

DRAFT



## City on a Hill Charter Public School

### Minutes

#### April 2025 Executive Director Support Committee Meeting

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##### Date and Time

Wednesday April 9, 2025 at 1:00 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)

##### Committee Members Absent

Ted Gildea

##### 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

Jacqueline Bennett made a motion to Call meeting to order.  
Melisa Lemire seconded the motion.  
The committee **VOTED** to approve the motion.

**Roll Call**

Ted Gildea	Absent
Jacqueline Bennett	Aye
Melisa Lemire	Aye

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

Melisa Lemire made a motion to approve the minutes from December 2024 Executive Director Support Committee Meeting on 12-04-24.  
Jacqueline Bennett seconded the motion.  
The committee **VOTED** to approve the motion.

**Roll Call**

Melisa Lemire	Aye
Jacqueline Bennett	Aye
Ted Gildea	Absent

**II. Executive Director General Updates & Discussion**

**A. General Executive Director Updates**

Sonya Pratt, Executive Director, directed the Committee's attention to her general updates, noting that the information would be addressed in her goals presentation and could be reviewed concurrently. The Committee acknowledged this alignment and proceeded to review the presentation outlining Pratt's progress toward those goals.

**III. Executive Director Goals Updates & Final Evaluation Discussion**

**A. Executive Director Goals Updates**

Pratt reminded the Committee of her four goals for School Year 2024-2025 and provided updates on each one:

**1. City on a Hill Operates Within Budget**

Pratt reported that, despite a few student withdrawals, enrollment remains strong. She also shared that the sale of the school building is still progressing. The organization is currently operating with a modest surplus, demonstrating financial stability despite slight enrollment fluctuations.

**2. Consistent Student Enrollment (+50)**

Pratt noted that, although a few students have left, the school is still meeting its target of enrolling at least 50 students at any given time. This ensures the financial sustainability of the school through FY25.

### **3. Stabilize Hiring for Teaching Roles and Ensure Full-Year Retention**

Pratt proudly reported that the school has successfully retained 100% of its staff, keeping the organization on track to meet this goal for the year.

### **4. Legacy Projects**

Pratt highlighted several projects to preserve the school's legacy, including:

The "Last, Last Day" celebration on June 18, marking the final day of school in City on a Hill's history. A memorial video to celebrate the school's most memorable moments.

Pratt opened the floor for discussion or questions, but the committee had no further inquiries regarding her updates.

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

Melisa Lemire, Board Chair, noted that the final evaluation for the Executive Director will be completed in June. She informed the committee that once there is agreement on the successful completion of the Executive Directors goals, a recommendation would be made to the board for the approval of the Executive Director's bonus.

Lemire also noted that there would be no May ED Support meeting. She explained that May meetings are typically meant to set goals for the following year, but due to the closure, this will not be the case. The committee had no questions regarding the evaluation process and thanked Sonya Pratt for her efforts and dedication to the students success

## **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 1:44 PM.

Respectfully Submitted,

Jacqueline Bennett

Melisa Lemire made a motion to Adjourn Meeting.

Jacqueline Bennett seconded the motion.

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

#### **Roll Call**

Ted Gildea              Absent

Melisa Lemire              Aye

Jacqueline Bennett              Aye

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### **Documents used during the meeting**

- Copy of ED Support Presentation - SY24-25 (1).pdf