

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

Minutes of HCCS Board of Trustees Meeting – March 25, 2026

In Attendance: Leona Florek, Elizabeth Pawlowski, Joshua Famiglietti, Lina Rivera

Guests: Mahdi Kansou, Vanessa Pileggi, Ryan Meek, Maria Rodriguez, Sonia Correa Pope, Kyle Callender

Not In Attendance: Jean Swinney

Leave of Absence: Rafael Rodriguez

I. Meeting called to order at 5:33 p.m. by Leona Florek

II. **Approval of Minutes**

Lina Rivera motioned to approve the minutes of the February 25, 2026, finance committee meeting. Seconded by Joshua Famiglietti. Each member voted by roll call. Florek – Aye, Pawlowski – Aye, Rivera – Aye, Famiglietti – Aye. The motion passed unanimously.

Elizabeth Pawlowski motioned to approve the minutes of the February 25, 2026, regular board meeting. Seconded by Leona Florek. Each member voted by roll call. Famiglietti – Aye, Rivera – Aye, Pawlowski – Aye, Florek – Aye. The motion passed unanimously.

III. **Subcommittees**

i. **Finance/ Facilities**

Committee members shared that they spoke mainly about enrollment, administrative costs and the snowplow budget. Josh shared that he also noticed that the cleaning expense was overbudget, Maria responded to him during the meeting that this was due to the in-house maintenance crew this year. Lina brought up that she noticed an increase in the administrative costs, Maria will get back to her in regard to that.

Lina Rivera motioned to approve this month's financial reports. Seconded by Joshua Famiglietti. Each member voted by roll call. Pawlowski – Aye, Florek – Aye, Famiglietti – Aye, Rivera – Aye. The motion passed unanimously.

Kyle shared the cost of the water main break with the board; it is around \$36,000 dollars not including the asphalt patch that will need to be repaired. The entire project comes to a projected cost of \$50,000 dollars.

He also let the board know that due to the start of field construction, there will be a new traffic pattern for morning and dismissal traffic. This also includes the movement of the buses and dumpster. A notification regarding these changes will be sent to parents.

ii. Executive

Elizabeth shared that the committee spoke about the communications that have taken place regarding the bylaws. During the meeting Sonia let members know that she can also reach out.

The committee was given an overview of the enrollment presentation; the full presentation will take place after Michelle Botta presents on the Branching Minds platform as a part of Sonia's report.

Michelle gave a presentation on the Branching Minds platform which the school is using to screen and track student data. She shared that Branching Minds is an MTSS platform used in K–8 schools to bring student data, intervention planning, and progress monitoring into one system. The school can use it to track screening results and identify students who need additional support, then assign evidence-based interventions aligned to Tier 2 or Tier 3 services. Teachers, specialists, and administrators can collaborate within the platform to monitor progress, adjust strategies, and document outcomes. Overall, it helps schools deliver more organized, data-driven academic and behavioral support while keeping clear records for communication and compliance.

Sonia then went over the enrollment presentation; she went through enrollment numbers throughout the state and compared the local averages to state and the schools. The presentation also included new recruitment efforts with examples of open houses, and different events to get prospective families in. One of the ideas which she is bringing to tonight's full board for approval is opening another kindergarten section for the next academic year. The board shared ideas, concerns, and discussed different ways to get the enrollment numbers up. Sonia asked for board approval for the opening of the kindergarten section for AY2627.

Lina Rivera motioned to approve the opening of a new Kindergarten section for next academic year. Seconded by Elizabeth Pawlowski. Each member voted by roll call.

Florek – Aye, Famiglietti – Aye, Rivera – Aye, Pawlowski – Aye. The motion passed unanimously.

- IV. Sonia along with the board reviewed the AY2425 Education Service Provider Evaluation. She let the board know that she has reviewed it as well and believes that everything is accurate and is ready for board approval.

Elizabeth Pawlowski motioned to approve the AY2425 Education Service Provider Evaluation. Seconded by Leona Florek. Each member voted by roll call. Rivera – Aye, Famiglietti – Aye, Florek – Aye, Pawlowski – Aye. The motion passed unanimously.

V. **Director Report**

Sonia presented her March report which included enrollment numbers, reasonings for students who have withdrawn as well as recruitment activities taking place. She also went through this month's academic averages by subject and grade, as well as this month's professional development activities, student life events, and upcoming events.

Elizabeth Pawlowski motioned to approve this month's directors report. Seconded by Lina Rivera. Each member voted by roll call. Florek – Aye, Famiglietti – Aye, Rivera – Aye, Pawlowski – Aye. The motion passed unanimously.

Ryan Meek, Vanessa Pileggi, Kyle Callender, and Mahdi Kansou exited the meeting at 6:50 p.m.

The board voted unanimously to open the Executive Session to discuss a matter.

The board voted unanimously to close the Executive Session.

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

Meeting adjourned at 7:18 p.m.

As prepared by Haley Saltares

Respectfully submitted,

Jean Swinney

Holyoke Community Charter School Board of Trustees

Meeting Attachments

February 25, 2026, Meeting Minutes

February 25, 2026, Finance Meeting Minutes