

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

Minutes of HCCS Board of Trustees Meeting – April 24, 2024

In Attendance: Leona Florek, Janine Kent, Lina Rivera, Jean Swinney, Elizabeth Pawlowski

Guests: Kyle Callender (exited at 6:25), Ryan Meek (exited at 7:00), Vanessa Pileggi,
Sonia Correa Pope, Maria Rodriguez

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

I. Meeting called to order at 5:36 p.m. by Leona Florek

Leona welcomed Elizabeth Pawlowski to the board as an official full board member.

II. Approval of Minutes

Elizabeth Pawlowski motioned to approve the minutes of the March 27, 2024, regular meeting. Seconded by Lina Rivera. Each member voted by roll call. Rivera – Aye, Kent – Aye, Florek – Aye, Swinney – Aye, Pawlowski – Aye. The motion passed unanimously.

Janine Kent asked to add the acceptance and vote of the finance subcommittee meeting minutes to the regular board meeting.

Janine Kent motioned to approve the minutes of the March 27, 2024, finance committee meeting with three recommended changes. Seconded by Lina Rivera. Each member voted by roll call. Florek – Aye, Swinney – Aye, Pawlowski – Aye, Kent – Aye, Rivera – Aye. The motion passed unanimously.

Lina Rivera motioned to approve the minutes of the retreat session held on April 1, 2024. Seconded by Elizabeth Pawlowski. Each member voted by roll call. Kent – Aye, Florek – Aye, Pawlowski – Aye, Rivera – Aye, Swinney – Aye. The motion passed unanimously.

III. Board Reports

Board Mail/ Folder

None

Public comments/none

III. Finance Subcommittee Report

The committee reviewed April's year to date budget vs actual for this past month and there were no questions during the meeting. Maria Rodriguez stated that the big expense last month was the tablets which were shown in this month's report.

Janine Kent motioned to approve the year-to-date budget vs actual. Seconded by Lina Rivera. Each member voted by roll call. Florek – Aye, Swinney – Aye, Pawlowski – Aye, Kent – Aye, Rivera – Aye. The motion passed unanimously.

Ryan Meek presented the budget for FY2025 to the board. The finance committee reviewed the summary page of the budget and presented it to the board. He stated that there are two things that are seeking approval. The first being the FY2324 revised budget, and next years FY2425 budget. He then went through both the FY2324 revised and FY2425 columns of the budget. FY2524 budget showed that there was \$14.2 million dollars in projected tuition revenue, the governor is projecting about \$580,000 dollars more to be awarded to the school. Ryan stated that they take a more conservative approach with the tuition funding. Staff costs are moving about \$2 million dollars from this year to next, but the main driver is the expiration of the ESSER grant. The next big line item was special educations outsourcing expenses including non-staff occupational therapists, speech pathologists which the ESSER grant was previously picking up those outsourcing costs. He stated that the school is well away from being in the area of concern with the banks loan, and that the big highlight of the FY2425 budget is the expiration of the ESSER funds.

He stated that what the committee was looking for is the approval of the revised budget for the FY2324 year to bring numbers in line, and another approval for the FY2425 year budget based on the presented numbers.

Janine asked a question regarding the vendor for the chrome books, Sonia Pope and Ryan Meek stated that the vendors name is CDW and that the tablets that the school uses come from a different local vendor. Janine asked another question pertaining to the health insurance increase. Maria responded that the school pays directly to Health New England. She stated that 15% is the preliminary number and that the school has spoken to and negotiated with them based on costs provided from providers in the area.

Jean Swinney motioned to approve the revised end of year FY24 budget. Seconded by Lina Rivera. Each member voted by roll call. Florek – Aye, Rivera – Aye, Kent – Aye, Pawlowski – Aye, Swinney – Aye. The motion passed unanimously.

Elizabeth Pawlowski motioned to approve the FY2425 budget. Seconded by Janine Kent. Each member voted by roll call. Swinney – Aye, Pawlowski – Aye, Kent – Aye, Rivera – Aye, Florek – Aye. The motion passed unanimously.

IV. Facilities

Kyle Callender presented the facility updates for the month. He stated that he held a meeting with the security team as well as the facility team. The teams did a scope of work and security check to ensure all building doors are working properly. They found that the main entrance door is swelling due to the change in weather and that the bottom threshold is one unit, and it has rotted. He is going to look into the manufacturer that put the original door in and give the school insight as to how the problem can be solved in the most cost-effective way. The security team is keeping a close eye on the problem and ensuring that it is closing properly.

