

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

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

In Attendance: Leona Florek, Janine Kent, Lina Rivera, Jean Swinney, Elizabeth Pawlowski,

Guests: Kyle Callender, Ryan Meek, Sonia Correa Pope, Maria Rodriguez

Not Present: Li-Jun Ma (Leave of absence), Rafael Rodriguez

I. Meeting called to order at 5:37 p.m. by Leona Florek

II. Approval of Minutes

Elizabeth Pawlowski motioned to approve the minutes of the May 22, 2024; regular board meeting as presented. Seconded by Jean Swinney. Each member voted by roll call. Rivera – Aye, Pawlowski – Aye, Florek – Aye, Swinney – Aye, Kent – Aye. The motion passed unanimously.

Jean Swinney motioned to approve the minutes of the February 29, 2024, Executive Subcommittee meeting. Seconded by Lina Rivera. Each member voted by roll call. Kent – Aye, Swinney – Aye, Florek – Aye, Pawlowski – Aye, Rivera – Aye. The motion passed unanimously.

Elizabeth Pawlowski motioned to approve the minutes of the April 24, 2024, Executive Subcommittee meeting. Seconded by Janine Kent. Each member voted by roll call. Rivera – Aye, Pawlowski – Aye, Florek – Aye, Swinney – Aye, Kent – Aye. The motion passed unanimously.

Janine Kent motioned to approve the minutes of the May 22, 2024, Finance Subcommittee meeting. Seconded by Lina Rivera. Each member voted by roll call. Kent – Aye, Swinney – Aye, Florek – Aye, Pawlowski – Aye, Rivera – Aye. The motion passed unanimously.

III. Board Reports

Board Mail/ Folder

 None

Public comments/none

IV. Subcommittees

Finance

Lina shared that she had a question during the meeting regarding the sports budget, the response to this question was that the driver of the increase was custodial purposes. Maria shared that the costs were offset with the funds that were raised at the events throughout the school year. She shared during the committee meeting that the school received close to over \$100,000 more on tuition than what was projected and that \$800,000 was allocated to transportation.

Janine Kent motioned to approve the May financial reports. Seconded by Lina Rivera. Each member voted by roll call. Pawlowski – Aye, Kent – Aye, Swinney – Aye, Florek – Aye, Kent – Aye. The motion passed unanimously.

Janine Kent motioned to approve the June financial reports. Seconded by Elizabeth Pawlowski. Each member voted by roll call. Rivera – Aye, Florek – Aye, Swinney – Aye, Kent – Aye, Pawlowski – Aye. The motion passed unanimously.

V. Facilities

Kyle Callender shared that he and Maria have been working to solidify a night crew for the school since the past contract expired. He shared that the school went through the bidding process and that those interested (4 companies) toured the property and were presented with expectations. Out of the four he shared that only 2 came back to submit a proposal and that both submissions would not have been able to keep up with the demands of the building. It was decided between Kyle, Sonia, and Maria that those two would not have been a good fit for the schools needs and Kyle proposed hiring a crew within the school.

He stated that one of the biggest benefits of hiring is management, and being able to make sure the crew is meeting expectations. Kyle also shared that the crew would be able to handle the uniqueness of the school and varying events where schedules can be changed accordingly.

Kyle proposed four full time employees or potentially three full time employees and two part time. The projected cost for four full-time employees would be about \$175,000. This year's cleaning budget is around \$177,000. He shared that there was a trial run this summer with the school's staff who don't usually work over the summer come in and do custodial work during the summer to see what it would be like to have a tailor-made cleaning company rather than having to outsource.

Elizabeth had a question regarding cleaning supplies and equipment and what part of those comes out of the budget and if it is going to impact the budget overall in addition to the staffing. He said that overall, the cost will be consistent with what the school is already spending. Elizabeth wanted to make sure that there wasn't going to be an excessive component of budgetary expense that would need to be approved when it comes time to wax the floors in the winter. Eventually Kyle hopes that he can get the staff well equipped enough to wax the floors in house.

