

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

Minutes of HCCS Board of Trustees EXECUTIVE SUBCOMMITTEE Meeting – July 24, 2024

Board Members in Attendance: Leona Florek, Jean Swinney, Elizabeth Pawlowski
Guests: Sonia Correa Pope
Not present: Jean Swinney

I. Meeting called to order at 5:05 p.m. by Dr. Sonia Correa Pope

II. **New Business**

Review of Annual Report

Sonia thanked the board members for sending feedback on the annual report. She stated that the report changes will be presented during the full meeting for a review.

Student Opportunity Act

Sonia reminded the committee that this year's act was made in alignment with the school's strategic plan, and how the school is expanding their MTSS programs.

She stated that she is working with the academic team to work on the District Accommodation Plan and the school's School Improvement Plan to ensure that these plans are united with the school's strategic plan.

Elizabeth shared her comments to the committee and Sonia stated that her comments had been added to the document and will be shared during the full board meeting.

Sonia mentioned that these documents are influential and reflect all of the accomplishments and challenges that were faced throughout the years. In response Elizabeth stated that these documents would be a great onboarding tool to use to learn and understand the baselines of the school. Leona shared that she attended a meeting with the charter school group, and they also stated that the Annual Report, Student Opportunity Act, and documents alike are great for new members to use as a way to learn about everything that happens within the school. Jean responded that these documents be introduced with time, Sonia shared the idea of having a professional development or training with any new members where the documents are reviewed together with an explanation.

Title IX

Sonia stated that the policy had been brought to the lawyer and they shared that the language is still being talked about. She shared that there had been new language, and it has been added in but there is going to be more added in once it is finalized. Jean stated that her sister has a private firm that does trainings and was wondering if it would be alright for her to take a look at the policy in terms of the language. Leona stated that the bylaws state that the board can bring people with expertise to meetings that aren't board members. Elizabeth responded that she believes that she can be brought in to bring suggestions to the policy. Sonia stated that the policy will be brought to the board with a caveat that the school will add in feedback from the lawyer.

Staff Handbook

Sonia stated that the school has been having issues with dress codes, cellphone usage, and attendance. She shared that they want to add in the call out procedure to the handbook to ensure that all staff understand and avoid confusions. Elizabeth and Jean stated that those staff members that aren't following the rules need to be held accountable consistently to the Holyoke Community Charter School standards. Sonia responded that pillars worked on layers of consequences in response to the issues that were arising.

Sonia and Leona shared that the committee is reviewing the bylaws and will come to the full board once they have been fully edited. Jean pointed out an edit in taking out the "etc." under board of trustees. Leona also suggested that the committee language should be cleaned up and edited from four officers to maybe "the chair and one other officer." Elizabeth requested that the next committee meeting be committed to the bylaw edits. Sonia reminded the committee that there was no specific request to change anything in the bylaws, just to ensure that all board members are aware and knowledgeable of the bylaws.

Meeting adjourned at 5:35 p.m.

As prepared by Haley Saltares