

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

Minutes of HCCS Board of Trustees FINANCE SUBCOMMITTEE Meeting – May 22, 2024

Board Members in Attendance: Leona Florek, Janine Kent (5:13), Lina Rivera

Guests: Maria Rodriguez, Kyle Callender, Ryan Meek

I. Meeting called to order at 5: 03 p.m. by Maria Rodriguez

II. **Review Year-to-Date Budget vs. Actual**

Lina Rivera had a question regarding the cost of books line item, Maria stated that the tablets are included in the cost of books which brought that line item up. Leona then had a question about the background checks and how it was a larger expense than what was expected. Maria responded that the school ran school wide background checks/ fingerprinting, so everyone is grouped into a cycle.

III. **New Business**

Kyle Callender presented a proposal to the board regarding some safety concerns that need to be addressed. He stated that the school practiced a reverse lockdown drill via the new wing of the building. This drill takes place when students are outside, and a bull horn is blown alerting them to run into the building as quickly and orderly as possible. There were some issues found in running this drill. One being that the building keys are on a master key system which means that every staff member in the building does not get a key to the outside doors. The second issue that was found is that keys are provided to staff members outside however the field is so big that by the time a staff member with the key gets to the door it creates a bottleneck that the person with the key must get through in order to get to the door.

The proposal is that the school purchase a key card system that can be swiped to come into the building. The key cards can be programmed so that the keys work only during school hours. Kyle stated that the key cards are programmable so that if the school has different events there is remote access to locking and unlocking the doors. He said that the total cost of doing six doors would be \$20,000 dollars, for the software, labor and up to 250 key cards for the building.

He stated that he did get more than one company to come in, and that there are three companies in the area that do this. The others have said that they only do two doors at maximum since it gets complicated with the software. Maria said that they spoke about looking at the capital budget for next year and seeing if there were things that could be swapped out.

Ryan asked if the pricing would change if you limit the number of doors. Kyle responded that since the outside of the purple wing is surrounded by an outside gate, preventing outsiders from accessing that part of the building. He said that these doors will only be accessed during Student Life time. His main concern is that he wants as many doors as possible to be open if there is an emergency so there is not a bottleneck situation.

Ryan asked who the school partners with someone from the community or police department to give advice on something like this. Kyle responded that the school has a relationship with the state troopers and the school's resource officer are great resources when it comes to making suggestions and giving advice.

The proposal to the board would be to adjust the capital budget for FY25 and switch some items to cover the cost of the system rather than asking for more funds.

II. **Old Business**

P3 Open Request/ Project Closeout Proposal Update

Maria then shared with the finance committee that there was a response from the lawyer. She reminded them that she had reached out to David Fine on their behalf and that he was very quick to provide a response in which he said that he reviewed the contracts and correspondence. Maria stated that she would share the outcomes of the letter that she received during the full board meeting.

403B Plan Update

Maria shared a highlight of the 403B plans and things that have changed and asked if there were any questions. Jean Swinney requested an executive summary which was provided to her for this month's meeting. Lina wanted clarification on the forfeitures. Maria gave an example if someone contributed to the plan and are in the school for 4 ½ years but doesn't make it to the 5th year, they forfeit a percentage of the contribution to the school. She stated that there is an immediate vesting schedule, and Janine wanted to be reminded on what percent is matched. Maria responded that it is 3%.

The meeting adjourned at 5:30 p.m.

As prepared by Haley Saltares