

APPROVED



## City on a Hill Charter Public School

### Minutes

#### June 2022 Executive Director Support Committee Meeting

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

Wednesday June 15, 2022 at 1:00 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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##### **Committee Members Present**

Jacqueline Bennett (remote), Melisa Lemire (remote), Robyn Shahid (remote), Ted Gildea (remote)

##### **Committee Members Absent**

*None*

##### **Guests Present**

Sonya Pratt (remote)

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#### **I. Opening Items**

##### **A. Record Attendance**

##### **B. Call the Meeting to Order**

Jacqueline Bennett called a meeting of the Executive Director Support And Eval Committee of City on a Hill Charter Public School to order on Wednesday Jun 15, 2022 at 1:11 PM.

### C. Approve April 2022 Meeting Minutes

Ted Gildea made a motion to approve the minutes from April 2022. April 2022 ED Support Committee Meeting on 04-04-22.

Melisa Lemire seconded the motion.

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

#### Roll Call

Ted Gildea	Aye
Robyn Shahid	Aye
Jacqueline Bennett	Aye
Melisa Lemire	Aye

## II. ED Evaluation

### A. ED Evaluation

Jaqueline Bennett, Committee Chair, introduced the Executive Director Evaluation, and clarified the process, which includes Sonya Pratt, Executive Director, presenting the results of her goals set with the Committee at the beginning of the year and a vote to recommend an evaluation and any earned bonus to the Board. Pratt directed the attention of the Committee to her ED Reflection presentation, which includes all of her goals and general school updates.

Pratt described her first goal as following through on next steps related to the School's probation. Pratt walked the Committee through the ongoing information being sent to the Department of Elementary and Secondary Education (DESE), including weekly enrollment and attendance updates and monthly meetings with the Charter School Office (CSO), which Melisa Lemire, Board Chair, also attends. Pratt reminded the Committee of the overestimated school year 2021-2022 pre-enrollment submission, and how subsequent conversations with DESE have resulted in an enrollment plan for school year 2022-2023 which the School is confident. Finally, she shared that the Senior Leadership Team worked with the CSO to update the School's Academic Action Plan based on current school year results and programmatic shifts. Pratt stated she believed herself to have achieved this goal, as there were no other outstanding reports due to DESE at this time, and invited additional questions from the Committee.

Committee members asked for clarification on the overestimation of pre-enrollment for school year 2021-2022. Pratt shared that the original number was submitted from before her time as Executive Director, but believes downward trends in our sending district's enrollment was related. She also noted that City on a Hill was not the only district to have overenrolled, and the CSO was consulted throughout the process of creating the new number. The Committee asked about the current status of school year 2022-2023 enrollment, and Pratt explained that while current 9th grade enrollment numbers of strong, there will be subsequent lotteries throughout the summer.

Next, Pratt described her second goal is ensuring 85% (or more) of teachers engage in leadership opportunities. Pratt shared that there has been a historical distinction between results of questions that ask for individual perception versus questions that ask for specific examples. This is reflected in the Fall 2021 Staff survey returning a 75% agreement rate and 40% agreement rate in the Spring 2022 Staff Survey to the statement "City on a Hill is a school that provides leadership opportunities for staff," whereas a calculation of leadership positions (outside of primary role) held by teachers this year showed 72.5% of teachers participated in leadership opportunities. In reviewing this data, Pratt also shared that she believes her goal for next year should instead directly address morale.

Then, Pratt shared her third goal as the School operates within our budget and there is finance function staffing in place for SY23. Pratt shared the new structure now in place, which included Jordan Pina, Chief of Staff, taking over the human resources function, bringing on CentralSource as our general contract vendor, as well hiring for a new Data & Systems Manager who will support payroll. Pratt shared that CentralSource continues to be a strong partner in the work, and has also begun to create multiple-year finance plans and support union negotiations. Finally, she shared that despite the lower enrollment for the current school year, we have ended the year on budget with no cuts to personnel or programming. Pratt shared she believed this goal to also be met.

Pratt then shared her fourth goal as stabilize all hiring for the current school year, which began understaffed. Pratt reminded the Committee that the School was able to stabilize staffing in November 2021 by adjusting class sections and engaging with new vendors in the "back office," meaning this goal was achieved several months ago. She also shared that the School is in a stable place for school year 2022-2023 hiring, with an 89% retention rate of staff who were invited back, and are actively recruiting for all open positions.

Finally, Pratt shared her final goal as completing a professional development cohort with peer leaders to hone skills as organizational leader. Pratt noted that she participated in three professional development groups, including the Boston Charter School Alliance, the Charter Leaders of Color Cohort, and the New Leaders Cohort. She walked the committee through each group, and named them as sources of peer recommendations, one-to-one membership, and the opportunity to directly meet with the Commissioner of Education to discuss needs specific to charters.

Pratt also shared that while it was not a specific goal, that she also had general academic updates. She noted that the graduation rate for this year is 97.8%, which is a 25% increase over school year 2020-2021. She also reminded the Committee of the NWEA MAP test, which the School has been using as an indicator of growth in the Academic Action Plan. She noted that the School met the goals for both mathematics and science growth, though it did not meet the expected growth in English. She confirmed that the

Senior Leadership Team will be reviewing all data, particularly English, and creating a plan to address supports for school year 2022-2023.

Pratt also shared her general reflections as the Committee reviewed the 360 Evaluation data provided by Board members and Pratt's direct reports. She noted that family engagement is a specific growth area for the School she hopes to be able to more directly address as Executive Director under a one-school model in the upcoming school year. Committee members agreed that making that a priority would be a benefit to the school. The Committee also noted that responses from the Board and direct reports were consistently either agree or strongly agree and generally aligned.

The Committee shared their appreciation for Pratt's leadership, and noted that there was clear agreement in her satisfactory performance. The Committee then began to discuss the topic of the \$7,000 bonus potential, and noted that the only goal not fully met was relating to teacher leadership. The Committee members shared their perspectives, and came to the consensus that given the general progress made within the organization, Pratt's plan to address staff morale and engagement in school year 2022-2023, and their commitment to keep a strong eye on this topic in future reviews, that they would recommend full payment of Pratt's bonus.

Melisa Lemire made a motion to recommend satisfactory performance evaluation of Sonya Pratt as Executive Director and full payment of her bonus potential.

Robyn Shahid seconded the motion.

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

#### **Roll Call**

Melisa Lemire	Aye
Ted Gildea	Aye
Jacqueline Bennett	Aye
Robyn Shahid	Aye

### **III. ED PTO Discussion**

#### **A. ED PTO Discussion**

This section was not covered by the Committee.

### **IV. 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 2:01 PM.

Respectfully Submitted,  
Jacqueline Bennett

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

- ED support February\_June 2022.pdf