

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

Minutes of HCCS Board of Trustees Meeting – October 25, 2016

In Attendance: Anne Darcy, Cynthia Dennis, Jay Breines, Leona Florek, Jenna Gable (non-voting)
Guests: Sonia Correa-Pope, Tom Paquin, Joe Dougherty, Sandra Chessey, Sharon Blazejowski, Beth DeSousa, Patrick Leary (M & P), Ryan Meek (SABIS), Elizabeth Pawlowski
Not Present: Mark Lubold, Paul Santaniello

I. Meeting called to order at 5:00 p.m. by Cynthia Dennis.

Public comments/none

II. BOT Mail folder

N/A

III. Auditor's Report – Moriarty & Primack

Letter reviewed/no new accounting practices this year. GASB-68 reviewed/implemented last year, relates to MA teachers retirement system. No difficulties encountered in performing the audit. No disagreements with management. No other findings or issues. Management discussion/analysis is complete and part of financial statements.

Financial statements reviewed. Pages 1-3 independent auditor's report/unmodified, no findings. Pages 4-7 is the management discussion and analysis which highlights items in statement of net position. Page 8 statement of net position, \$18.2M in assets compared to \$17.9 previous year. Liabilities reviewed and compared with previous year. Net position reviewed in comparison with previous year. Page 9 statement of revenue reviewed. Operating expenses reviewed and compared with previous year. Interest expenses comparable to prior year. Page 10 statement of cash flows reviewed. Pages 11-18 are notes to financial statements. No new policies in 2016. Any other related party transactions/NO. Is anyone aware of any subsequent events? NO. Is anyone aware of any fraud that has occurred or is occurring? NO.

Federal awards reviewed. Incorporated uniform guidance. Compliance testing/no findings.

Pages 23-24 report for each major program/tested Title 1 this year/no findings.

Page 25 summarizes all the opinions.

Couple minor entries to review/accrued payroll adjustment of about \$20K (increase income) and depreciation expense on new addition \$25K additional expense, net expense of about \$4K.

Jay Breines moved to approve the auditor's report with the small adjustments listed above and to authorize Cynthia Dennis to sign the acceptance. Seconded by Leona Florek. The motion passed unanimously. Cynthia Dennis will sign acceptance of the report.

IV. **Approval of Minutes**

Jay Breines moved to approve the minutes of the September 28, 2016 meeting. Seconded by Cynthia Dennis. The motion passed unanimously.

V. **Director's Report**

Dr. Pope presented her report and answered questions from Board members.

- Recruitment ongoing / enrollment at 704
- Held parent-teacher conferences and open house.
- George Saad visited with new Director and Auditor; Ms. Atherley also attended and assisted new teachers. Lots of ongoing professional development.
- Best practices conference to be held/presenting on academic interventions.
- Improvement areas reviewed/able to get materials needed after review of student diagnostics. Possible to build into budget process? Noted budget process is very early in February. BOT noted school should have flexibility to meet students' needs.
- Bus Driver Appreciation held/successful event.

Elizabeth Pawlowski reviewed policies for approval:

- Enrollment policies per DOE/wait lists were rolled over each year/now must reapply each year. Pre-March 2014 is grandfathered. Another component is backfilling seats/required through February to fill from the wait list. After February can allow seat to rollover to next grade if desired. Accepting applications from K-6 and requires documents that prove residency. Used to have three lotteries, siblings; residents; non-residents. Now, one lottery but applies resident and sibling preference at that time. **Cynthia Dennis moved to approve and adopt the policy per DESE guidelines. Seconded by Jay Breines. The motion passed unanimously.**
- **Policy prescribed by DOE for substance use prevention policy. Cynthia Dennis moved to approve the policy. Seconded by Leona Florek. The motion passed unanimously.** BOT requested a copy of the teacher's handbook also, for reference.

VI. **Finance/Facilities**

Finance

Cynthia Dennis reported/reports distributed for September 2016. Note correct spelling of Banknorth to TDBank. Balance sheet can be completed quarterly. Office supplies line item, special ed supplies line items reviewed. **Jay Breines moved to accept the financial report. Seconded by Leona Florek. The motion passed unanimously.**

Facilities

Tom Paquin reviewed the moisture problem in printing and library. Engineer working with RTU contact to figure out/dehumidifiers not working. Requires right amount of intake air. Potential ideas include humistat. Potential warranty issue? School is in contact with architect and engineer. **Cynthia Dennis moved to approve Joe Dougherty's letter to the architect regarding the warranty. Seconded by Jay Breines. The motion passed unanimously.** Joe Dougherty will confirm the warranty timeline.

Application process for designer selection board reviewed. **Jay Breines moved to authorize moving forward with the DSB process. Seconded by Cynthia Dennis. The motion passed unanimously.**

VII. **Membership**

Encourage BOT to consider future members.

VIII. **Old Business**

Consider what plans are in place if "yes" vote passes in November for CS expansion. Plan for next steps/amendment/and length of approval process.

Leona Florek moved to adjourn the meeting. Seconded by Cynthia Dennis.

The meeting adjourned at 7:10 p.m.

Respectfully submitted,

Mark Lubold, Clerk

Holyoke Community Charter School Board of Trustees

List of handouts:

M & P Auditor's Report + Letter

Director's report

September financials