

APPROVED



## City on a Hill Charter Public School

### Minutes

#### June 2024 Board Meeting

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

Friday June 21, 2024 at 9:00 AM

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##### **Trustees Present**

Alekz Hirschmann (remote), Andres Tejeda Soto (remote), Brooke Fincke (remote), Danielle Canty (remote), Jacqueline Bennett (remote), Kimberley Thai Small (remote), Ted Gildea (remote)

##### **Trustees Absent**

Edelyn Contreras, Gabriela (Gaby) DeLeon-Evora, Melisa Lemire

##### **Ex Officio Members Present**

Sonya Pratt (remote)

##### **Non Voting Members Present**

Sonya Pratt (remote)

##### **Guests Present**

Diana Landry (remote), Jordan Lopez (remote), Nikia Davis (remote)

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

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

##### **B.**

### **Call the Meeting to Order**

Ted Gildea called a meeting of the board of trustees of City on a Hill Charter Public School to order on Friday Jun 21, 2024 at 9:20 AM.

### **C. Approve May 2024 Meeting Minutes**

Ted Gildea made a motion to approve the minutes from May 2024 Board Meeting on 05-14-24.

Brooke Fincke seconded the motion.

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

#### **Roll Call**

Kimberley Thai Small	Aye
Alekz Hirschmann	Aye
Jacqueline Bennett	Aye
Ted Gildea	Aye
Edelyn Contreras	Absent
Brooke Fincke	Aye
Gabriela (Gaby) DeLeon-Evora	Absent
Danielle Canty	Aye
Melisa Lemire	Absent
Andres Tejeda Soto	Aye

## **II. Organizational Updates**

### **A. General School Updates**

Ted Gildea, Board Vice Chair& Treasurer, expressed gratitude to the Board for their attendance and directed their attention to Sonya Pratt, Executive Director, for General School Updates. Pratt shared that the school was in the last stages of closing out the 2023-2024 school year, and that administrators would soon begin to pivot to planning for school year 2024-2025. She underscored ongoing efforts with the Department of Elementary and Secondary Education (DESE) concerning the School's closure process, the successful execution of graduation ceremonies, and stable enrollment forecasts for the forthcoming academic year. Furthermore, Pratt announced that schedules for Dual Enrollment programs with Wentworth College and Roxbury Community College have been successfully finalized, and that students would be picking their classes this week. She also provided an update on the sale of the school building, which is progressing as planned and is expected to continue throughout the summer. Additionally, she noted there are no hiring needs for school year 2024-25.

### **B. General Finance Updates**

Ted Gildea directed the Board's attention to Diana Landry, the Business Manager at CentralSource. Landry presented the financial statements for City on a Hill, including the year-to-date budget versus actuals as of May 31, 2024, highlighting that the school is adhering to its budgetary objectives and is currently projecting a surplus for school year

2023-24 which it is currently managing to avoid having to return money to the state. Gildea confirmed that the Finance Committee met with Landry, Pratt and Pina earlier in the week to discuss the financials, and had no concerns about funding or expenses.

### III. School Year 2024-25 Budget Discussion & Vote to Approve

#### A. School Year 2024-25 Budget Discussion

Next, Landry presented the FY2024-25 budget to the Board, confirming that, given the school's upcoming closure and related planning, the majority of the budget had already been discussed among the members. She explained that the budget is based on the school's pre-enrollment submission of 75 students, with flexibility to adjust down to 45 if necessary, while ideally targeting 68 students. Landry highlighted that personnel costs are allocated for 30 employees, including funds for three staff members who will remain on staff after June 2025 to handle closure-related tasks. She mentioned that administrative expenses cover various items, such as closure audits, outsourced accounting services, and IT support scheduled until October, with the potential to scale back by July. Additionally, she noted that the budget accommodates larger expenses, including \$52,000 in rent paid to the City on a Hill Foundation. Finally, Landry emphasized the importance of maintaining flexibility in the budget to account for any changes in rent that may arise from a future owner of the Circuit Street building following its sale by the Foundation.

#### B. Vote to Approve School Year 2024-25 Budget

Andres Tejeda Soto made a motion to approve the School Year 2024-25 Budget as recommended by the Finance Committee.

Brooke Fincke seconded the motion.

