

**Holyoke Community Charter School
2200 Northampton Street
Holyoke, MA 01040
Board of Trustees**

Minutes of HCCS Board of Trustees EXECUTIVE SUBCOMMITTEE Meeting – January 22, 2025

Board Members in Attendance: Leona Florek, Jean Swinney, Elizabeth Pawlowski
Guests: Sonia Correa Pope
Not present: n/a

- I. Meeting called to order at 5:04 p.m. by Dr. Sonia Correa Pope

- II. Leona Florek shared that Janine Kent has put forth her resignation and has put forward a potential candidate. Their resume and letter of intent have been submitted for review by the board.

 An onboarding document was shared with the committee. Elizabeth Pawlowski shared that she would like to add a component to the checklist. She shared an online tutorial training that includes ethics training and the financial disclosure that need to be added. The link was added to the checklist.

 Sonia shared that the chair of the board or the committee can work with new members to create their profile then do a check-in to see how much has been completed on the checklist. During the next meeting this will be shared with the board candidate.

- III. Leona along with the executive committee agreed to reorder the bylaws to the next executive meeting to allow time for new business.

- IV. The committee reviewed and accepted the AY2324 Director’s Evaluation with no questions or concerns. Elizabeth asked if there was any area that Sonia felt didn’t reflect her performance or was inadequate. Sonia responded that there was none and that there was a very honest conversation with SABIS so that the data aligns to the items on the evaluation. Sonia also shared that there will be an objective added regarding the Student Life Organization.

Meeting adjourned at 5:30 p.m.
As prepared by Haley Saltares