

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

Minutes of HCCS Board of Trustees Meeting – March 28, 2018

In Attendance: Cynthia Dennis, Leona Florek, Jenna Gable, Mark Lubold, Jay Breines
Guests: Sonia Pope, Tom Paquin, Ryan Meek, Vivian Ostrowsky
Not Present: N/A

I. Meeting called to order at 5:05 p.m. by Jenna Gable. Public comments/none

II. **Approval of Minutes**

Mark Lubold moved to approve the meeting minutes of February 21, 2018 noting amendment to minutes that the Board decided not to move forward with appeal process as stated on page 2. Seconded by Cynthia Dennis and approved. The motion passed unanimously. Minutes will be edited as described here.

III. **Board Mail** Mail Folder/ none

IV. **Finance/Facilities**

Facilities

Tom Paquin reported. Communication system updates are being installed during school vacation.

Finance

Reviewing snow plowing line item/are all invoices in? Budget planning is in process. Cynthia Dennis moved to approve the monthly financial report. Seconded by Mark Lubold. The motion passed unanimously.

Cynthia Dennis moved to add Lynn Spampinato as a fourth signer to the checking account, for emergency purposes, with communication to the finance committee and Chair. Seconded by Leona Florek and approved. The motion passed unanimously.

V. **Membership**

Vivian Ostrowsky visited the Board meeting and is interested in learning more about HCCS.

VI. **Old Business**

Cynthia Dennis suggested reviewing the cost of project manager and determine whether the school is able to do something (such as a gym) without building high school.

VII. **Director's Report**

Ryan Meek noted that the business manager position is open.

Dr. Pope reported. She attended site visit/evaluation of another school/good learning experience for future visits at HCCS.

- Enrollment is on target
- Held lottery on March 14 (rescheduled from snow day).
- Open house held on March 24; new families attended to check out classrooms and curriculum.
- Targeted parent teacher conferences held.
- Conducted teacher observations;
- High school transitions event held; representatives talked to students about their campuses and students were interested in nursing, carpentry, etc. Meeting held in Holyoke (HCCS was not invited) and received a waiver to get students into shop programs.
- National Spanish exam as part of accountability plan in Annual Report. Students compete with other students in same grade levels; HCCS students perform well.
- SABIS corporate support/ELA subject coordinator was here working with AQC's on pacing, concepts for MCAS. Janet Mahr also here to support math, and Christie C. attended (SABIS academic auditor).
- Lots of professional development ongoing, including anxiety disorder workshop.
- Dr. Pope attended a webinar on DOE substance abuse prevention training and distributed a screening policy for Board review. The policy relates to grade 7. Chose brief intervention survey as tool which is one-on-one conversation with the student. **Cynthia Dennis moved to approve the screening policy with update to use "Principal" and not Dr. Pope's name. Seconded by Leona Florek and approved. The motion passed unanimously.** Jay Breines suggested gathering more guidance from the State – where is the referral to treatment piece of policy?
- Tom Paquin described the emergency management plan /unification system.
- Dr. Pope answered questions from Board members regarding suspensions.
- Talent show will be held on April 10.
- Monthly treats for teachers/ongoing.
- Summer STEM program called HobbyQuest requested renting space for 16 students. School has no interest at this time.

Jay Breines moved to adjourn the meeting. Seconded by Cynthia Dennis. The meeting adjourned at 6:37 p.m.

Respectfully submitted,

Mark Lubold, Clerk
Holyoke Community Charter School Board of Trustees

MEETING ATTACHMENTS

February 21, 2018 minutes

Screening policy