

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

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

In Attendance: Lina Rivera, Leona Florek, Jean Swinney, Elizabeth Pawlowski, Rafael Rodriguez

Guests: Kyle Callender, Sonia Correa Pope, Ryan Meek, Mahdi Kansou, Vanessa Pileggi, David Fine

Not Present: N/A

I. Meeting called to order at 5:31 p.m. by Leona Florek

Leona shared to the board that Janine Kent is resigning from the board and has put forth a potential candidate.

II. Approval of minutes

Elizabeth Pawlowski motioned to approve the minutes of the November 13, 2024; regular board meeting as presented. Seconded by Lina Rivera. Each member voted by roll call. Pawlowski – Aye, Swinney – Aye, Florek – Aye, Rivera – Aye, Rodriguez – Aye. The motion passed unanimously.

Jean Swinney motioned to approve the minutes of the November 13, 2024; finance committee meeting as presented. Seconded by Rafael Rodriguez. Each member voted by roll call. Pawlowski – Aye, Swinney – Aye, Florek – Aye, Rivera – Aye, Rodriguez – Aye. The motion passed unanimously.

Elizabeth Pawlowski motioned to approve the minutes of the December 6, 2024; special meeting as presented. Seconded by Leona Florek. Each member voted by roll call. Rodriguez – Aye, Rivera – Aye, Florek – Aye, Swinney – Aye, Pawlowski – Aye.

III. **Board Reports**

Board Mail/ Folder

None

Public comments/none

IV. **Finance Subcommittee Report**

i. Finance/ Facilities

Lina Rivera motioned to approve the November financial reports. Seconded by Elizabeth Pawlowski. Each member voted by roll call. Rodriguez – Aye, Rivera – Aye, Florek – Aye, Pawlowski – Aye, Swinney – Aye. The motion passed unanimously.

Jean Swinney motioned to approve the December financial reports. Seconded by Rafael Rodriguez. Each member voted by roll call. Pawlowski – Aye, Swinney – Aye, Florek – Aye, Rivera – Aye, Rodriguez – Aye.

Kyle Callender updated the board on the key system. He let everyone know that the key system that was scheduled to start contract was started about a month and a half ago. He shared that the system is one hundred percent complete and that he has started distributing the fobs per security level. He shared that the programming is very user friendly and is overall a great system. The last step is the distribution to all staff. The board thanked Kyle for the update.

He then shared that the last meeting conducted, it was requested that he gain quotes from different vendors for the purchasing of necessary janitorial equipment. He reminded the board that the projected price of purchase would be around \$30,000 dollars. He said that one quote came back at \$40,300 dollars and the second came back at \$29,899 dollars. The quotes were for the purchase of two low speed buffers, two high speed buffers, a vortex scrubber, three auto scrubbers, a wet vac, and three blower fans. He let the board know that the school had rented and borrowed equipment during the last break and still could not do the job at full capacity.

Jean Swinney asked if the two quotes were for the same equipment. Kyle let her know that yes, the quotes were for the same exact equipment as well as warranties.

Elizabeth Pawlowski wanted to make sure that this equipment would satisfy the school's needs, and that if the lower quote was chosen the school wasn't settling for lower quality. Kyle

reassured her that as far as equipment is concerned both brands are very reputable. He had both representatives come into the school to make sure the equipment would keep up with the needs. They let him know that the equipment will meet the needs of the school.

Lina Rivera asked if what was provided was a standard warranty. Kyle responded that most of the equipment comes with a five-year warranty that covers parts, labor, and materials. The vortex scrubber comes with a two-year warranty, but that piece of equipment is the least expensive out of the group.

Lina Rivera motioned to approve the purchase of equipment for the cost of \$29,899 dollars. Seconded by Rafael Rodriguez. Each member voted by roll call. Pawlowski – Aye, Swinney – Aye, Florek – Aye, Rivera – Aye, Rodriguez – Aye. The motion passed unanimously.

Attorney David Fine entered at 5:50 p.m.

Ryan Meek introduced Attorney David Fine who has been working with the team on a standard contract which was sent to the board for review along with the financial reports.

David shared that the school selected Gale Associates, who have been working for the past three weeks on collecting pricing from their subconsultants. This price cannot be submitted to the school without having that pricing from the subconsultants. To speed up the process David prepared a modified standard owner engineering agreement using the standard industry (AIA) documents. He shared that the contract is fair and reasonable, and that they were waiting on their proposal with the specifics of their scope and pricing which was obtained dated January 15, 2025.