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

#### Roll Call

Kimberley Thai Small	Aye
Gabriela (Gaby) DeLeon-Evora	Absent
Alekz Hirschmann	Aye
Danielle Canty	Aye
Melisa Lemire	Absent
Andres Tejeda Soto	Aye
Edelyn Contreras	Absent
Brooke Fincke	Aye
Ted Gildea	Aye
Jacqueline Bennett	Aye

### IV. Executive Director Sabbatical Discussion & Vote

#### A. Executive Director Sabbatical Discussion

Sonya Pratt, Executive Director, presented the implementation of the Executive Director Succession Plan for the school in anticipation of her planned sabbatical leave beginning on July 1st. The plan outlines procedures for managing short-term planned absences, specifying that the Board will appoint an Acting Executive Director based on the school's recommendation. Pratt recommended Jordan Pina, Chief Operating Officer, to assume the role of Acting Executive Director during her absence, considering the current priorities and capacities of the school. Additionally, Pratt emphasized the potential need for a second signatory for financial transactions during her leave and proposed that Asha Ibrahim, Chief of Staff, be designated as an authorized signatory for City on a Hill Charter Public School's financial accounts. Gildea also shared that this plan and both votes were also reviewed and endorsed by the Governance Committee in their meeting earlier in the week, and provided an opportunity for members to pose questions or concerns. Members shared that they were comfortable with this plan.

## **B. Vote to Appoint Acting Executive Director**

Brooke Fincke made a motion to appoint Jordan Pina as Acting Executive Director for the length of Pratt's temporary, planned leave.

Danielle Canty seconded the motion.

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

### **Roll Call**

Ted Gildea	Aye
Melisa Lemire	Absent
Edelyn Contreras	Absent
Alekz Hirschmann	Aye
Gabriela (Gaby) DeLeon-Evora	Absent
Andres Tejeda Soto	Aye
Danielle Canty	Aye
Kimberley Thai Small	Aye
Jacqueline Bennett	Aye
Brooke Fincke	Aye

## **C. Vote to Appoint Asha Ibrahim as Signatory**

Brooke Fincke made a motion to appoint Asha Ibrahim, Chief of Staff, as Signatory for City on a Hill Charter Public School's financial accounts.

Danielle Canty seconded the motion.

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

### **Roll Call**

Andres Tejeda Soto	Aye
Brooke Fincke	Aye
Kimberley Thai Small	Aye
Danielle Canty	Aye
Edelyn Contreras	Absent
Ted Gildea	Aye

**Roll Call**

Jacqueline Bennett	Aye
Gabriela (Gaby) DeLeon-Evora	Absent
Melisa Lemire	Absent
Alekz Hirschmann	Aye

**V. Committee Updates**

**A. Governance Committee Updates**

Ted Gildea, Board Vice Chair, noted that the Governance Committee met prior to this meeting and discussed various school updates, aligning with the topics Sonya covered in the General Updates. He noted the Committee intends to add Gabriela (Gaby) DeLeon-Evora to serve on the Governance Committee.

**B. Finance Committee Updates**

All updates had previously been covered during the meeting.

**C. Executive Director Support Committee Update**

Gildea stated that the Committee convened primarily to discuss the Executive Director's SY24 Evaluation. He noted the Executive Director's satisfactory performance in achieving the year's goals and the Committee recommended granting her full bonus potential.

**D. Vote to Approve SY2023-24 Executive Director Evaluation**

Danielle Canty made a motion to approve the SY2023-24 Executive Director Evaluation and award Pratt 100% of her bonus potential.

Alekz Hirschmann seconded the motion.

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

**Roll Call**

Andres Tejeda Soto	Aye
Ted Gildea	Aye
Kimberley Thai Small	Aye
Alekz Hirschmann	Aye
Gabriela (Gaby) DeLeon-Evora	Absent
Melisa Lemire	Absent
Edelyn Contreras	Absent
Jacqueline Bennett	Aye
Danielle Canty	Aye
Brooke Fincke	Aye

## **VI. Organizational Goals Dashboard**

### **A. Organizational Goals Dashboard**

Jordan Pina, Chief Operating Officer, presented the organizational goals dashboard. She indicated that academic data would be finalized by Monday and proposed to provide a comprehensive update at the next meeting. Pina proceeded to deliver updates on graduation, attendance, and enrollment, detailing plans for the upcoming August graduation ceremony and highlighting positive attendance and enrollment figures despite the impending school closure. She expressed gratitude for the steadfast support of the administrative staff during this period and specifically recognized Nikia Davis, Enrollment Coordinator, for her exceptional commitment to ensuring stability in this year's enrollment.

Alekz Hirschmann expressed appreciation for the City on a Hill's graduation ceremony and commended Pratt and Pina for their initiative in providing MacBook computers to graduating students to facilitate their future academic pursuits. Ted Gildea conveyed gratitude to the board for their diligent efforts throughout the year and emphasized the significance and enduring impact of their collective endeavors.

## **VII. 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 9:56 AM.

Respectfully Submitted,  
Ted Gildea

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## **Documents used during the meeting**

- COAH P&L\_5.31.24.pdf
- COAH FinancialPosition\_5.31.24.pdf
- COAH CashFlow\_5.31.24.pdf
- FY25 Proposed Budget Summary (1).pdf
- Acting ED Memo.pdf
- COAH ED Succession Plan v.3.1.pdf
- CoaH Organizational Goals Dashboard - June 20.pdf