

APPROVED



## City on a Hill Charter Public School

### Minutes

#### May 2022 Board Retreat

---

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

Monday May 16, 2022 at 4:00 PM

##### **Location**

City on a Hill Administrative Offices, 15 Allerton Street, Suite 1, Roxbury, MA 02119

---

##### **Trustees Present**

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

##### **Trustees Absent**

Gary Morton, Sarah Griffin

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

Sonya Pratt (remote)

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

Sonya Pratt (remote)

##### **Guests Present**

Jordan Lopez

---

#### **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 Monday May 16, 2022 at 4:04 PM.

### **C. Approve April 2022 Meeting Minutes**

Ted Gildea made a motion to approve the minutes from April 2020 Board of Trustees Meeting. April 2022 Board Meeting on 04-05-22.

Jack Gearan seconded the motion.

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

#### **Roll Call**

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

## **II. Board of Trustees Leadership Transition**

### **A. Leadership Transition Discussion**

Melisa Lemire, Vice Chair, reminded the Board of Andres Tejeda Soto's intention to step down as Chair, as shared previously. Lemire thanked Tejeda Soto for his service to the School as Chair, and named that the Governance Committee had discussed the recommendation of the following slate of Officers given the transition:

- Melisa Lemire, Chair
- Ted Gildea, Vice Chair & Treasurer
- Jessica Yang, Clerk

Jordan Pina, Chief of Staff, noted that management is aligned with these changes, and are thankful to both Tejeda Soto and Lemire for their leadership. Pina also cited Lemire's status as longest tenured Board member, her leadership of the Governance Committee, and her history of interaction with the Department of Elementary and Secondary Education (DESE) as key reasons they believe Lemire is set up well to lead the Board.

### **B. Vote to Approve Officers**

Andres Tejeda Soto made a motion to approve Melisa Lemire as Chair and Ted Gildea as Vice Chair & Treasurer.

Ted Gildea seconded the motion.

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

**Roll Call**

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

### III. New Board of Trustees Members

#### A. Vote to Approve Ollie Osinubi and Brooke Fincke as Board of Trustees Members

Lemire then re-introduced candidates for the Board's consideration as Trustees, Brooke Fincke and Ollie Osinubi; both of whom are previous City on a Hill College and Career Counselors. Lemire reminded the Board that both have had several conversations with management and the Governance Committee, and shadowed the April 2022 Board of Trustees Meeting.

Lemire asked Fincke and Osinubi to introduce themselves, and reiterate their interest in joining the Board for those who may not have met them.

Jack Gearan made a motion to approve Ollie Osinubi and Brooke Fincke as Board of Trustees Members.

Massiel Eversley seconded the motion.

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

**Roll Call**

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

#### **IV. School Year 2022-2023 Budget**

##### **A. School Year 2022-2023 Budget Discussion**

Sonya Pratt, Executive Director, reminded the Board that management has been working closely with Central Source, the School's contracted finance vendor, to not only budget for School Year 2022-23, but also think about finances for multiple years out, as decisions made now will have downstream effects on future years. Pratt asked the Board to note that the budget will be based on the assumption of enrolling 227 students for next school year, and stressed that as the School has done for the past several years, this was based off of a very conservative estimate of what City on a Hill expects in the fall. She reminded the Board of the unexpected dip in enrollment in fall 2021, and noted that despite enrollment falling 50 students below the expected numbers as discussed in several previous meetings, the conservative budgeting approach has allowed the School to end the year with a minor surplus of around \$30,000.

Pratt then noted increases in revenue, including state tuition and federal entitlement grants, before describing the process for how the state calculates and pays tuition to charters. She added, however, that management is also conservatively budgeting this anticipated revenue as it is subject to several external factors. She also reminded the Board that philanthropy continues to not be an assumption in the School's budget.

Pratt then provided an overview of new roles which were part of the proposed budget, including a dedicated Data Manager, Specialized Services Coordinator, Family Engagement Coordinator and Physical Education Teacher. She also noted a partnership with Achievement Network, and the ending of a large technology contract from when City on a Hill was a Network in FY23 as expenses that also stand out as large costs. Pratt asked the Finance Committee, who reviewed and voted to recommend approval, if they had anything to add. Having nothing else to add, the Finance Committee asked the Board if they had any additional questions.

