

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

Minutes of HCCS Board of Trustees Meeting – July 28, 2021

**In accordance with Massachusetts General Laws Chapter 30A, Sections 18-25 and Governor Baker’s Emergency Order in response to COVID-19 allowing remote meetings of public bodies. (<https://www.mass.gov/doc/order-suspending-certain-provision-of-open-meeting-law/download>), this meeting was held via Zoom video conference.*

In Attendance: Jay Breines, Cynthia Dennis, Leona Florek, Janine Kent, Jean Swinney

Guests: Jeana Carrasco, Lara DeAlmeida, Li-Jun Ma, Ryan Meek, Dan Pallota, Tom Paquin, Vanessa Pileggi, Sonia Pope, Maria Rodriguez, Rafael Rodriguez, Christi Seiple-Cole, Amy Wesley

Not Present: N/A

I. Meeting called to order at 5:05 p.m. by Leona Florek.

Roll call of all attendees; each attendee spoke his/her name.

Public comments/none.

Board Mail

None

II. Approval of Minutes

Jay Breines moved to approve the minutes of the July 23, 2021 regular meeting. Seconded by Janine Kent. Each member voted by roll call. Breines – Aye, Dennis – Aye, Florek – Aye, Kent – Aye. Swinney abstained. The motion passed.

III. Membership

Ji-Lun Ma was again welcomed by the board.

Janine Kent moved to nominate Li-Jun Ma to the board for a three-year term. Seconded by Cynthia Dennis. Each member voted by roll call. Breines – Aye, Dennis – Aye, Florek – Aye, Kent – Aye, Swinney - Aye. The motion passed unanimously. Sonia Pope will send info through board management system.

Leona Florek introduced prospective board member Rafael Rodriguez to the board. The board members discussed with Rafael his interests in joining the board and commitment to the Holyoke community.

IV. Facilities

Tom Paquin introduced Dan Pellota, who reported on updates for the gymnasium/classroom construction. The following items were discussed by the board:

- Currently in the bidding process, receiving bids.
- Received all necessary permitting from the city of Holyoke; site will be fully compliant with storm water drainage requirements.
- Mirroring of glass in the garden room (as part of the skylight project) has yet to be completed, but should be before school starts, as there was a delay with materials.
- The board will need to reward the contract within 30 days of August 4 at 2 pm. Dr. Pope reported that approval was received from DESE for the loan beyond charter term.
- The board discussed scheduling a special meeting to review cost associated with construction, approving the bid, awarding the contract, and board approval of the bond.
Cynthia Dennis motioned to hold the special meeting on August 11, 2021 at 5:00 pm. Seconded by Jean Swinney. Each member voted by roll call. Breines – Aye, Dennis – Aye, Florek – Aye, Kent – Aye, Swinney - Aye. The motion passed unanimously.

Tom Paquin reported that there is a delay on the fix for the air conditioner unit in the library. The Holyoke Planning Board came to do a site visit on July 13 and it went well. He also reported that all desks will have Plexi-glass barriers installed and ready for opening day.

Finances

Cynthia Dennis reviewed the financial reports and found no issues/concerns. The board discussed budgeting for the next year and the ESSER III grant. Tom Paquin and Maria Rodriguez reported that an RFP for the snow plowing bid will be released soon. The board discussed going to bid for a new cleaning company once the current contract is up next year. Sonia Pope reported that a Fresh Fruits and Vegetables grant was received. Maria Rodriguez reported that the financial audit is scheduled for next week.

Cynthia Dennis moved to approve the financials. Seconded by Jay Breines. Each member voted by roll call. Breines – Aye, Dennis – Aye, Florek – Aye, Kent – Aye, Swinney - Aye. The motion passed unanimously.

V. **Old Business**

The board reviewed the final draft of the school’s Annual Report.

Jean Swinney moved to approve the 2020-2021 Annual Report to be submitted to the Department of Elementary and Secondary Education. Seconded by Cynthia Dennis. Each member voted by roll call. Breines – Aye, Dennis – Aye, Florek – Aye, Kent – Aye, Swinney - Aye. The motion passed unanimously.

The board decided to move the Board Retreat to October 2, 2021 from 8:00 am – 4:00 pm.

VI. **New Business**

None

VII. **Administrative Reports/School Director**

Director’s Report - Dr. Sonia Pope reported:

- Enrollment for AY21-22: fourth KG section will be open; KG screenings are ongoing; upcoming lottery; recruitment efforts from recruitment and retention plan; contract with MassLive for student and teacher recruitment efforts online

- Academic update: Summer school review, discussion on retention; first day of school August 30, parent orientation nights Aug 24-26; teacher retention and recruitment is ongoing; board discussed teacher salary review and will add to next month's regular meeting agenda
- Professional development – SABIS AQC and Director's Conferences, August teacher/staff training is being planned
- Student Life – cheerleading tryouts; Student Life Prefect training in August
- Upcoming events reviewed
- SABIS Update by Amy Wesley: reviewed SABIS supports
- Sonia presented to board payment for training days in August to be done via a paper check. Board discussed the implications of this and agreed to proceed.

Jay Breines motioned to accept the Director's Report. Cynthia Dennis seconded. Each member voted by roll call. Breines – Aye, Dennis – Aye, Florek – Aye, Kent – Aye, Swinney - Aye. The motion passed unanimously.

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

The meeting adjourned at 6:49 p.m.

As prepared by Elizabeth Pawlowski

Respectfully submitted,

Jean Swinney

Holyoke Community Charter School Board of Trustees

MEETING ATTACHMENTS

July 23, 2021 Meeting Minutes

Monthly Financial Report

AY 2020-2021 Annual Report