

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

Minutes of HCCS Board of Trustees FINANCE SUBCOMMITTEE Meeting- August 28th, 2024

Board Members in Attendance: Janine Kent (entered at 5:06 pm)

Guests: Maria Rodriguez, Ryan Meek, Kyle Callender, Leona Florek

Board Members Absent: Lina Rivera

- I. Meeting called to order at 5:04 p.m. by Maria Rodriguez

- II. Maria stated that there have been no major updates besides the tuition payment for June. This was a topic at the last meeting, she reported that the school received in FY24 double the amount of transportation tuition which was over \$800,000. She shared DESE guidance which was to record the double payment in FY24. Janine asked if DESE could provide clarification because there had not been guidance about deferring the revenue and that the statement is that it needs to be recognized in the prior calendar of the school year. Maria responded that that was correct. Janine also asked if the school had reached out to its auditors. Maria said that this happened before the audit started and that they had since shared all communications.

- III. Maria asked if everyone had the chance to review the minutes of the last meeting. Leona shared that the minutes will be approved during the main board meeting.

- IV. Maria asked if anyone had any questions about the financial statements, no questions were asked. The committee spoke about the cleaning and painting of the cafeteria/gym and stated how much of a positive impact was made for the students.

Janine motioned to forward approval of the finance committee minutes to the full board for final approval.

- V. Kyle Callender presented an update on the key system that was spoken about last meeting. He shared that he met with a couple of vendors and Holyoke Lock ended up being the least expensive. He mentioned that they were going to charge about \$55,000 dollars but he shared that the school saved money by using their own staff to install the wiring throughout the building who have experience with wiring.
- VI. In terms of facilities, Kyle shared that is has been the first full week of having our own custodial employees. He stated that the school has a great full-time staff for when and if one of the night-time staff is unavailable. As far as day-to-day cleaning is concerned the staff is doing a good job in getting the building clean. Janine asked Maria if the total costs of waxing the floor would be similar to those that were spent on an outside company. Maria responded that the cost would be more due to having to hire a different outside company this past summer, but the budget for the staffing was based on what the school had budgeted for janitorial services.

Ryan shared an agenda topic for the next meeting on the concept of the school's next capital project. Janine agreed that the topic should be introduced during the next finance meeting.

The meeting adjourned at 5:29 p.m.

As prepared by Haley Saltares