

APPROVED



## City on a Hill Charter Public School

### Minutes

#### May 2023 Governance Committee Meeting

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

Tuesday May 16, 2023 at 4:00 PM

##### **Location**

58 Circuit Street, Roxbury, MA 02119

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This meeting took place remotely pursuant to a supplemental budget bill which, among other things, extends the temporary provisions pertaining to the Open Meeting Law to March 31, 2025 signed into law by Governor Healey on March 29, 2023.

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

Brooke Fincke (remote), Melisa Lemire (remote), Ted Gildea (remote)

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

*None*

##### **Guests Present**

Asha Ibrahim (remote), Jordan Lopez (remote), Sonya Pratt (remote)

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

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

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

Melisa Lemire called a meeting of the Governance Committee of City on a Hill Charter Public School to order on Tuesday May 16, 2023 at 4:09 PM.

### **C. Approve April 2023 Minutes**

Ted Gildea made a motion to approve the minutes from April 2023 April 2023 Governance Committee Meeting on 04-11-23.

Brooke Fincke seconded the motion.

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

#### **Roll Call**

Brooke Fincke Aye

Melisa Lemire Aye

Ted Gildea Aye

## **II. Compliance Updates**

### **A. Compliance Updates**

Melisa Lemire, Board Chair, directed the attention of the Committee to the Compliance. Update. Jordan Pina, Chief of Staff, noted that the end of year compliance submissions are currently being worked on. Pina listed the Student Information Management System, Student Course Schedule (SCS), School Safety and Discipline Report (SSDR), Education Personnel Information Management System (EPIMS), and the Annual Report submissions are underway. Pina then shared updates on the probationary conditions, mentioning following the meeting with Department of Elementary and Secondary Education (DESE) two weeks ago, there is still no news on the completion of the Summary of Review from the School's accountability review in February. Sonya Pratt, Executive Director, also mentioned DESE provided feedback about the level of detail in the School's meeting packets to the Finance Committee. Pratt mentioned that the School would be following up later in the week during the School's regularly scheduled meeting with the Charter School Office. Pina mentioned that the second round of MCAS was completed and a second administration of the MAP test is being wrapped up. The leadership team will take the data over June and July to propose to DESE what the goals for next year will be.

## **III. Board Growth and Engagement**

### **A. Board Growth and Engagement**

Next, Pina directed the attention of the Committee to Board Growth & Engagement. Pina gave two updates on the Board members. Pina mentioned Jack Gearan will be rolling off after completing his term, and Massiel Eversley submitted her resignation to the Board due to personal reasons, returning the Board to eleven members. She reiterated the Board's requirement of maintaining more than 7 members. Ted Gildea, Board Vice Chair & Treasurer, mentioned the requirement of having an odd number on the Board, with a

goal of 13 or 15 members. The members of the Committee then discussed their potential additional candidates, providing updates on each's outreach attempts to candidates.

Melissa Lemire, Board Chair, then transitioned to speaking about Board engagement. Lemire and Gildea discussed their plans to engage the Board during the in-person retreat in August, including an Open Meeting Law Refresher and time for an activity that would focus on increasing the Board's pipeline of Trustees and leadership.

#### **IV. School Year 2023-24 Board Calendar**

##### **A. School Year 2023-24 Board Calendar**

Next, Lemire transitioned the conversation to discussing the SY2024 Board/ Committee Calendar. Jordan Pina, Chief of Staff, provided a potential proposed calendar for the Board meetings along with the Governance Committee meetings, which took the school's academic calendar and yearly milestones into account. She opened the floor for questions and suggestions from the committee. Lemire requested a potential morning meeting in December for the Board. Ted Gildea, Board Vice Chair & Treasurer, seconded the request. Pina acknowledged the request, and will follow up with the other Board members.

The members of the committee agreed on the proposed calendar for the Governance Committee meetings for SY2024. Pina will follow up with a survey to the members to ensure it works for everyone.

#### **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 4:45 PM.

Respectfully Submitted,  
Melisa Lemire

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

- Proposed SY24 Board Calendar.pdf