



City on a Hill Charter Public School

Minutes

October 2024 Executive Director Support Committee Meeting

Date and Time

Wednesday October 16, 2024 at 1:00 PM

Location

<https://cityonahill-org.zoom.us/j/87833846749>

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

None

Guests Present

Asha Ibrahim (remote), Nikia Davis (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 Oct 16, 2024 at 1:04 PM.

C. Approve the June 2024 Meeting Minutes

Ted Gildea made a motion to approve the minutes from June 2024 Executive Director Support Committee Meeting on 06-14-24.

Melisa Lemire seconded the motion.

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

Roll Call

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|--------------------|-----|
| Jacqueline Bennett | Aye |
| Ted Gildea | Aye |
| Melisa Lemire | Aye |

II. Executive Director General Updates

A. General Executive Director Updates

Sonya Pratt, Executive Director, began by providing the Committee with a general update on the school. She noted that the school had recently completed the SIMS (Student Information Management System) process, reporting an enrollment number of 78, and confirmed that the school is operating at full capacity for student enrollment. Additionally, Pratt mentioned that the school continues to hold monthly meetings with the Department of Elementary and Secondary Education (DESE) to finalize the closure, and she reported that all operations are proceeding smoothly.

She highlighted that staff morale remains high and that the school is currently fully staffed with instructional personnel. However, the school is actively seeking to fill a vacancy for the front desk position, which is expected to be filled shortly.

B. ED Goals Presentation & Discussion

Sonya Pratt, Executive Director, began by introducing her proposed four goals for the 2024-25 school year, which included:

- 1. City on a Hill Operates Within Budget:** Pratt noted that her first goal is to maintain financial stability, emphasizing that there are no additional funds from the government for the current school year. The deadline to utilize the remaining ESSER funds was September 30, 2024. This goal includes sustaining operations without relying on new government funding.
- 2. Consistent Student Enrollment (+50):** Pratt reported that the school is currently over-enrolled by three students, indicating a positive outlook for enrollment. While she sees no immediate concerns regarding enrollment, she emphasized the importance of focusing on college counseling, individualized support, and dual

enrollment opportunities as key strategies to maintain consistent enrollment numbers. Pratt noted that she will hold weekly meetings with the Principal and Chief Academic Officer to ensure that parents are kept informed and that these goals are being met. These meetings aim to maintain open communication with families and support the school's commitment to achieving its objectives.

3. **Stabilize Hiring for Teaching Roles and Ensure Full-Year Retention:** Sonya Pratt aims to maintain a fully staffed teaching team with a 90% retention rate by December. The school is currently fully staffed, with only one front office position open. To support this goal, Pratt plans to celebrate staff contributions and organize engagement events throughout the year, fostering a positive work environment. Committee Member Ted Gildea noted that staff who remain past December are likely to stay for the rest of the year, while Melissa Lemire expressed appreciation for the engaging events planned for staff.
4. **Legacy Projects:** Pratt's final goal is to celebrate and preserve City on a Hill's 30-year history by fostering community connections and sharing impactful stories. This will include organizing a celebratory event and creating a commemorative video, highlighting the school's mission and inspiring continued engagement from students and families.

The Committee expressed their sincere gratitude for the comprehensive presentation and insights shared regarding Pratt's goals.

III. Closing Items

A. Adjourn Meeting

Jacqueline Bennett made a motion to Adjourn Meeting.

Ted Gildea seconded the motion.

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

Roll Call

Jacqueline Bennett Aye

Ted Gildea Aye

Melisa Lemire Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 1:32 PM.

Respectfully Submitted,
Jacqueline Bennett

Documents used during the meeting

None