



City on a Hill Charter Public School

Minutes

April 2024 Executive Director Support Committee Meeting

Date and Time

Wednesday April 10, 2024 at 1:00 PM

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/87833846749>.

Committee Members Present

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

Committee Members Absent

Kimberley Thai Small

Guests Present

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

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 Wednesday Apr 10, 2024 at 1:07 PM.

II. Executive Director Goals Discussion

A. Goals Discussion

Jacqueline Bennett, Committee Chair, directed the attention of the Committee to the Executive Director General Updates. Sonya Pratt, Executive Director, conveyed that her General Updates would be integrated into her discussion of her previously set Goals.

Pratt reiterated the four goals set for the School Year 2023-2024:

1. Negotiating a successor agreement with the Boston Teachers Union (BTU), which represents the two bargaining units at City on a Hill.
2. Engaging in professional development programs tailored for Charter School Leaders.
3. Formulating a long-term staffing strategy for administrative roles.
4. Finalizing a financial plan ensuring stability beyond the expiration of Elementary and Secondary School Emergency Relief (ESSER) funds, scheduled for the following calendar year.

Pratt noted that she kept the same style of presentation as this Committee has used for past evaluations, and began projecting her presentation, which outlined each goal and her current progress to completion.

Beginning with the goal related to the successor Collective Bargaining Agreement (CBA), noting the goal has successfully been achieved. Pratt noted the contract is not yet signed but both parties have agreed on its terms. She stated negotiations have concluded, and anticipates the final draft to be ready to sign by Friday. Upon signing, Pratt stated this agreement will govern the relationship between the BTU and City on a Hill until the end of 2025. Lastly, Pratt highlighted the opportunity to positively revise the budget based on negotiations and stated as customary an Executive Session during the April Board Meeting will be held to delve deeper into these matters.

Next, Pratt moved to her second goal relating to professional development. She mentioned ongoing monthly meetings with a Transition Coach which initially was centered on transitioning out of a leadership role and has now shifted focus towards leading the organization's closure. Additionally, Pratt noted she is actively collaborating with the Boston Charter School Association and has recently met with Leaders of Color to plan a retreat in May.

Then, Pratt noted the long-term structure and hiring goals have been finalized and this goal has been met. Pratt noted she established a structure for the upcoming year that not

only supports the School but also aligns with the Financial Budget. She also noted offer letters for new positions would be distributed this week and some key hires include a DSO, HR Coordinator, and an Executive Assistant. Pratt mentioned the School has made adjustments to roles, such as transitioning the Enrollment Coordinator to focus on the detailed work of closing the School. Additionally, Pratt noted efforts are underway to ensure student records are appropriately handled for future access. Lastly, Pratt noted the School does not anticipate the need to hire externally for the upcoming school Year.

Finally, Pratt mentioned goal four has been accomplished as well. She noted the School established a balanced budget for the 2024-2025 period, designed to sustain the School until June 2025. She also noted the Finance Committee will review it at the upcoming meeting, with the Board set to vote on it in May. Lastly, she noted this budget does not include any philanthropic contributions and reflects the full payment of our building.

The Committee extended their gratitude to Pratt for her presentation. Following this, Bennett asked if anyone had any further questions or concerns. Each member responded negatively, indicating they had none, and thanked Pratt for her contributions.

III. Executive Director Contract Discussion

A. Executive Director Contract Discussion

The Committee commenced discussions concerning the Executive Director's contract for School Year 2025, acknowledging her satisfactory performance in achieving goals. While specific contract details were not determined, it was agreed to continue deliberations and finalize them in the May ED Support Committee Meeting. The Committee specifically addressed the Executive Director's accrued leave hours. Bennett subsequently proposed a motion to recommend rolling over 90 hours to the Board.

Jacqueline Bennett made a motion to To recommend rolling over 90 hours of accrued leave for Executive Director to the Board.

Ted Gildea seconded the motion.

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

Roll Call

Jacqueline Bennett	Aye
Melisa Lemire	Aye
Ted Gildea	Aye
Kimberley Thai Small	Absent

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 2:00 PM.

Respectfully Submitted,
Jacqueline Bennett

Documents used during the meeting

- ED Salaries_MCPSA 2023-24 Compensation Survey (2).pdf