

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

**Minutes of HCCS Board of Trustees Meeting – November 13, 2024**

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

Guests:                   Sonia Correa Pope, Maria Rodriguez, Josh Famiglietti, Ryan Meek, Kyle Callender, Mahdi Kansou, Vanessa Pileggi,

Not Present:             Janine Kent, Rafael Rodriguez

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I.     Meeting called to order at 5:35 p.m. by Leona Florek

II.    **Board Reports**

Board Mail/ Folder

      None

Public comments/none

III.   Leona asked Kyle Callender to give a review of the facilities request. Kyle shared that the school needs a new walkie talky system, the school has analog walkies but needs digital ones to ensure effective communication. He said that they had a representative come in and test the digital walkies, they found that there was clear communication throughout the building with those. Sonia shared the walkies that we have served the school for almost 20 years.

      The other facility request will be put on hold until the quotes for the equipment come in.

      Leona asked the board if there were any questions, Janine asked how the walkies are distributed and who is entitled to use them. He shared that distribution is overseen by one of the school's security staff members who then passes them out to administrators and staff members who have an independent student assigned to them. She then asked

how many people receive walkies, the response was that the school would need 44 walkie talkies.

- IV. Maria shared that the school received two proposals and that both have been forwarded to the lawyer for review. For the soccer field the next step is to discuss which option would be the best for the school, then they would need a vote during a short meeting in December to make that decision. Leona asked the board if they would be available in early December for the meeting. Ryan shared that the school wants to make sure they stay in position to issue an RFP in January which is a sealed bid process which timing is critical. Jean shared that it is important that the school is efficient with time but also critical.

Elizabeth Pawlowski and Lina Rivera entered at 5:44 p.m.

- V. Sonia Correa Pope shared that the EMO agreement was accepted as the last version was made between Bettina and Pellegrino. She shared that there were a few recommendations that included minor typos and wording. Sonia then walked the board through all of the revisions made to the agreement. Sonia also shared that this contract is being approved for the AY2425.

**Jean Swinney motioned to accept the revised management contract as presented. Seconded by Elizabeth Pawlowski. Each member voted by roll call vote. Florek – Aye, Swinney – Aye, Rivera – Aye, Pawlowski – Aye. The motion passed unanimously.**

- VI. Sonia then shared that she worked with members of the school to review the presentation that was given during last month's meeting regarding the school's Twenty-Year anniversary. She shared with the board that the school is deciding if the celebration should be similar to that of the ten years. Elizabeth shared that she thought the ten-year anniversary was great and that she thinks using the board line would be a good idea and that it would be a good use of it. The board discussed that they believe the event should be invited guests with no fee.

**Elizabeth Pawlowski motioned to approve \$5,000 dollars from the school's board budget line for advertising the Twenty-Year Anniversary. Seconded by Lina Rivera. Each member voted by roll call. Florek – Aye, Swinney – Aye, Rivera – Aye, Pawlowski – Aye. The motion passes unanimously.**

- VII. Kyle shared with the rest of the board the school's need for new digital walkie talkies. Leona asked a question regarding Kyles' request for funding, his response was that it was \$17,200 dollars. There were no other questions regarding the request.

**Elizabeth Pawlowski motioned to fund the upgrading of the walkie talkies. Seconded by Jean Swinney. Each member voted by roll call. Florek – Aye, Swinney – Aye, Rivera – Aye, Pawlowski – Aye. The motion passed unanimously.**

- VIII. Leona asked the board if they had a chance to review this month's directors report and if there were any questions. In response there were no questions.

**Elizabeth Pawlowski motioned to accept the director's report. Seconded by Leona Florek. Each member voted by roll call. Swinney – Aye, Rivera – Aye, Pawlowski – Aye, Florek – Aye. The motion passed unanimously.**

- IX. **Approval of Minutes**

**Leona Florek motioned to approve the minutes of the October 23, 2024; regular meeting as presented. Seconded by Lina Rivera. Each member voted by roll call. Swinney – Aye, Rivera – Aye, Pawlowski – Aye, Florek – Aye. The motion passed unanimously.**

**Lina Rivera motioned to approve the minutes of the October 23, 2024; finance committee meeting as presented. Seconded by Elizabeth Pawlowski. Each member voted by roll call. Florek – Aye, Swinney – Aye, Rivera – Aye, Pawlowski – Aye. The motion passed unanimously.**

**Elizabeth Pawlowski motioned to approve the minutes of the minutes of the October 23, 2024; executive committee meeting as presented. Seconded by Leona Florek. Each member voted by roll call. Swinney – Aye, Rivera – Aye, Pawlowski – Aye, Florek – Aye. The motion passed unanimously.**

**Jean Swinney motioned to approve this month’s financial reports. Seconded by Elizabeth Pawlowski. Each member voted by roll call. Florek – Aye, Swinney – Aye, Rivera – Aye, Pawlowski – Aye. The motion passed unanimously.**

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

**Meeting adjourned at 6:16 p.m.**

*As prepared by Haley Saltares*

Respectfully submitted,

Jean Swinney

Holyoke Community Charter School Board of Trustees

Meeting Attachments

October 23, 2024, Meeting Minutes

October 23, 2024, Executive Meeting Minutes

October 23, 2024, Finance Meeting Minutes

School Education Providers Report (October)