Jean stated she likes the concept of the school hiring their own staff and believes they have more control when they are managed by the school. She also added that as a community school the hiring of this staff enhances community presence and strength.

Jean Swinney motioned to accept the proposal as presented. Seconded by Janine Kent. Each member voted by roll call. Rivera – Aye, Florek – Aye, Kent – Aye, Pawlowski – Aye, Swinney – Aye. The motion passed unanimously.

Kyle shared a recap regarding the lock key card system being used for the purple building that was spoken about during the last meeting. It was suggested that the school might want to look into using key cards schoolwide. The cost for the purple building only was \$20,488. Maria suggested that Kyle get quotes as to how much it would be to do the whole building. Ryan and Sonia agree that the whole building should have the system installed.

Janine Kent motioned to approve the key card system with an amount up to \$70,000. Seconded by Lina Rivera. Each member voted by roll call. Pawlowski – Aye, Kent – Aye, Swinney – Aye, Florek – Aye, Rivera – Aye. The motion passed unanimously.

VI. New Business

Review and Approval of the Annual Report

Sonia thanked the board and SABIS® for their feedback and review of the report. She shared the edits of the report that were made based on the feedback.

Leona motioned to accept the Annual Report as presented. Seconded by Jean Swinney. Each member voted by roll call. Rivera – Aye, Florek – Aye, Swinney – Aye, Kent – Aye, Pawlowski – Aye. The motion passed unanimously.

Review and Approval of the Application for Renewal

Sonia shared the edits that were made according to the feedback that was received. She shared that she wants to bring the conversation of the school staff member that was appointed to track attendance in a future meeting. Elizabeth shared that she believes it is important to have someone who is dedicated to finding pathways to get students in the building and that she would be willing to hear that proposal.

Lina Rivera motioned to accept the Application for Renewal. Seconded by Elizabeth Pawlowski. Each member voted by roll call. Pawlowski – Aye, Kent- Aye, Swinney – Aye, Florek – Aye, Rivera – Aye. The motion passed unanimously.

Review and Approval of the Student Opportunity Act

The document was shared and explained to the board along with edits that were made based on the feedback that was received.

Jean Swinney motioned to approve the Student Opportunity Act. Seconded by Lina Rivera. Each member voted by roll call. Pawlowski – Aye, Kent – Aye, Swinney – Aye, Florek – Aye, Rivera – Aye. The motion passed unanimously.

Review and Approval of the Student Handbook/ Title IX

Sonia shared that the language is still a conversation that is happening between the courts and that the Title IX policy had been shared with the school's lawyer and gained a response that there is still the language that will come out of the system that needs to be added.

Jean Swinney motioned to approve the Student Handbook/ Title IX as presented with the addition of language recommended from the lawyer. Seconded by Janine Kent. Each member voted by roll call. Rivera – Aye, Florek – Aye, Swinney – Aye, Kent – Aye, Pawlowski – Aye. The motion passed unanimously.

Sonia proposed that language regarding dress code, cellphone use, and staff attendance to be added into the employee handbook. Maria shared that since COVID there has been an issue with staff and taking leave without pay. She shared that there needs to be a consequence for those that are consistently calling out with no leave available. The proposal of the layer of consequences will be the first time someone calls out and doesn't have leave available there will be a meeting and improvement plan created. The second time can lead to a possible termination.

Lina Rivera motioned to approve the addition of specific language and layers of consequences related to dress code, cellphone usage, and attendance into the staff handbook. Seconded by Janine Kent. Each member voted by roll call. Pawlowski – Aye, Kent – Aye, Swinney – Aye, Florek – Aye, Rivera – Aye. Motion passed unanimously.

Janine mentioned the idea of looking at the employer's association of the northeast.

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

Meeting adjourned at 7:06 p.m.

As prepared by Haley Saltares

Respectfully submitted,

Jean Swinney

Holyoke Community Charter School Board of Trustees

Meeting Attachments

HCCS Annual Report

HCCS Renewal Application

HCCS Student Opportunity Act

HCCS Student Handbook/ Title IX