APPROVED

City on a Hill Charter Public School

Minutes

October 2021 Board Meeting

Date and Time
Tuesday October 26, 2021 at 5:00 PM

This meeting took place remotely pursuant to An Act Extending certain COVID-19 Measures Adopted During the State of Emergency signed into law by Governor Baker on June 16, 2021.

Trustees Present
Andres Tejeda Soto (remote), Edelyn Contreras (remote), Jack Gearan (remote), Jeff Jablow (remote), Jessica Yang (remote), Massiel Eversley (remote), Melisa Lemire (remote), Robyn Shahid (remote), Sarah Griffin (remote), Ted Gildea (remote)

Trustees Absent
Gary Morton, Jacqueline Bennett

Trustees who arrived after the meeting opened
Edelyn Contreras, Jeff Jablow

Trustees who left before the meeting adjourned
Sarah Griffin

Ex Officio Members Present
Sonya Pratt (remote)

Guests Present

Kevin Taylor (remote), Maddie Collins (remote), Michael McGean (remote)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

Andres Tejeda Soto called a meeting of the board of trustees of City on a Hill Charter Public School to order on Tuesday Oct 26, 2021 at 5:03 PM.

C. Approve September 2021 Meeting Minutes

Ted Gildea made a motion to approve the minutes from September 2021 Board Meeting on 09-21-21.
Melisa Lemire seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Jeff Jablow	Absent
Andres Tejeda Soto	Aye
Jessica Yang	Aye
Jacqueline Bennett	Absent
Gary Morton	Absent
Ted Gildea	Aye
Jack Gearan	Aye
Edelyn Contreras	Absent
Melisa Lemire	Aye
Sarah Griffin	Aye
Robyn Shahid	Aye
Massiel Eversley	Aye

Jeff Jablow arrived at 5:09 PM.
Edelyn Contreras arrived at 5:10 PM.

II. Executive Session Related to Union Negotiations

A. Entering Executive Session Related to Union Negotiations

The City on a Hill Board of Trustees will now adjourn to Executive Session, citing purpose #3: To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the Board and the Chair so declares.

As the City on a Hill Bargaining Team is finalizing the two bargaining units of City on a Hill, having the discussion in open session would have a detrimental effect on the City on a Hill’s position. The Board will return to public session.

Andres Tejeda Soto made a motion to to enter Executive Session under Purpose 3.
Ted Gildea seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Edelyn Contreras	Aye
Jessica Yang	Aye
Jacqueline Bennett	Absent
Ted Gildea	Aye
Massiel Eversley	Aye
Gary Morton	Absent
Jack Gearan	Aye
Sarah Griffin	Aye
Andres Tejeda Soto	Aye
Melisa Lemire	Aye
Jeff Jablow	Aye
Robyn Shahid	Aye

B. Exiting Executive Session Related to Union Negotiations

Andres Tejeda Soto made a motion to to adjourn Executive Session and reconvene in Open Session.
Jack Gearan seconded the motion.
Executive Session Ended at 5:40 PM. Open Session Began at 5:40 PM.
The board **VOTED** to approve the motion.

Roll Call

Jacqueline Bennett	Absent
Edelyn Contreras	Aye
Jessica Yang	Aye
Sarah Griffin	Aye
Massiel Eversley	Aye
Andres Tejeda Soto	Aye
Gary Morton	Absent
Robyn Shahid	Aye
Jeff Jablow	Aye
Melisa Lemire	Aye
Ted Gildea	Aye
Jack Gearan	Aye

Sarah Griffin left.

C. Vote on Ratification of the Collective Bargaining Agreement

Andres Tejeda Soto made a motion to Ratification of the Collective Bargaining Agreement.
Melisa Lemire seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Jack Gearan	Aye
Robyn Shahid	Aye
Jeff Jablow	Aye
Edelyn Contreras	Aye
Jacqueline Bennett	Absent
Andres Tejeda Soto	Aye
Ted Gildea	Aye
Sarah Griffin	Absent
Gary Morton	Absent
Melisa Lemire	Aye
Jessica Yang	Aye
Massiel Eversley	Aye

III. FY21 City on a Hill Financial Audit

A. Review FY21 City on a Hill Financial Audit

Allison Cree and Matt McGinnis, AAFCPA representatives, shared a high-level overview of the Fiscal Year 2021 City on a Hill Audit. The audit document highlights City on a Hill's financial positions. McGinnis shared statements of City on a Hill's current financial commitments, line of credit agreements, Department of Elementary and Secondary Education (DESE) probationary conditions, and a general contingency based upon the COVID-19 pandemic.

