



## City on a Hill Charter Public School

### Minutes

#### December 2024 Executive Director Support Committee Meeting

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**Date and Time**

Wednesday December 4, 2024 at 12:00 PM

**Location**

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

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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. The meeting was held via Zoom at <https://cityonahill-org.zoom.us/j/87833846749>.

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**Committee Members Present**

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

**Committee Members Absent**

*None*

**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 made a motion to Call meeting to order.

Ted Gildea seconded the motion.

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

**Roll Call**

Jacqueline Bennett Aye

Melisa Lemire Aye

Ted Gildea Aye

**C. Approve the October 2024 Meeting Minutes**

Ted Gildea made a motion to Approve October 2024 meeting minutes.

Melisa Lemire seconded the motion.

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

**Roll Call**

Jacqueline Bennett Aye

Melisa Lemire Aye

Ted Gildea Aye

**II. Executive Director General Updates**

**A. Leadership Updates**

Sonya Pratt, Executive Director, shared that the leadership updates will be included in the upcoming goals presentation, where she will provide a detailed overview of recent developments and progress.

**III. Executive Director Evaluation & Discussion**

**A. Executive Director Goals Presentation**

Pratt reminded the Committee that they had previously discussed her four goals for School Year 2024-2025 as:

1. **City on a Hill Operates Within Budget**
2. **Consistent Student Enrollment (+50)**
3. **Stabilize Hiring for Teaching Roles and Ensure Full-Year Retention**
4. **Legacy Projects**

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 that City on a Hill remains within budget, Pratt shared that this objective has been progressing effectively. She attributed much of this success to the strategy of front-loading expenditures in September, which has enabled the team to

manage costs while maintaining steady enrollment. Additionally, the school has implemented a six-month financial forecast to ensure they stay on track and finish the fiscal year within budget.

The second goal—consistent student enrollment—has also seen success. Pratt noted that the organization is currently over-enrolled, a significant achievement that has been driven by several key initiatives. These include consistent weekly communication with staff, monthly family updates, and full-school celebrations that take place each month. When Board Member Melisa Lemire asked about how students were coping with the school closure, Pratt responded that students are maintaining a positive outlook and a strong focus on their futures, particularly regarding college preparation. She also emphasized the overall positive school culture this year, citing high levels of engagement and motivation among both students and staff.

Turning to the third goal of stabilizing hiring and ensuring retention, Pratt shared that all teaching roles have been filled, though there remains one open administrative position. She expressed confidence that this position would be filled soon and noted that the team is committed to ensuring staff stability throughout the year.

The final goal focuses on celebrating and preserving City on a Hill's legacy. Pratt provided several updates on this front, including plans for an internal hiring fair in March, organized by Chief Operating Officer Jordan Lopez. The fair will involve 30 schools and provide staff with opportunities to advance in their careers. Lopez also mentioned an upcoming professional development session, which will include resume feedback for staff members. Additionally, Pratt shared plans for staff appreciation, such as providing LinkedIn headshots, hosting a "Sneaker Ball" staff celebration, and holding an end-of-year event scheduled for the 18th. She also updated the Committee on the "30 Stories of CoaH" initiative, noting that meetings with contributors are ongoing.

## **B. Executive Director Evaluation Discussion**

The Committee thanked Pratt and had no additional questions. Bennett then asked if anyone had any further concerns before moving forward with a motion to recommend a satisfactory performance evaluation and the full mid-year performance bonus. With no further questions raised, all members expressed their appreciation for Pratt's work.

## **C. Vote to Recommend Executive Director Mid-Year Evaluation and Bonus**

Jacqueline Bennett made a motion to recommend a satisfactory performance evaluation of Sonya Pratt as Executive Director and 100% of mid-year performance bonus potential. Melisa Lemire seconded the motion.

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

### **Roll Call**

Ted Gildea            Aye

**Roll Call**

Melisa Lemire      Aye  
Jacqueline Bennett Aye

**IV. Executive Director Contract Discussion**

**A. Executive Director Contract Discussion**

Pratt delivered a detailed presentation regarding the rollover of accrued lost hours, outlining the rationale and implications for the Executive Director's contract. Following her presentation, the Committee engaged in discussion of the proposal. After considering the various factors, a motion was made to approve the rollover of 164.75 lost hours, in line with the practice followed in previous years.

Melisa Lemire made a motion to Approve the rollover of 164.75 lost hours.

Ted Gildea seconded the motion.

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

**Roll Call**

Jacqueline Bennett Aye  
Ted Gildea            Aye  
Melisa Lemire        Aye

**V. Closing Items**

**A. Adjourn Meeting**

Melisa Lemire made a motion to Adjourn Meeting.

Ted Gildea seconded the motion.

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

**Roll Call**

Ted Gildea            Aye  
Jacqueline Bennett 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 12:33 PM.

Respectfully Submitted,  
Melisa Lemire

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**Documents used during the meeting**

*None*