

APPROVED



## City on a Hill Charter Public School

### Minutes

#### May 2022 Governance Committee Meeting

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

Wednesday May 11, 2022 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**

Jessica Yang (remote), Melisa Lemire (remote)

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

Andres Tejeda Soto

##### **Guests Present**

Jordan Lopez (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 May 11, 2022 at 4:16 PM.

##### **C.**

### **Approve April 2022 Meeting Minutes**

Melisa Lemire made a motion to approve the minutes from April 2022. April 2022 Governance Committee Meeting on 04-11-22.

Jessica Yang seconded the motion.

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

#### **Roll Call**

Jessica Yang           Aye

Melisa Lemire         Aye

Andres Tejeda Soto   Absent

## **II. Board Growth & Committee Structure Discussion**

### **A. Board Leadership, Growth & Committee Structure Discussion**

Jessica Yang, Clerk, directed the attention of the Committee to the discussion of Board Leadership. Melisa Lemire, Vice Chair, shared that following the news shared by Andres Tejeda Soto that he would be stepping down as Chair, and Yang's announcement that she would also be rolling off the Board at the end of the school year, that the Board would be voting to appoint new Officers at the May 2022 Board Retreat.

Following discussions with management and Board Leadership, the Committee resolved to recommend the following appointments to the Board:

- Melisa Lemire, Board Chair
- Ted Gildea, Board Vice Chair & Treasurer

The Committee resolved to address the Clerk vacancy closer to the end of Yang's tenure with the Board. Jordan Pina, Chief of Staff, noted that the applicable votes will be noted in the agenda.

Next, the Committee discussed Board Growth. Lemire confirmed that the Governance Committee was prepared to recommend appointment of both candidates who shadowed the April 2022 Meeting and have met with Sonya Pratt, Executive Director. Both candidates are former City on a Hill College & Career Counselors, and would bring decades of education and college match experience to the Board.

Pina shared that there are two additional candidates who have reached out to the School, and will be presented to the Governance Committee at the next meeting. The Committee discussed noted skill gaps in the Board, primarily Finance, and resolved that recruitment would focus on recruiting members to fill those gaps. Pina noted that part of an activity to be held at the May 2022 Board Retreat will also address recruitment of more members. Lemire reminded the Committee that the Board hopes to grow to at least 15 Trustees.

Finally, the Committee discussed the need to adjust Committee appointments, particularly on the Finance Committee which currently has only two members, and resolved to discuss interest with all Trustees at the Retreat.

### **III. Board Retreat Planning**

#### **A. Board Retreat Planning**

Yang then directed the attention of the Committee to the May 2022 Board of Trustees Retreat. Pina shared that management has confirmed logistics for a smooth hybrid meeting, including tech set-up and properly noticing the location, and that there would be follow-up sent to all known attendees on in-person safety policies.

Next, Pina shared management's proposed retreat agenda and reminded the Committee that the overall purpose of this Retreat, as decided upon with management and this Committee, was to offer an opportunity for the Board to connect, examine their individual and collective roles as Trustees, and allow Pratt to share her vision for the future of the School following her first year as Executive Director. In addition to these items, Pina also noted that the Board will be addressing the previously mentioned election of Officers and new Trustees, as well as reviewing the recommendation of the Finance Committee as to whether the Board should approve the draft School Year 2022-2023 Budget.

The Committee discussed the order of the agenda items, and asked management to evaluate the flow of the meeting to ensure that in-person guests, new Board members, and virtual participants are able to fully able to participate and remain engaged.

### **IV. Compliance Update**

#### **A. Compliance Update**

Next, Pina shared an overview of ongoing compliance efforts. She noted that management, along with Lemire as Vice Chair, have continued monthly meetings with the Department of Elementary and Secondary Education (DESE) which generally include academic updates, enrollment updates, and discussion of the Board's ongoing process of ensuring appropriate oversight of the school.

Pina noted that the School will soon be reviewing and proposing edits to the Academic Action Plan per the annual process of evaluation required by DESE. The Committee inquired as to the scope of the changes, and Pina shared that the majority of the Plan's goals would remain in place, but school year 2021-2022 data would be used to determine if they needed to be adjusted.

Finally, Pina shared that management has drafted and will propose a school year 2022-2023 Board calendar based on school milestones at the next Governance Committee

meeting. The Committee thanked management for their work, and shared they looked forward to reviewing.

## **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 4:47 PM.

Respectfully Submitted,  
Jessica Yang

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

*None*