

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

Minutes of HCCS Board of Trustees Meeting – September 24, 2025

In Attendance: Leona Florek, Joshua Famiglietti, Lina Rivera, Jean Swinney, Rafael
Rodriguez, Elizabeth Pawlowski

Guests: Maria Rodriguez, Ryan Meek, Sonia Correa Pope, Kyle Callender, Vanessa
Pileggi, Mahdi Kansou

Not Present: n/a

I. Meeting called to order at 5:31 p.m. by Leona Florek

II. **Approval of Minutes**

Jean Swinney motioned to approve the minutes of the August 27, 2025, regular board meeting. Seconded by Leona Florek. Each member voted by roll call. Rivera – Aye, Famiglietti – Aye, Rodriguez – Aye, Florek – Aye, Pawlowski – Aye. The motion passed unanimously.

Joshua Famiglietti motioned to approve the minutes of the August 27, 2025, finance committee meeting. Seconded by Jean Swinney. Each member voted by roll call. Florek – Aye, Swinney – Aye, Pawlowski – Aye, Rodriguez – Aye, Famiglietti – Aye, Rivera – Aye. The motion passed unanimously.

III. **Board Reports**

Board Mail/ Folder

None

Public comments/ none

IV. Subcommittees

i. Finance/ Facilities

Maria shared that the committee met and reviewed the financial statements. She mentioned that Joshua had a couple of questions in regard to postage, he had noticed the school spent half of what was budgeted for. Her response was that at the beginning of the year the school sends out their annual packets, and that the cost of stamps is the leading driver of that amount.

Maria also shared that the committee spoke about the legal fees, and that the leading drivers for that amount were the updating and review of the Title IX procedures as well as legal counsel needed for the review of the tax-exempt bond restriction for the gym usage. The committee also spoke about repairs and maintenance throughout the school. She also shared that the school received the Stop and Shop grant this week, which goes towards the food pantry throughout the school year.

Rafael Rodriguez motioned to approve this month's financial reports. Seconded by Joshua Famiglietti. Each member voted by roll call. Florek – Aye, Swinney – Aye, Pawlowski – Aye, Rodriguez – Aye, Famiglietti – Aye, Rivera – Aye. The motion passed unanimously.

Kyle Callender presented the need for a new school sign at the top of the hill. He shared that this summer the school started looking at potential vendors for a new school sign. The company would utilize the old sign's structure which saves the school some money so they would not have to rebuild the posts or cement columns that hold the sign. He shared that the sign was budgeted for \$40,000, the vendor came back with a price of \$62,000 which includes the features that the school needs.

Rafael mentioned if the school had reached out to different vendors, Maria responded that yes, they reached out to three different companies.

Leona asked the committee how they felt in regards of financing the sign. Josh responded that he believes that if the school was able to cut back on a different line, he would be okay with financing the difference needed.

Elizabeth was wondering what the school would be cutting into, to fund the sign. Maria responded that she and Kyle would have to go into the capital budget to see what projects the school can hold off until next year. Kyle and Maria then shared some examples of what can be held off until next year to pay for the sign. Jean was wondering if the school had received any word from the vendor of the tables, Maria responded that they are still waiting to hear back.

Board members discussed their hesitation on where the extra funding would be coming from and based on that agreed to wait for a vote for the sign until the funding is figured out. Sonia shared that they would work on finding the funding and reach out to the board if a special meeting is needed, or if the vote will have to wait until next meeting.

Maria gave an update on the multi-use field. She shared that the school went back to Gale and Associates after the last meeting and have asked that based on the chosen infill for an updated budget. Once that is received, she and Ryan will have a meeting with the bank to present the project, much like when they met with the bank for the loan of the gym.

ii. Executive Committee

Sonia shared that the committee reviewed the school's 2025-2030 Accountability Plan and that the full board had received the plan for review. She gave an overview of what the accountability plan is and its key design elements and measurements that go along with each of those. Once the Plan gains full school board approval, it will be sent to the department for final approval.

Elizabeth shared that the committee ensured that the measures are meetable, and that there will be a check-in early next year to see where the school is with meeting the measures. She shared that she and the committee recommend that the plan be approved during this meeting.

Elizabeth Pawlowski motioned to approve the HCCS 2025-2030 Accountability Plan. Seconded by Leona Florek. Each member voted by roll call. Rivera – Aye, Famiglietti – Aye, Rodriguez – Aye, Pawlowski – Aye, Swinney – Aye, Florek – Aye. The motion passed unanimously.

V. Director Report

Sonia shared this month's report which included:

Enrollment numbers, which are a little down from last month, Sonia explained the reasons behind the students who have left. She shared that the school is continuing working on its recruitment efforts. Students have been taking their diagnostics exams, these were done to see where the students fall since returning back to school, academic outcomes will be available next month. The school's 20-year anniversary was held and was a fantastic event to celebrate 20 years of memories. The school has since participated in 2 parades, the Springfield Puerto Rican Parade, and the Holyoke Day Parade at the Big E. There was no discipline data for this month, there will be next month for the month of September, since discipline data is one month behind. Sonia then shared the school's recent and upcoming events.

Elizabeth Pawlowski motioned to accept this month's Director's Report. Seconded by Jean Swinney. Each member voted by roll call. Rivera – Aye, Famiglietti – Aye, Rodriguez – Aye, Pawlowski – Aye, Swinney – Aye, Florek – Aye. The motion passed unanimously.

Jean Swinney motioned to adjourn the meeting. Seconded by Lina Rivera. Each member voted by roll call. Florek – Aye, Swinney – Aye, Pawlowski – Aye, Rodriguez – Aye, Famiglietti – Aye, Rivera – Aye. The motion passed unanimously.

The executive session was not opened.

Meeting adjourned at 6:24 p.m.

As prepared by Haley Saltares

Respectfully submitted,

Jean Swinney

Holyoke Community Charter School Board of Trustees

Meeting Attachments

August 27, 2025, Meeting Minutes

August 27, 2025, Finance Meeting Minutes