

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

Minutes of HCCS Board of Trustees Meeting – December 13, 2023

In Attendance: Leona Florek, Janine Kent, Jean Swinney (joined at 5:44 pm, after vote to accept financial report), Lina Rivera, Rafael Rodriguez

Guests: Sonia Correa Pope, Mahdi Kansou, Tom Paquin, Elizabeth Pawlowski, Vanessa Pileggi, Maria Rodriguez, Haley Saltares

Not Present: Li-Jun Ma (leave of absence)

I. Meeting called to order at 5:37 p.m. by Leona Florek.
Leona stated that the item “Executive Committee” is being added to this meeting’s agenda.

II. **Board Reports**

Board Mail/Folder

None

Public comments/none.

III. **Approval of Minutes**
Rafael Rodriguez moved to approve the minutes of the November 15, 2023 regular meeting. Seconded by Lina Rivera. Each member voted by roll call. Florek – Aye, Kent– Aye, Rivera - Aye, Rodriguez – Aye. The motion passed unanimously.

IV. **Finance Subcommittee Report**
Board members reviewed the financial reports for December and found no concerns.
Lina Rivera motioned to approve the financial report for December. Seconded by Rafael Rodriguez. Each member voted by roll call. Florek – Aye, Kent– Aye, Rivera - Aye, Rodriguez – Aye. The motion passed unanimously.

Lina Rivera reported that the financial committee discussed the 403B plan proposal. No decisions have been finalized and the discussion is still in progress to be continued in the next Finance Sub-Committee meeting.

V. **Facilities**
Tom Paquin reported that the gymnasium is fully functional and was packed on Friday, Saturday, and Sunday with students playing basketball, describing it as “their own backyard”.

Maria Rodriguez reported she has a scheduled meeting with the project designer and contractor for Friday of this week, which was difficult to schedule. The school is requesting \$70,000, plus an additional \$90,000 due to the extension of the project. Ryan Meek reported that Dan Pallotta asked him to have a phone call with Annulli & Sons (contractor) which Ryan denied since the total cost was not yet known. Leona stated the board will wait for the results of the meeting with Maria.

VI. **Executive Subcommittee Report**

Sonia Correa Pope reported the Executive Subcommittee discussed five topics: Board Retreat dates; Retreat Agenda items (strategic planning and succession planning); planning for replacement for Facilities Coordinator; marketing position/marketing firm.

Sonia gave more details on the marketing position/marketing firm discussion. She stated that the school has worked with a local marketing firm, "R" Collaborative, for promotional enrollment videos and the grand opening of the gym. The Executive Subcommittee discussed the financial differences between a full-time position (\$60,000+ benefits) and outsourcing (approximately \$16,000/year). The board discussed the outcomes that were desired and payment schedules.

Janine Kent motioned to select "R" Collaborative as a marketing firm for the school. Seconded by Lina Rivera. Each member voted by roll call. Florek – Aye, Kent– Aye, Rivera - Aye, Rodriguez – Aye, Swinney - Aye. The motion passed unanimously.

VII. **Membership**

Leona Florek introduced prospective board member Elizabeth Pawlowski to the board. Elizabeth exited the meeting at 6:02 pm to allow the board to discuss her inquiry for board membership.

The board discussed the acceptance of Elizabeth Pawlowski as a board member. All board members voted unanimously in favor.

Jean Swinney motioned to accept Elizabeth Pawlowski as a member of the board. Seconded by Lina Rivera. Florek – Aye, Rivera – Aye, Kent – Aye, Rodriguez – Aye, Swinney – Aye. The motion passed unanimously.

Lina Rivera motioned to remove Elizabeth from board secretary. Seconded by Rafael Rodriguez. Each member voted by roll call. Florek – Aye, Rivera – Aye, Kent – Aye, Rodriguez – Aye, Swinney – Aye. The motion passed unanimously.

Lina Rivera motioned to approve Haley Saltares as the board secretary. Seconded by Jean Swinney. Each member voted by roll call. Rivera – Aye, Florek – Aye, Kent – Aye, Rodriguez – Aye, Swinney – Aye. The motion passed unanimously.

Elizabeth re-entered the meeting at 6:14 pm.

VIII. **Director's Report**

- Enrollment is at 701. The inauguration of the gym was a success. The gym opening brought families and community members together and resulted in several families being interested in bringing their students to the school.
- Term one is coming to an end. Grades 3 and 4 are continuing to be closely looked at. Dr. Sonia Correa Pope read through class averages by grade and subject. MTSS interventions reinforce the learning of students who are having a hard time grasping certain areas. Benchmarks that are being looked are at 60%, which is the equivalent to a B- in other school districts.

- Professional Development: MTSS, Chronic Absenteeism with DESE (HCCS got a commendable, but still a concern across the state); EL – training on new regulations. USDA nutrition audit, Maria conducted with Haley as support, found very few comments, nothing significant and no federal findings. Janine thanked them for their work
- Student Life: Jeopardy games/vocabulary competition in preparation for finals using SABIS study guides; first games in Gym for basketball – all three HCCS teams won their games. School Spirit is ongoing this week.
- Student Management: the new student management dashboard was reviewed; use of after-school and Saturday school programs for discipline; zero suspensions
- Facilities: Tom Paquin has announced his retirement at the end of December and a replacement proposal will be submitted to the board in February
- Met with parents of students with disabilities on how to assist in preparation for finals

Rafael Rodriguez motioned to approve the Director’s Reports for December. Janine Kent seconded. Each member voted by roll call. Florek - Aye, Kent - Aye, Rivera - Aye, Rodriguez - Aye, Swinney - Aye. The motion passed unanimously.

Leona welcomed Elizabeth to the board and thanked Tom for his service/work at HCCS.

Jean Swinney motioned to adjourn the meeting. Lina Rivera seconded. Each member voted by roll call. Florek – Aye, Kent-Aye, Rivera - Aye, Rodriguez – Aye, Swinney - Aye. The motion passed unanimously.

The meeting adjourned at 6:27 p.m.

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

MEETING ATTACHMENTS
November 15, 2023 Meeting Minutes
School Director’s Education Providers Report (Dec)