

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

Minutes of HCCS Board of Trustees Meeting – October 26, 2022

In Attendance: Jay Breines (joined at 5:14 after approval of minutes), Cynthia Dennis, Leona Florek, Janine Kent (exited at 6:37), Li-Jun Ma, Lina Rivera, Rafael Rodriguez, Jean Swinney

Guests: Sharon Blaszejowski, Sonia Correa Pope, Mahdi Kansou, Patrick Leary, Ryan Meek, Tom Paquin, Dan Pallotta, Vanessa Pileggi, Maria Rodriguez, Robert Todisco, Benjamin Torres

Not Present: N/A

I. Meeting called to order at 5:07 p.m. by Leona Florek.

II. **Approval of Minutes**

Two edits were made to the minutes for approval.

Jean Swinney moved to approve the minutes of the September 28, 2022 regular meeting with the edits. Seconded by Janine Kent. Each member voted by roll call. Dennis – Aye, Florek – Aye, Kent– Aye, Ma – Aye, Rivera – Aye, Rodriguez – Aye, Swinney - Aye. The motion passed unanimously.

III. **Board Reports**

Board Mail/Folder

None

Public comments/none.

Leona Florek announced that in order to accommodate guest presenters, those portions of the agenda would be addressed first (Facilities report, Finance audit, MCAS presentation)

IV. **Facilities**

Rob Todisco of P3 shared photos of the construction to show the board members the building progress. He reported that the roof top was complete, classroom windows will be installed soon, paving will be completed in the coming weekend, and new curbing and planting is being installed. The board members expressed their appreciation. Sonia Pope asked about the plants, and Rob reported that there is a one-year guarantee for the plants if they don't take/germinate.

Rob reported on the change order approved at the September meeting to repair two catch basins. After further inspection, the recommendation is that it be replaced due to deterioration. He will present the cost for the replacement at the next meeting.

Dan Pallotta and the board discussed increase costs for labor and materials due to inflation. Dan stated that this project has not been affected much because it was bonded; however, P3 rejected a claim by the asphalt company for additional funding.

Dan Pallotta and Rob Todisco exited the meeting at 5:23 pm.

V. **2021-2022 Auditor's Report**

Sharon Blazejowski 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.

A new accounting policy was adopted by the school this year (GASB No 89) due to the construction project. All significant transactions have been recognized in the financial statements in the proper period. No difficulties encountered in performing the audit. Management has corrected all misstatements. No disagreements with management. No management consultations with other independent accountants. Management discussions occurred in the normal course and were not a condition to retention.

Management's discussion and analysis. Financial statements and notes were reviewed page by page. Issuing unmodified opinion/ no issues or findings. Debt service ratio is in compliance.

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.

Li-Jun moved to accept the financial audit report as presented. Seconded by Lina Rivera. Each member voted by roll call. Breines – Aye, Dennis – Aye, Florek – Aye, Kent – Aye, Ma – Aye, Rivera – Aye, Rodriguez – Aye, Swinney - Aye. The motion passed unanimously.

Sharon Blazejowski and Patrick Leary exited the meeting at 5:42 pm.

VI. **Finances**

Cynthia Dennis and board members reviewed the financial reports for September and found no concerns. **Cynthia Dennis motioned to approve the financial report for September. Seconded by Janine Kent. Each member voted by roll call. Breines – Aye, Dennis – Aye, Florek – Aye, Kent– Aye, Ma – Aye, Rivera – Aye, Rodriguez – Aye, Swinney - Aye. The motion passed.**

VII. **Membership**

Leona Florek announced that Cynthia Dennis and Jay Breines have reached their expiration date for board membership. The board members and guests expressed their gratitude for their many years of service and being founding members of the board. Sonia Pope and the board members discussed the limits on terms enforced by DESE.

Leona reported that, due to Cynthia's expiration of terms, the board will need to elect a new treasurer and assign a new signer at the bank.

VI. New Business

- 2022 Next Generation MCAS Presentation

Benjamin Torres presented to the board on the results of the Spring 2022 MCAS. His presentation covered the following areas:

- DESE Accountability System and the COVID-19 Pandemic
 - DESE and Federal mandates and waivers reviewed
 - Changes to the accountability system for 2022 summarized
 - Overview of accountability indicator weightings
- Achievement/proficiency levels (closing the academic gap) 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
 - Attendance officer has been hired
- Scaled scores by subgroup reviewed

Benjamin Torres and Sonia Pope reported on the efforts that HCCS and the SABIS Academic team have put into place to respond to the MCAS outcomes:

- Head of Departments- focus on content and quality of teachers, allowing AQC's to spend more time analyzing data and working with families
- Pacing charts have been scaffold for student achievement levels
 - Tailoring content to individual student deficiencies
 - Challenging students with higher achievement levels
 - Building confidence in students
- Continued focus on restructuring the Special Education and English Learners departments

The board members thanked Benjamin for his presentation.

Leona Florek mentioned that the meeting was going beyond the scheduled time and suggested that the remaining items on the agenda be tabled to the next meeting.

Lina Rivera motioned to adjourn the meeting and table the remaining agenda items. Li-Jun Ma seconded. Each member voted by roll call. Breines – Aye, Dennis – Aye, Florek – Aye, Ma– Aye, Rivera – Aye, Rodriguez – Aye, Swinney - Aye. The motion passed unanimously.

The meeting adjourned at 6:59 p.m.

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

