

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

Minutes of HCCS Board of Trustees Meeting – February 29, 2024

In Attendance: Leona Florek, Lina Rivera, Jean Swinney

Guests: Ryan Meek, Sonia Correa Pope, Vanessa Pileggi, Maria Rodriguez

Not Present: Janine Kent, Li-Jun Ma (leave of absence), Rafael Rodriguez

I. Meeting called to order at 5:40 p.m. by Leona Florek

II. Approval of Minutes

Jean Swinney moved to approve the minutes of the December 13, 2023, regular meeting. Seconded by Lina Rivera. Each member voted by roll call. Rivera – Aye, Swinney – Aye, Florek – Aye. The motion passed unanimously.

III. Board Reports

Board Mail/Folder

None

Public comments/none.

IV. Finances

Board members along with the finance committee reviewed financial reports. Lina Rivera had a few questions that were answered during the finance committee meeting. **Lina Rivera motioned to approve the financial report for February. Seconded by Jean Swinney. Each member voted by roll call. Florek – Aye, Rivera – Aye, Swinney – Aye. The motion passed unanimously.**

V. Facilities

Maria Rodriguez presented facility updates. She stated that there are going to be a couple of big expenditures within the next couple of months. Those expenditures include the need to fix the school's back road which has many potholes that need to be fixed. That cost is around 5,000 dollars. Toilet sensor repairs which had already been budgeted for, the cost is around 2,000 dollars. She also mentioned that the sprinkler tests for the school are scheduled for Friday.

Sonia Pope spoke about the need to replace the facilities director. She stated that a deputy student management coordinator will be added to an existing position. This person will do the day-to-day operations while continuing to report to the student management coordinator. She also stated that a head of maintenance will be added to an existing position who will assist with facility needs and day-to-day operations. She mentioned that the facility director position included an umbrella of tasks which will now be distributed. Maria mentioned that the school is not requesting additional funds. The funds that will be used have already been assisting with the operational budget and overall, this move will result in a saving.

Jean Swinney motioned to accept the addition of 15,000 dollars to the annual salary of the facility director as well as the addition of 5,000 dollars to the annual salary of the deputy student management and head of maintenance. Seconded by Leona Florek. Rivera – Aye, Swinney – Aye, Florek – Aye. The motion passed unanimously.

Jean Swinney asked if there were any updates from the architect. Maria Rodriguez stated that Rob Todisco reached out to her in regards of wanting to present to the board. She asked for the materials that will be presented prior to the meeting to give the board time to review the materials.

VI. **Executive Subcommittee**

Sonia Pope requested to push the retreat date that was chosen last month. The committee spoke about the list of topics and decided that to be best prepared the date be pushed to April 1, 2024. The retreat meeting will be held on April 1, 2024, via Zoom at 5:00 pm.

VII. **Finance Subcommittee**

Maria Rodriguez, Janine Kent, Ryan Meek, and Lina Rivera met last month and went over January's financial report. **Lina Rivera motioned to accept January's financial report. Seconded by Leona Florek. Each member voted by roll call. Swinney – Aye, Rivera – Aye, Florek – Aye. The motion passed unanimously.**

VIII. **Directors Report**

- Enrollment is at 697. Preschools are continuing to be visited with applications. The gym is also bringing in families that are interested in enrolling their students in HCCS. The school's lottery is being held on March 5th.
- Sonia Pope went over the academic dashboard that is shared within her report. February's report showed that grades three and four are being closely paid attention to due to their scores going down a little from last month. A meeting between SABIS and the school took place regarding academics. She stated that there is almost a five-year academic gap that needs intense work to close.

- Professional development is ongoing within the school, February's report showed multiple literacy presentations that were attended.
- The Student Life Organization presented black history month facts and historians' school wide in celebration of Black History Month. Shadow teaching is taking place throughout the school. Students have been training with teachers to master learning objectives leading them to be student teachers. Math labs are taking place during student life, where students are guided by their peers and teachers in areas that they are struggling. An academic academy took place during February break, students came in during the week for intensive learning and practice. International Day is coming up on March 23rd.
- The discipline report showed that Saturday and After School Detentions are continuing to take place. This is a time where students take the time to learn how to turn their behavior around.

Jean Swinney motioned to accept both January and February director reports as presented. Seconded by Lina Rivera. Each member voted by roll call. Florek – Aye, Swinney – Aye, Rivera – Aye. The motion passed unanimously.

Leona Florek asked if there were any topics that needed to be added to the retreat topics. The topics include charter renewal, strategic and succession plan, and academic success plan. Retreat topics can be added as presented. Lina Rivera mentioned the family event that took place on Wednesday at UMass Amherst. The schools' cheerleaders performed at the women's basketball game during half time.

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

The meeting adjourned at 6:32 p.m.

As prepared by Haley Saltares
Respectfully submitted,
Jean Swinney
Holyoke Community Charter School Board of Trustees

Meeting Attachments
December 13, 2023, Meeting Minutes
School Director's Education Providers Report (Jan and Feb)