

APPROVED



## City on a Hill Charter Public School

### Minutes

#### September 2022 Governance Meeting

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

Tuesday September 27, 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**

Melisa Lemire (remote), Ted Gildea (remote)

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

*None*

##### **Guests Present**

Jordan Lopez (remote), Sonya Pratt (remote)

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

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

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

Ted Gildea called a meeting of the Governance Committee of City on a Hill Charter Public School to order on Tuesday Sep 27, 2022 at 4:02 PM.

##### **C.**

### **Approve June 2022 Meeting Minutes**

Melisa Lemire made a motion to approve the minutes from June 2022. June 2022 Governance Committee Meeting on 06-22-22.

Ted Gildea seconded the motion.

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

#### **Roll Call**

Ted Gildea     Aye

Melisa Lemire   Aye

## **II. Compliance Update**

### **A. Compliance Update**

Jordan Pina, Chief of Staff, shared that the School continues work towards meeting the requirements of its probation, including finalizing new Academic Action Plan goals with the Department of Elementary and Secondary Education (DESE). She shared that the School received positive initial feedback from DESE, and would be receiving further feedback in future calls with the Department.

Pina also shared that the Department announced that they would be doing a Site Visit to City on a Hill in February 2023. She shared that these visits are very common throughout a charter's term, and that operationally, the School is very prepared given the several visits to both current and previous City on a Hill schools in recent years. She noted that these visits will include focus groups for stakeholders, classroom and school observations, and document review.

## **III. SY23 Board Meeting Schedule and Logistics**

### **A. SY23 Board Meeting Schedule, Committee Structure and Logistics**

Next, Pina presented School Leadership's recommendations for Committee assignments based on recent shifts to Trustee terms, professional experience and stated interests.

She also noted that minor shifts were also made to mitigate previous issues with achieving quorum due to conflicting Trustee schedules, and to ensure that Trustees were not serving on more than two committees. Melisa Lemire, Chair, also shared that Jack Gearan has expressed his intent to step down at the end of his current term in early 2023.

The Board agreed with the shifts, and asked whether there were recommendations for the candidates currently in the pipeline to join the Board who would be shadowing at the September 2022 Board Meeting. Pina shared that there were, and Gildea transitioned the conversation to the Board Growth agenda item.

## **IV. Board Growth**

### **A.**

## **Board Growth**

Gildea continued the discussion of new Board members by discussing the backgrounds of the candidates shadowing the Board, and Pina shared their committee interests as aligning with areas of current need - Academic Excellence and Finance.

Pina then shared that there are three additional candidates, including two alum of City on a Hill, who have applied to the Board of Trustees posting on the website and have spoken with Pina and/or Pratt. The candidates bring a range of experience from retail management to real estate to school climate and culture. The Committee agreed they should be moved forward, and Pina confirmed that she would schedule time for Officers to meet with the candidates as well before shadowing an upcoming meeting.

Lemire also shared that she has spoken with several previous Board members and CoaH supporters to tap different networks and hear ideas on how to better engage the Board in the work of the School. Lemire shared that Officers had plans to post and network within the financial and law spaces, as those backgrounds continue to be needed on the Board.

Next, Gildea began discussing engagement of current trustees. The Committee discussed resetting expectations with Trustees around actively engaging in conversation and being on camera during remote meetings. Further, the Committee discussed current Board member's attendance, and resolved to hold engagement meetings with Trustees who have not attended multiple meetings.

The Committee then discussed the potential of returning to in-person meetings despite the current allowance of remote meetings through Spring 2023. Pratt noted that many other schools are also having trouble physically reengaging their Boards, and perhaps a gradual return to in-person would increase engagement during meetings.

Finally, the Committee discussed opportunities for upcoming meetings that will remain virtual. Lemire mentioned that in her conversations with past Board members, they recommended posing a specific issue or initiative to the Board and asking for feedback, and asked Pratt whether there were any topics that could benefit from that forum currently. Pratt confirmed that there were several, but the most pressing is enrollment, which will have its own section at the September Board Meeting. The Committee resolved to use this model to discuss the School's enrollment trends and how to further them.

## **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 4:46 PM.

Respectfully Submitted,  
Ted Gildea

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

- Proposed SY23 Board Structure Updates [For Meeting].pdf