City on a Hill Charter Public School

Minutes

April 2022 ED Support Committee Meeting

Date and Time
Monday April 4, 2022 at 12:00 PM

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.

Committee Members Present
Jacqueline Bennett (remote), Melisa Lemire (remote), Ted Gildea (remote)

Committee Members Absent
None

Guests Present
Jordan Lopez (remote), Maddie Collins (remote), Sonya Pratt (remote)

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 Monday Apr 4, 2022 at 12:03 PM.

    C.

Approve February 2022 Meeting Minutes

Ted Gildea made a motion to approve the minutes from February 2022 Executive Director Support Committee Meeting on 02-09-22.
Melisa Lemire seconded the motion.
The committee **VOTED** to approve the motion.

Roll Call

Melisa Lemire	Aye
Jacqueline Bennett	Aye
Ted Gildea	Aye

II. Executive Director Updates

A. Executive Director School Updates

Sonya Pratt, Executive Director, shared updates with the Committee regarding the current school year (2021-2022). Pratt shared that major finance updates will be shared at the upcoming April 2022 Board of Trustees meeting, and shared that the Board will look over the first draft of the SY23 budget at that meeting as well.

Pratt shared that the SY23 recommitment process in well underway, with the open roles for next school year already posted on the City on a Hill website. Pratt shared that the COAH team has met several times with hiring managers to align on the hiring process for next year, and initial phone screens for positions have already begun as well.

The Committee asked what the staff retention percentage was. Jordan Pina, Chief of Staff, shared that 89% of staff have signed contracts to return in SY23. Pina shared that additionally, the three individuals who did not sign their contracts are not returning to a job in education.

The Committee asked the COAH team's thoughts on the draft budget for SY23. Pratt shared that the budget will be shared in detail at the Board of Trustees April 2022 meeting, however, the most recent update is that the Finance team is looking at grants as they relate to the SY23 budget. Pratt shared that there are several grant funds, including ESSER funds and smaller grants, that are being discussed in depth as the budget is finalized.

The Committee asked for more detail about the ESSER grants, specifically, if they had to be used by a the end of a school year. Pratt shared that the ESSER grant funds do not have to be used by the end of the school year, rather, by a certain date during School Year 2023-2024.

Pratt also shared that union negations have not yet begun, but dates are in place to begin those conversations in the coming weeks.

Pratt shared that enrollment is moving forward, with over one hundred more applicants in the initial SY23 lottery than last year. Pratt shared that the Student Recruitment Coordinator at COAH, who is a COAH alumni, has been working very hard to connect with these families and walk them through the enrollment process at City on a Hill. Pratt shared that the school will host its first in-person Open House in two school years to welcome incoming families and provide more information about the school.

Pratt shared that the school team is planning for a busy spring, with many events that include junior/senior prom, Field Day, a theater trip, and Spring Service day occurring in the coming months.

The Committee asked when graduation will occur this school year (2021-2022). Pratt shared that graduation will occur at the Strand Theater on June 8 and that all Board of Trustees members will receive an invitation as the event approaches.

III. Executive Director Review Process Discussion

A. Executive Director Review Process Discussion

Jordan Pina, Chief of Staff, shared an overview of the process of Pratt's Executive Director evaluation. Pina shared that the process is set up through Board on Track, the board management platform, to allow for all Board Members and Pratt's direct reports to fill out an evaluation form.

Pina also shared that Pratt will complete a ED self-evaluation with the same metrics. Pina shared the rationale for filling out and reviewing the ED evaluation, as it will give additional context to the Executive Director Support Committee when reviewing Pratt's performance at the June 2022 meeting.

Pina noted that the Executive Director Committee will use Pratt's previously established SY22 goals to measure her performance. In addition, the data that is gathered from the Board on Track evaluation process will allow the Committee to review the additional context of the perception that other Board members and direct reports have of Pratt's effectiveness as COAH's ED.

Pina shared a brief timeline of the evaluation cycle. The evaluation is scheduled to open at the beginning of May, allowing for Board members, Pratt, and director reports to take a month to provide thorough feedback. Once the evaluation is closed at the end of the month, the data will be shared out with the ED Support Committee in preparation for the June 2022 ED Support Committee meeting. At the June meeting, the Committee will use the additional context from the ED evaluation as well as engage in a goal-by-goal presentation by Pratt in order to ask any questions or seek follow up information as it relates to Pratt's performance.

Pina shared that similar to years prior, after that discussion occurs, the Committee will decide on a recommendation for how much, if any, of the Executive Director bonus outlined in the ED contract should be paid out to Pratt. The full Board will vote on this percentage at the June 2022 Board meeting.

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 12:24 PM.

Respectfully Submitted,
Jacqueline Bennett