

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

**Minutes of HCCS Board of Trustees Meeting – July 26, 2023**

In Attendance:           Leona Florek, Janine Kent, LiJun Ma, Lina Rivera, Rafael Rodriguez, Jean Swinney  
Guests:                    Sonia Correa Pope, Tom Paquin, Vanessa Pillegi, Maria Rodriguez, Haley Saltares  
Not Present:               N/A

---

I.     Meeting called to order at 5:01 p.m. by Leona Florek.  
Dr. Sonia Correa Pope introduced Haley Saltares, the new Administrative Assistant to the board.

II.    Approval of Minutes

**Jean Swinney moved to approve the minutes of the May 24, 2023 regular meeting with minor edits to formatting. Seconded by Lina Rivera. Each member voted by roll call. Florek – Aye, Kent - Aye, Ma - Aye, Rivera – Aye, Rodriguez - Aye, Swinney - Aye. The motion passed unanimously.**

**Jean Swinney moved to approve the minutes of the June 28, 2023 regular meeting with minor edits to formatting. Seconded by Lina Rivera. Each member voted by roll call. Florek – Aye, Kent - Aye, Ma - Aye, Rivera – Aye, Rodriguez - Aye, Swinney - Aye. The motion passed unanimously.**

III.   Board Reports

Board Mail/Folder  
      None

Public comments/none.

III.   Finances

Board members reviewed the financial reports for June and found no concerns. **Janine Kent motioned to approve the financial report for June. Seconded by Rafael Rodriguez. Each member voted by roll call. Florek – Aye, Kent - Aye, Ma - Aye, Rivera - Aye, Rodriguez - Aye, Swinney - Aye. The motion passed unanimously.**

Maria Rodriguez reported a change to the revenue line on the upcoming fiscal year budget. She reported that the Department of Elementary and Secondary Education (DESE) reduced the proposed tuition, resulting in a reduced difference of \$600,000 for HCCS. She stated that this was still an increase from last year. **Lina Rivera motioned to approve the revision to the FY2024 budget. Seconded by Janine Kent. Each member voted by roll call. Florek – Aye, Kent - Aye, Ma - Aye, Rivera - Aye, Rodriguez - Aye, Swinney - Aye. The motion passed unanimously.**

The board requested that the vote for the 403B plan be put on next month's agenda for further analysis.

IV. **Facilities**

Tom Paquin reported that the window film on the main office and main entrance has been installed. He then showed the board members photos of the newly installed gymnasium floor and bleachers. He reported that the project is going along smoothly and September 12 is the date of the opening ceremony for the new gymnasium/classroom space (purple hall).

V. **Old Business**

Sonia Correa Pope presented the board members with the proposed language change to the Bullying Prevention Plan. She stated that this language was identical to what the board voted for in revising the Anti-Bullying Policy last month, but that the language also needed to be added to the Plan. **Janine Kent motioned to approve the revision to the Bullying Prevention Plan. Seconded by Lina Rivera. Each member voted by roll call. Florek – Aye, Kent - Aye, Ma - Aye, Rivera - Aye, Rodriguez - Aye, Swinney - Aye. The motion passed unanimously.**

VI. **New Business**

● **Approval of the 2022-2023 Annual Report**

Sonia Correa Pope presented the final draft of the 2022-2023 DESE Charter School Annual report to the board. Board members reviewed and discussed the document. There were three minor edits that need to be made. **Lina Rivera motioned to approve the 2022-2023 Annual Report with minor edits. Seconded by Rafael Rodriguez. Each member voted by roll call. Florek – Aye, Kent - Aye, Ma - Aye, Rivera - Aye, Rodriguez - Aye, Swinney - Aye. The motion passed unanimously.**

● **Approval of the 2023-2024 Board of Trustees Meeting Schedule**

Sonia Correa Pope presented the final draft of the 2023-2024 Board of Trustees Meeting Schedule, which was also provided to board members via email prior to the meeting. She stated the meetings would remain on the 4<sup>th</sup> Wednesday of every month. The meetings will remain virtual through March 2023 with a 5:00 pm start time (edit required). **Janine Kent motioned to approve the 2023-2024 Board of Trustees Meeting Schedule. Seconded by Rafael Rodriguez. Each member voted by roll call. Florek – Aye, Kent - Aye, Ma - Aye, Rivera - Aye, Rodriguez - Aye, Swinney - Aye. The motion passed unanimously.**

VII. **Director's Report**

- Enrollment is on target for 702 in the fall; a lottery will be held August 9 following recruitment events at preschools and community based organizations for K-6 students.

- Academics – Report on Summer School programs (enrollment and retentions); discussion with board about plans for a math remedial program and asynchronous virtual lessons for the future.
- Professional Development is ongoing; grants management training, Civil Rights training, SABIS Directors Conference; SPED Corrective Action Plan reviewed
- Student Life: Social/Emotional learning curriculum and appointed staff; new SL Coordinator has begun training
- Student Management - no suspensions during summer
- Facilities: the meal vendor is not going out of business (as previously reported) but will be increasing costs due to fuel, food costs, packaging, etc. Board asked for Business Manager to do an analysis on the cost and impact on budget; Sonia reported a continued search for other vendors with options incredibly limited.
- Recent & Upcoming events reviewed: Report cards mailed, summer school in session, Pillars Retreat, SABIS Academic Conference, Teacher/STaff training, first day of school

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

Sonia Correa Pope gave the board a general update on the pending legal case and will provide members with updated information as she receives it from the lawyer.

Leona Florek reported that the SABIS counsel has not replied to the revisions of the management agreement yet. Jean Swinney reported that the architect has not yet replied formally to the school.

**Jean Swinney moved to adjourn the meeting. Seconded by Janine Kent. Each member voted by roll call. Florek – Aye, Kent - Aye, Ma - Aye, Rivera - Aye, Rodriguez - Aye, Swinney - Aye. The motion passed unanimously.**

**The meeting adjourned at 5:56 pm.**

*As prepared by Elizabeth Pawlowski*  
 Respectfully submitted,  
 Jean Swinney  
 Holyoke Community Charter School Board of Trustees

MEETING ATTACHMENTS  
 Monthly Financial Report  
 May 24, 2023 Meeting Minutes  
 June 28, 2023 Meeting Minutes  
 School Director’s Education Providers Report