

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

**Minutes of HCCS Board of Trustees EXECUTIVE SUBCOMMITTEE Meeting – September 25, 2024**

Board Members in Attendance:            Leona Florek, Jean Swinney, Elizabeth Pawlowski  
Guests:                                        Sonia Correa Pope  
Not present:                                    N/A

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- I.     Meeting called to order at 5:07 p.m. by Dr. Sonia Correa Pope
  
- II.    The committee spoke about the review of the bylaws and the few edits that need to be made in order to make them more current. Elizabeth shared that she would send the bylaws via Google Documents that way edits and comments can be made simultaneously. Each member will have a month to make comments as needed and will get together next month to review. The Executive Committee will meet next month to have everyone present for the review.

**Jean Swinney motioned to have Trustee Pawlowski send the bylaws for review before the next meeting. Seconded by Elizabeth Pawlowski. Each member voted by roll call. Florek – Aye, Swinney – Aye, Pawlowski – Aye. The motion passed unanimously.**

**Elizabeth Pawlowski motioned that the executive committee members will review and make comments on the bylaws by October 18<sup>th</sup>. Seconded by Jean Swinney. Each member voted by roll call. Florek – Aye, Pawlowski – Aye, Swinney – Aye. The motion passed unanimously.**

- II.    Sonia presented the results of the board self-evaluation. It was found that the board agreed with most statements, those that needed clarity were reviewed. The questions that did need clarity were answered that they agreed once they received the review. Members reminded each other of the importance of reviewing these categories on an annual basis.

- III. The board of trustee's calendar was reviewed. Sonia shared a reminder that in the past the December board had been cancelled due to the holidays. She asked the executive committee members if this would be something they would be interested in doing this year. All members agreed that the December meeting be cancelled.
  
- IV. Sonia shared that she had made a connection with a local news station who is interested in coming in and helping the school with the schools 20 year promotion. She asked if the board members would allow a representative from the news station to join a meeting and present different packages and ideas. All members agreed to have the representative come in.

**Meeting adjourned at 5:32 p.m.**