

APPROVED



## City on a Hill Charter Public School

### Minutes

#### February 2021 Board Meeting

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#### **Date and Time**

Tuesday February 23, 2021 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 Tejada Soto (remote), Cara Stillings-Candal (remote), Edelyn Contreras (remote), Gary Morton (remote), Jack Gearan (remote), Jacqueline Bennett (remote), Jeff Jablow (remote), Jessica Yang (remote), Melisa Lemire (remote), Sarah Griffin (remote), Ted Gildea (remote)

#### **Trustees Absent**

*None*

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

Andres Tejada Soto, Cara Stillings-Candal, Gary Morton, Jack Gearan

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

Sarah Griffin

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

Kevin Taylor (remote)

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

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Kevin Taylor (remote)

**Guests Present**

Jordan Lopez (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 Feb 23, 2021 at 5:06 PM.

**C. Approve January 2021 Meeting Minutes**

Ted Gildea made a motion to approve the minutes from January 2021 Board Meeting on 01-25-21.

Melisa Lemire seconded the motion.

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

**Roll Call**

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

**D. Vote to Affirm Cara Candal as Acting Clerk for January 2021 Meeting**

Ted Gildea made a motion to Vote to Affirm Cara Candal as Acting Clerk for January 2021 Meeting.

Melisa Lemire seconded the motion.

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

**Roll Call**

|                  |     |
|------------------|-----|
| Jessica Yang     | Aye |
| Sarah Griffin    | Aye |
| Edelyn Contreras | Aye |
| Melisa Lemire    | Aye |
| Jeff Jablow      | Aye |

**Roll Call**

|                       |        |
|-----------------------|--------|
| Gary Morton           | Absent |
| Ted Gildea            | Aye    |
| Jack Gearan           | Absent |
| Cara Stillings-Candal | Absent |
| Andres Tejeda Soto    | Absent |
| Jacqueline Bennett    | Aye    |

**II. Virtual Learning Update**

**A. Virtual Learning Update**

Sonya Pratt, Chief of School, shared an overview of the Quarter 2 Academic Data in comparison to Quarter 1 Data. Pratt shared trends in the data, including students who have less than eight classes absences performing better academically, as well as eleventh grade trending with the lowest grades of the quarter, as they had the most written and oral exams.

She also shared action steps that City on a Hill is taking after reviewing Quarter 2 data, including planning 2021 Summer School as well as having conversations with students who are not on track to matriculate to the next grade. Pratt concluded the update by sharing the City on a Hill's Leadership Team is in the early stages of planning for students to return to Circuit Street in a hybrid model.

The Board asked if, to Pratt's knowledge, our Charter peers are working through similar challenges. Pratt shared that across the charter landscape, attendance is also down, and several schools are working through same challenges of remote learning. Pratt shared that the Charter partner group she meets with monthly has shared that School Year 2020-2021 has been the most challenging academic year for their school sites as well.

The Board discussed engagement of students in a remote model, and Pratt shared that the Leadership Team has had conversations with parents of students who were behind before Quarter 3 began. Pratt also shared that the School Academic Committee is discussing a cumulative system of ranking Quarterly grades at the close of Quarter 4.

The discussion concluded with the Board asking how a hybrid model would affect learning time. Pratt shared that in a hybrid model, teachers would have to manage A-week students, B-week students, and students who opt-in to a full time remote model. She concluded the discussion by sharing that it is because of that management and the loss of learning time that the Leadership Team is considering several different models. Cara Stillings-Candal arrived at 5:15 PM.

**III. The CoaH Effect**

**A.**

## The CoaH Effect

Gary Morton arrived at 5:31 PM.

Andres Tejeda Soto arrived at 5:39 PM.

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 currently such as the Massachusetts Comprehensive Assessment System data (MCAS), which was not taken due to COVID-19 pandemic, and the student and staff climate survey data, which will be gathered through the second administering of the TNTIP survey in the Spring.

