

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

**Minutes of HCCS Board of Trustees Meeting – August 28, 2024**

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

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

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

---

I.        Meeting called to order at 5:34 p.m. by Leona Florek

II.       Approval of Minutes

**Jean Swinney motioned to approve the minutes of the July 24, 2024; regular board meeting as presented. Seconded by Janine Kent. Each member voted by roll call. Florek – Aye, Pawlowski – Aye, Kent – Aye, Swinney – Aye. The motion passed unanimously.**

**Elizabeth Pawlowski motioned to approve the minutes of the July 24, 2024; executive committee meeting as presented. Seconded by Janine Kent. Each member voted by roll call. Swinney – Aye, Kent – Aye, Florek -Aye, Pawlowski – Aye. The motion passed unanimously.**

**Janine Kent motioned to approve the minutes of the July 24, 2024; finance committee meeting as presented. Seconded by Elizabeth Pawlowski. Each member voted by roll call. Florek – Aye, Swinney – Aye, Kent – Aye, Pawlowski – Aye.**

III.      Board Reports

Board Mail/ Folder

          None

Public comments/none

#### IV. Subcommittees

##### i. Finance/ Facilities

**Janine Kent motioned to approve this month's financial reports. Seconded by Elizabeth Pawlowski. Each member voted by roll call. Florek – Aye, Kent – Aye, Swinney – Aye, Pawlowski – Aye. The motion passed unanimously.**

Kyle went over what was reported during the finance meeting. He shared that the gym/cafeteria is about 95% complete, they are just awaiting wall padding and the curtain separator. He shared that the admissions coordinator is giving student tours and is now proud to show off the gym/cafeteria space. The school's new fence is also complete. The students and staff are in good spirits and the school has a building it can be proud of. There was also a complete cleanout of the school's attic.

He then spoke about how one of the RTU units caused a leak due to a motor going out and is collecting condensation which caused the leak. He shared that there is going to be a small mechanical charge since they needed to replace some parts on the unit. He shared that that unit is not one of the ones that needs to be replaced, the older one that needs to be replaced will be happening soon and needs to be done over the weekend.

The school was able to get the lock system started and they were able to keep it under \$60,000. He shared that the schools staff installed the wiring which saved about \$25,000 dollars which allowed the whole building to be equipped with keyless entry for around a total of \$35,000 dollars. The system will be installed next week.

#### V. Membership

**Elizabeth Pawlowski moved to renew Leona Florek's term for an additional three years. Seconded by Jean Swinney. Each member voted by roll call. Kent – Aye, Swinney – Aye, Pawlowski – Aye, Florek – Aye. The motion passed unanimously.**

Membership for Rafeal Rodriguez and Li-Jun Ma will be postponed until the next board meeting.

#### VI. New Business

##### *Site Visit Interview*

Sonia let the board know that the visit will be one day. She shared that they will be going throughout the building in classrooms, speaking with administrators, teachers, and the

board. She reminded and shared to the board that the board interview will be on October 10<sup>th</sup> and the site visit itself will be taking place on October 16<sup>th</sup>.

VII. **Directors Report**

Due to timing Sonia asked the board if there were any questions about this month's report. Janine had a question regarding the academic dashboard, she noticed in the subject of English, every grade with the exception of grade 1 has improved. She asked if the schools focus is now on maintaining English and enhancing Math. Sonia explained that the standards in English have increased to wanting independent readers. She shared that there are lots of interventions in place for grades k-2 which have been put in place with the strategic plan. Sonia then clarified the area of her report that showed the outcomes of the summer school program and broke down the numbers within the table.

**Jean Swinney motioned to accept the director's report as presented. Seconded by Janine Kent. Each member voted by roll call. Pawlowski – Aye, Florek – Aye, Kent – Aye, Swinney – Aye. The motion passed unanimously.**

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

**Meeting adjourned at 6:06 p.m.**

*As prepared by Haley Saltares*

Respectfully submitted,

Jean Swinney

Holyoke Community Charter School Board of Trustees

**Meeting Attachments**

July 24, 2024, Meeting Minutes

July 24, 2024, Executive Meeting Minutes

July 24, 2024, Finance Meeting Minutes

School Education Providers Report (August)