

APPROVED



## City on a Hill Charter Public School

### Minutes

#### December 2023 Governance Committee Meeting

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

Tuesday December 12, 2023 at 4:00 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. The meeting was held via Zoom at <https://cityonahill-org.zoom.us/j/87237510633>.

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

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

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

*None*

##### **Committee Members who arrived after the meeting opened**

Melisa Lemire

##### **Guests Present**

Jacqueline Bennett (remote), 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 Dec 12, 2023 at 4:02 PM.

### **C. Approve October 2023 Meeting Minutes**

Ted Gildea made a motion to approve the minutes from October 2023. October 2023 Governance Committee Meeting on 10-24-23.

Brooke Fincke seconded the motion.

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

#### **Roll Call**

Melisa Lemire Aye

Ted Gildea Aye

Brooke Fincke Aye

### **D. Approve November 2023 Meeting Minutes**

Ted Gildea made a motion to approve the minutes from November 2023. November 2023 Governance Committee Meeting on 11-20-23.

Brooke Fincke seconded the motion.

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

#### **Roll Call**

Ted Gildea Aye

Melisa Lemire Aye

Brooke Fincke Aye

## **II. Leadership Transitions Discussion**

### **A. Leadership Transitions Discussion**

Ted Gildea, Board Vice Chair & Treasurer, directed the attention of the Committee and guests to the Leadership Transitions Discussion. He noted that the Board had selected a finalist, AAM Search, to lead Executive Director recruitment, and the Committee was looking for discussion on the scope and terms of the agreement. Jacqueline Bennett, Chair of the Executive Director Support Committee, also joined the discussion given her background in executive searches within the educational sector and her role on the Board in supporting the Executive Director.

The Committee first discussed timeline, noting that AAM would intend to launch the search before Winter Break. Gildea noted that in conversations with several folks, he and Melisa Lemire, Board Chair, had been advised to launch as soon as possible, and that the Winter Break would be a time where candidates might have more time to engage in the process. Bennett also asked to clarify how long AAM would engage, and Gildea shared that the timeline is fluid as the engagement would last as long as it took to secure an Executive Director. He noted that ideally, it would be completed by April 2024.

Then, the Committee discussed the scope of AAM's involvement. Gildea shared that AAM would source candidates, lead the interview process, and would complete references, but noted the Board would have to conduct an independent background check. He also noted that Board members would be involved. Bennett also suggested that this is reflected in the finalized contract, as it is important that it is all clearly laid out that AAM would be the primary project manager. The Committee also noted that following execution of the contract, a timeline for engaging with the Board should be established with AAM and announced at an upcoming meeting. The Committee thanked Bennett for her expertise, and she left the meeting.

Melisa Lemire arrived.

### **III. General School and Compliance Updates**

#### **A. General School and Compliance Updates**

Next, the Committee turned to the General School and Compliance Updates. Sonya Pratt, Executive Director, noted that given this Committee recently met, she did not have many additional updates since November. Pratt shared that she met with the Charter School Office to share her transition news ahead of the announcement to the full Board and School. She also shared that since the Board's last discussion, she has had further discussions with School staff, and she believes that Laura Edouard, Principal, will remain at the School in the role of Chief Academic Officer and that they are discussing appointing an interim principal from the School's current leadership team. She explained that this structure will retain knowledge at the school level while also providing the next Executive Director with the opportunity to make a different principal decision if they so choose. Committee members agreed that it would be strongly beneficial to retain Edouard's experience.

She also reminded the Committee that she and Jordan Pina, Chief Operating Officer, would soon be meeting with CentralSource, the School's contract business office, to begin the budgeting process and finalizing a long term financial plan to share with the incoming Executive Director. She also noted that this is the School's first step to preparing for negotiations with the unionized staff of City on a Hill, and that they would further update the Board on that process in a future executive session.

The Committee inquired into the current enrollment landscape. Pratt shared that enrollment is currently 197, which reflects both an increase since the fall and a steady retention of students for the past several weeks. The Committee thanked her for her updates.

### **IV. Board Growth & Engagement Discussion**

#### **A. Board Growth & Engagement Discussion**

Finally, the Committee turned their attention to the Board Growth & Engagement Discussion. Lemire noted that a Board candidate, Gaby DeLeon, who had previously met with Brooke Fincke, Board Clerk, would be joining tonight's full Board Meeting to be presented for a vote to approve her as a member. Lemire shared that DeLeon is from Boston, and looking to bring her experience in finance and operations.

Lemire asked Pina if there were any more candidates that came through the School's posting. Pina shared that while they were receiving applications, the majority believed it to be a paid position or did not match the Committee's profile of needed skills. She noted, however, that she will continue to monitor the posting and send any additional candidates to this Committee.

## **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 4:56 PM.

Respectfully Submitted,  
Ted Gildea

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## **Documents used during the meeting**

*None*