

APPROVED



## City on a Hill Charter Public School

### Minutes

#### May 2020 Board Meeting

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##### **Date and Time**

Tuesday May 12, 2020 at 2:00 PM

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This meeting took place remotely pursuant to the March 12, 2020 Baker-Polito Administration announcement of an emergency order temporarily modifying the state's open meeting law.

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##### **Trustees Present**

Andres Tejeda Soto (remote), Cara Stillings-Candal (remote), Jacqueline Bennett (remote), Jeff Jablow (remote), Karin Wall (remote), Melisa Lemire (remote), Sarah Griffin (remote)

##### **Trustees Absent**

Gary Morton

##### **Trustees who arrived after the meeting opened**

Jacqueline Bennett

##### **Trustees who left before the meeting adjourned**

Karin Wall

##### **Ex Officio Members Present**

Kevin Taylor (remote)

##### **Non Voting Members Present**

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Kevin Taylor (remote)

### Guests Present

Elizabeth Dignan (remote), Jack Gearan (remote), Jackie Hayes (remote), Jordan Lopez (remote), Sonya Pratt (remote), Ted Gildea

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## I. Opening Items

### A. Record Attendance

### 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 May 12, 2020 at 2:08 PM.

### C. Approve April 2020 Meeting Minutes

Jeff Jablow made a motion to approve the minutes from April 2020 Board Meeting Minutes. April 2020 Board Meeting on 04-07-20.

Melisa Lemire seconded the motion.

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

#### Roll Call

|                       |        |
|-----------------------|--------|
| Jeff Jablow           | Aye    |
| Melisa Lemire         | Aye    |
| Gary Morton           | Absent |
| Cara Stillings-Candal | Aye    |
| Sarah Griffin         | Aye    |
| Andres Tejeda Soto    | Aye    |
| Jacqueline Bennett    | Absent |
| Karin Wall            | Aye    |

## II. Consent Agenda

### A. Vote to Approve Jack Gearan as a Board Member

Jeff Jablow made a motion to approve Jack Gearan as a Board Member.

Melisa Lemire seconded the motion.

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

#### Roll Call

|                       |        |
|-----------------------|--------|
| Gary Morton           | Absent |
| Jacqueline Bennett    | Absent |
| Cara Stillings-Candal | Aye    |
| Jeff Jablow           | Aye    |
| Melisa Lemire         | Aye    |
| Sarah Griffin         | Aye    |

**Roll Call**

Karin Wall Aye  
Andres Tejeda Soto Aye

**III. COVID-19 Response & Distance Learning Update**

**A. COVID-19 Response & Distance Learning Update**

Kevin Taylor, Chief Executive Officer, provided an updated overview of distance learning. Board members discussed indicators of learning and retaining during distance learning, and probed on plans for remediation of students in school year 2020-2021. Taylor confirmed that Tutors were being hired for the upcoming school year as part of a remediation plan.

**IV. Fiscal Year 2020-2021 Budget**

**A. Review Fiscal Year 2020-2021 Budget**

Cara Stillings-Candal, Chair, directed the attention of the Board to the draft Fiscal Year 2020-2021 (FY21) Budget, and asked Elizabeth Dignan, Chief Operating Officer, to provide an overview of management's considerations in creating the proposal.

Dignan first provided an overview of how per pupil tuition from the state, which is the bulk of City on a Hill's funding comes from, and shared the components of per pupil tuition as foundation rate, above foundation rate, facilities and tuition. Dignan cautioned that the COVID-19 Pandemic will have significant negative impact on education funding for school year 2020-2021 and beyond. She also shared that spending by Boston Public Schools (BPS), which has also been reduced due to COVID-19, negatively impacts the above foundation rate. Given this, Dignan shared management is recommending budgeting for a per pupil tuition of \$19,152, which is a 7.7% reduction from the FY20 budget. Due to technical difficulties, Dignan temporarily left the meeting.

Taylor began explaining how the enrollment figures submitted as part of the City on a Hill Circuit Street and City on a Hill Dudley Square Consolidation Amendment (279 students) have shifted given the COVID-19 Pandemic. Taylor shared that while creating the draft budget, management anticipated higher attrition and churn rate for 9th graders but a lower attrition rate for 11th graders, and is budgeting for 275 students.

Dignan returned to the meeting, and provided additional context on the academic and culture investments City on a Hill is making in the draft SY20-21 budget, including tutors, academic consultants, and a Director of Climate & Culture. These investments are being funded by the restructured debt payments at the City on a Hill Foundation, which reduced the rent that City on a Hill Circuit Street would pay to the City on a Hill Foundation.

Finally, Taylor shared that the Finance Committee voted to recommend approval of the budget in their May 2020 Finance Committee Meeting and asked if there were any additional questions before requesting a motion to approve the budget. Board members probed on which items of the budget would be cut in the case of a worse than anticipated per pupil tuition reduction, and Dignan returned to the list, which included eliminating spring sports, reducing professional development spending, and reducing marketing costs.

Jacqueline Bennett arrived.

Karin Wall left.

## **B. Vote to Approve the FY21 Budget**

Andres Tejeda Soto made a motion to approve the draft FY21 City on a Hill Budget.

Cara Stillings-Candal seconded the motion.

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

### **Roll Call**

|                       |        |
|-----------------------|--------|
| Jeff Jablow           | Aye    |
| Cara Stillings-Candal | Aye    |
| Gary Morton           | Absent |
| Sarah Griffin         | Aye    |
| Andres Tejeda Soto    | Aye    |
| Jacqueline Bennett    | Aye    |
| Karin Wall            | Absent |
| Melisa Lemire         | Aye    |

## **V. Committee Updates**

### **A. Governance Committee Update**

Melisa Lemire, Committee Chair, extended another welcome to Jack Gearan, CoaH's newest Board member, and Ted Gileda, who was shadowing the meeting as a potential Board member. Lemire offered the opportunity for Gileda to introduce himself, and put out another call for additional recommendations for Board members.

### **B. Academic Excellence Committee Update**

There was no update from the Academic Excellence Committee.

### **C. Finance Committee Update**

Given the discussion above, there was no additional update from the Finance Committee.

### **D. Development Committee Update**

Jeff Jablow, Committee Member, reiterated that the 25th Anniversary City on a Hill Gala was postponed until 2021, but encouraged continuing to make connections within networks. Board members asked how to best connect potential donors with opportunities.

Taylor confirmed that Dignan would share directions following the meeting on how friends of City on a Hill can donate.

Additionally, Stillings-Candal announced that the Board was relaxing its "Give or Get" Policy for yearly donations, understanding that the COVID-19 Pandemic has changed financial realities for many people.

#### **E. CEO Support Committee Update**

Cara Stillings-Candal, Chair, reminded the Board that the CEO Support Committee and Taylor had come to an agreement of an extension of his contract by an additional two years, and reminded Board members that his evaluation would be discussed at the June 2020 Board of Trustees Meeting.

Jordan Pina, Deputy Chief of Staff, shared that the CEO Evaluation Survey invitation would be sent out at the end of the meeting, and all anonymous feedback would be due via BoardOnTrack by May 22, 2020, to ensure the CEO Support Committee was able to review feedback and evaluate results.

### **VI. 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 4:00 PM.

Respectfully Submitted,  
Cara Stillings-Candal