

APPROVED



## City on a Hill Charter Public School

### Minutes

#### June 2023 Executive Director Support Committee Meeting #2

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

Wednesday June 14, 2023 at 1:00 PM

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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**

Melisa Lemire (remote), Ted Gildea (remote)

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

Jacqueline Bennett

##### **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 Executive Director Support And Eval Committee of City on a Hill Charter Public School to order on Wednesday Jun 14, 2023 at 1:10 PM.

##### **C.**

### **Approve February 2023 Meeting Minutes**

Melisa Lemire made a motion to approve the minutes from February 2023 Executive Director Support Committee Meeting on 02-08-23.

Ted Gildea seconded the motion.

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

#### **Roll Call**

Jacqueline Bennett Absent

Melisa Lemire Aye

Ted Gildea Aye

## **II. ED Evaluation**

### **A. ED Evaluation**

Melisa Lemire, Chair, directed the attention of the Committee to the Executive Director for General Updates. Sonya Pratt, Executive Director, noted that this would be the last Executive Director committee meeting this year. During this meeting, Pratt would provide updates on the execution of her five individual goals.

Pratt began by introducing her first goal, to follow through on the next steps related to City on a Hill charter probation. Next steps, for the probation included finalizing an enrollment number, overseeing the Department of Elementary and Secondary Education site visits, finalizing the school budget, and to be on-track to close on the schools loan refinance by June 30, 2023. Pratt went into detail on the completion of the next steps. She noted that the enrollment number was finalized at 215. She also noted she is running monthly meetings with DESE and the site visits were successful. She lastly noted that the school was on track for the loan refinance and that the budget was finalized and approved by the Finance Committee.

Pratt then introduced her second goal, to create a Strategic Plan for the 2023/2024 School Year, identify members to be apart of the Strategic Committee, identify key focus areas, engage the school board in the planning process, and finally to present the strategic plan to the board. Pratt noted the Strategic committee members included five teachers, three board members, two administrators, and seven students. In the Strategic Committee, she was able to engage the three participating board members in school planning. Pratt noted the committee was able to identify the key focus areas as academic achievement, culture and climate, school reputation and community connections, and organizational sustainability.

Pratt finally noted a Strategic Plan was drafted and completed and to be presented to the board at the next meeting for approval.

Pratt followed with her third goal, to create an enrollment/attrition team and plan, set goals for attrition/enrollment, analyze enrollment/attrition data, submit pre-enrollment data to DESE, and to create a multiple year plan to increase enrollment and lower attrition.

Pratt first noted an enrollment/ attrition committee was created and meets bi-weekly. The team includes Pratt, the chief of staff, the director of operations, two enrollment coordinators, the family engagement coordinator, the data coordinator and the principal. Pratt then noted the committee evaluates data at the meetings to see potential patterns or areas for improvement. She presented a snapshot of the data to the Support committee. Pratt mentioned the pre-enrollment data was submitted to DESE and referred the group to look at the Strategic Plan that included her plans to increase enrollment and lower attrition.

Pratt then presented her fourth goal, to strengthen the Board and the Executive Director relationship, assist in adding three to four new board members, and create opportunities for at least 70% of the board to participate in a school event. Pratt explained three new members were added to the Board, and that 67% of the board participated in an event. She mentioned

two new members have not had a year to participate in an event contributing to the goal of 70% not being met.

Pratt lastly shared her fifth goal, to have professional developing coaching cohorts with peer leaders. Pratt mentioned her involvement in programs as Executive Director. She is an active member in the Leaders of Color group, Charter Leadership group, and Boston Charter Alliance. Pratt began one on one coaching with the Management Center bi-weekly in November of 2022 and plans to continue next year.

Pratt opened the floor for questions from the Support Committee. Ted Gildea, Board Vice Chair, directed the attention to Goal three. He recommended a separate plan from the Strategic Plan to be created for enrollment/attrition. Pratt acknowledged the recommendation and plans to execute by the August board meeting. Gildea then directed the attention to Goal four. He noted the 70% board engagement goal not being met was due to the changes in members and he believed the goal on Pratt's end was achieved. Pratt mentioned she plans to have the same 70% goal next year and has plans to engage the board with not only leadership but teachers as well. Pratt mentioned lastly she plans to strengthen her relationship with the Union and work on the Construction Project. The Support Committee had no remaining questions.

Ted Gildea made a motion to recommend satisfactory performance evaluation of Sonya Pratt as Executive Director and full payment of her bonus potential.

Melisa Lemire seconded the motion.

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

#### **Roll Call**

Jacqueline Bennett Absent

Ted Gildea Aye

Melisa Lemire Aye

### **III. ED PTO Discussion**

**A. ED PTO Discussion**

The Executive Director Support Committee will bypass the PTO Discussion/ Vote this meeting and plan to discuss in the following meeting.

**B. Vote to Approve ED Rollover Time Request**

**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 1:54 PM.

Respectfully Submitted,  
Ted Gildea

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**Documents used during the meeting**

*None*