

APPROVED



## City on a Hill Charter Public School

### Minutes

#### June 2020 Governance Committee Meeting

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

Friday June 26, 2020 at 3:30 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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##### **Committee Members Present**

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

##### **Committee Members Absent**

*None*

##### **Committee Members who arrived after the meeting opened**

Cara Stillings-Candal

##### **Committee Members who left before the meeting adjourned**

Jeff Jablow

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#### **I. Opening Items**

##### **A. Record Attendance**

##### **B. Call the Meeting to Order**

Melisa Lemire called a meeting of the Governance Committee of City on a Hill Charter Public School to order on Friday Jun 26, 2020 at 3:39 PM.

### **C. Approve May 2020 Meeting Minutes**

Jeff Jablow made a motion to approve the minutes from May 2020 Governance Committee May 2020 Governance Committee Meeting on 05-11-20.

Melisa Lemire seconded the motion.

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

#### **Roll Call**

Jeff Jablow	Aye
Cara Stillings-Candal	Absent
Melisa Lemire	Aye

## **II. CoaH CS Renewal, Boston Consolidation and CoaH NB Closure**

### **A. CoaH CS Renewal, Boston Consolidation and CoaH NB Closure Update**

Jordan Pina, Deputy Chief of Staff, provided an overview of progress to completion of the probationary conditions of City on a Hill Circuit Street's renewal, and confirmed that all deliverables due at the time of the meeting had been shared with the Department of Elementary and Secondary Education (DESE). She also shared that deadlines for two conditions are currently being reevaluated due to the COVID-19 Pandemic, including the confirmed extension of the deadline for the requirement of governance training and action plan (Condition #6) to September 30, 2020 and the pending recommendation of the Commissioner to the Board of Elementary and Secondary Education (BESE) to extend the deadline for demonstrating academic success (Condition #7) to December 31, 2023.

Next, Pina shared that all remaining components of City on a Hill Circuit Street and City on a Hill Dudley Square's consolidation, including bylaws updates, a consolidated Accountability Plan, an updated enrollment plan, and external branding, are all on track to be completed and presented for approval in their appropriate forums.

Finally, Pina shared that management had their final call with DESE relating to the closure of City on a Hill New Bedford, which will be complete pending the annual audit. Cara Stillings-Candal arrived.

## **III. Board Growth and Onboarding Conversation**

### **A. Board Growth and Onboarding Discussion**

Lemire next directed the attention of the Committee to the Board Growth and Onboarding discussion. The Committee reiterated the need to strengthen the onboarding process for new Board of Trustees members, and noted an opportunity to create an Onboarding Packet, which would include Trustee bios, the City on a Hill Board of Trustees Bylaws, and an one-page overview of Open Meeting Law (OML).

Next, the Committee discussed the use of Board on Track and its utility as a Board of Trustees portal given City on a Hill's contract is set to expire in July. Committee members noted its usefulness as a repository for all Board materials, and streamlining of administration. Cara Stillings-Candal, Board Chair, confirmed that the final decision would live with management, but it is the recommendation of the Governance Committee to continue using it.

Finally, Lemire asked for any potential leads for additional Board recruits, and collected the names and contact information for four potential Trustees, including former teacher and two alumni.

Jeff Jablow left.

#### **IV. SY2020-21 Board of Trustees Events**

##### **A. Summer 2020 Board Retreat & Governance Training**

Finally, Lemire directed the attention of the Committee to the Summer 2020 Board Retreat and Governance Training. The Committee confirmed that the management recommended date of August 14, 2020 as the Retreat, and noted that the required Governance Training will be included within this retreat. The Committee resolved to discuss the retreat more in the upcoming Board of Trustees Meeting.

##### **B. SY2020-21 Board of Trustees Meeting Calendar**

*Due to time constraints, this section was not covered.*

#### **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 4:10 PM.

Respectfully Submitted,  
Melisa Lemire