

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

Minutes of HCCS Board of Trustees Meeting – September 28, 2022

In Attendance: Jay Breines (joined at 5:05 after approval of minutes), Cynthia Dennis, Leona Florek, Janine Kent, Lina Rivera, Rafael Rodriguez (entered at 5:43 during New Business), Jean Swinney

Guests: Genesis Cardona, Sonia Correa Pope, Mahdi Kansou, Ryan Meek, Tom Paquin, Vanessa Pileggi, Maria Rodriguez, Robert Todisco

Not Present: Li-Jun Ma

I. Meeting called to order at 5:04 p.m. by Leona Florek.
Public comments/none.

II. **Approval of Minutes**
Lina Rivera moved to approve the minutes of the August 24, 2022 regular meeting. Seconded by Cynthia Dennis. Each member voted by roll call. Dennis – Aye, Florek – Aye, Kent– Aye, Rivera – Aye, Swinney - Abstain. The motion passed.

III. **Facilities**
Tom Paquin reported that the gymnasium, roof, and classrooms have been framed out. Rob Todisco reported that skeleton of building is up and the roof is up; paving and curbing will be done by the end of October. He told the board that the new building will be wrapped up in the next 4-6 weeks and then plumbing and wiring will follow. Rob showed the board pictures of the construction progress and stated that everything is running on schedule. Rob reviewed the budget including the three prior approved change orders and then presented a new change order for paving the bus loop driveway in the back of the building for a cost of \$18,177. The board discussed the additional cost and the details of the project with Rob and Tom. Motion to approve change order by Jay, seconded by Janine. Roll Leona – aye, Cynthia – aye, Janine – aye, Jean – aye, Lina – aye, Jay – aye Motion approved unanimously.

Jay Breines motioned to approve change order for paving the back driveway for an estimated cost of \$18,177. Seconded by Janine Kent. Each member voted by roll call. Breines – aye, Dennis – Aye, Florek – Aye, Kent– Aye, Rivera – Aye, Swinney - Aye. The motion passed unanimously.

Rob Todisco exited the meeting at 5:20 pm

IV. **Board Reports**

Board Mail/Folder

None

Introduction of Parent Connection Liaison

Genesis Cardona introduced herself to the board as the new Parent Connection Event, also as an HCCS alum and a parent of a current HCCS student. She reported that she had 12 families at the first parent connection meeting and many volunteers for the Ice Cream Social and Teddy Bear Picnic. She reported on upcoming Parent Connection events: October fundraiser, Bingo for Books, and food pantry project. Janine Kent asked Genesis for two objectives for upcoming year: Genesis reported that her first objective was to make sure that parents have a voice and support in the school and to feel that HCCS is a safe space; her second objective is to make sure that staff and parents are connected. The board welcomed Genesis.

Genesis Cardona left at 5:29 pm.

Finances

Cynthia Dennis and board members reviewed the financial reports for August and found no concerns. The board discussed the increase in the membership fee for the Massachusetts Charter Public School Association (MCPSA) and the benefits for the school leadership and the board. Maria reported that moving forward the financial report will use the new year-to-date format. **Cynthia Dennis motioned to approve the financial report for August. Seconded by Jean Swinney. Each member voted by roll call. Each member voted by roll call. Breines – Excused, Dennis – Aye, Florek – Aye, Kent– Aye, Rivera – Aye, Swinney - Aye. The motion passed.**

V. **Old Business**

N/A

VI. **New Business**

- Board Retreat Planning

The board discussed dates for availability and ways to make the retreat time effective. Board members indicated they would like a strong agenda with stated goals and outcomes along with discussions of student outcomes, the effects of COVID on social/emotional and family life of students. The board asked Elizabeth Pawlowski to create and email an online survey for board members that would ask for availability, proposed agenda items, and types of outcomes they would like to see from the meeting. After the survey the board will continue planning for the retreat.

VII. **Administrative Reports/School Director**

Director's Report - Dr. Sonia Correa Pope, reported:

- Enrollment reviewed: with no-shows, down to 690 – FTE will not be 702, but working for 702 as of Oct 1.; Admissions officer working tirelessly; recruitment efforts reviewed
- Academics: Final retention numbers reviewed; parent orientations conducted in-person; Lexia training for closing reading gaps; teacher mentoring cohort; head-of-departments conducting observations and giving feedback; literacy campaign for lower school AQC; Point system of instruction reviewed in all classrooms ahead of November and March site visits; meetings with parents of retained students
- Professional development: August new teacher/staff and all teacher/staff conducted

- Attendance and Accountability measures by DESE: absences are still being counted regardless of COVID; school is documenting all absences. Board discussed attendance and penalizing school for a social/economic issue; Sonia discussed creating a task force, however accountability from DESE is still there.
- Recruiting new HR staff member, and Data & Compliance Coordinator. Pope has 3 candidates for HR in the next week.
- Student Life events reviewed: Clubs/job fair conducted with new SLC; student proposal brought to board for skateboard club and the board discussed requiring parent permission safety equipment. **Janine Kent motioned to approve the Student Life skateboard club. Seconded by Cynthia Dennis. Each member voted by roll call. Breines – Aye, Dennis – Aye, Florek – Aye, Kent– Aye, Rivera – Aye, Rodriguez – Aye, Swinney - Aye. The motion passed unanimously.**
- Student Management: discipline and suspensions reviewed
- Upcoming events reviewed

Cynthia Dennis motioned to accept the Director’s Report. Seconded by Janine Kent. Each member voted by roll call. Each member voted by roll call. Breines – Aye, Dennis – Aye, Florek – Aye, Kent– Aye, Rivera – Aye, Rodriguez – Aye, Swinney - Aye. The motion passed unanimously.

Cynthia Dennis asked about the status of the management agreement. Leona Florek stated that the agreement is at the SABIS legal counsel. Mahdi Kansou reported that SABIS and legal counsel if reviewing and will bring feedback to the next board meeting.

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

The meeting adjourned at 6:38 p.m.

As prepared by Elizabeth Pawlowski
 Respectfully submitted,
 Jean Swinney
 Holyoke Community Charter School Board of Trustees

MEETING ATTACHMENTS
 August 24, 2022 Meeting Minutes
 Monthly Financial Report