

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

**Minutes of HCCS Board of Trustees FINANCE SUBMCOMMITTEE**

**Meeting-January 28<sup>th</sup>, 2026**

Board Members in Attendance: Joshua Famiglietti, Lina Rivera

Guests: Maria Rodriguez, Ryan Meek, Kyle Callender

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I. Meeting called to order at 5:04 p.m. by Maria Rodriguez.

II. Review Year-to-Date Budget vs. Actual

Maria asked those in attendance if they had a chance to review the November 2025 and December 2025 YTD Budget vs. Actual report, and if they had any questions. Joshua asked how the tuition budget was created, as he noticed that the school is under-enrolled, yet it is still trending to receive more tuition than budgeted.

Maria provided background on how the school uses the projected Charter School Tuition and enrollment report provided by DESE in early spring to create the budget. She explained that the school uses these projections in a conservative manner, as the state's final budget is not approved until July.

Joshua then asked if the school had received any of the January invoices from the snow-plowing company. Maria said not yet, explaining that the school usually receives the invoices at the end of the month or the beginning of the following month.

Lina asked what expenses are charged to the Student Management budget. Maria responded that charges include the Elite Scholars student group, Student Management training, supplies, and forms.

Lina also asked about the increase in heating costs. Maria shared that since the City of Holyoke has a ban on new gas lines, the gym is heated with propane, which is more expensive than natural gas.

### III. New Business

#### Roof Top Unit (RTU) Discussion

At our last Finance Committee meeting, the members asked about the condition of the school's HVAC units. Mr. Callender presented a Rooftop Unit Assessment & Replacement Report to the committee.

He shared that the school currently operates a total of 28 rooftop HVAC units. Based on current conditions and risk-to-use operations, only 5 rooftop units need to be replaced within the next couple of years. After reviewing the assessment and replacement report, the Finance Committee asked for a review of the current capital budget to determine whether any of these units can be replaced within this fiscal year. The committee also requested that a replacement plan be created for the remaining units for inclusion in the next fiscal budget.

#### V. Old Business

School Sign – Mr. Callender shared with the Finance Committee that our vendor had reached out to the City to obtain the necessary permits. Since the sign design is larger than the current one, the vendor will attend a City Planning Committee meeting to obtain the required approvals.

Multi-Use Turf Field – Maria informed the committee that representatives from Gale Associates, Inc. will be presenting the overview and results of the Request for Proposal for the multi-use turf field at the board meeting.

Meeting adjourned at 5:31 p.m.