## IV. Enrollment Update

### A. Enrollment Policy Amendment and Enrollment Plan

Kevin Taylor, Chief Executive Officer, shared that while there is not a significant update, City on a Hill's continued conservative enrollment budgeting has allowed for a positive impact on the school's budget. The Enrollment Policy Amendment, which is under review by the Department of Elementary and Secondary Education (DESE), is still being edited and will be presented for approval to the Board at the April 2021 meeting.

## V. Governance Transition

### A. Governance Transition

Cara Stillings-Candal, shared words of reflection about her ten years on the City on a Hill Board of Trustees.

Melisa Lemire, Governance Committee Chair, shared that the new proposed officers are as follows: Andres Tejeda-Soto as Board Chair, Melisa Lemire as Vice Chair, Ted Gildea as Treasurer, and Jessica Yang as Clerk.

### B. Vote to Approve 2021 Officers

Jeff Jablow made a motion to Vote to Approve 2021 Officers.

Edelyn Contreras seconded the motion.

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

#### Roll Call

|                    |     |
|--------------------|-----|
| Melisa Lemire      | Aye |
| Jessica Yang       | Aye |
| Sarah Griffin      | Aye |
| Jacqueline Bennett | Aye |

### **Roll Call**

Andres Tejeda Soto Aye  
Jack Gearan Absent  
Cara Stillings-Candal Aye  
Edelyn Contreras Aye  
Gary Morton Aye  
Jeff Jablow Aye  
Ted Gildea Aye  
Sarah Griffin left at 5:50 PM.

## **VI. Open Meeting Law Refresher**

### **A. Open Meeting Law Refresher**

Jack Gearan arrived at 6:03 PM.

Jordan Pina, Chief of Staff, began the Open Meeting Law Refresher by reviewing the purpose of the Board of Trustees and individual Trustee Responsibilities as originally discussed at the August 2020 Board of Trustees Meeting in accordance with the Board's Governance Action Plan. These responsibilities include, but are not limited to, Duty of Care, or acting in the best interest of the school, ensuring compliance of the school, and Complying with the State Conflict of Interest Law, which prohibits Board Members from taking advantage of their position to gain improper benefits for themselves.

She also shared the Board's bylaws, which include that the Board must abide by Open Meeting Law, a set of laws overseen by the Office of the Massachusetts Attorney General. Pina also overviewed the School Board and the Foundation Board's relationship as it pertains to responsibilities and roles. Finally, Pina shared that in the upcoming City on a Hill Charter Public School site visit by the Department of Elementary and Secondary Education (DESE) on March 9-10, 2021 will include an emphasis on the "Governance" performance criteria for charter schools.

## **VII. Board Committee Update**

### **A. Development Committee Update**

Jack Gearan, Committee Chair, shared that the Development Committee will be hosting an event on February 25 with a local, mission-driven fitness business TRILLFIT.

Jordan Pina, Chief of Staff, shared that the event will consist of a restorative stretching and yoga class that will promote mental health and stress relief. She shared that tickets are still available.

Gearan also updated the Board on Virtual Gala planning, which includes actively looking for a keynote speaker. He shared that there will be an update on the keynote speaker at the April 2021 Board meeting.

Pina concluded the update by sharing that City on a Hill is also hosting a Black History Month Trivia Event tomorrow night, February 23. Pina also shared that several Board members have sponsored prizes for the event.

**B. CEO Support Committee**

Jacqueline Bennett, Committee Chair, shared that the Committee continues to support Chief Executive Officer, Kevin Taylor, but there is no specific update from the Committee.

**C. Finance Committee Update**

Andres Tejeda-Soto, Committee Chair, shared that Kevin Taylor, Chief Executive Officer, shared City on a Hill's Year to Date Results with the Committee at the January 2021 meeting. This document serves as a snapshot of the organization's financials for January 2021, He shared that the Committee reviewed the document and that the financials were all as forecasted following City on a Hill's conservative budget.

**VIII. 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 6:39 PM.

Respectfully Submitted,  
Jeff Jablow