

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

Minutes of HCCS Board of Trustees Meeting – April 16, 2020

**In accordance with Massachusetts General Laws Chapter 30A, Sections 18-25 and Governor Baker’s Emergency Order in response to COVID-19 allowing remote meetings of public bodies. (<https://www.mass.gov/doc/order-suspending-certain-provision-of-open-meeting-law/download>), this meeting was held via Zoom video conference.*

In Attendance: Jay Breines, Cynthia Dennis, Leona Florek, Jenna Gable, Janine Kent, Lina Rivera, Jean Swinney
Guests: Ryan Meek, Tom Paquin, Sonia Pope, Maria Rodriguez, Amy Wesley
Not Present: N/A

I. Meeting called to order at 5:05 p.m. by Jenna Gable.

Roll call of all attendees; each attendee spoke his/her name.

Public comments/none.

II. Approval of Minutes

Leona Florek moved to approve the minutes of the March 24 regular meeting. Seconded by Janine Kent. Each member voted by roll call. The motion passed unanimously.

Jay Breines moved to approve the minutes of the April 14 special meeting. Seconded by Lina Rivera. Each member voted by roll call. The motion passed unanimously.

III. Board Reports

Board Mail

None

Facilities

Tom Paquin reported that both roof leaks had been repaired. He also reported that there is a leak to the water fountain in the green hallway. The state is testing the school’s water for lead and if any is detected they will provide new water fountains so the repair to the current fountain will be delayed until after testing.

Tom presented two capital expense projects to the board that had originally been planned for the next fiscal year, which could be completed now due to the building closure. The first project is replacing two HVAC roof-top units which includes a five-year warranty. The second project is removing carpet and installing tile in the Alternative Room. **Cynthia Dennis moved to complete the roof-top unit installation and the tile installation by moving funds from the 2020-2021 fiscal year to the 2019-2020 fiscal year. Seconded by Janine Kent. Each member voted by roll call. The motion passed unanimously.**

Ryan Meek inquired about the \$150,000 committed to the architect. Only a portion has been billed to this fiscal year. The board discussed services rendered and the feasibility of representing the full amount over two fiscal years. The board asked Ryan to check with the auditors and then report back at the next meeting.

Finance

Cynthia Dennis reviewed the financial reports and found no concerns. She asked Maria Rodriguez about meal reimbursement and transportation costs. Maria reported that the March claim for meals was filed successfully and the school received an invoice for transportation for the days the school was in session in March. Cynthia inquired about the status of negotiation with Durham transportation. Maria reported that a meeting was held with Durham yesterday and a conference call is scheduled with DESE for tomorrow. She will report on the progress at the next meeting.

Cynthia Dennis moved to approve the financials. Seconded by Jean Swinney. Each member voted by roll call. The motion passed unanimously.

Membership

None

IV. **Old Business**

Dr. Sonia Pope reported that the faculty, staff, and families were very grateful for the April Vacation and thanked the board for their decision.

V. **New Business**

Dr. Sonia Pope presented the 2020-2021 Academic Calendar for the board's review and approval. **Cynthia Dennis moved to approve the 2020-2021 Academic Calendar. Seconded by Janine Kent. Each member voted by roll call. The motion passed unanimously.**

Ryan Meek and Maria Rodriguez reported that TD Bank has sent notice today that Payroll Protection Program (PPP) funds have been completely exhausted. The board discussed preparations in the case that further funding becomes available in the form of the PPP or a low interest loan program with an extended payback period. The board discussed possibility of future funding being impacted by COVID-19. The board also discussed that application for funds did not mean the board would accept such funding if approved and a vote would need to be taken to accept funding. **Janine Kent moved to allow the school to submit an application for any future Payroll Protection Program government COVID-19 funds. Seconded by Cynthia Dennis. Each member voted by roll call. The motion passed with Cynthia Dennis, Leona Florek, Jenna Gable, Janine Kent, Lina Rivera, Jay Breines voting in favor, and Jean Swinney abstaining.**

Jenna Gable told the board that they would be receiving a form certifying their receipt of Open Meeting Law requirements and asked for their timely response.

Jenna Gable stated that she would be involving Leona Florek, as Vice Chair, in all communications, in order to ensure board business continue uninterrupted in the case of her illness. The board asked Dr. Sonia Pope and Amy Wesley to provide the board with a structured Succession Plan for the school at the next meeting.

VI. Administrative Reports/School Director

Dr. Sonia Pope reported:

- Enrollment is on target to have 702 students; 52 kindergarteners accepted for AY 2020-2021 from March lottery
- Academic Overview – team created Digital Learning Plan with DESE guidance and was reviewed by SABIS - increased Math to five days of instruction; staff/teachers working via virtual meetings; teachers and staff evaluations are being conducted
- SABIS support – Human Resources has weekly meetings; Dr. Pope and Amy Wesley continue with weekly meetings weekly
- Professional Development – ongoing with many COVID 19 topics, such as Social Emotional, School Management, Health, Data Reporting, and Business Office
- Plan for Academic Year 2020-2021
 - Posting all positions soon, will conduct interviews remotely
 - Intent form for all faculty/staff was sent out yesterday
 - Working with AQC's to create classes
 - Working with SABIS to create remedial pacing charts to cover COVID 19 missed pacing
 - Robust summer program being planned for all SPED, EL, and Reading Intervention students
 - Student retention: Commissioner recommended to not retain any student due to COVID-19, but will be looking for further guidance on this; Dr. Pope will report back to the board on this topic
 - Virtual trainings for parents, students, and teachers
 - Rolling out MS Teams for 7-8th grade as pilot

- Parent orientation for August
- Virtual 8th grade ceremony is being planned

Digital Learning Plan

Dr. Sonia Pope presented the Digital Learning Plan to the board. **Cynthia Dennis moved to approve the school's Digital Learning Plan. Leona Florek seconded. Each member voted by roll call. The motion passed unanimously.**

Janine Kent moved to adjourn the meeting. Seconded by Lina Rivera. The motion passed unanimously. The meeting adjourned at 6:36 p.m.

As prepared by Elizabeth Pawlowski

Respectfully submitted,

Janine Kent
Holyoke Community Charter School Board of Trustees

MEETING ATTACHMENTS

March 24, 2020 meeting notes
April 14, 2020 meeting notes
Financial Report
2020-2021 Academic Calendar
Digital Learning Plan