

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

Minutes of HCCS Board of Trustees FINANCE SUBMCOMMITTEE

Meeting-November 20, 2025

Board Members in Attendance: Joshua Famiglietti, Lina Rivera

Guests: Maria Rodriguez, Ryan Meek

I. Meeting called to order at 5:08 p.m. by Maria Rodriguez.

II. Review Year-to-Date Budget vs. Actual

Maria asked those in attendance if they had a chance to review the October 2025 YTD Budget vs. Actual report, and if they had any questions. Joshua asked why the HVAC repairs expense line is over budget. Maria explained that at the beginning of July the school had issues with the air conditioning system, and the school called BG Mechanics to make the necessary repairs.

Joshua asked if the school had a replacement plan for the RTU units. Maria shared that the school has been replacing units over the years. Ryan added that each unit costs about \$78,000 to \$100,000. Maria noted that since she has been working at the school, they have replaced around four or five units so far. She will work with the facilities manager to create a replacement list to bring to the board.

Joshua also asked about the school's enrollment numbers. Maria shared that as of 10/31/2025 the school enrollment is 688. She added that in the last couple of weeks the school received a few enrollment applications, but it is not yet clear if they will result in actual enrollments.

There was also a discussion about the Charter School Association Fee. Ryan explained that the fee is calculated based on the DESE tuition projection for FY26. The Charter School Association offers training and advocacy work on behalf of charter schools.

Joshua also asked about the cost of postage, noting that the school had already used about half of its budgeted amount. Maria explained that at the beginning of the academic year, the school sends packages to all families; after these packages are sent, the postage expenditure returns to normal levels.

Joshua then asked for an update on the sign. Maria will ask the school facilities manager for an update at the next meeting.

III. New Business

N/A

V. Old Business

Multi-Use Turf Field

Maria said that representatives from Gale Associates, Inc., were at the building on 11.13.2025 to host the Multi-use Turf Field bidders conference, this conference was not mandatory. Maria shared with the finance committee that bids are due on 12.04.2025. Once all bids are received, we will know the total projected cost based on actual bids to present to the board and TB Bank for approval. Ryan explained that the school current loan with TD Bank has a stipulation requiring that any capital expenditure project over \$750,000 be approved by the bank before proceeding. correct spelling and grammar

Meeting adjourned at 5:32 p.m.