He let the board know that the proposal is overwhelmingly typical, but let the board know that their review was important to make sure it is consistent with the schools' expectations. He then asked the board if they had any questions as Ryan shared the contract on screen.

Sonia asked Ryan for a reminder on the timeframe. He responded that once they go out for bid in phase five by February, if the school engages today, they go through with their next steps to get the initial work. The goal is for the next school year in September, the school should be on track for this once the contract is approved.

Elizabeth wanted to make sure that the board was not going to make quick decisions to meet certain deadlines rather than making the right one. David reassured her that the board is not at risk, the process remains the same and there are few areas where speed could be put over quality. He did mention a case that could possibly have this happen, it'd be if the school were to put a non-realistic schedule on the bid.

Mahdi Kansou had a concern regarding the yellow lined box that was shown in the picture of the school in the proposal. He was wondering if it had been confirmed if it can fit a field that is MIAA standards? Ryan responded that this is part of the work the school is engaging them to do and that this is a general map out of the area that is going to get worked on. Once the school accepts the proposal, they're going to site plan and install. David confirmed that one of the first steps they take after the proposal is accepted is to survey the land.

Ryan and David explained that if issues are found early in the project and it can't continue, they will inform the school and halt further phases. Rafael expressed his willingness to proceed and determine the project's feasibility. David Fine noted that the contract allows either party to terminate for cause or convenience. Rafael and Elizabeth both agreed they are comfortable moving forward, knowing the school can terminate the project if needed.

Elizabeth Pawlowski voted to accept the Gale Associates contract as presented. Seconded by Rafael Rodriguez. Each member voted by roll call. Rivera – Aye, Rodriguez – Aye, Florek – Aye, Swinney – Aye, Pawlowski – Aye. The motion passed unanimously.

David Fine exited the meeting at 6:20 p.m.

V. Executive Subcommittee

The executive committee reviewed the school Directors Evaluation. Leona shared that it was accepted and recommended that a salary adjustment be made related to the evaluation of the director. Elizabeth asked if the overall evaluation was related to the salary increase percentage wise. Leona and Sonia responded that this evaluation follows the same pattern as staff, the evaluation is related to the present increase.

Rafael Rodriguez motioned to accept the Directors Evaluation, and salary increase based on a percentage of 6%. Seconded by Elizabeth Pawlowski. Each member voted by roll call. Rivera – Aye, Rodriguez – Aye, Florek – Aye, Swinney – Aye, Pawlowski – Aye.

Leona quickly shared that a process for onboarding new members has been created and will be shared and discussed at next month's meeting.

VI. Students Sport Competition

Sonia shared a video of the SABIS global sports competition that Holyoke Community Charter School are hoping to participate in this year. Mahdi spoke about this event which has been

taking place for about 28 years that started as a regional event which has grown to be schools in the entire network. They are expecting over a thousand athletes from all over the world. He shared that this is a once in a lifetime event for Holyoke students and they are excited to send both HCCS and ISM students to compete this year.

Kyle shared that HCCS students and parents were very receptive to this idea and that there would be about thirteen students would be going on the trip (three soccer and ten basketball).

Elizabeth Pawlowski motioned to approve international travel for HCCS students to attend the athletic event. Seconded by Jean Swinney. Each member voted by roll call. Pawlowski – Aye, Swinney – Aye, Florek – Aye, Rodriguez – Aye, Rivera- Aye. The motion passed unanimously.

VII. Directors report

Sonia went through and shared this month's report with no concerns or questions.

Elizabeth Pawlowski motioned to accept the January Directors Report as presented. Seconded by Lina Rivera. Each member voted by roll call. Florek – Aye, Rivera – Aye, Swinney – Aye, Rodriguez – Aye, Pawlowski – Aye. The motion passed unanimously.

Lina Rivera motioned to adjourn the meeting. Seconded by Elizabeth Pawlowski. Each member voted by roll call. Florek – Aye, Rivera – Aye, Swinney – Aye, Rodriguez – Aye, Pawlowski – Aye. The motion passed unanimously.

The meeting adjourned at 6:57 p.m.

As prepared by Haley Saltares

Respectfully submitted,
Jean Swinney
Holyoke Community Charter School Board of Trustees

Meeting Attachments

November 13, 2024, Meeting Minutes

November 13, 2024, Finance Meeting Minutes

December 6, 2024, Special Meeting Minutes

School Education Providers Report (January)