

APPROVED



## City on a Hill Charter Public School

### Minutes

#### June 2024 Executive Director Support Committee Meeting

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

Friday June 14, 2024 at 11:00 AM

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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), Nikia Davis (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 Friday Jun 14, 2024 at 11:21 AM.

##### **C. Approve Minutes**

Ted Gildea made a motion to approve the minutes from May 2024 Executive Director Support Committee Meeting on 05-08-24.

Melisa Lemire seconded the motion.

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

**Roll Call**

Jacqueline Bennett	Absent
Ted Gildea	Aye
Melisa Lemire	Aye

## II. Executive Director Evaluation and Vote

### A. Executive Director Evaluation

Melisa Lemire, Board 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.

Starting with the goal related to the successor Collective Bargaining Agreement (CBA), Pratt confirmed the goal was successfully accomplished. The successor agreement with the Boston Teachers Union (BTU) was signed on May 9th, 2024, and was executed within the allocated budget.

Next, Pratt moved to her second goal relating to professional development. She mentioned her ongoing involvement in leadership groups such as Leaders of Color, Old Sow, and the Boston Charter School Alliance. Pratt plans to engage in additional professional development training out of state over the summer to boost visibility and promote positive public relations.

She noted she is currently engaged with a new public relations firm to partner with City on a Hill, focusing on sharing positive highlights and improving organizational visibility.

Then, Pratt noted the long-term structure and hiring goals have been finalized and this goal has been met. Pratt announced that all administrative roles have been restructured for the School Year 2025 (SY25) and are currently fully staffed. Additionally, staffing for instructional positions has also been completed, with potential consideration for hiring two additional staff members based on anticipated needs for the upcoming school year.

Finally, Pratt mentioned that goal four has also been accomplished. She highlighted that the School has established a balanced budget for the 2024-2025 period, aimed at sustaining operations until June 2025. Additionally, she indicated that the Finance Committee will review the budget at an upcoming meeting, with the Board scheduled to vote on it in June.

Pratt expressed her gratitude to her team and the Department of Elementary and Secondary Education (DESE) for their support in achieving a successful School Year 2024 (SY24), despite the challenges posed by closures. She emphasized her anticipation of concluding the year positively and invited questions from the Committee. The Committee extended their gratitude to Pratt and did not pose any questions.

#### **B. Vote to Recommend**

Ted Gildea made a motion to 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**

Melisa Lemire	Aye
Jacqueline Bennett	Absent
Ted Gildea	Aye

### **III. Executive Director Leave Discussion and Vote**

#### **A. Leave Presentation**

Sonya Pratt, the Executive Director, presented that the School implemented Executive Director Succession Plan. The plan outlines procedures for addressing short-term planned leaves, stating that the Board will appoint an Acting Executive Director based on the School's recommendation. Pratt recommended Jordan Pina, Chief Operating Officer, to serve as Acting Executive Director during her absence, taking into account current priorities and capacities.

#### **B. Vote to Recommend**

Ted Gildea made a motion to to appoint Jordan Pina, Chief Operating Officer, as Acting Executive Director for the month of July 2024, as described in the Board's approved Executive Director Succession Plan.

Melisa Lemire seconded the motion.

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

**Roll Call**

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

Jordan Pina, Chief Operating Officer, proposed the School's suggestion to designate Asha Ibrahim, Chief of Staff, as a signatory for City on a Hill Charter Public School's financial accounts. Gildea then facilitated a discussion and called for a formal motion on the proposal.

Ted Gildea made a motion to to appoint Asha Ibrahim, Chief of Staff, as signatory for City on a Hill Charter Public School financial accounts.

Melisa Lemire seconded the motion.

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

**Roll Call**

Ted Gildea	Aye
Melisa Lemire	Aye
Jacqueline Bennett	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 11:47 AM.

Respectfully Submitted,  
Ted Gildea

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**Documents used during the meeting**

- \_ED Support Presentation - SY2023-24.pdf
- Acting ED Memo.pdf