

APPROVED



## City on a Hill Charter Public School

### Minutes

#### February 2025 COAH Board of Trustees Meeting

---

**Date and Time**

Tuesday February 11, 2025 at 5:00 PM

**Location**

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

---

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.

---

**Trustees Present**

Alekz Hirschmann (remote), Andres Tejada Soto (remote), Brooke Fincke (remote), Edelyn Contreras (remote), Gabriela (Gaby) DeLeon-Evora (remote), Jacqueline Bennett (remote), Melisa Lemire (remote), Ted Gildea (remote)

**Trustees Absent**

Danielle Canty, Kimberley Thai Small

**Ex Officio Members Present**

Sonya Pratt (remote)

**Non Voting Members Present**

Sonya Pratt (remote)

---

### Guests Present

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

---

## 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 Feb 11, 2025 at 5:15 PM.

### C. Approve August 2024 Board Minutes

Ted Gildea made a motion to approve the minutes from August 2024 Board Meeting on 08-27-24.

Alekz Hirschmann seconded the motion.

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

#### Roll Call

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

### D. Approve December 2024 Board Minutes

Ted Gildea made a motion to approve the minutes from December 2024 COAH Board of Trustees Meeting on 12-10-24.

Andres Tejeda Soto seconded the motion.

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

#### Roll Call

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

**Roll Call**

Melisa Lemire	Aye
Alekz Hirschmann	Aye

**II. School Updates**

**A. General School Updates**

Sonya Pratt, Executive Director, welcomed the Board and provided an overview of general school updates. Pratt highlighted the stable enrollment figures and the school's highest staff retention rate in recent years. Looking ahead, she outlined plans for upcoming events such as the Washington, D.C. trip, Field Day, graduation, and other end-of-year celebrations. She expressed her satisfaction with the current state of the school and the positive momentum as the year progresses.

**B. General Finance Updates**

Ted Gildea reported that the Finance Committee had met and reviewed the school's financial standing, noting that it remains in a strong position. Gildea noted tuition revenue had declined slightly, the organization continues to maintain solid financial footing. Additionally, Gildea addressed the outstanding debt owed by the foundation to the school, confirming that it would be settled once the building is sold.

**III. Executive Sessions**

**A. Executive Session under Purpose #1**

Melisa Lemire, Board Chair, announced that the Board would be entering Executive Session, citing Purpose #1: To discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual

Ted Gildea made a motion to to enter Executive Session.

Alekz Hirschmann seconded the motion.

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

**Roll Call**

Danielle Canty	Absent
Ted Gildea	Aye
Alekz Hirschmann	Aye
Melisa Lemire	Aye
Brooke Fincke	Aye
Edelyn Contreras	Aye
Andres Tejeda Soto	Aye

**Roll Call**

Gabriela (Gaby) DeLeon-Evora	Aye
Jacqueline Bennett	Aye
Kimberley Thai Small	Absent

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

Melisa Lemire, Board Chair, announced that the Board would be entering Executive Session, citing Purpose #6: To consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body.

Brooke Fincke made a motion to to enter Executive Session.

Alekz Hirschmann seconded the motion.

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

**Roll Call**

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

**IV. Student Competency Determination (CD) Policy**

**A. Student Competency Determination (CD) Policy Discussion**

Jordan Lopez, Chief Operating Officer, directed the Board's attention to the topic of competency requirements for student graduation, explaining that the MCAS is no longer a state requirement. Lopez further explained that the school's competency determination process will remain unchanged, with students required to pass four years of math and English, three years of science and history, two years of a second language, and a one-year senior capstone.

The board agreed that the current Competency Determination (CD) policy is effective and does not require any changes.

**B. Vote to Affirm Competency Determination Policy**

Ted Gildea made a motion to Vote to Affirm the Competency Determination Policy.

Alekz Hirschmann seconded the motion.

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

**Roll Call**

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

**V. Open Meeting Law Updates**

**A. Open Meeting Law Updates**

Jordan Lopez, Chief Operating Officer, directed the Board’s attention to the Open Meeting Law update, explaining that, effective March 31st, a physical quorum will be required for meetings. She emphasized the importance of meeting quorum for the upcoming April and June meetings and encouraged board members to prioritize their availability and commitment to attending.

Jordan then opened the floor for questions or concerns about the Open Meeting Law update. The board acknowledged the changes for the next two meetings and moved on to the committee updates.

**VI. Board Committee Updates**

**A. Governance Committee Update**

Melisa Lemire, Committee Chair, acknowledged that the Committee had convened and emphasized the importance of ensuring all members review their schedules to confirm their availability for in-person board meetings in April and June.

**B. Academic Excellence Committee Update**

Alekz Hirschmann, Committee Chair, provided an update on the Academic Excellence Committee, reporting that there have been 12 college acceptances to date. Hirschmann also highlighted that students are currently enrolled in spring dual enrollment courses, signaling a strong finish to the academic year.

**C. Executive Director Support Committee**

The Executive Director Support Committee did not convene for a meeting this month. The Committee will provide an update following the meeting.

**D.**

### Finance Committee Update

Ted Gildea stated that there were no additional financial updates at this time, as the financial committee's updates had already been addressed during the earlier General Finance updates.

## VII. Organizational Goals Dashboard

### A. Organizational Goals Dashboard

Sonya Pratt, Executive Director, provided an update on the organization's goals, reporting that current student enrollment stands at 73, with daily attendance at 87%. She noted that chronic absenteeism is at 41%, primarily due to a flu outbreak affecting many students. To help address this, the school introduced a buy-back program during the winter, allowing students to make up missed work.

Pratt also observed a typical dip in performance during Quarter 2, as students generally perform best in Quarter 1 and Quarter 4. She highlighted that, at the end of January, the school hosted both a parent/guardian night and a morning session. The leadership team made a concerted effort to engage families who had not yet attended, aiming to boost attendance and involvement.

Looking ahead to February, Pratt shared excitement about the upcoming Black Trivia Night, inviting both friends and families to participate. She also mentioned that college counselors are holding one-on-one sessions to assist families with the college application process.

In closing, Pratt confirmed that the school is on track with its FY25 budget and compliance requirements. She extended her thanks to Diana Landry, Business Manager at Central Source, for her continued hard work and dedication.

## VIII. 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 6:20 PM.

Respectfully Submitted,

Melisa Lemire

Ted Gildea made a motion to Adjourn meeting.

Alekz Hirschmann seconded the motion.

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

#### Roll Call

Alekz Hirschmann	Aye
Jacqueline Bennett	Aye
Melisa Lemire	Aye

**Roll Call**

Andres Tejada Soto	Aye
Danielle Canty	Absent
Kimberley Thai Small	Absent
Edelyn Contreras	Aye
Ted Gildea	Aye
Gabriela (Gaby) DeLeon-Evora	Aye
Brooke Fincke	Aye

---

**Documents used during the meeting**

- CD Policy\_Jan 2025.pdf
- COAH\_BSvsPY\_1.31.25 (1).pdf
- COAH\_StatementofCashFlows\_1.31.25 (1).pdf
- COAH\_PL\_1.31.25.pdf
- CoaH Organizational Goals Dashboard - Feb 11.pdf