

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

Minutes of HCCS Board of Trustees Meeting Notes – January 24, 2024

**The meeting took place with no voting matters due to absence of quorum.*

In Attendance: Janine Kent, Lina Rivera

Guests: Ryan Meek, Elizabeth Pawlowski, Maria Rodriguez

Not Present: Leona Florek, Li-Jun Ma (leave of absence), Rafael Rodriguez, Jean Swinney

I. Meeting called to order at 5:40 p.m. by Janine Kent.

II. **Board Reports**

Board Mail/Folder

None

Public comments/none.

III. **Finance Committee**

The finance committee met at 5:00 prior to this meeting. Janine reported that attendees made a motion to approve the financial statements. The committee discussed that there were no updates to the gym.

IV. **Membership**

Preceding the official email welcoming Elizabeth Pawlowski, Janine, on behalf of all members welcomes her to the board.

V. **Board Retreat Meeting Dates**

The Doodle Poll concluded with two dates that each person had in common, those dates being Tuesday February 13th and Monday March 4th from 5-7.

Attendees reached an agreement based on the Doodle Poll that the meeting will be held virtually on the day of **Monday, March 4th at 5:00 p.m.**

VI. **Directors Report**

On behalf of Dr. Sonia Correa Pope, Maria Rodriguez presented January's report.

- Enrollment is at 697, students have withdrawn due to moving to different states. The school's lottery is being held on March 5th. Maria stated the enrollment coordinator is actively working to bring students in from local pre-schools. Families that attend games are requesting applications.
- Academic report notes- Janine asked a question regarding third grade science scores. She inquired about what is being done to continue to raise their scores. Maria said that she would reach out and share this information with Dr. Pope.
- Professional Development included common planning times in which Maria stated she hears great feedback from staff members. Common Planning Times occur twice a month and are a time for staff to get together and have a deep dive into their subject matters.
- The Student Life Coordinator is starting shadow teaching with grades 5, 7, and 8. Students will be teaching both English and Math classes and those will be taking place during the week of January 22-26. As a part of Student Life community service kindergarten classes are writing letters to the Veterans Home in Holyoke while the first graders are writing their letters to the Shriners Hospital in Springfield.
- The student management dashboard included December's data which showed that Saturday and afterschool detentions are being used and there are no suspensions.
- Maria highlighted the director updates which included the school job fair which was held on January 20th. She stated that there were over 15 candidates that came in. The fair included teacher volunteers that talked about their programs that took them on tours of the school. She said that it was a great turn out and that candidates loved the facility.

Janine had a question about what planned events are upcoming for Black History month. Haley Saltares stated that the school's Student Life Coordinator will highlight historians throughout the month of February. Black History Month shirts were given out during January's assembly to attendees who had a star on their program.

All business will be held over until the next meeting when the quorum is present.

Lina motioned to agree to adjourn the meeting.

The meeting adjourned at 6:03 p.m.

As prepared by Haley Saltares

MEETING ATTACHMENTS

School Director's Education Providers Report (Jan)