

APPROVED



## City on a Hill Charter Public School

### Minutes

#### October 2020 Board Meeting

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

Tuesday October 27, 2020 at 5:00 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), Edelyn Contreras (remote), Jack Gearan (remote), Jacqueline Bennett (remote), Jeff Jablow (remote), Jessica Yang (remote), Melisa Lemire (remote), Sarah Griffin (remote), Ted Gildea (remote)

##### **Trustees Absent**

Gary Morton, Karin Wall

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

Cara Stillings-Candal

##### **Guests Present**

Kevin Taylor (remote), Maddie Collins (remote), Sonya Pratt (remote)

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

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

##### **B.**

### **Call the Meeting to Order**

Jeff Jablow called a meeting of the board of trustees of City on a Hill Charter Public School to order on Tuesday Oct 27, 2020 at 5:05 PM.

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

Jeff Jablow made a motion to approve the minutes from September 2020 Board Meeting on 09-22-20.

Melisa Lemire seconded the motion.

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

#### **Roll Call**

Jeff Jablow	Aye
Sarah Griffin	Aye
Edelyn Contreras	Aye
Andres Tejeda Soto	Aye
Jack Gearan	Aye
Karin Wall	Absent
Ted Gildea	Aye
Melisa Lemire	Aye
Gary Morton	Absent
Jessica Yang	Aye
Cara Stillings-Candal	Absent
Jacqueline Bennett	Aye

Cara Stillings-Candal arrived.

## **II. Virtual Learning Update & Discussion**

### **A. Virtual Learning Update**

Kevin Taylor, Chief Executive Officer, opened the discussion by sharing an update about virtual learning at City on a Hill. Taylor shared that one challenge that presents itself with new City on a Hill students is lack of familiarity with class structure and City on a Hill culture. Under the leadership of COAH's Director of Climate and Culture, Martin Quirk, deans and teachers have made phone calls weekly to students since the start of the School Year 2020-21.

### **B. Virtual Learning Discussion**

Sonya Pratt, Chief School Officer, shared that a major focus has been placed on the transition from a physical classroom to a virtual one. In October, the Leadership Team shifted to making calls to connect with COAH students interpersonally to making calls to ensure that students are actively engaging in their classes. Pratt also shared that planning is underway for Quarter 2, and conversations with students, families and staff about increasing the amount of time on learning.

The Board discussed that City on a Hill's Charter peers have teachers instructing remotely, while City on a Hill is requiring teachers to teach from Circuit Street to ensure rigorous on-site professional development and teacher coaching. The discussion concluded by Taylor sharing that COAH continues to monitor rising COVID-19 positivity rates to allow for the safest learning environment for both students and staff at City on a Hill.

### III. FY20 City on a Hill Financial Audit

#### A. Review FY20 Financial Audit

Kevin Taylor opened the review of the FY20 Financial Audit by sharing with the Board that the Finance Committee has already reviewed the audit in detail with AAFCPAS at the October 2020 Finance Committee Meeting. Taylor also shared context to new Board members that it is because of the cost cutting initiatives taken by the Board in School Year 2019-20 that City on a Hill has made such financial progress as reflected in the FY20 Audit.

Matt McGinnis, AAFCPAS, overviewed the FY20 Benchmarking Ratios, underscoring that the cost-cutting initiatives taken by City on a Hill in School Year 2019-20 translated to strength moving into FY20 from a financial standpoint. McGinnis also shared that throughout the audit process, AAFCPAS was kept well informed and this is a testament to internal management at City on a Hill.

The review concluded by the Board discussing how the results of the audit impact City on a Hill moving forward.

#### B. Vote to Approve the FY20 Financial Audit

Andres Tejeda Soto made a motion to Approve FY20 Financial Audit for submission to DESE by the November 2, 2020 deadline.

Sarah Griffin seconded the motion.

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

#### Roll Call

Cara Stillings-Candal	Aye
Karin Wall	Absent
Ted Gildea	Aye
Jack Gearan	Aye
Jessica Yang	Aye
Jacqueline Bennett	Aye
Edelyn Contreras	Aye
Jeff Jablow	Aye
Melisa Lemire	Aye
Gary Morton	Absent
Sarah Griffin	Aye

**Roll Call**

Andres Tejeda Soto Aye

**IV. Enrollment Update & Discussion**

**A. FY21 Enrollment Update**

Kevin Taylor shared that City on a Hill's enrollment currently stands at 299 students. Taylor also shared that this is the first time in six years that City on a Hill has a waiting list, with 39 tenth graders on the current waitlist. The discussion concluded with Taylor sharing that from an enrollment perspective, City on a Hill is on track.

**V. Board Committee Update**

**A. Governance Committee Update**

Melisa Lemire, Committee Chair, shared an overview of the October 2020 Governance Committee Meeting. At the meeting, committee members discussed the status of the probationary conditions, including the one relating to MCAS results. Melisa shared that Committee also discussed Board growth and finding candidates before December 31 to fill the Chair and Vice Chair positions on the Board.

**B. Development Committee Update**

Jack Gearan, Committee Chair, shared an overview of the October 2020 Development Committee. At the meeting, committee members discussed the planning of the 2021 City on a Hill Virtual Gala. Gearan shared that the Committee discussed finding a strong keynote speaker and other planning that would make a virtual event successful.

**C. Academic Excellence Committee Update**

Sarah Griffin, Committee chair, shared an overview of the October 2020 Academic Excellence Committee Meeting. Griffin shared that Laura Eduoard, Principal, joined the meeting to share City on a Hill's Quarter 1 progress report scores. Griffin also shared that Eduoard highlighted that there are several steps in place to increase engagement, such as adding Town Hall back to students' schedules, moving the end of Quarter 1 back by one week, and extending remote class length.

**D. CEO Support Committee**

Cara Stillings-Candal, Committee Chair, gave an overview of the October 2020 CEO Support Committee Meeting. Candal shared that the purpose of the CEO Support Committee is to evaluate the CEO, Kevin Taylor's, performance and support him throughout the year. Candal shared that Taylor's bonus eligibility is calculated in two ways: progress toward goals (to be paid in June) and academic results (to be paid in December). The Committee discussed what other measures, in the absence of MCAS data be used to consider eligibility for the December 2020 payout.

Candal concluded by sharing that the Committee will review proposed measures at the December 2020 meeting, and vote to approve to use those measures moving forward.

#### **E. Finance Committee Update**

Andres Tejeda, Committee Chair, gave an overview of the October 2020 Finance Committee Meeting. Tejeda shared that at the meeting, committee members discussed the FY20 Audit overview as AACFA highlighted the audit documents. Tejeda shared that from a financial standpoint, the Finance Committee believes that City on a Hill is in a position of strength.

### **VI. The CoaH Effect**

#### **A. The CoaH Effect**

Taylor shared the purpose of the CoaH Effect, a snapshot of school data that can be read like a dashboard. It is created to allow for understanding of key measures at the school and steps the organization is taking to move forward towards school year goals.

Taylor walked through COAH Effect dashboard and provided explanation of the progress towards each goal, including additional context for goals that do not have data available at the beginning of the school year, such as college acceptances, and spring student and staff climate survey data.

### **VII. 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 6:29 PM.

Respectfully Submitted,  
Jeff Jablow