

APPROVED



## City on a Hill Charter Public School

### Minutes

#### October 2021 Governance Committee Meeting

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

Wednesday October 20, 2021 at 4:00 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**

Andres Tejada Soto (remote), Jessica Yang (remote), Melisa Lemire (remote)

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

*None*

##### **Committee Members who arrived after the meeting opened**

Andres Tejada Soto

##### **Guests Present**

Jordan Lopez (remote), Maddie Collins (remote), Michael McGean (remote), Sonya Pratt (remote)

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

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

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

Jessica Yang called a meeting of the Governance Committee of City on a Hill Charter Public School to order on Wednesday Oct 20, 2021 at 4:09 PM.

### **C. Approve September 2021 Meeting Minutes**

Melisa Lemire made a motion to approve the minutes from September 2021 Governance Committee Meeting. September 2021 Governance Committee Meeting on 09-20-21.

Jessica Yang seconded the motion.

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

#### **Roll Call**

Jessica Yang Aye

Melisa Lemire Aye

## **II. Union Updates**

### **A. Union Updates**

Jordan Pina, Chief of Staff, shared an update supplied by Kevin Taylor, Chief Executive Officer, regarding City on a Hill's negotiations relating to the Collective Bargaining Agreement (CBA) with bargaining Units A and B, which represent unionized roles at City on a Hill.

Pina shared that agreement on extension of the Unit A agreement, which was signed in June 2020 through the end of the current school year, and an initial Unit B agreement had been made. She also shared that the Board will hold an Executive Session, under to Purpose 3 to discuss strategy with respect to collective bargaining, where they will be able to hold discussion before voting to ratify the agreements.

## **III. Compliance Update**

### **A. Compliance Update**

Next, Pina shared a compliance update as it relates to City on a Hill's continued efforts to meet probationary conditions from the 2020 renewal cycle. She explained to the Committee that the Department of Elementary and Secondary Education ("DESE" or "the Department") accepted the updates to City on a Hill's Academic Action Plan, as described in the September 2021 Board of Trustees Meeting. She added that there would be additional follow-up as the year moved forward to update the Board on progress to goals.

Pina also shared that recently, City on a Hill management reached out to the Department to discuss recent enrollment trends. She shared that, while enrollment is lower than expected for the current school year, City on a Hill is confident that the budgetary implications related to lower enrollment have been mitigated without administrative, programmatic or personnel cuts, and is working with the Department to demonstrate the continued financial stability the School is experiencing. Furthermore, she shared that City

on a Hill will be working closely with the Department to revise the Schools enrollment plan, which was approved by the Board of Trustees last school year, and that the Board would be strong partners in that process.

Additionally, she shared that management has decided to create the new role of Student Recruitment Coordinator, following both internal evaluation of City on a Hill's needs and research into enrollment staffing structures at peer charters. This role will be the primary point of contact for prospective students and families from information session to lottery to enrolling as a student.

The Committee probed on the current initiatives to attract potential students and if this position would be continuing those championed last school year by various operations staff. Pina shared that while plans for virtual open houses and school visits are already underway by existing staff, the goal of this new position would be to both double down on current initiatives and also branch out into new ones that were not possible due to capacity or COVID-19 related constraints, such as in-person open houses and family meetings. Additionally, the Committee inquired into the operations team's use of data to determine which sending districts/schools and neighborhoods to best focus efforts based on historical conversion rates. Both Sonya Pratt, Executive Director, and Maddie Colliins, Deputy Chief of Staff, shared that the lottery system utilized by the School, SchoolMint, allows for this data to be operationalized and it is the current practice of the team. Andres Tejeda Soto arrived at 4:32 PM.

#### **IV. Committee Structure Conversation**

##### **A. Committee Structure Conversation**

Andres Tejeda-Soto, Board Chair, introduced the topic of creating a new committee of the Board of Trustees, which would work with members of the City on a Hill staff to provide feedback and recommendations to the Board of Trustees on the expansion of the Circuit Street building. Tejeda-Soto shared that this committee was at the recommendation of counsel to work in collaboration with the Owner's Project Manager (OPM), and the Board of Trustees would make decisions pursuant to their fiduciary responsibilities as the governing body.

The Committee discussed the current structure of the Board, in the context of being a relatively small Board that has limited Trustees who are not already assigned to 1-2 committees. The Committee discussed several structures, including merging the new committee with the Finance Committee or having a working group live at the school level and chaired by the Executive Director, who would provide regular updates to the Board of Trustees. Tejeda-Soto and Pina shared that they would discuss with counsel regarding viability of the options discussed, and would share back at the next Governance Committee meeting.

#### **V. 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 4:56 PM.

Respectfully Submitted,  
Jessica Yang

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**Documents used during the meeting**

*None*