

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

Minutes of HCCS Board of Trustees Meeting – June 28, 2023

In Attendance: Leona Florek, Lijun Ma, Lina Rivera, Jean Swinney

Guests: Sonia Correa Pope, Mahdi Kansou (joined at 5:30 pm), Ryan Meek, Tom Paquin,
Vanessa Pillegi, Maria Rodriguez

Not Present: Janine Kent, Rafael Rodriguez

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

II. Board Reports

Board Mail/Folder

None

Public comments/none.

III. Finances

Board members reviewed the financial reports for May and found no concerns. Lina Rivera inquired about revenues/other income with a negative value. Maria Rodriguez reported it was under the safety water grant. She also reported there was an increase in Special Education transportation due to increased enrollment. Ryan Meek noted that there will be a reimbursement from the state in June for transportation. **Lina Rivera motioned to approve the financial report for May. Seconded by Lijun Ma. Each member voted by roll call. Florek – Aye, Ma - Aye, Rivera - Aye, Swinney - Aye. The motion passed unanimously.**

Maria Rodriguez and Ryan Meek reported on FY 2023 revenue. They explained that the budget was based on the government's proposed budget, but that was not passed by the state legislature. There is now approximately \$604,000 less in the revenue. Therefore it will be necessary in an upcoming meeting for the board to vote to revise the revenue line on the upcoming fiscal year budget. Maria added that for budget on FY24 there is a provision for matching for 403B plan with vesting schedule. The plan will be presented to board there will need to be a vote at an upcoming meeting. The board discussed the 403B plan match/vesting schedule as a goal for recruitment and retention.

IV. Facilities

Tom Paquin reported that 98% of the gymnasium construction is complete: the floor is almost done and then lower bleachers will be installed; classrooms are complete and hallways are shined up. He reported that the school received the certificate of occupancy from the city of Holyoke. Tom reported that after the board had asked about floor coverings to protect floor during events, he found a company that does this for approx \$30,000 and could be delivered in

a few weeks. He stated that the upper bleachers should be here by the second week of August (due to back order), bathroom plumbing and HVAC are on and working; grass is all grown in on field area. Board discussed the floor covering area and types of chairs with protective footings for during volleyball/basketball games. **LiJun Ma moved to accept purchase of floor coverings. Seconded by Jean Swinney. Each member voted by roll call. Florek – Aye, Ma - Aye, Rivera - Aye, Swinney - Aye. The motion passed unanimously.**

V. **Old Business**

Sonia Pope reported that the amendment request for school hours change was approved by the Commissioner and DESE. She reported that she shared this information in exit interviews with teachers and all were very pleased. As of now there is 100% commitment to return in combination with salary and merit increases during exit interviews.

VI. **New Business**

None

VII. **Director's Report**

- Enrollment is at 697; on target for 702 in the fall; a second lottery will be held in July.
- Academics – the school year was successfully completed and only three 8th graders will be attending summer school; the 8th grade ceremony was well attended with 400+ people; SPED transition meetings for 8th graders with high schools completed; EOY grades are still being calculated but so far only 19 retentions and 122 students invited to summer school starting July 10-28 (3 weeks, Mon-Thur from 8-3)
- Professional Development is ongoing; a Professional Learning Community (PLC)/workshop with teachers and parents was conducted to analyze and create an action plan for the finding in SPED audit on high percentage of students in resource room vs. inclusion, a response to DESE will be submitted on Friday; SABIS academic team collaborating with internal HCCS staff to work on SPED curriculum that matches disabilities of students at different grade levels and academic departments (ELA, Math, etc.).
- Student Life: appreciation events were conducted at the end of the year
- Student Management - suspensions reviewed
- Facilities: the meal vendor is going out of business at the end of the next academic year - researching options; suggesting a September 12 event at 5:30 to celebrate official opening of gymnasium - all board members agreed
- Recent & Upcoming events reviewed: Teacher training for August; August 28 first day of school for 2023-2024 academic year.

Lina Rivera moved to accept the director's report. Seconded by LiJun Ma. Each member voted by roll call. Florek – Aye, Ma - Aye, Rivera - Aye, Swinney - Aye. The motion passed unanimously.

VIII. **Executive Session**

Leona Florek announced the need to go into Executive Session under reason number 5, according to the Massachusetts Open Meeting Law:

“To investigate charges of criminal misconduct or to consider the filing of criminal complaints; this purpose permits an executive session to investigate charges of criminal misconduct and to consider the filing of criminal complaints. Thus, it primarily involves discussions that would precede the formal criminal process in court. Purpose 1 is related, in that it permits an executive session to discuss certain complaints or charges, which may include criminal complaints or charges, but only those that have already been brought. However, Purpose 1 confers certain rights of participation on the individual involved, as well as the right for the individual to insist that the discussion occur in open session. Purpose 5 does not require that the same rights be given to the person who is the subject of a criminal complaint. To the limited extent that there is overlap between Purposes 1 and 5, a public body has discretion to choose which purpose to invoke when going into executive session.”

Leona stated the meeting would not re-adjourn after the executive session.

Lina Rivera moved to adjourn the regular session meeting. Seconded by Jean Swinney. Each member voted by roll call. Florek – Aye, Ma - Aye, Rivera - Aye, Swinney - Aye. The motion passed unanimously.

The regular session meeting adjourned at 6:00 pm.

The following guests were dismissed: Ryan Meek, Vanessa Pillegi, and Tom Paquin.

LiJun Ma moved to call the Executive Session (under reason 5) to order at 6:05 pm with the admission of Sonia Pope (school director), Maria Rodriguez (acting HR), Mahdi Kansou (SABIS representative), and Elizabeth Pawlowski (notetaker). Seconded by Jean Swinney. Each member voted by roll call. Florek – Aye, Ma - Aye, Rivera - Aye, Swinney - Aye. The motion passed unanimously.

A roll call of all attendees was taken: Leona Florek, LiJun Ma, Lina Rivera, Jean Swinney, Sonia Pope, Maria Rodriguez, Mahdi Kansou, Elizabeth Pawlowski.

Jean Swinney motioned to adjourn the executive session and full meeting. Seconded by LiJun Ma. Each member voted by roll call. Florek – Aye, Ma - Aye, Rivera - Aye, Swinney - Aye. The motion passed unanimously.

The executive session/full meeting adjourned at 6:21 p.m.

As prepared by Elizabeth Pawlowski

Respectfully submitted,

Jean Swinney

Holyoke Community Charter School Board of Trustees

MEETING ATTACHMENTS

Monthly Financial Report

School Director’s Education Providers Report