

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

Minutes of HCCS Board of Trustees Meeting – December 15, 2021: RETREAT Meeting

In Attendance: Jay Breines, Cynthia Dennis, Leona Florek, Janine Kent, Li-Jun Ma, Rafael Rodriguez, Jean Swinney

Guests: Tom Paquin, Vanessa Pileggi, Sonia Pope, Maria Rodriguez, Amy Wesley

Not Present: Lina Rivera

I. Meeting called to order at 7:17 p.m. by Leona Florek.

Leona Florek discussed the start time of the in-person board meetings with the board members. The board agreed that in-person meetings (beginning in May) would have a change in time to a 5:30 pm start.

II. **ADP**

Maria Rodriguez reported on the tax notice regarding funds under the CARES act and the mislabeling of the school as a non-government agency in ADP. Maria then reported that HCCS employees (Human Resources/Business Manager) cannot have administrative access to ADP because the school is considered a subsidiary of SABIS and reported on the issues this causes in daily/routine tasks. The board discussed the exclusion of HCCS from the ADP system for administration processes, overlap between SABIS and HCCS in hiring procedures. Amy Wesley reported that the school has access, but not administrative access as a system of checks and balances and that a meeting between Mahdi Kansou, Sonia Pope, Human Resources, and the Business Manager had taken place regarding this issue. The board requested that Mahdi Kansou attend the January meeting to discuss access and authority levels for ADP to better understand the levels of access and administration.

III. **Future Funding of Teacher Salaries**

The Board requested to see the salary comparison data presented in the September 2021 by SABIS; Amy Wesley stated she would provide that to them. The Board members discussed issues around salary funding (debt ratio requirements and annual budget surpluses). Board discussed exit interviews and the validity of that feedback; Sonia Pope reported that most teachers exit interviews express concerns with salary and with school hours. She reported that 72% of local area schools release teachers earlier than HCCS and 6.67 – 7 hours is what most local schools have for student schedules. Sonia reported to the board that Mahdi Kansou had asked her to research which districts pay staff/teacher lunch. Janine Kent mentioned that for next month's meeting she would like the board to consider and discuss generational differences of teachers and workers in this economy and the need to be creative in ways that the board is looking at work.

The board agreed to move the remaining agenda items to January's monthly meeting.

Sonia Pope reported to the board on her submission of FMLA paperwork. Leona Florek reported that the FMLA request was in compliance with all state requirements and has been filed.

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

The meeting adjourned at 7:54 p.m.

As prepared by Elizabeth Pawlowski

Respectfully submitted,

Jean Swinney

Holyoke Community Charter School Board of Trustees

MEETING ATTACHMENTS

N/A