

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

Minutes of HCCS Board of Trustees Meeting – October 27, 2021: REGULAR Meeting

In Attendance: Jay Breines, Cynthia Dennis, Leona Florek, Janine Kent (arrived at 5:52 pm);
Rafael Rodriguez (arrived at 6:04 pm)

Guests: Sharon Blazejowski, Kyle Callender, Patrick Leary, Ryan Meek, Tom Paquin,
Vanessa Pileggi, Sonia Pope, Maria Rodriguez, Tony Tannous, Benjamin Torres,
Amy Wesley, Aaron Yosky

Not Present: Li-Jun Ma, Jean Swinney

I. Meeting called to order at 5:41 p.m. by Leona Florek.

Public comments/none.

Board Mail

None

II. **2020-2021 Auditor's Report**

Sharon Blazejowski and Patrick Leary of Moriarty & Primack presented the report of the audit of the financial statements. They distributed two documents: the required communications and auditor's report which was reviewed page by page.

No new accounting policies were adopted and no existing policies were changed. 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.

Required questions were asked:

- Aware of any subsequent events occurring after June 30, 2021 that would need to be disclosed? All indicated "no".
- Aware of any litigation or fraud that is occurring? All indicated "no"
- Aware of any other related parties that have not been disclosed? All indicated "no"

There were no findings for the major federal award programs audit. The Charter School Program Grant COVID-19 Relief Fund and Elementary and Secondary School Emergency Relief Fund were 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 by Maria to the Department of Elementary and Secondary Education (DESE) by November 1. Moriarty & Primack will notify state auditor that it is complete.

Cynthia Dennis moved to accept the representations of management and the expression of the opinions made by MP, P.C. as embodied in the financial statements, supplemental schedules and independent auditors' reports for the year ended June 20, 2021 and 2020. Seconded by Janine Kent. Each member voted by roll call. Breines – Aye, Dennis – Aye, Florek – Aye, Kent – Aye, Rodriguez – Aye. The motion passed unanimously.

III. **Approval of Minutes**

Jay Breines moved to approve the minutes of the September 22 regular meeting. Seconded by Cynthia Dennis. Each member voted by roll call. Breines – Aye, Dennis – Aye, Florek – Aye, Kent – Aye, Rodriguez – Aye. The motion passed unanimously.

IV. **Finances**

Cynthia Dennis reviewed the financial reports. Cynthia inquired about bids for the snow plowing RFP. Maria and Tom reported that the current company was the only bidder. Cynthia asked Ryan Meek about the construction loan fees and reimbursement for fees already paid to P3 and Kaestle Boos; Ryan responded that the school was reimbursed after the loan closure.

Cynthia Dennis motioned to approve the financials. Seconded by Jay Breines. Breines – Aye, Dennis – Aye, Florek – Aye, Kent – Aye, Rodriguez – Aye. The motion passed unanimously.

V. **Facilities**

Tom Paquin reported that the school building inspection was completed and the building passed, but they requested an engineering study on the back loading dock and three sets of stairs. This is required every five years. Kaestle Boos will complete the engineering study.

Tom reported about the recent onsite visit with Orlando Annuli and Kaestle Boos. They discussed time frames for construction, which will most likely begin with replacing the sewer pipe in the front parking lot in early spring. A new bus and parent drop off procedure will be put in place for that time. They plan to install the new sprinkler line in the existing building during winter break or spring break.

Tom reported that the hot water heater for the south end of the existing building and the kitchen sprung a leak and needed an emergency replacement. Boulanger Plumbing replaced it the next day. A sink in the Orange hall also needs to be repaired. The boys bathroom remains closed.

VI. **Membership**

N/A

V. **New Business**

N/A

VI. **Old Business**

N/A

VII. **Administrative Reports/School Director**

Director's Report - Dr. Sonia Pope reported:

- Review of enrollment; reviewed recruitment efforts
- COVID 19 report: data on positive cases, quarantine cases, Rapid Antigen tests, and COVID-19 Vaccination Clinic
- Academic Update: Open positions reviewed; October staff meeting; Parent Advisory Council meetings; virtual parent meeting
- Professional Development is ongoing
- Student Life Organization (SLO): National Hispanic Heritage Month; honoring HCCS bus drivers; Picture Day
- Student Management (SM): reviewed suspensions
- Facilities: Tom reported earlier in the meeting
- Recent/upcoming events reviewed
- SABIS support reviewed in the areas of Academics, IT, HR, and Finance

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

The board discussed the recent loss suffered by the school community and how future social need donations could be funded by the board. Maria will research and bring to the next retreat meeting.

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

The meeting adjourned at 6:25 p.m.

As prepared by Elizabeth Pawlowski

Respectfully submitted,

Jean Swinney

Holyoke Community Charter School Board of Trustees

MEETING ATTACHMENTS

September 22, 2021 Meeting Minutes

Monthly Financial Report

Auditor's Report