

APPROVED



City on a Hill Charter Public School

Minutes

February 2021 Governance Committee Meeting

Date and Time

Wednesday February 10, 2021 at 4:00 PM

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.

Committee Members Present

Cara Stillings-Candal, Jeff Jablow (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

Cara Stillings-Candal

Guests Present

Jordan Lopez (remote), Maddie Collins (remote)

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 Wednesday Feb 10, 2021 at 4:10 PM.

C. Approve January 2021 Meeting Minutes

Jeff Jablow made a motion to approve the minutes from January 2021 Governance Committee Meeting on 01-07-21.

Melisa Lemire seconded the motion.

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

Roll Call

Melisa Lemire Aye

Jeff Jablow Aye

Cara Stillings-Candal arrived.

II. Succession Planning

A. Succession Planning

Jordan Pina, Chief of Staff, shared the rationale of putting a Succession Plan in place for Kevin Taylor, Chief Executive Officer, as it is required by City on a Hill's Governance Action Plan. The plan includes an overview of absence/departure types, plan implementation, priority functions, financial considerations in the instance Taylor could not fulfill his role as Chief Executive Officer. Pina outlined the section of the plan that includes recommendations for an Acting CEO in the instance that the Chief Executive Officer would take a permanent leave.

Pina shared that the deadline for full Board approval of the Succession Plan is on or before the June 2021 meeting. The Committee discussed sharing the plan with the incoming Governance transition officers before sharing with the full Board. The discussion concluded by the Committee deciding to share the document with the Full Board in the April 2021 Board Meeting Packet to allow for time to review before voting on the document at the April 2021 meeting.

III. Finalizing Governance Transition

A. Finalizing Governance Transition

Jordan Pina, Chief of Staff, presented suggested changes based on anticipated term endings. Melisa Lemire, Committee Chair and the Committee discussed changes and resolved to hold off until later the school year to give new Offers a chance to get settled in their roles.

Cara Stillings-Candal left.

IV. Board Growth Conversation

A. Board Growth Conversation

Melisa Lemire, Committee Chair, opened the discussion by reviewing a candidate list for future Board members. She also shared another avenue to grow the Board, which would include a contract with an outside firm that would allow us to bring on three new Board members.

The Committee discussed other options of finding new Board members with current Board networks. The discussion concluded with the Committee discussing making the Governance Committee's commitment to find new Board members a priority after the Governance transition.

V. Compliance Update

A. Compliance Update

Jordan Pina, Chief of Staff, shared a compliance update with the Committee based on City on a Hill's current progress meeting probationary conditions. She shared that currently, City on a Hill leadership has continually been reviewing our Governance Action Plan, with two items that are still in progress. These two items are the Succession Plan to be voted on in the Spring, as well as Kevin Taylor's evaluation, also set to be completed in the Spring.

The Committee discussed preparation for the upcoming Department of Elementary and Secondary Education (DESE) site visit in March 2021. Pina shared that she will be meeting with all stakeholders before the site visit.

The Committee finished discussion by reviewing the ongoing probation and accountability measures to be completed for DESE, as well as the timeline of City on a Hill's probationary terms, set to be re-evaluated in 2023.

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 4:49 PM.

Respectfully Submitted,
Melisa Lemire