McGinnis shared that as highlighted by the balance sheet from the audit, City on a Hill is in a very strong financial position moving into this school year. McGinnis briefly highlighted each footnote included in the document, noting that one footnote outlines the Department of Elementary and Secondary Education's renewal of City on a Hill's charter with conditions. McGinnis shared that half of these conditions have already been met while the other half COAH is continuing to work to satisfy.

McGinnis shared that from a compliance standpoint, outside of the MTRS compliance note, the audit was clean as it applied to federal reports and internal controls. McGinnis shared that AAFCPA will work with City on a Hill through the next audit to continue to monitor surplus funds.

The Board sought clarity on what the balloon payment, noted in the balance sheet, was. McGinnis shared that the balloon payment amount was in reference to a bond that is due from COAH in 2021. He shared that unless that note is financed, the school will owe the balance of the note. Kevin Taylor, Chief Executive Officer, shared that this amount refers to the refinancing City on a Hill did through Boston Private.

AAFCPA shared that the only adjustment that had an impact was to relieve the tuition reserve that was recorded on the balance sheet, thus the notation of material weakness

in the Management Letter. McGinnis shared that Management will have an opportunity to write a response to this classification that will be submitted alongside the audit to DESE on November 1.

B. Vote to Approve the FY21 Financial Audit

Ted Gildea made a motion to Approve the FY21 Financial Audit.
Jack Gearan seconded the motion.
The board **VOTED** to approve the motion.

Roll Call	
Melisa Lemire	Aye
Jessica Yang	Aye
Andres Tejeda Soto	Aye
Ted Gildea	Aye
Jeff Jablow	Aye
Jack Gearan	Aye
Massiel Eversley	Aye
Jacqueline Bennett	Absent
Edelyn Contreras	Aye
Robyn Shahid	Aye
Sarah Griffin	Absent
Gary Morton	Absent

IV. Circuit Street Expansion Discussion

A. Circuit Street Expansion Presentation

Andres Tejeda Soto, Board Chair, presented the proposed contract for the selected OPM for the construction to City on a Hill's building on Circuit Street. Tejeda Soto walked the Committee through the process of identifying and selecting OPM's for the project This process was initiated by Tejeda Soto and Lisa Desfosses, a hired consultant, putting requests out for project managers with four responses. Tejeda Soto shared that there was a vigorous interview process for each project manager along with following up with references in order to select the preferred OPM, NV5.

Tejeda Soto shared the proposed contract with NV5 with the Board, which breaks down all of the costs, as well as outlines other cost considerations. Tejeda Soto shared that approving the contract will allow for City on a Hill to start work with the selected project manager, NV5.

Kevin Taylor, Chief Executive Officer, shared that the current building at Circuit Street holds around 250 students, while City on a Hill is chartered for much more seats. Taylor restated that this building project will allow for more office space, meeting rooms, and individualized classrooms, thus allowing for social distancing in the future if needed.

The Board asked for specifics around the timeline and if the work of the addition could be done during the school year. Sonya Pratt, Executive Director, shared that City on a Hill's programming is year round, with summer school and Freshman Academy occurring in the summer. Pratt shared that the Leadership Team at COAH has already started brainstorming innovative ways to conduct these programs in the midst of construction.

The discussion concluded with Andres Tejeda Soto sharing that he and the Leadership Team will meet with the OPM, NV5 later this week to go over the draft contract.

B. Vote to Approve Approve Execution of Documents

Andres Tejeda Soto made a motion to Vote to Approve Execution of Documents.
Robyn Shahid seconded the motion.
I move that each of Andres Tejeda Soto, Board Chair, Sonya Pratt, Executive Director, and Kevin Taylor, Chief Executive Officer, is hereby individually authorized to execute, deliver and file any and all documents to effectuate the foregoing votes, in such form and containing such terms, provisions and conditions as any Authorized Signatory may deem necessary, appropriate or convenient, in his or her sole discretion (including, without limitation, changes to any amounts described herein or from the terms and conditions set forth in the Draft OPM Contract), on behalf of the School.
The board **VOTED** to approve the motion.

Roll Call

Edelyn Contreras	Aye
Robyn Shahid	Aye
Gary Morton	Absent
Sarah Griffin	Absent
Ted Gildea	Aye
Jack Gearan	Aye
Massiel Eversley	Aye
Jessica Yang	Aye
Jeff Jablow	Aye
Melisa Lemire	Aye
Andres Tejeda Soto	Aye
Jacqueline Bennett	Absent

Andres Tejeda Soto made a motion to Vote to Approve Further Actions.
Robyn Shahid seconded the motion.
I move that the Authorized Signatories are, and each of them, acting singly, hereby is authorized to take such further action or to cause such further action to be taken, to make such determinations, and to provide such information to other parties, as may be deemed by the Authorized Signatory, in his or her sole discretion, to be necessary or convenient to effectuate the purposes of the foregoing votes, including any consents, approvals and payments, on behalf of the School.
The board **VOTED** to approve the motion.