He then said that one of the heating coils on a RTU unit has gone out and it cannot read or regulate temperature properly. He said that it is one of the older units that needs to be replaced rather than fixed. This unit is one of the ones that was allocated in the budget as one of the ones that needed to be replaced.

Jean Swinney asked if it is possible for Kyle to get an estimate for repair and replacement for the main entrance door.

VI. Executive Subcommittee Report

Leona Florek and Sonia Correa Pope reviewed the Education Service Provider Evaluation as well as the Director Evaluation and they recommend that they be accepted. There was one edit on one of the reports that will be spoken about when they are reviewed by the board.

The committee recommended that another retreat date be added for the renewal application in the next five years section.

The board went over times that work for everyone to meet for a second retreat date. They agreed on meeting Tuesday, May 7, 2024, at 5:00 pm via zoom.

VII. P3 Open Request Update

Maria Rodriguez and Ryan Meek reached out to local lawyers to see what different rates there are. She referred to the emails that she sent which included the different rates that were found when reaching out to lawyers.

Jean Swinney motioned to approve to retain Attorney David Fine to support gym project matter. Seconded by Janine Kent. Each member voted by roll call. Pawlowski – Aye, Rivera – Aye, Florek – Aye, Kent – Aye, Swinney – Aye. The motion passed unanimously.

She stated that P3 reached out to her asking where they stand, and she responded that the school is looking into legal counsel.

VIII. **403B Plan Update**

Maria Rodriguez stated that the school budgeted a 3% match for the 403B plan assuming all staff participation. The finance committee reviewed three different vendors and agreed to go with American Funds who are the school's current vendor who have lower fees and have been great to work with. The next step is to finalize the decision of the vendor.

Janine Kent motioned to adopt American Funds. Seconded by Elizabeth Pawlowski. Each member voted by roll call. Swinney – Aye, Kent – Aye, Florek – Aye, Pawlowski – Aye, Rivera – Aye. The motion passed unanimously.

Maria stated that for the next steps after choosing a vendor, they will redo the planned documents which will be presented at the next meeting.

Janine Kent and Jean Swinney requested a summary of the differences that will change, Maria will provide the summary of changes prior to the next meeting.

IX. **Education Service Provider Evaluation and School Director Evaluation**

Sonia Pope presented the Board with the Education Service Provider Evaluation and School Director Evaluation and reviewed the components of each and the process.

Sonia went through both evaluations that were sent prior to the meeting to ensure time for the board to review documents.

Leona showed the board the edit that needed to be made within the interpersonal section of Sonias evaluation.

Janine Kent motioned to approve 2022-2023 Education Service Provider Evaluation. Seconded by Jean Swinney. Each member voted by roll call. Rivera – Aye, Florek – Aye, Kent – Aye, Pawlowski – Aye, Swinney – Aye. The motion passed unanimously.

Jean Swinney motioned to approve the 2022-2023 School Director's Evaluation. Seconded by Elizabeth Pawlowski. Each member voted by roll call. Florek – Aye, Rivera - Aye, Pawlowski - Aye, Kent – Aye, Swinney – Aye. The motion passed unanimously.

Jean Swinney motioned to approve a salary increase of 3% to the School Director. Seconded by Elizabeth Pawlowski. Each member voted by roll call. Kent – Aye, Pawlowski -Aye, Rivera -Aye, Florek-Aye, Swinney -Aye. The motion passed unanimously.

X. **Director Report**

- Enrollment is at 690, recruitment is slowing down as it gets closer to MCAS.
- The academic dashboard report shows averages by grade level. Sonia went through each grade and stated that she has seen good improvement and is focusing on grade 5. She stated that there are interventions being held, February and April included academic academies.
- Professional development is ongoing through different trainings.

- Student Life held a solar eclipse event where students got to safely view the eclipse with glasses that were provided to all students that stayed for the event. A talent show was held with about twenty students, the event had a great family presence. The prince and princess dance is being held in the next coming week. Can and penny drives are being held school wide to support grade level community service.
- Student management continues to show that there are zero suspensions, proactive detentions are being held to continue this goal of zero suspensions.
- Events: parent teacher conferences were held, a dissemination presentation is being held this coming Monday for local leaders, administrators, and teachers.

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

The meeting adjourned at 7:16 p.m.

As prepared by Haley Saltares

Respectfully submitted,

Jean Swinney

Holyoke Community Charter School Board of Trustees

Meeting Attachments

March 27, 2024, Meeting Minutes

April 1, 2024, Retreat Session Minutes

FY25 Budget

Education Service Providers Evaluation

School Directors Evaluation

School Director's Education Providers Report (Apr)