



**RECEIVED**  
By City Clerk at 2:50 pm, May 11, 2023

## City on a Hill Charter Public School

### May 2023 Board Meeting

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#### Date and Time

Tuesday May 16, 2023 at 5:00 PM EDT

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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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#### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>5:00 PM</b>
<b>A.</b> Record Attendance		Melisa Lemire	2 m
<b>B.</b> Call the Meeting to Order		Melisa Lemire	1 m
<b>C.</b> Approve April 2023 Board Minutes	Approve Minutes	Melisa Lemire	2 m
<b>II. School Updates</b>			<b>5:05 PM</b>
<b>A.</b> General School Updates	FYI	Sonya Pratt	10 m
Sonya Pratt, Executive Director, provides a general update on the School's programming and operations.			
<b>B.</b> Enrollment Update	Discuss	Melisa Lemire	10 m

	Purpose	Presenter	Time	
<p>Sonya Pratt, Executive Director, provides an update on the School's SY2022-2023 enrollment and SY2023-2024 Lotteries. Melisa Lemire, Chair, leads a discussion on trends and next steps.</p>				
<b>C.</b>	Strategic Planning Update	FYI	Sonya Pratt	5 m
<p>Sonya Pratt, Executive Director, provides an update on the progress of the School's Strategic Planning Committee.</p>				
<b>D.</b>	School Year 2023-2024 Recruitment Update	FYI	Jordan Pina	5 m
<p>Jordan Pina, Chief of Staff, provides an update on the recommitment and recruitment processes for School Year 2023-2024.</p>				
<b>III.</b>	<b>School Year 2023-24 Budget Discussion &amp; Vote to Approve</b>			<b>5:35 PM</b>
<b>A.</b>	School Year 2023-24 Budget Discussion	Discuss	Melisa Lemire	15 m
<p>Sonya Pratt, Executive Director, and the School's financial consultant, CentralSource, present the draft School Year 2023-24 Budget as recommended by the Finance Committee. Melisa Lemire, Chair, and Ted Gildea, Vice Chair &amp; Treasurer, lead a discussion of the draft budget.</p>				
<b>B.</b>	Vote to Approve School Year 2023-24 Budget	Vote	Melisa Lemire	5 m
<p>Melisa Lemire, Chair, requests a motion to accept the recommendation of the Finance Committee to approve the School Year 2023-23 Budget.</p>				
<b>IV.</b>	<b>Circuit Street Campus Updates &amp; Discussion</b>			<b>5:55 PM</b>
<b>A.</b>	Circuit Street Loan Update	FYI	Sonya Pratt	15 m
<p>Sonya Pratt, Executive Director, provides updates on the School and Foundation's discussions related to the mortgage for the Circuit Street building. Melisa Lemire, Chair, leads a discussion on the Board's recommendations to the Foundation.</p>				
<b>B.</b>	Vote to Recommend Mortgage Refinance Option	Vote	Melisa Lemire	5 m
<p>Melisa Lemire, Chair, calls for a vote to recommend next steps to the City on a Hill Foundation in relation to the Circuit Street property mortgage.</p>				
<b>C.</b>	Circuit Street Construction Update	FYI	Ted Gildea	5 m
<p>Ted Gildea, Vice Chair &amp; Treasurer, and Sonya Pratt, Executive Director, provide updates on the Circuit Street Building construction project.</p>				

	Purpose	Presenter	Time
<b>V. Fiscal Policies and Procedures Updates Discussion &amp; Vote</b>			<b>6:20 PM</b>
<b>A.</b> Approve Updated Fiscal Policies and Procedures	Vote	Melisa Lemire	5 m
Jordan Pina, Chief of Staff, reviews updates to the School's Fiscal Policies and Procedures as approved by the Department of Elementary and Secondary Education (DESE). Melisa Lemire, Chair, leads a discussion of the updates and calls for a motion to approve.			
<b>B.</b> Vote to Designate Chief Procurement Officer	Vote	Melisa Lemire	5 m
The Board votes to designate the Chief of Staff/Chief Operating Officer role as Chief Procurement Officer for City on a Hill Charter Public School.			
<b>VI. Board Committee Updates</b>			<b>6:30 PM</b>
<b>A.</b> Governance Committee Update	FYI	Melisa Lemire	5 m
Melisa Lemire, Governance Committee Chair, gives an update from the Committee.			
<b>B.</b> Academic Excellence Committee Update	FYI	Edelyn Contreras	5 m
Edelyn Contreras, Academic Excellence Committee Member, gives an update from the Committee.			
<b>C.</b> Executive Director Support Committee	FYI	Jacqueline Bennett	5 m
Jacqueline Bennett, ED Support Committee Chair, gives an update from the Committee.			
<b>D.</b> Finance Committee Update	FYI	Ted Gildea	5 m
Ted Gildea, Finance Committee Chair, gives an update from the Committee.			
<b>VII. Organizational Goals Dashboard</b>			<b>6:50 PM</b>
<b>A.</b> Organizational Goals Dashboard	Discuss	Sonya Pratt	10 m
Sonya Pratt, Executive Director, reviews the progress monitoring dashboard and the Board discusses appropriate next steps.			
<b>VIII. Closing Items</b>			<b>7:00 PM</b>
<b>A.</b> Adjourn Meeting	Vote	Melisa Lemire	