Street Renewal Application

A. City on a Hill Circuit Street Renewal Application

Jordan Pina, Executive Assistant, presented the City on a Hill Circuit Street Application for Charter Renewal as created by City on a Hill Circuit Street and Network Office leadership teams. Pina reviewed the process for renewal, including possible outcomes

and next steps pending provisional approval by the Board. The Board discussed feedback provided electronically on the application over the previous weeks.

B. Vote to Approve the City on a Hill Circuit Street Renewal Application

Cara Stillings-Candal made a motion to provisionally approve City on a Hill Circuit Streets's Application for Renewal of a Public School Charter pending final review by the Chair and for Kevin Taylor, Chief Executive Officer, to Submit Renewal Application to the Department of Elementary and Secondary Education on behalf of City on a Hill Charter Public School Circuit Street.

Jeff Jablow seconded the motion.

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

VIII. City on a Hill New Bedford Action Plan Presentation

A. City on a Hill New Bedford Action Plan Presentation

Jordan Pina, Executive Assistant, reintroduced the purpose of the Needs Assessment Action Plan for City on a Hill New Bedford (CoaH NB), as it relates to the conditions of CoaH NB's probation as set forth by the Board of Elementary and Secondary Education. Pina then described the methodology of the creation of the plan in conjunction with an external consultant, SchoolWorks, as well as students, families, teachers, and Board members of CoaH NB. Next, Pina reviewed the plan's six goals surrounding MCAS proficiency, 9th grade attrition, classroom culture, and suspension rates, and the Board discussed feedback provided by Trustees and other stakeholders to produce the final plan which will be submitted to the Department of Elementary and Secondary Education (DESE) on June 26, 2019.

IX. The COAH Effect

A. The COAH Effect

Kevin Taylor, Chief Executive Officer, reintroduced the purpose of The COAH Effect to the Board and guests as a progress monitoring tool. Taylor walked through the dashboard and provided explanation of the status of each goal, and paused for brief questions from the Board, noting that there would be a deeper dive into results during the Annual Retreat in August 2019.

X. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 11:11 AM.

Respectfully Submitted,

Cara Stillings-Candal