Trustees asked about the goals of hiring a new Data Manager and how it would be different from previous data roles at CoaH. Pratt explained that while CoaH has had a part-time Data Coordinator on staff, who has supported testing, grades and student information systems, this role would take a lead position in supporting the School, teachers and Senior Leadership to ensuring academic and teaching decisions were made through a data-driven lens.

Trustees also asked for Pratt to speak more to the multiple year out picture she had mentioned earlier. Pratt shared that while ESSR funds will be used in the SY2022-23 and SY2023-24 budgets, the program as it's planned will be able to operate on the public dollar assuming enrollment increases to the buildings current capacity, which is around 280 students.

##### **B.**

### **Vote to Accept Recommendation of Finance Committee**

Jack Gearan made a motion to to approve the School Year 2022-2023 Budget.

Ted Gildea seconded the motion.

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

#### **Roll Call**

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

## **V. Executive Session**

### **A. Executive Session**

Ted Gildea made a motion to enter Executive Session under Purpose #2 of Open Meeting Law.

Andres Tejeda Soto 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 will return to Open Session.

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

#### **Roll Call**

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

Executive Session began at 4:48PM.

Andres Tejeda Soto made a motion to adjourn Executive Session.

Melisa Lemire seconded the motion.

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

### **Roll Call**

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

The Board returned to public session at 6:07PM.

## **VI. Break**

### **A. Break**

The Board of Trustees took a break at 6:07PM and returned to discussion at 6:17.

## **VII. Executive Director Presentation**

### **A. Executive Director Presentation**

Pratt then directed the attention of the Board to the Executive Director Presentation in which she described her journey at City on a Hill over the past 20 years where she has risen from being a Teaching Fellow to the leader of the School. She recounted the highs she's seen City on a Hill achieve, including being a National Blue Ribbon School as selected by the US Department of Education, as well as the challenges that City on a Hill has faced, particularly in recent years, such as probation and consolidation.

Pratt went on to say that while City on a Hill has had a very dynamic past, it is not possible to go back, and City on a Hill cannot aim to be the school it used to be. She highlighted that while the "old" City on a Hill was Blue Ribbon School that sent students to ivy league colleges, it was also a school that did not necessarily see the whole student. She pointed to not only the support of students academically, but also the socio-emotional learning of students, which the COVID-19 pandemic has only made more acute.

She went on to outline what she sees as City on a Hill's major hurdles, and named academic results and enrollment as her key priorities as Executive Director. The Board thanked Pratt for her overview of her vision for the School, and several Trustees noted their interest in being more involved. Pina noted that the next session would be devoted to discussing that topic.

## **VIII. Board Purpose and Engagement Activity**

### **A. Board Purpose and Engagement Activity**

Pina then announced that due to time, the Board would focus the remainder of the meeting on this activity, in which the Governance Committee and management are asking the Board to discuss their roles as Trustees and create a list of next steps for how the Board will continue to support the School. Pina reminded Trustees of the difference between tasks that would and should fall to management, rather than Governance, and asked that the Trustees limit their lists to items that would be allowed under proper governance.

Trustees were separated into groups and discussed their ideas. When back as a full group, Pina asked each group to share an example of the compiled ideas. Representatives shared Trustee ideas, including networks to tap into and initiatives they could sponsor. Pina asked that representatives also share notes with management, who would then share them with the Governance Committee at the next meeting.

## **IX. Circuit Street Renovation / Construction Update**

### **A. Circuit Street Renovation / Construction Update**

Due to time, this section was not covered.

## **X. Board Committee Updates**

### **A. Board Committee Update**

Due to time, this section was not covered.

## **XI. The CoaH Effect**

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

Due to time, this section was not covered.

## **XII. 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 7:03 PM.

Respectfully Submitted,  
Melisa Lemire

---

### **Documents used during the meeting**

- Ollie Osinubi's Resume.pdf
- Brooke Fincke Resume.pdf
- Statement of Activity with FY22 Projections and FY23 Budget April.pdf
- Board retreat 5.15.22.pdf