

APPROVED



## City on a Hill Charter Public School

### Minutes

#### February 2022 Board Meeting

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

Tuesday February 15, 2022 at 5:00 PM

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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.

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##### **Trustees Present**

Andres Tejeda Soto (remote), Edelyn Contreras (remote), Gary Morton (remote), Jacqueline Bennett (remote), Jessica Yang (remote), Massiel Eversley (remote), Melisa Lemire (remote), Robyn Shahid (remote), Ted Gildea (remote)

##### **Trustees Absent**

Jack Gearan, Sarah Griffin

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

Edelyn Contreras, Robyn Shahid

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

Sonya Pratt (remote)

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

Sonya Pratt (remote)

##### **Guests Present**

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Jordan Lopez (remote), Maddie Collins (remote), Stefani Caliri (remote)

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## 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 Feb 15, 2022 at 5:03 PM.

### C. Approve December 2021 Meeting Minutes

Ted Gildea made a motion to approve the minutes from December 2021 Board Meeting on 12-07-21.

Gary Morton seconded the motion.

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

#### Roll Call

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

## II. Executive Session

### A. Entering Executive Session

Andres Tejeda Soto made a motion to enter Executive Session under Purpose 2.

Melisa Lemire seconded the motion.

The City on a Hill Board of Trustees will now adjourn to Executive Session, citing purpose #2: To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel.

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

#### Roll Call

Jack Gearan	Absent
Gary Morton	Aye
Massiel Eversley	Aye

**Roll Call**

Sarah Griffin	Absent
Edelyn Contreras	Aye
Ted Gildea	Aye
Andres Tejeda Soto	Aye
Robyn Shahid	Absent
Jessica Yang	Aye
Jacqueline Bennett	Aye
Melisa Lemire	Aye

**B. Exiting Executive Session**

Andres Tejeda Soto made a motion to adjourn Executive Session and reconvene Open Session.

Gary Morton seconded the motion.

Executive Session ended at 6:15 PM. Open Session began at 6:15 PM.

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

**Roll Call**

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

**III. Vote to Approve Execution of Documents**

**A. Vote to Approve Execution of Documents**

Andres Tejeda Soto made a motion to that Jordan Pina, Chief of School, (an "Authorized Signatory"), 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 Boston Private Bank Proposal), on behalf of the School.

Ted Gildea seconded the motion.

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

**Roll Call**

Edelyn Contreras	Aye
Jessica Yang	Aye

**Roll Call**

Jacqueline Bennett	Aye
Ted Gildea	Aye
Massiel Eversley	Aye
Gary Morton	Aye
Andres Tejeda Soto	Aye
Melisa Lemire	Aye
Jack Gearan	Absent
Robyn Shahid	Aye
Sarah Griffin	Absent

**B. Vote to Remove Kevin Taylor as Authorized Signatory**

Andres Tejeda Soto made a motion to that Kevin Taylor, (an “Authorized Signatory”), is hereby no longer 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 Boston Private Bank Proposal), on behalf of the School.

Melisa Lemire seconded the motion.

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

**Roll Call**

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

**IV. Board Committee Updates**

**A. Governance Committee Update**

Jordan Pina, Chief of Staff, shared the rationale of putting a Succession Plan in place for Sonya Pratt, Executive Director, as it is required by City on a Hill's Governance Action Plan.

Pina shared that the plan has undergone minor revisions that include, but are not limited to, language to reflect an Executive Director model as well as updated recommendations

for an Acting ED in the instance that the Executive Director would take a permanent leave.

#### **B. Vote to Approve the Executive Director Succession Plan**

Ted Gildea made a motion to Approve the Executive Director Succession Plan.

Jessica Yang seconded the motion.

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

##### **Roll Call**

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

#### **C. Executive Director Support Committee**

Jacqueline Bennett, Executive Director Support Committee Chair, shared that the Committee met in the last week to discuss the progress of Sonya Pratt, Executive Director's, goals in School Year 2021-2022.

Bennett shared that Pratt overviewed each goal and shared context around the work that she and the City on a Hill team have accomplished this school year as it was related.

Bennett shared that Pratt showed progress towards each goals, and that goals that are in progress are on track to be met by the end of SY22.

Bennett shared the the presentation demonstrated Pratt's strong leadership in a way that led the Committee to unanimously agree to recommend the payout of 100% of Pratt's ED bonus to the full Board of Trustees.

#### **D. Vote to Approve Potential Bonus Outlined in Sonya Pratt's ED Contract**

Massiel Eversley made a motion to Vote to Accept the Recommendation of the ED Support Committee to payout 100% of Pratt's bonus.

Melisa Lemire seconded the motion.

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

##### **Roll Call**

Melisa Lemire	Aye
Edelyn Contreras	Aye
Massiel Eversley	Aye

### **Roll Call**

Jacqueline Bennett	Aye
Sarah Griffin	Absent
Andres Tejeda Soto	Aye
Jack Gearan	Absent
Robyn Shahid	Aye
Gary Morton	Aye
Jessica Yang	Aye
Ted Gildea	Aye

### **E. Development Committee Update**

Jordan Pina, Chief of Staff, shared that the City on a Hill Foundation has hired the first employee, the Director of Development.

