

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

Minutes of HCCS Board of Trustees Meeting – April 28, 2021

**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 (entered at 5:05 – after approval of minutes), Cynthia Dennis, Leona Florek, Janine Kent, Jean Swinney (exited at 6:00 – after discussion on Membership)

Guests: Ryan Meek, Dan Pallotta, Tom Paquin, Vanessa Pileggi, Sonia Pope, Maria Rodriguez, Christi Seiple-Cole, Robert Todisco, Amy Wesley

Not Present: N/A

I. Meeting called to order at 5:03 p.m. by Leona Florek.

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

Public comments/none.

Board Mail

None

II. **Approval of Minutes**

Jean Swinney moved to approve the minutes of the March 24, 2021 regular meeting.

Seconded by Cynthia Dennis. Each member voted by roll call. Dennis – Aye, Florek – Aye, Kent – Aye, Swinney - Aye. The motion passed unanimously.

III. **Facilities**

Tom Paquin reported that the skylights project was full completed. Tom introduced Dan Pallota and Robert Todisco from P3 for an update on the gymnasium/classroom/site improvement project. Dan reported on the progress of the project including the main storm drain and Holyoke planning board scheduled meetings. He suggested a special meeting of the trustees to go over the details of the project page by page, with budget estimates and blueprints. Ryan Meek reported on the requirements for the board to submit a request for DESE to approve the loan. The board agreed to meet on May 12, 2021 at 5:00 pm. Dan and Robert exited the meeting.

Finances

Cynthia Dennis reviewed the financial reports and found no issues/concerns. Cynthia inquired about the invoices from Durham Transportation; Maria Rodriguez reported that the adjusted invoices were received earlier in the week and will be processed by the end of the week. The

board and Dr. Sonia Correa Pope discussed how transportation costs during the pandemic were being handled by districts throughout the state.

Cynthia Dennis moved to approve the financials. Seconded by Jay Breines. Each member voted by roll call. Breines – Aye, Dennis – Aye, Florek – Aye, Kent – Aye, Swinney - Aye. The motion passed unanimously.

Cynthia asked that the FY22 budget be approved in the May meeting and the revised budget for FY21 be reviewed as well. Ryan Meek reported that it would be sent out to the board this week.

IV. **Membership**

The board discussed recruitment of prospective board members and the qualities/traits the board seeks in future members. The board considered the following:

- Understanding and awareness of the unique issues faced by Holyoke students
- Respect and sensitivity of the lived experience of individuals and families of Holyoke and/or similar communities
- Particular areas of professional expertise or perspective that would be beneficial
- Advancing the agenda and mission of the Holyoke Community Charter school
- Diverse cultural backgrounds

Dr. Jean Swinney and Jay Breines mentioned they had potential colleagues who may be interested and they would invite them to join a meeting.

V. **Old Business**

The board discussed the Holyoke Community Charter School Foundation. An annual meeting will be held in May and submitted to the state.

VI. **Administrative Reports/School Director**

Director's Report - Dr. Sonia Pope reported:

- In-person learning; 401 students in the building; reviewed re-opening experiences of teachers, students and families
- Enrollment – 692, recruitment ongoing
- Academics – recruited new SPED teacher; gr 6-7 Science teacher, paraprofessional, and computer teacher to fill vacancies; conducting interviews for AQC; MCAS training for all teachers; MCAS as diagnostic exam; parent/teacher conferences; small-group interventions over April break
- SABIS Update presented by Amy Wesley (supporting Academic, IT, Finances, and HR)
- Professional Development – PD Day April 26; teacher training on hybrid instruction conducted by SABIS; ongoing with DESE; nurse/health; EL Curriculum
- DESE Updates: EL audit and Federal Special Education/Civil Rights audit outcomes
- Student Life: SABIS mini-conferences for SL; college/career readiness project with middle schoolers
- Student Management: ongoing efforts with students and families; transition to in-person learning
- Facilities: Tom Paquin reported earlier in the meeting; set up all classrooms for in-person learning; garden room is now opened with 85 desks arranged at 6' apart for testing, student meetings, etc.
- Upcoming events: MCAS, last day of school, summer school, 8th grade ceremony

- Academic Presentation

Janine Kent motioned to accept the Director’s Report. Cynthia Dennis seconded. Each member voted by roll call. Dennis – Aye, Florek – Aye, Breines – Aye, Kent – Aye. The motion passed unanimously.

VII. **New Business**

Dr. Sonia Correa Pope presented the 2021-2022 Academic Year calendar to the board.

Cynthia Dennis motioned to approve the 2021-2022 Academic Year calendar. Janine Kent seconded. Each member voted by roll call. Dennis – Aye, Florek – Aye, Breines – Aye, Kent – Aye. The motion passed unanimously.

Dr. Sonia Correa Pope presented the board with the school’s Enrollment Policy Amendment and the amendment request letter to be submitted to the Department of Elementary and Secondary Education. The amendment is required to bring the enrollment policy in compliance with the approved regional amendment to include Chicopee in the charter school’s cities with priority for admission.

Jay Breines motioned to approve the amended Enrollment Policy and request letter to DESE for the amendment. Janine Kent seconded. Each member voted by roll call. Dennis – Aye, Florek – Aye, Kent – Aye, Breines – Aye. The motion passed unanimously.

Cynthia Dennis motioned to adjourn the meeting. Janine Kent seconded. Each member voted by roll call. Dennis – Aye, Florek – Aye, Kent – Aye, Breines - Aye. The motion passed unanimously. The meeting adjourned at 7:08 p.m.

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

MEETING ATTACHMENTS
March 24, 2021 Meeting Minutes
Monthly Financial Report
Proposed 2021-2022 Academic Year Calendar
Proposed Enrollment Policy Amendment