

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

Minutes of HCCS Board of Trustees Meeting – January 25, 2023

In Attendance: Leona Florek, Janine Kent, Lina Rivera, Jean Swinney

Guests: Sonia Correa Pope, Mahdi Kansou, Ryan Meek, Dan Pallotta, Tom Paquin,
 Vanessa Pileggi, Maria Rodriguez, Robert Todisco

Not Present: Li-Jun Ma, Rafael Rodriguez

I. Meeting called to order at 5:08 p.m. by Leona Florek.

II. **Approval of Minutes**

Janine Kent moved to approve the minutes of the December 14, 2022 regular meeting. Seconded by Jean Swinney. Each member voted by roll call. Florek – Aye, Kent – Aye, Rivera – Aye, Swinney - Aye. The motion passed unanimously.

III. **Board Reports**

Board Mail/Folder

None

Public comments/none.

IV. **Facilities**

Tom Paquin and Dan Pallotta reported on the continued progress of the gymnasium/classroom project - 60-70% of drywall and all windows are installed in classrooms. The next big item is installing the HVAC system so that the environment can become conducive to installing the wood floor in the gymnasium.

The Board members discussed the change order for the duct work in the gymnasium, approved at the October 2023 meeting. Dan Pallotta, Sonia Pope, and board members discussed the mistake of Kaestle Boos Associates that would have resulted in a non-compliant building which required the change order to be necessary. The board discussed their options of possible holding of payment vs. settlement after the project is completed. The board decided to document the incident and conversation with Kaestle Boos Associates, pay the current bill, and confer with legal counsel to discuss legal rights and putting a claim on the insurance certificate once the building is completed and receives an occupancy certificate.

Tom Paquin reported that more than 50% of the air purification units that the school purchased with a grant have been installed. He reported there was a small roof leak, but it has been fixed and was not of any major concern. Finally, he shared a photo of the construction site to demonstrate the progress to the board members.

Dan Pallotta exited the meeting.

V. **Finances**

Board members reviewed the financial reports for December and found no concerns. Board members inquired about increased energy costs and possibility of an energy audit for the building. Tom Paquin reported that facilities has installed LED lighting. Maria Rodriguez reported that shew will review energy cost per kilowatt hour. **Lina Rivera motioned to approve the financial report for December. Seconded by Jean Swinney. Each member voted by roll call. Florek – Aye, Kent – Aye, Rivera – Aye, Swinney - Aye. The motion passed unanimously.**

VI. **Old Business**

- **Parent Connection Liaison Rubric**
Dr. Sonia Pope stated she would bring this to the next meeting for board review.

- **Proposed Education Service Provider (SABIS) Contract**
Leona stated that the contract will be ready for next meeting and it will be provided to board members before the meeting.

- **Board Retreat Date**
Leona Florek reminded board members that the retreat meeting date is February 8, 2023 at 5:00 pm.

VIII. **New Business**

- **Target Metrics**
Janine Kent discussed the possibility of having a long-term strategic plan around the school’s net surplus. Ryan Meek discussed the possible requirements for unrestricted cash. He talked about the effects of COVID closures, higher than expected per pupil tuition, and the effects ESSER grants have had on the positive growth of the net surplus. The board discussed priorities: teacher salaries, paying off current debt, and a new/next capital project. Ryan mentioned that once projected per pupil funding comes from DESE and budget planning begins in the next few months, there can be discussions around these priorities. Mahdi Kansou added that the main building is coming up on being 20 years old and may need replacement funding from a facilities standpoint. The board agreed to add spending/retaining net surplus and priorities as an item on the Retreat Agenda.

IX. **Director’s Report**

- Enrollment is at 692; recruited 6 but lost 2 due to moving out of state
 - Lottery will be held on March 2; flyers created and posted/mailed; outreach to local preschools
- Academics: term 1 has been completed; Academic Deputy worked with SABIS on improved academic data reports; report cards will be mailed by end of January; teacher mentoring program ongoing; 80% of 8th graders have been awarded the DESE “Seal of

- Biliteracy and a ceremony is planned; Civic engagement project with the Holyoke Public Library; State WIDA assessment is underway
- COVID report: increases across the state; HCCS put mask mandate in effect on Jan 3 – cases reduced from 50 to 13, along with UV air purifiers in each classroom that are being installed. Mask mandate in place until the end of February.
 - Professional Development: ongoing
 - Student Life: Peer-to-Peer tutoring for grades 5 & 6
 - Student Management: reviewed suspensions
 - Facilities: Tom Paquin reported earlier in meeting
 - Up-coming events: reviewed; Parent Connection liaison is bringing many families to the meetings
 - Janine Kent asked about the DESE Commissioners task force – Dr. Pope reported on the work for recruiting more teachers of color in the Commonwealth.
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Janie Kent motioned to approve the Director’s Report. Lina Rivera seconded. Each member voted by roll call. Florek – Aye, Kent– Aye, Rivera – Aye, Swinney - Aye. The motion passed unanimously.

The Board members discussed the closing of the Paulo Freire Social Justice Charter School and what opportunities/challenges that presents for HCCS.

Janine Kent motioned to adjourn the meeting. Jean Swinney seconded. Each member voted by roll call. Florek – Aye, Kent – Aye, Rivera – Aye, Swinney - Aye. The motion passed unanimously.

The meeting adjourned at 6:28 p.m.

As prepared by Elizabeth Pawlowski
Respectfully submitted,
Jean Swinney
Holyoke Community Charter School Board of Trustees

MEETING ATTACHMENTS
December 14, 2022 Meeting Minutes
Monthly Financial Report