

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

Minutes of HCCS Board of Trustees Meeting – May 7, 2024: RETREAT MEETING

In Attendance: Leona Florek, Janine Kent, Lina Rivera, Rafael Rodriguez, Jean Swinney (entered at 5:05), Elizabeth Pawlowski

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

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

I. Meeting called to order at 5:04 p.m. by Leona Florek

II. Sonia Pope gave an overview of the topics that will be discussed during the meeting. She stated that there are three topics that will be discussed. Those topics include the next five-year plan, the board self-evaluation, and review of board governance. She stated that she attended the renewal call where she learned that the visits are going to be taking place in September-October. She will let the board know the date the visit will take place once it is set.

III. **Criteria 9 Board Governance**

Sonia went over what is going to be expected during the renewal visit, the visit includes classroom observations along with focus groups, one of which being a meeting with the board of trustees.

The governance section of the renewal application was reviewed and remained the same as the prior year. She then reviewed the school's key design elements and went over what each element stands for and specific examples of how they relate to the activities done throughout the school year.

IV. **Board Self- Evaluation**

Sonia presented the board self-evaluation that was sent to the board for review. She went through each section of the evaluation; it includes four parts. Each section includes questions pertaining to Part A "How Well Has the Board Done Its Job", Part B "How Well Has the Board Conducted Itself", Part C "Boards Relationship with the Executive Director", Part D "My Performance as an Individual Board Member", and Part E "Feedback to the Chair of the Board."

Elizabeth Pawlowski asked how each score gets tallied, and Sonia Pope stated that each section will be totaled, information will be compiled, then see if there is a similar topic that needs to be improved etc.

Janine shared the idea of the strategic plan be revisited by the board frequently. Sonia responded with the idea of adding this to her monthly strategic plan to get the board more familiar with the plan.

Leona Florek added that Janine has a presentation that she has shown to new board members. This presentation will be added to the next board meeting agenda as a conversation topic. Janine stated that it has been presented as a new orientation welcome and that it can be amended to the schools' needs.

Jean Swinney motioned to accept the evaluation as presented. Seconded by Elizabeth Pawlowski. Each member voted by roll call. Rodriguez – Aye, Swinney – Aye, Florek – Aye, Kent – Aye, Rivera – Aye, Pawlowski – Aye. The motion passed unanimously.

V. **Plan for the next five years**

Sonia Pope presented this section from the previous renewal application and went through the draft of this years. She stated that this year she is focusing on the academics of the school as there is a large gap in student learning and grades due to COVID-19.

Jean had a question with the sentence that states “narrowing student opportunity gaps”. Sonia responded and stated that the academic data shows that HCCS students have specific academic gaps in reading comprehension for example. Her goal is to take the five years to narrow that gap and meet the schools' expectations. She shared that she is focusing on her school and the districts data. They decided that there will be a change in the language to compare the school's data with those in the area.

Janine had a question about a sentence where she was wondering if there could be a rephrase in the language in the second paragraph to clarify why the school is focusing on the lower school students.

The five-year plan section of the application will be edited and brought to the next meeting for review.

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

The meeting adjourned at 6:05 p.m.

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

Meeting Attachments

Board Governance Document
Plan for the Next Five Years Document
Board Self-Evaluation Tool