Roll Call

Sarah Griffin	Absent
Gary Morton	Absent
Jessica Yang	Aye
Edelyn Contreras	Aye
Robyn Shahid	Aye
Melisa Lemire	Aye
Ted Gildea	Aye
Jack Gearan	Aye
Jeff Jablow	Aye
Andres Tejeda Soto	Aye
Massiel Eversley	Aye
Jacqueline Bennett	Absent

Andres Tejeda Soto made a motion to Vote to Approve Past Actions.
Robyn Shahid seconded the motion.
I move that any and all previous actions taken in connection with the foregoing votes by any officer or trustee of the School, or an Authorized Signatory on behalf of the School are hereby ratified and confirmed.
The board **VOTED** to approve the motion.

Roll Call

Edelyn Contreras	Aye
Gary Morton	Absent
Melisa Lemire	Aye
Jack Gearan	Aye
Andres Tejeda Soto	Aye
Jacqueline Bennett	Absent
Sarah Griffin	Absent
Ted Gildea	Aye
Massiel Eversley	Aye
Jeff Jablow	Aye
Robyn Shahid	Aye
Jessica Yang	Aye

V. The CoaH Effect

A. The CoaH Effect

Sonya Pratt, Executive Director, 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.

Pratt 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 MAP growth data.

The Board sought clarity around the difference between in school and out of school suspension. Pratt shared that in school suspension typically looks like the student engaging in restorative work with the City on a Hill Dean's alongside school work while coming to school. In comparison, out of school suspension would require the same work, however, it would be conducted while the student is at home.

Pratt shared additional context regarding MAP data, sharing that COAH faculty just engaged in a two hour professional development session to equip them to use data from student's screener MAP test to develop lesson plans and individualized student support.

Pratt also shared the the Leadership Team is already well underway in establishing partnerships for COAH's Spring Service day. Pratt asked the Board to share any contacts they might have that would benefit from internships or service in the Spring.

The Board asked if these opportunities needed to be paid or unpaid. Pratt shared that these opportunities must be unpaid, as they are service opportunities for students.

The Board asked about the recruiting landscape for next year, specially around enrollment. Pratt shared the the Leadership Team has decided to hire a Student Recruitment Coordinator to work on enrollment. Discussion concluded with Pratt shared that this position has a candidate in the interview process right now.

VI. Board Committee Updates

A. Governance Committee Update

Jessica Yang, Governance Committee Chair, shared that the Committee met to discuss the potential to add a new Committee that would focus on the upcoming renovation, as well as Board Growth.

Tejeda Soto shared that the Committee to support the renovation will live at the school level, with one Board seat available for Board members to attend meetings on a rolling basis. This will allow for the Committee to meet as frequently as needed in order to move the construction work forward.

Yang shared that the Board is still looking to grow the Board with new candidates this school year.

B. Development Committee Update

Jack Gearan, Development Committee Chair, shared an update around the the meeting that occurred from last week. Gearan shared that he met with the Foundation Board Director, Ginger Parker, to brainstorm initiatives for Development work in the Fall.

Gearan shared that following the advice of CoaH's external counsel, the work of development and fundraising no longer lives at the school-level, and the City on a Hill Foundation is hiring for and will house a new position of Director of Development.

Gearan shared that the Committee asked management for a list of projects that they can support according to ethics, and committed to reaching out to the Foundation Board in order to continue to generate ideas. The Committee shared that a followed conversation has been scheduled to further clarify what Development work can be completed according to ethics laws.

C. Academic Excellence Committee Update

Sarah Griffin, Committee Chair, shared that the Committee will be meeting next week.

D. Executive Director Support Committee

Melisa Lemire, Committee member, shared that the Committee reviewed Sonya Pratt, Executive Director's, goals for the School Year. The Committee reviewed each goal and the measure used to to gauge completion of the goals, which will be finalized at the next Executive Director Support Committee meeting.

E. Finance Committee Update

Ted Gildea, Committee Chair, shared that the Committee reviewed the FY21 audit at their meeting. Gildea shared that all updates were covered in the audit section of the Board agenda.

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 7:00 PM.

Respectfully Submitted,
Andres Tejeda Soto