

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

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

In Attendance: Lina Rivera, Leona Florek, Elizabeth Pawlowski, Jean Swinney, Joshua Famiglietti

Guests: Sonia Correa Pope, Vanessa Pileggi, Mahdi Kansou, Ryan Meek, Kyle Callender, Maria Rodriguez

Absent: Rafael Rodriguez

I. Meeting called to order at 5:34 p.m. by Leona Florek

Joshua Famiglietti motioned to approve the minutes of the April 23, 2025, finance committee meeting. Seconded by Lina Rivera. Each member voted by roll call. Florek – Aye, Swinney– Aye, Pawlowski – Aye, Rivera – Aye, Famiglietti – Aye. The motion passed unanimously.

Elizabeth Pawlowski motioned to approve the minutes of the April 23, 2025, regular board meeting. Seconded by Jean Swinney. Each member voted by roll call. Florek – Aye, Pawlowski – Aye, Swinney – Aye, Famiglietti -Aye, Rivera – Aye. The motion passed unanimously.

II. **Board Reports**

Board Mail/ Folder

None

Public comments/none

III. **Finance Report**

Maria shared that the finance committee met and had no questions in regard to the year-to-date budget vs actual. She also shared that the school is on track to go over budget with snow removal and special ed which was projected to happen.

Elizabeth Pawlowski motioned to accept this month's financial reports. Seconded by Leona Florek. Each member voted by roll call. Rivera – Aye, Famiglietti – Aye, Swinney – Aye, Pawlowski – Aye, Florek – Aye. The motion passed unanimously.

Maria reviewed the revised AY2425 budget amendments, she shared that these changes are made so the schools budget reflects the schools' expenditures. Those of which included the cost of snow removal and special education services. There were no questions regarding the revised budget.

Lina Rivera motioned to accept the revised FY2425 budget. Seconded by Joshua Famiglietti. Each member voted by roll call. Florek – Aye, Pawlowski – Aye, Swinney – Aye, Famiglietti – Aye, Rivera – Aye. The motion passed unanimously.

Maria then presented the proposed FY2526 budget, she drew attention to the net cash line to review, which shows a net cash result of (2,542,776) this reduction in cash is driven by the projected multi-turfing field, which shows the reduction in cash that is projected for next year. Also presented in the budget are three new positions which include health, attendance clerk, as well as a student affairs position. She also shared that the school is requesting an increase in the staff salary increase budget line from 3% to 3.5% to create a salary adjustment to DESE licensed teachers for next year to allow flexibility.

Jean Swinney motioned to approve the FY2526 budget. Seconded by Elizabeth Pawlowski. Each member voted by roll call. Florek – Aye, Pawlowski – Aye, Swinney – Aye, Famiglietti – Aye, Rivera – Aye. The motion passed unanimously.

Maria shared with the board that in the past the board had contracted with someone from the school to write the board meeting minutes. The vote tonight would be to contract with Haley Saltares and reimburse her for her time with the board.

Leona Florek motioned to reimburse the minute taker for her board secretary duties. Seconded by Lina Rivera. Each member voted by roll call. Rivera – Aye, Famiglietti – Aye, Swinney – Aye, Pawlowski – Aye, Florek – Aye. The motion passed unanimously.

Multi- Use Turf Field

Maria shared an update regarding the field; she let the board know that the city had a meeting the other night and that the school is still awaiting approval from the planning board.

IV. Executive Report/ Bylaw Update

Elizabeth shared that she, along with the executive committee reviewed the bylaws and made small edits accordingly in response to board recommendations and formatting errors. She also shared a couple questions that the school would like to ask DESE about.

Leona Florek motioned to approve that the updated bylaws be submitted to DESE. Seconded by Jean Swinney. Each member voted by roll call. Rivera – Aye, Famiglietti – Aye, Swinney – Aye, Pawlowski – Aye, Florek – Aye.

V. Annual Report Timeline

Sonia reminded the board of the importance of all board members being in attendance during July's meeting in order to approve the annual report.

VI. SABIS Agreement

Sonia and Mahdi presented the non-fundamental changes made to the SABIS Management Agreement.

Elizabeth Pawlowski motioned to accept the updated SABIS agreement. Seconded by Jean Swinney. Each member voted by roll call. Florek – Aye, Pawlowski – Aye, Swinney – Aye, Famiglietti – Aye, Rivera – Aye. The motion passed unanimously.

VII. Director Report

Sonia presented May's Director Report which included the school's enrollment and recruitment, May's academic dashboard, professional development during the month of May, Student Life events, May's discipline data, and recent/upcoming events.

Elizabeth mentioned that she noticed a trend within the 3rd, 4th, and 5th grade and was wondering what the school is doing to address these. Sonia shared that those grades are a cohort that she is working with and monitoring closely as well as creating more initiatives within the classes and inviting a portion of them to summer school as the grades ahead are the most crucial.

*****The board of trustees did not open the Executive Session*****

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

Meeting adjourned at 6:40 p.m.

As prepared by Haley Saltares

Respectfully submitted,
Jean Swinney
Holyoke Community Charter School Board of Trustees

Meeting Attachments

April 23, 2025, Meeting Minutes
April 23, 2025, Finance Meeting Minutes
School Education Providers Report (May)