

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

Minutes of HCCS Board of Trustees Meeting – July 27, 2022

In Attendance: Jay Breines, Cynthia Dennis, Janine Kent, Li-Jun Ma, Rafael Rodriguez

Guests: Tom Paquin, Vanessa Pileggi, Elizabeth Pawlowski, Maria Rodriguez, Robert Todisco

Not Present: Leona Florek, Lina Rivera, Jean Swinney

I. Meeting called to order at 5:08 p.m. by Janine Kent.
Public comments/none.

II. **Approval of Minutes**
Jay Breines moved to approve the minutes of the June 22, 2022 regular meeting. Seconded by Cynthia Dennis. Each member voted by roll call. Breines – Aye, Dennis – Aye, Kent – Aye, Ma – Aye, Rodriguez – Aye. The motion passed unanimously.

III. **Board Reports**

Board Mail

None

Finances

The board reviewed the financial reports for June and found no issues. Maria Rodriguez reported that the school is closing its fiscal year and the auditor has been secured for the third week of August. Cynthia Dennis stated that she would sign the auditor's contract. **Cynthia Dennis motioned to approve the financial report for June. Seconded by Jay Breines. Each member voted by roll call. Breines – Aye, Dennis – Aye, Kent – Aye, Ma – Aye, Rodriguez – Aye. The motion passed unanimously.**

Facilities

Tom Paquin reported to the board on an update to the gymnasium project. He stated he will provide a report to board at the next meeting with a building review. Robert Todisco reported that P3 studied the back driveway; due to inadequate substrate, cost of materials, cost of gasoline, etc. they estimated a cost of ½ mil dollars, which is cost prohibitive. He recommends waiting until after the new building is finished and then getting a quote for the back driveway and entrance way, waiting for cost to go down. The Holyoke Planning committee would need to approve, since that part of the driveway was not included in current construction. Rob suggested that the pot holes can be fixed now.

Rob reported on the construction – the gym will be going up before the classrooms; steel will be delivered by the end of this week and pouring concrete slab starting next week, earlier than anticipated.

Rob then presented a change order. He began to review the current budget but got disconnected at 5:26 due to technical difficulties with internet. Tom Paquin took over, and explained they were looking for a change order of \$27,300 for floor staining, painting of lines, and floor graphic of lion mascot; current contingency balance is \$149,469. Rob rejoined on phone at 5:28. The board reviewed the floor painting and graphic design and discussed the uses of the gymnasium.

Cynthia Dennis motioned to approve the change order of \$27,300 for the floor painting and graphic expense. Seconded by Rafael Rodriguez. Each member voted by roll call. Breines – Aye, Dennis – Aye, Kent – Aye, Ma – Aye, Rodriguez – Aye. The motion passed unanimously.

IV. **Old Business**

- Approval of the 2021-2022 Annual Report

Janine Kent presented the final draft of the Annual report to the board, which was also provided to the members via email prior to the meeting.

Li-Jun Ma motioned to approve the 2021-2022 Annual Report. Seconded by Jay Breines. Each member voted by roll call. Breines – Aye, Dennis – Aye, Kent – Aye, Ma – Aye, Rodriguez – Aye. The motion passed unanimously.

- Approval of the 2022-2023 Board of Trustees Meeting Schedule

Janine Kent presented the final draft of the 2022-2023 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 4th Wednesday of every month. The meetings will remain virtual through March 2023 with a 5:00 pm start time. Beginning in April 2023, the meetings will return to in-person with a 5:30 pm start time.

Rafael Rodriguez motioned to approve the 2022-2023 Board of Trustees Meeting Schedule. Seconded by Cynthia Dennis. Each member voted by roll call. Breines – Aye, Dennis – Aye, Kent – Aye, Ma – Aye, Rodriguez – Aye. The motion passed unanimously.

Janine Kent discussed with the other board members the need for the board to purchase a Zoom Video Conferencing License because the free version no longer supports meetings over 40 minutes. The board agreed to purchase the annual license for \$150 and continue to use Zoom platform for virtual meetings.

V. **New Business**

- Extension of remote meeting

Janine Kent presented the board with the governor's extension of the Emergency Order regarding the Open Meeting Law, allowing remote meetings to continue until March 31, 2023.

VI. **Administrative Reports/School Director**

Director's Report – Elizabeth Pawlowski, assistant to Dr. Sonia Correa Pope, reported:

- Review of enrollment; outcomes of enrollment lottery

- Academic Update: reviewed summer school program
- Administrative Update: will move Parent/Student handbook approval (promotion/retention policy update) to next meeting; reviewed staff vacancies
- Upcoming events reviewed

Janine Kent stated she will contact the board's attorney to have an update on the contract review presented at the next meeting.

Cynthia Dennis motioned to adjourn the meeting. Jay Breines seconded. Each member voted by roll call. Breines – Aye, Dennis – Aye, Kent – Aye, Ma – Aye, Rodriguez – Aye. The motion passed unanimously.

The meeting adjourned at 5:56 p.m.

As prepared by Elizabeth Pawlowski

Respectfully submitted,

Jean Swinney

Holyoke Community Charter School Board of Trustees

MEETING ATTACHMENTS

June 22, 2022 Meeting Minutes

Monthly Financial Report

2021-2022 Annual Report

2022-2023 Board of Trustees Meeting Schedule