

APPROVED



## City on a Hill Charter Public School

### Minutes

#### December 2024 COAH Board of Trustees Meeting

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##### Date and Time

Tuesday December 10, 2024 at 5:00 PM

##### Location

<https://cityonahill-org.zoom.us/j/81315100800>

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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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##### Trustees Present

Alekz Hirschmann (remote), Andres Tejeda Soto (remote), Brooke Fincke (remote), Danielle Canty (remote), Gabriela (Gaby) DeLeon-Evora (remote), Jacqueline Bennett (remote), Kimberley Thai Small (remote), Melisa Lemire (remote)

##### Trustees Absent

Edelyn Contreras, Ted Gildea

##### Ex Officio Members Present

Sonya Pratt (remote)

##### Non Voting Members Present

Sonya Pratt (remote)

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**Guests Present**

Asha Ibrahim (remote), 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**

Melisa Lemire called a meeting of the board of trustees of City on a Hill Charter Public School to order on Tuesday Dec 10, 2024 at 5:10 PM.  
Melisa Lemire made a motion to Call the meeting to order.  
Aleksz Hirschmann seconded the motion.  
The board **VOTED** to approve the motion.

**Roll Call**

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

**C. Approve October 2024 Board Minutes**

Aleksz Hirschmann made a motion to approve the minutes from October 2024 COAH Board of Trustees Meeting on 10-22-24.  
Andres Tejeda Soto seconded the motion.  
The board **VOTED** to approve the motion.

**Roll Call**

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

## **II. School Updates**

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

Melisa Lemire, Chair, called the Board's attention to the General School Updates. Sonya Pratt, Executive Director, provided an update as the School approaches the winter break. Pratt outlined the ongoing preparations for dual enrollment and the upcoming college application deadlines. She also reported that the school's enrollment remains steady as the year draws to a close and noted with confidence that the institution is fully staffed, ensuring smooth operations as the semester transitions.

Pratt then informed the Board that the principal had resigned unexpectedly due to personal reasons. During the brief interim period while the search for a new principal was underway, Laura Eduaord, Chief Academic Officer, stepped in as acting principal. Pratt announced that an interim principal has now been appointed, who will assume the role immediately and serve for the remainder of the academic year. This interim principal brings a wealth of experience, having previously served as a charter school principal and Executive Director, ensuring strong leadership during this transitional period.

Pratt assured the Board that all compliance requirements have been met as the school year reaches its midpoint, and she confirmed that the school is financially stable as it enters the second half of the year. She then opened the floor for any questions or concerns from the Board

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

The Chair noted that the General Finance Updates would be discussed later in the meeting during the Finance Committee update.

## **III. Executive Session under Purpose #6**

### **A. Executive Session under Purpose #6**

The Board did not convene an Executive Session under Purpose #6.

## **IV. School Discipline Policy Update Discussion**

### **A. Vote to Approve Amended School Discipline Policy**

The Chair noted that a vote to approve the amended School Discipline Policy was no longer necessary, given the swift appointment of an interim principal.

## **V. Board Committee Updates**

### **A. Governance Committee Update**

Melisa Lemire, Chair, provided an update on the school’s compliance status and the appointment of the new interim principal. Chief Operating Officer, Jordan Lopez, added that she hopes to provide a building update in January once matters with the school foundation are finalized. Lemire also reminded the Board to please pay attention to their emails, as another meeting may be scheduled in January if needed.

**B. Academic Excellence Committee Update**

Alekz Hirschmann, Committee Chair, noted that the Academic Excellence Committee had convened and provided updates. He briefly updated the Board on the state of academics and dual enrollment, reporting that students are performing better than in the previous quarter's progress reports, with notable improvements in English and math courses.

**C. Executive Director Support Committee**

Next, Melisa provided updates from the Executive Director Support Committee, which included the mid-year evaluation of the Executive Director. Melisa shared that the Committee believes that, based on Sonya Pratt’s presentation of the benchmarks she has met and her plans for the spring semester, she has demonstrated strong performance in her role as Executive Director. The Committee affirmed that Pratt is on track to achieve all of her goals for the 2024-2025 school year. Melisa confirmed that the Committee unanimously voted to recommend a satisfactory evaluation and to approve the full payout of Pratt’s mid-year bonus

Brooke Fincke made a motion to to accept the recommendation of the ED Support Committee for a satisfactory evaluation of Pratt and to aware 100% of her mid-year bonus potential.

Alekz Hirschmann seconded the motion.

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

**Roll Call**

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

**D. Finance Committee Update**

Diana Landry, Business Manager at Central Source, presented the School’s Budget vs. Actuals as of November 30, 2024, confirming that expenditures were on track. She highlighted the use of ESSER funds for various costs, including field trips, staff appreciation, and bulk purchasing of supplies. The only significant change was the

amount owed to the foundation for rent. Landry assured the Board that available funds would cover all planned expenditures for the remainder of the year, with no additional foundation funding needed. She also noted that fixed assets would continue to depreciate until June. There were no further questions from the Board.

## VI. Organizational Goals Dashboard

### A. Organizational Goals Dashboard

Sonya Pratt, Executive Director, presented the organizational goals dashboard to the Board. She reported that the school currently has 76 students enrolled, which leaves the school over-enrolled by one. Pratt highlighted that the chronic absenteeism rate stands at 48%. While efforts are ongoing to address this issue, progress has been challenging, as many students are over 18 and have the ability to dismiss themselves for the day.

Regarding academic performance, Pratt noted improvements in Quarter 1, particularly in math, English, and special education classes. The school is also actively cataloging assets for disposal in preparation for its closure. Parent engagement initiatives, including FAFSA Night and regular newsletters, continue to be a focus. Additionally, the school is operating within its budget and remains in good standing with regulators.

Pratt took a moment to reflect on the recent potluck celebration, underscoring the importance of fostering joy during the school's final celebrations. She also expressed excitement for the upcoming staff winter celebration scheduled for later this week.

Alekz Hirschmann, Board Member, emphasized the significance of the Board attending the school's graduation ceremony, describing it as a truly remarkable experience to witness.

## 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 5:44 PM.

Respectfully Submitted,

Melisa Lemire

Andres Tejeda Soto made a motion to Adjourn Meeting.

Alekz Hirschmann seconded the motion.

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

#### Roll Call

Ted Gildea	Absent
Danielle Canty	Aye
Edelyn Contreras	Absent

**Roll Call**

Jacqueline Bennett	Aye
Andres Tejeda Soto	Aye
Alekz Hirschmann	Aye
Melisa Lemire	Aye
Brooke Fincke	Aye
Gabriela (Gaby) DeLeon-Evora	Aye
Kimberley Thai Small	Aye

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**Documents used during the meeting**

- COAH\_BS\_11.30.24.pdf
- COAH\_CashForecast\_11.30.24.xlsx - Budget vs. Actuals.pdf
- COAH\_PL\_11.30.24.xlsx - Summary.pdf
- CoaH Organizational Goals Dashboard - Dec 10.pdf