Stefani Caliri, Director of Development, introduced herself and shared a brief summary of her professional background and her excitement in starting her role at the Foundation. Caliri shared that she will be reaching out within the coming weeks to touch base with each Board member in order to get to know the history of City on a Hill.

Pina shared that because of the role of Director of Development now in place, the Governance Committee decided to dissolve the Development Committee. This decision would continue to help in establishing a clear division of labor between the separate entities of City on a Hill Charter Public School and the City on a Hill Foundation, and would adhere to the state ethics considerations that were discussed in the October 2021 Development Committee meeting.

Pina shared that all Board of Trustees members are invited on a volunteer basis to partner with the Foundation Board in development initiatives.  
Edelyn Contreras left at 6:30 PM.

### **F. Academic Excellence Committee Update**

Robyn Shahid left at 6:32 PM.

Jordan Pina, Chief of Staff, shared the because Quarter 2 was pushed back due to COVID-19 related absences, the quarterly data was not available for the Committee to review at the February 2022 Academic Excellence Committee meeting. Pina shared that data from the 2021 Panorama Staff Survey, administered in Fall 2021, was shared with the Committee for review and discussion.

Pina highlighted general trends for both surveys. In general, the Operations/Administrative staff were more satisfied across all topics, with the highest scored topic being evaluation. Pina shared that for the Teacher survey, there was a much larger range and variation in response with the highest scored topic also being evaluation. Both surveys (Operations/Admin. staff and teaching staff) both scored the

workload section the lowest with sustainable workloads and ability to complete work during normal hours as a main concern.

Pina shared that all of this data was used by COAH leadership to form action plans, which have included, but are not limited to, surveying teachers regarding professional development sessions, prioritizing necessary professional development sessions, and meeting regularly with union representatives to problem solve.

Pina shared that the Committee was also walked through the recommitment process at City on a Hill, which is well underway. Pina shared that mid-year evaluations with staff are happening right now and that all reviews are due by mid-February. Following staff conversations, all supervisors share their recommended renewal offers (unconditional offer, conditional offer, non-renewal) based on the mid-year review with the HR department at COAH by the end of February.

Following the recommendations, the Finance and HR department review the recommendations of supervisors to ensure they align with budgetary restrictions, personnel policies and Collective Bargaining Agreement (CBA) requirements. Pina shared that HR then sends finalized letters for all Unconditional and Conditional offers and letters expressing CoaH's gratitude for their service for staff who will not be renewed. Following, all staff will be required to accept or reject their offer and HR will post for all roles where staff either rejected or did not sign their offer in Mid-March.

Pina also shared that the Associate Teacher Program at COAH, which COAH's Director of Compliance and Teacher Development, Michael McGean, has worked to relaunch the COAH Associate Teacher Program (ATP) for SY23 has already begun to attract applicants.

This program will allow for new teachers to work towards a Massachusetts teacher certification while working at City on a Hill in a teaching role. This purpose for relaunching the ATP is to cast a wider net of applicants and incentivize a diverse pipeline of new teachers to be trained and stay at COAH to educate the school's students.

#### **G. Finance Committee Update**

Ted Gildea, Finance Committee Chair, shared that there will be a more detailed update at the next Board meeting, as the Committee met before Pratt received the budget re-forecast and draft budget for SY23 from AAF, COAH's finance contractors.

Gildea noted that the Committee has scheduled two additional upcoming Finance Committee meetings in order to review and discuss the budget for School Year 22-23.

### **V. Circuit Street Renovation / Construction Discussion**

#### **A.**

## **Circuit Street Renovation / Construction Discussion**

Andres Tejeda-Soto, shared a brief update regarding the Circuit Street renovation and construction project. Tejeda-Soto shared that the top ranked designer, Studio MLA, was been selected for the project. The Studio MLA team has worked on schools in the past and the architect team has already visited the school site in order to begin to draft plans for the renovation, set to occur this summer.

Studio MLA will visit the school site a second time in the coming week to gather further measurements in order to create a projected budget for the project, set to be finalized in Mid-March.

## **VI. 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.

When reviewing current enrollment numbers, Pratt shared that the numbers are trending higher than what the COAH team projected in the February 15 claim.

When reviewing the chronic absenteeism rate, Pratt noted that this number is higher than expected, as due to COVID-19 safety protocols in place, many students missed several days after Winter Break. Pratt said that other Charter peers experienced the same absenteeism after Winter break due to COVID-19 related absences.

When reviewing mid-term academic metrics, Pratt noted that because of the number of students that were absent as previously discussed, the COAH team implemented a curve on mid-term grades that is not reflected in the raw data on the slide. Pratt shared that updated data will be shared with the Board at the next meeting. Pratt noted that the MAP test, a nationally normed growth exam, was administered to COAH students last week and the Board will have updated MAP growth data as well at the next Board meeting.

When reviewing the budget, Pratt noted that the COAH team has reviewed the draft SY23 budget from AAF, COAH's audit partners, and has begun the review process. Pratt shared that the current re-forecast for the current school year (21-22), is on budget for what was projected for this year.



Pratt noted that Board composition has not changed, but that she is in the process of meeting with two potential Board candidates who are interested in joining the Board this school year.

## **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 7:05 PM.

Respectfully Submitted,  
Andres Tejeda Soto