

APPROVED



## City on a Hill Charter Public School

### Minutes

#### April 2019 Governance Committee Meeting

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**Date and Time**

Thursday April 11, 2019 at 3:00 PM

**Location**

City Year, 287 Columbus Ave, Boston, MA 02116

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**Committee Members Present**

Cara Stillings-Candal, Jeff Jablow, Melisa Lemire (remote)

**Committee Members Absent**

*None*

**Guests Present**

Jordan Lopez (remote)

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**I. Opening Items****A. Record Attendance and Guests****B. Call the Meeting to Order**

Cara Stillings-Candal called a meeting of the Governance Committee of City on a Hill Charter Public School to order on Thursday Apr 11, 2019 at 3:07 PM.

**C. Approve October 2018 Committee Meeting Minutes**

Jeff Jablow made a motion to approve minutes from the October 2018 Governance Committee Meeting on 10-25-18 October 2018 Governance Committee Meeting on 10-25-18.

Cara Stillings-Candal seconded the motion.

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

#### **D. Approve December 2018 Committee Meeting Minutes**

Jeff Jablow made a motion to approve minutes from the December 2018 Governance Committee Meeting on 12-13-18 December 2018 Governance Committee Meeting on 12-13-18.

Cara Stillings-Candal seconded the motion.

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

### **II. Board Growth Conversation, Con't.**

#### **A. Potential Candidates for Board Members**

Melisa Lemire gave an update on two potential candidates that are currently in the exploratory process of being invited to join the Board, and Jordan Pina, Executive Assistant, named that Kevin Taylor, Chief Executive Officer, is in the process of meeting with the two candidates. Jeff Jablow next gave an update on the Board relationship with Latinos for Education, which is continuing to partner with the City on a Hill Board of Trustees to match the a Latinos for Education Fellow to join the Board of Trustees.

#### **B. Timelines and Processes**

Cara Stillings-Candal stated the historical process of joining the Board, including meeting with Executive Leadership Team members and attending a Board of Trustees meeting. The Committee discussed the need for more robust onboarding and discussed the possibility of a handbook for new members.

### **III. Existing Board Members Engagement Evaluation**

#### **A. Existing Board Members Engagement Evaluation**

Cara Stillings-Candal named the need to continue to seek new methods to engage members of the Board and after a discussion of tactics, each member of the Committee committed to having stay conversations with other members of the Board to ensure we continue to have strong ongoing membership.

### **IV. SY20 Board Meeting Schedule Discussion**

#### **A. SY20 Board Meeting Schedule Discussion**

Cara Stillings-Candal stated the historical process scheduling of the Board of Trustees calendar and named the challenges of scheduling from this school year. Melisa Lemire

proposed that Jordan Pina, Executive Assistant, create a draft calendar based on the conversation and planned school year 2019-20 events to be presented at the schedule upcoming Board of Trustees Meeting.

## **V. 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 3:44 PM.

Respectfully Submitted,  
Cara Stillings-Candal