

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

Minutes of HCCS Board of Trustees Meeting – December 14, 2022

In Attendance: Leona Florek, Li-Jun Ma, Lina Rivera, Rafael Rodriguez (entered at 5:22 after approval of minutes), Jean Swinney

Guests: Sonia Correa Pope, Mahdi Kansou, Ryan Meek, Tom Paquin, Vanessa Pileggi, Maria Rodriguez, Robert Todisco

Not Present: Janine Kent

I. Meeting called to order at 5:04 p.m. by Leona Florek.

II. **Approval of Minutes**

Jean Swinney moved to approve the minutes of the October 26, 2022 regular meeting. Seconded by Li-Jun Ma. Each member voted by roll call. Florek – Aye, Ma – Aye, Rivera – Aye, Swinney - Aye. The motion passed unanimously.

III. **Board Reports**

Board Mail/Folder

None

Public comments/none.

IV. **Facilities**

Tom Paquin and Rob Todisco reported on a needed change order to the duct work above the basketball court. Due to improper design by the architects, the duct work was too low for basketball/volleyball standards. The proposed change order for \$31,775 is inclusive of all new material and trades that are affected. Rob explained that the engineers will vet this dollar cost, but it is a time sensitive issue due to slowed progress on the interior.

The board and Rob discussed the miscalculation by the designer and the OPM that lead to the error. Rob and Tom discussed putting in a case to have the architect pay for the increased cost. The board discussed providing the funding to keep the job's overall progress on track but still pursuing collection on this item; they discussed ways to withhold a portion of remaining balance for architect to recover/ensure this cost. Rob stated that P3 will take up the issue with Kastle Boos in writing.

Li-Jun Ma moved to approve change order to continue with gymnasium project by approving PCO# 30 - the gymnasium ductwork modification - not to exceed \$31,775.88 with the expectation that HCCS will be reimbursed this sum by KBA. Jean Swinney seconded. Each

member voted by roll call. Florek – Aye, Ma – Aye, Rivera – Aye, Rodriguez – Abstain, Swinney - Aye. The motion passed.

Tom Paquin reported that the school has received a grant for the purchase and installation of air purification units.

Lina Rivera asked about additional time in order to complete gym with change order; Rob reported that it will add a few weeks to a month, but job has continued moving forward and hopes to recover some of that time. He reported weekly meetings with contractor in order to ensure recovery of lost time. Tom reported crane is coming tomorrow and the Student Life Coordinator will be bringing some students out to get a lesson in crane operation.

Rob exited at 5:35 pm

V. **Finances**

Board members reviewed the financial reports for October and November and found no concerns. **Lina Rivera motioned to approve the financial report for October and November. Seconded by Rafael Rodriguez. Each member voted by roll call. Florek – Aye, Ma – Aye, Rivera – Aye, Rodriguez – Aye, Swinney - Aye. The motion passed unanimously.**

VI. **Membership**

Leona Florek motioned to elect Lina Rivera to Treasurer. Seconded by Li-Jun Ma. **Each member voted by roll call. Florek – Aye, Ma – Aye, Rivera – Aye, Rodriguez – Aye, Swinney - Aye. The motion passed unanimously.**

VII. **Old Business**

- **Contract with SABIS**
Leona Florek stated that discussions are still ongoing, with SABIS. Mahdi Kansou reported that proposed changes were sent today (minor changes), expects to have a final draft ready to bring to January meeting.

- **Parent Connection Liaison Rubric**
Dr. Pope presented a revised/updated job description to the board, and stated that once the board approves the job description a rubric will be created.
Jean Swinney motioned to approve the Parent Connection Liaison job description. Seconded by Rafael Rodriguez. Each member voted by roll call. Florek – Aye, Ma – Aye, Rivera – Aye, Rodriguez – Aye, Swinney - Aye. The motion passed unanimously.

The Parent Connection Liaison rubric will be put on the January agenda.

- **Board Retreat Date Planning**
Leona Florek reviewed the results of the web-based poll for availability for the board retreat. The date is Wednesday, February 8, 2023 @ 5:00 pm and will be held remotely, via Zoom. Agenda items will be shared before-hand.

VIII. **New Business**

- Target metrics
Leona Florek stated that she wants Janine Kent to be present for this discussion, so the topic will be moved to the next meeting.

IX. **Director's Report**

- Enrollment is 683, still receiving withdraws (moving out of town/state, transportation issues to Springfield) – Dr. Pope discussed adding a bus stop near to Springfield border, not reimbursable by state - maybe add to retreat agenda.
 - Recruitment efforts: Enrollment ad sign at top of property on Rt. 5 installed
 - Academics - reviewed "Teachers reporting to school director" - teachers bringing the conversation about reduction of school hours ; teacher and paraprofessional mentors program; High school transition meetings for 8th graders (Holyoke High, Dean, and a few Charter Schools)
- COVID-19 report: increase in cases; Commissioner reported possibly considering mask mandate. Pope is asking Board for permission to implement a mask mandate in the school, if determined necessary. Leona Florek moved to allow Dr. Pope to implement a mask mandate if deemed necessary. Seconded by Li-Jun Ma. **Each member voted by roll call. Florek – Aye, Ma – Aye, Rivera – Aye, Rodriguez – Aye, Swinney - Aye. The motion passed unanimously.**
- Professional Development reviewed: mentors, Dr. Pope to be on Commissioner taskforce for educator development/recruitment (teachers and paraprofessionals)
- Student Life: Family Food Pantry, sports programs (basketball, soccer, cheerleading), training with SABIS
- Student Management - discipline report reviewed
- Upcoming events reviewed: End-of-Term revision and Exams, Winter break

Jean Swinney motioned to approve the Director's Report. Lina Rivera seconded. Each member voted by roll call. Florek – Aye, Ma– Aye, Rivera – Aye, Rodriguez – Aye, Swinney - Aye. The motion passed unanimously.

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

The meeting adjourned at 6:08 p.m.

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

MEETING ATTACHMENTS
October 26, 2022 Meeting Minutes
Monthly Financial Report

