

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

Minutes of HCCS Board of Trustees EXECUTIVE SUBCOMMITTEE Meeting – May 28, 2025

Board Members in Attendance: Leona Florek, Jean Swinney, Elizabeth Pawlowski

Guests: Sonia Correa Pope

Not present: n/a

- I. Meeting called to order at 5:06 p.m. by Leona Florek

- II. Elizabeth Pawlowski let the executive committee know that the bylaws edits are complete and that the vote during the full board meeting will be to go forward with the DESE checklist. Elizabeth shared the final minor changes that were made to the bylaws, some of which included formatting.

- III. Sonia then shared that during the full board meeting there will be a vote on the SABIS agreement and that there have been two changes made to the agreement within one section. During the full board meeting the document changes will be shown to the full board for a vote.

- IV. Leona had a question about the onboarding checklist. The committee spoke about how new members should be filling out the checklist as tasks are being completed. The committee agreed that the form be completed amongst both the candidate and chair of the board to ensure that the new candidate understands the documents within the checklist.

Meeting adjourned at 5:30 p.m.

As prepared by Haley Saltares