

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

Minutes of HCCS Board of Trustees Meeting – April 1, 2024: RETREAT MEETING

In Attendance: Leona Florek, Janine Kent (entered at 5:09), Lina Rivera, Rafael Rodriguez, Jean Swinney

Guests: Mahdi Kansou, Ryan Meek, Elizabeth Pawlowski, Vanessa Pileggi, Sonia Correa Pope, Maria Rodriguez

Not Present: Li-Jun Ma (Leave of absence)

Meeting called to order at 5: 05 p.m. by Leona Florek

I. **Renewal Timeline and Preparation**

Sonia Pope presented the renewal timeline that was given by the department of education. She gave a brief overview to the board to ensure they know what the renewal consists of and how many times it takes place. She stated that the renewal process takes place every five years as well as a site visit on campus where every aspect that is going to be mentioned today will be looked at and rated. The first deadline is in March when the Department publishes the application for renewal. In May the Department will conduct calls with charter school leaders to orient them with the renewal process. In May-June the Department works with schools to schedule inspections. During July's meeting, the application will be approved by the board. Applications must be completed no later than August 1, 2024, 12 p.m. In September-November SchoolWorks conducts the inspection. Sonia spoke about past visits, what questions have been asked, and what has been looked for in the past. A Summary of Review is compiled for each school that has been reviewed in December-January, along with commissioner determinations in February 2025.

Sonia then went over the application. She said that the document needs to be concise and show that the school is performing where they are supposed to and are complying. She said that the school reports have been good and that there have never been any major findings during past renewal processes.

She then went through the renewal application and assignments given throughout. Sonia stated that the board needs to be well versed in the school criteria and faithfulness to the school's charter.

All criterion from 1- 10 were gone over as well as who the sections have been assigned to. The academic deputy along with SABIS and Sonia are going to work together on student performance along with program delivery. The governance section will be worked on with Sonia and the board.

II. Strategic Plan

The school's Academic Strategic Plan was presented to the board. Sonia went through the document and stated that it shows the commitment HCCS has for the success and growth of the school. The plan starts off with the school's mission and vision. It then shows the school's core values, strategic objectives, and initiatives. These include strengthening standards, implementing school wide multi-tiered system of support, promoting educator development, and enhancing data use. Sonia stated that the school's goal is to move students into the least restrictive setting and into an inclusive setting. Each value and objective were gone over in depth, as this plan is over a three-year period and includes strategies that will be implemented in areas of Universal Design for Learning, Social Emotional Learning, Early Literacy, etc. Janine asked if the data analysis process includes student scores, or if it's based on values and how the school is progressing on the values. Sonia stated that they are now focused on the core values which are attached to academics which also play a role in the plan.

III. Succession Plan

Sonia went over the school leader's succession plan. The plan includes information and contact inventory, where the Nonprofit Status Information (which Ryan stated that public records can be added into this section), Financial Information, and Other Critical Information are located. The next sections include Points of Contact, Roles, an Annual Calendar, Emergency Succession Plan, and a Communication Plan. Each of these sections has been filled out with directory roles and responsibilities. Sonia then went over the Annual Calendar which includes a large overview of all key deliverables and projects along with their deadlines.

Jean Swinney motioned to approve the Strategic Plan as presented. Seconded by Rafael Rodriguez. Each member voted by roll call. Each member voted by roll call. Kent – Aye, Rivera – Aye, Swinney – Aye, Florek – Aye, Rodriguez – Aye. The motion passed unanimously.

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

The meeting adjourned at 6:59 p.m.

As prepared by Haley Saltares
Respectfully submitted,
Jean Swinney

Holyoke Community Charter School Board of Trustees

Meeting Attachments

2024 Renewal Application

2024 Renewal Deadlines

Holyoke Community Charter School Academic Strategic Plan

Holyoke Community Charter School (Strategic School Leader Succession Plan)