

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

Minutes of HCCS Board of Trustees Meeting – October 25, 2023

In Attendance: Leona Florek, Janine Kent (exited at 6:30), Lina Rivera, Jean Swinney (entered at 5:05 after minutes were approved)

Guests: Diana Abdel Samad, Sean Baker, Sharon Blaszewski, Sonia Correa Pope, Mahdi Kansou, Patrick Leary, Ryan Meek, Tom Paquin, Vanessa Pileggi, Maria Rodriguez, Haley Saltares, Benjamin Torres

Not Present: Li-Jun Ma, Rafael Rodriguez

I. Meeting called to order at 5:03 p.m. by Leona Florek.

II. **Approval of Minutes**

Lina Rivera **moved to approve the minutes of the September 27, 2023 regular meeting. Seconded by Janine Kent. Each member voted by roll call. Florek – Aye, Kent– Aye, Rivera – Aye. The motion passed unanimously.**

III. **Board Reports**

Board Mail/Folder

None

Public comments/none.

IV. **2022-2023 Auditor’s Report**

Sean Baker, Sharon Blazewski, and Patrick Leary of Moriarty & Primack presented the report of the audit of the financial statements. They referenced two documents (provided to the board members prior to the meeting electronically): the required communications and auditor’s report which was reviewed page by page.

All significant transactions have been recognized in the financial statements in the proper period. No difficulties encountered in performing the audit. No corrected statements were made. No disagreements with management. No management consultations with other independent accountants. No findings or issues.

Financial statements and notes were reviewed page by page. Issuing unmodified opinion/ no issues or findings. Debt service ratio is in compliance. Capital assets increased due to new building

There were no findings for the major federal award programs audit. The Elementary and Secondary School Emergency Relief Fund was tested with no findings. The school is determined to be a low-risk auditee.

Electronic copies will be distributed and the report will be uploaded to the Department of Elementary and Secondary Education (DESE) by November 1. Moriarty & Primack will notify state auditor that it is complete.

The board discussed the report with the auditors.

Janine Kent moved to accept the financial audit report as presented. Seconded by Jean Swinney. Each member voted by roll call. Florek – Aye, Kent – Aye, Rivera – Aye, Swinney - Aye. The motion passed unanimously.

Sean Baker, Sharon Blazejowski, and Patrick Leary exited the meeting at 5:28 pm.

V. **Facilities**

Tom Paquin Reported that the school received the 30-day temporary certificate of occupancy for the new building and that the building is currently being used by students and staff. He also reported that a privacy/safety fence is being installed.

Ryan Meek inquired about the change order that P3 will be submitting to the architect. Tom responded that representatives from P3 will be at the next meeting. Board members indicated they would like to receive any reports ahead of time, if available, and would like to request that P3 submit documentation in writing of the situation with the mistake in construction and the change order.

VI. **New Business**

- **2023 Next Generation MCAS Presentation**

Benjamin Torres presented to the board the results of the Spring 2023 MCAS. His presentation covered the following areas:

- DESE Accountability System and target goals
- Achievement/proficiency levels reviewed for each grade level in ELA, Math, and Science
- Student Growth Percentile (SGP) reviewed for ELA and Math in gr 3-8
- Progress toward English Proficiency
- Chronic Absenteeism
- Scaled scores by subgroup reviewed

(Janine Kent exited the meeting at 6:30 pm)

The school's overall classification is "not requiring assistance or intervention" and the reason for that classification is that students made "moderate progress toward target"

Benjamin Torres reported on the strategic plan that HCCS and the SABIS Academic team have put into place to respond to the MCAS outcomes.

- To create the strategic plan a group of teachers conducted a SWOT Analysis; focus groups of teachers, AQCs, and heads of department were conducted; adoption of early literacy focus as mandated by DESE was prioritized.
- The strategic plan has a 3-year timeline that will include the following initiatives:

- HCCS Curriculum
 - aligned more closely with MA Curriculum Frameworks, especially in early literacy
 - build teacher understanding of the MA Frameworks and early literacy
- Multi-Tiered System of Supports
 - Assessment Maps (will be presented in February for budget)
 - Data Team
 - Data Analysis Process
- Inclusive Practices
 - Focus on strengthening Special Education Inclusion, Universal Design for Learning (UDL), Sheltered English Immersion, Positive Behavior Intervention Support, Social Emotion Learning
- Building School Capacity
 - through use of Learning Walkthroughs, Professional Learning Communities, Collaborative Meetings, Mentoring Program, and Teacher Leadership
- Communication
 - build more effective communication with students, parents, staff, SABIS, and the community at large.
 - providing regular updates on progress of strategic plan to board through Director's Report

The board members thanked Benjamin Torres for his presentation and the support of the academic team and Diana Abdel Samad for SABIS' partnership.

Leona Florek mentioned that the meeting was going beyond the scheduled time and suggested that the Director's Report be tabled to the next meeting.

Jean Swinney motioned to adjourn the meeting and table the Director's Report. Lina Rivera seconded. Each member voted by roll call. Florek – Aye, Rivera – Aye, Swinney - Aye. The motion passed unanimously.

The meeting adjourned at 7:10 p.m.

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

MEETING ATTACHMENTS

September 27, 2023 Meeting Minutes
Audit of Financial Statements Report
2023 Next Generation MCAS Presentation