

APPROVED



## City on a Hill Charter Public School

### Minutes

#### November 2022 ED Support Committee

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

Monday November 14, 2022 at 2:00 PM

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This meeting took place remotely pursuant to An Act Relative to Extending Certain State of Emergency Accommodations signed into law by Governor Baker on July 16, 2022.

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##### **Committee Members Present**

Jacqueline Bennett (remote), Massiel Eversley (remote), Melisa Lemire (remote), Ted Gildea (remote)

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

Robyn Shahid

##### **Guests Present**

Jordan Lopez (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 Monday Nov 14, 2022 at 2:07 PM.

### C. Approve Minutes

Ted Gildea made a motion to approve the minutes from June 2022. June 2022 Executive Director Support Committee Meeting on 06-15-22.

Melisa Lemire seconded the motion.

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

#### Roll Call

Massiel Eversley	Aye
Ted Gildea	Aye
Melisa Lemire	Aye
Jacqueline Bennett	Aye
Robyn Shahid	Absent

## II. Executive Director General Updates & Goals

### A. Leadership Updates & Goals

Jacqueline Bennett, Committee Chair, directed the attention of the Committee to the Leadership Updates and Goals section. Sonya Pratt, Executive Director, reminded the Committee that typically her goals would have been presented earlier in the year, but shared her hope that the process timeline would be able to be corrected. Pratt then began her overview of her goals which she listed as:

1. Continuing to follow-through on City on a Hill's probationary conditions;
2. Completing a multi-year strategic planning process by spring 2023;
3. Finalizing a realistic enrollment plan that sustains the School's needs;
4. Strengthening the relationship between the Executive Director and Board of Trustees; and
5. Continue her participation in professional learning communities that began in school year 2021-2023, and engage with an executive coach.

Following her overview, Pratt named that her first three goals are topics that have been consistent conversations with the Board and that she believes their importance to remain at the level of her goals. She then requested feedback on her proposed goals. Committee members inquired about Pratt's engagement with an executive coach and if there would be a skills evaluation included. Pratt confirmed that she had shared the skills evaluation taken in fall 2022 by the Board and her direct reports for her professional learning communities were shared with the coach. The Board agreed that continuing to develop as the School Leader was an important goal.

Next, the Committee provided the feedback that adding measurable sub-goals, particularly around the relational goals, would be helpful for the Committee to align on evaluation criteria. Pratt agreed, and shared she was finalizing those elements of the goals, and felt she would soon have them completed.

The Committee inquired as to Pratt's proposed timeline for finalization. She shared that she would be comfortable updating these goals in collaboration with the Board Chair, Melisa Lemire, during their weekly meetings and would be prepared for her evaluation in December. The Committee agreed they were comfortable with that, and members asked to confirm if goals could be adjusted later in the year, and Jordan Pina, Chief of Staff, confirmed that adjustments were possible.

### III. Executive Director Paid Time Off (PTO)

#### A. Executive Director PTO Review and Discussion

Next, Bennett directed the attention of the Committee to the Executive Director Paid Time Off (PTO) Review and Discussion. Pina presented Pratt's use of vacation and personal/sick time, noting that her accruals aligned with employee guidelines for 12-month staff of her tenure (8+ years) and provided an overview of those policies. Pina shared that while Pratt had taken vacation time over the summer, there was a 76 hour loss on September 1, 2022 due to PTO carryover limits. She also added that Pratt consistently worked from the School to ensure her accessible to staff, and that Pina had not received any reports of staff's inability to contact Pratt. Pina then noted that while Pratt's contract did not have any additional vacation time accrual options, she does have a provision that allows for carry over in excess of the stated policy with approval by the Executive Director Support Committee.

Pratt then shared in her first year as Executive Director, she felt that maximizing her time learning her role should take precedent, but does plan to take time during the summer to ensure sustainability therefore was requesting the rollover of that 76 hour loss. The Committee agreed that they had no concerns about the request given Pratt's dedication to the School.

#### B. Vote to Approve Rollover of ED Vacation Time

Ted Gildea made a motion to approve the rollover of 76 hours of the Executive Director's vacation time from the previous school year.

Massiel Eversley seconded the motion.

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

#### Roll Call

Jacqueline Bennett	Aye
Robyn Shahid	Absent
Ted Gildea	Aye
Melisa Lemire	Aye
Massiel Eversley	Aye

### IV. Executive Director Contract Discussion

#### A. Executive Director Contract Discussion

Finally, Bennett turned the attention of the Committee to the Executive Director's contract discussion. Pratt shared that she was interested in discussing elements of her contract which she believes to be vague, or not in line with historical City on a Hill practice. She shared that she had spoken with Lemire about each topic, and Lemire shared she had initial thoughts but would like engagement from the wider-board.

Pina clarified that the Committee was not going to make a decision today, as respective stakeholders needed to be included in the conversation, and that the topic would be added to the Committee's future meeting agendas. The Committee asked Pratt to be prepared to present her position for discussion in December, and she agreed.

## **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 2:36 PM.

Respectfully Submitted,  
Jacqueline Bennett

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## **Documents used during the meeting**

*None*