

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

Minutes of HCCS Board of Trustees Meeting – October 22, 2025

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

Guests: Maria Rodriguez, Ryan Meek, Sonia Correa Pope, Mahdi Kansou, Vanessa Pileggi, Mahdi Kansou, Sharon Blazejowski, Meghan Boone, Michelle Botta

Not Present: Rafael Rodriguez

I. Meeting called to order at 5:33 pm by Leona Florek

Leona motioned to move all presentations to the forefront of the meeting. The motion passed unanimously.

II. **2025 Draft Financial Statement Presentation**

Sharon Blazejowski and Meghan Boone of MPCPA presented the draft financial statements for FY25. Sharon shared that they would be going through two documents, she will be presenting the board communication letter, and Meghan will go through the draft financial statements.

Shared shared with the board that due to the Federal Government Shutdown that The Office of Management and Budget (OMB) have only issued a draft compliance supplement. Under the OMB rules they are not allowed to issue the financial statements until OMB has issued a final copy, per DESE the draft statements must be approved by the board prior to October 31st, 2025.

She shared that there was one finding with the school due to a few federal grants open under the old ED grant system. She also reported that all school reports were filed by their due dates.

Sharon then went over the board communication letter. She shared that there were two new accounting policies that were adopted, as well as two new standards. The school adopted both of those policies but there was no material impact to the statements. There were no difficulties, proposed audit adjustments, or disagreements with management. When they are ready to issue the statements, they will issue a management representation letter. No consultations with other independent accountants. There was one finding which is being reported as a non-compliance finding.

Meghan then gave a high-level review of the draft financial statements. The auditor's report is an unmodified opinion, meaning this is a clean opinion and there were no findings or issues during the audit. She also noted that there were no material weaknesses or significant deficiencies noted, besides the one instance of non-compliance which was noted.

Elizabeth asked for clarification on why the grants weren't closed, Ryan and Maria explained what had happened. Maria shared that the grants were open because the final financial report was not submitted as of this board meeting all except one have been closed.

Joshua Famiglietti motioned to approve the 2025 Draft Financial Statements as presented. Seconded by Lina Rivera. Each member voted by roll call. Florek – Aye, Rivera – Aye, Pawlowski – Aye, Swinney – Aye, Famiglietti – Aye. The motion passed unanimously.

Sharon Blazejowski and Meghan Boone exited the meeting at 5:57 pm.

III. Approval of Minutes

Lina Rivera motioned to accept the minutes of the September 24, 2025, regular board meeting. Seconded by Jean Swinney. Each member voted by roll call. Rivera – Aye, Famiglietti – Aye, Florek – Aye, Pawlowski – Aye, Swinney – Aye. The motion passed unanimously.

Jean Swinney motioned to approve the minutes of the September 24, 2025, finance committee meeting. Seconded by Elizabeth Pawlowski. Each member voted by roll call.

Rivera – Aye, Famiglietti – Aye, Florek – Aye, Pawlowski – Aye, Swinney – Aye. The motion passed unanimously.

Leona Florek motioned to approve the minutes of the September 24, 2025, executive committee meeting. Seconded by Jean Swinney. Each member voted by roll call. Pawlowski – Aye, Florek – Aye, Famiglietti – Aye, Rivera – Aye, Swinney – Aye. The motion passed unanimously.

III. **Board Reports**

Board Mail/ Folder

None

Public comments/none

IV. **Subcommittees**

i. Finance/ Facilities

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

Update on Outstanding Orders and Multi- Use Turf Field

Maria shared with the full board that the school was able to secure the cafeteria tables for an amount less than what the school had requested. She also said that the school received an updated budget from Gale and Associates as of right now without going to bid, the field with the turf included will be around what was budgeted for.

The quotes for the tables came back under budget and Lina had a question during the finance committee meeting she was wondering if those funds could be used to go towards the purchasing of the school sign.

Lina Rivera motioned to approve the use of the leftover funds from the purchasing of the tables towards the purchasing of the school sign. Seconded by Elizabeth Pawlowski. Each member voted by roll call. Rivera – Aye, Famiglietti – Aye, Florek – Aye, Pawlowski – Aye, Swinney – Aye. The motion passed unanimously.

V. HCCS 2024-2025 MCAS Presentation

Michelle Botta, the school's new Deputy Director of Academics. She presented the results of the Spring 2025 MCAS. Her presentation covered the following areas:

- An overview of the school's MCAS performance by grade and subject. (As compared to the state and local schools)
- Accountability indicators which are used to give the school its overall classification as a school which includes the overall MCAS achievement and scale scores for grades 3-8.
- School achievement by subgroups.
- The schools progress towards English language proficiency and chronic absenteeism.
- The school's overall classification and accountability percentile and strategic plan initiatives that are aligned to any areas of weakness in school performance.

The board along with SABIS and the school then had a conversation about the different learning patterns that are happening class by class. As well as different initiatives that are taking place within the school to make sure students continue to improve.

VI. Directors Report

Sonia asked if there were any questions for this month's report. There were no questions.

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

Mahdi Kansou, Vanessa Pileggi, Ryan Meek, and Michelle Botta exited the meeting at 6:55 p.m.

The board voted unanimously to open the Executive Session to speak about a legal matter.

The board voted unanimously to close the Executive Session.

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

Meeting adjourned at 7:02 p.m.

As prepared by Haley Saltares

Respectfully submitted,

Jean Swinney

Holyoke Community Charter School Board of Trustees

Meeting Attachments

September 24, 2025, Meeting Minutes

September 24, 2025, Finance Meeting Minutes

September 24, 2025, Executive Meeting Minutes