

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

**Minutes of HCCS Board of Trustees Meeting – March 23, 2022**

In Attendance: Jay Breines, Leona Florek, Lina Rivera, Rafael Rodriguez, Jean Swinney

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

Not Present: Cynthia Dennis, Janine Kent; Li-Jun Ma

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I. Meeting called to order at 5:14 p.m. by Leona Florek.  
Public comments/none.

II. **Facilities**

Robert Todisco, from P3 reported on the gymnasium/classroom construction project progress. He reported that the work on the storm water drainage and new grass area is currently underway and that excavating and work on the foundation will begin in the next month. Steel deliveries are coming sooner than expected and by late summer the corridor and classrooms will start to connect to the new gym building. He stated that by the end of summer the parking lot and exterior lighting will be completed.

Robert reported to the board that the new windows in garden room can be part of the gymnasium/classroom construction cost. The board discussed with P3 the options for windows and clarified that safety and security are the two most important factors. **Jay Breines moved to make a change order for privacy glass/shields in the Garden Room to become part of the current construction project. Seconded by Lina Rivera. Each member voted by roll call. Breines – Aye, Florek – Aye, Rivera – Aye, Rodriguez – Aye, Swinney - Aye. The motion passed unanimously.**

Dan Pallotta discussed details of the contract with the board members, including fluctuating prices for materials, force majeure, and tariffs.

Robert Todisco and Dan Pallotta exited the meeting.

II. **Board Mail**

None

**Approval of Minutes**

**Jay Breines moved to approve the minutes of the February 23 regular meeting. Seconded by Rafael Rodriguez. Each member voted by roll call. Breines – Aye, Florek – Aye, Rivera – Aye, Rodriguez – Aye, Swinney - Abstain. The motion passed.**

III. **Finances**

The board reviewed the financial reports for February and found no issues. **Lina Rivera motioned to approve the financial report for February. Seconded by Jay Breines. Each member**

**voted by roll call. Breines – Aye, Florek – Aye, Rivera – Aye, Rodriguez – Aye, Swinney - Aye. The motion passed unanimously.**

IV. **Facilities (continued)**

Tom Paquin reported to the board that there was a cyber attack on Hood that caused an interruption to the milk supply; however the school was able to provide milk to all students for breakfast and lunch.

V. **Old Business**

- **Student Enrollment:**

Cynthia Dennis and Mahdi Kansou will report on teacher recruitment and retention at next month's meeting as part of the proposed budget for the next academic year.

- **Mask Mandate**

Dr. Sonia Correa Pope reported on COVID-19 cases in the school and stated there has been an increase. The mask mandate will remain in place.

V. **New Business**

- **Federal Grant Review:**

Maria Rodriguez presented the board with an overview of the federal grants that the school receives including the funding allocation and budget breakdown: Title I, Title II, Title III, Title IV, IDEA, Early Childhood Special Education, ARP – Individuals with Disabilities Act, ARP – Individuals with Disabilities Act Early Childhood, and ESSER I, ESSER II, ESSER III. The board discussed the use of grant funding to supplement (not supplant) the operational budget, except for certain uses of ESSER funding; staff stipends and retention bonuses; how local school districts are implementing sign-on/retention bonuses.

The board discussed the mask mandate on buses and the need for bus monitors. Jay Breines stated that since the school is using federal grant money to pay for bus monitors and the bus is a continuation of the school community, it would be prudent to continue the practice of mask wearing and bus monitors as enforcers. Jean Swinney reported on community practices around mask wearing and the benefit of continuing mask wearing in the school and on the bus. Leona Florek agreed.

Maria Rodriguez reported on the Fresh Fruits and Vegetables (FFV) program as a grant-funded initiative. She and Sonia reported that students and parents are enjoying the program.

VII. **Administrative Reports/School Director**

Director's Report - Dr. Sonia Pope reported:

- Review of enrollment; reviewed recruitment efforts (St. Patrick's Day Parade flyers, Open House on March 26)
- COVID 19 report: data on positive cases
- Academic Update: Upcoming MCAS dates and Professional Development training on administration and Special Education/English Learners accommodations; inventory on in-school student devices completed; MCAS Infrastructure trial and mock MCAS exams administered

- Professional Development: MCAS administration training; teacher diversification Professional Learning Community (PLC); mentoring for teachers
- Student Life Organization (SLO): HCCS Games academic initiative; Spirit Week; HCCS Food Pantry (in collaboration with Stop & Shop)
- Student Management (SM): reviewed suspensions
- Facilities: Holyoke Fire Department conducted a fire drill on March 16
- Recent/upcoming events reviewed

**Jean Swinney motioned to accept the Director's Report. Rafael Rodriguez seconded. Each member voted by roll call. Breines – Aye, Florek – Aye, Rivera – Aye, Rodriguez – Aye, Swinney - Aye. The motion passed unanimously.**

**Jay Breines motioned to adjourn the meeting. Lina Rivera seconded. Each member voted by roll call. Breines – Aye, Florek – Aye, Rivera – Aye, Rodriguez – Aye, Swinney - Aye. The motion passed unanimously.**

**The meeting adjourned at 6:22 p.m.**

*As prepared by Elizabeth Pawlowski*

Respectfully submitted,

Jean Swinney

Holyoke Community Charter School Board of Trustees

MEETING ATTACHMENTS

February 23, 2022 Meeting Minutes

Monthly Financial Report

Federal Grants Review Presentation

School Director's Education Providers Report