

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

**Minutes of HCCS Board of Trustees Meeting – August 22, 2018**

In Attendance: Leona Florek, Jenna Gable, Cynthia Dennis  
Guests: Ben Torres, Lynn Spampinato, Kyle Callender, Tom Paquin, Joseph Dougherty,  
Gene Ferrari, Billy McBride  
Not Present: Mark Lubold, Jay Breines

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I. Meeting called to order at 5:06 p.m. by Jenna Gable. Public comments/none

II. Approval of Minutes

**Cynthia Dennis moved to approve the minutes of the July 25, 2018 meeting. Seconded by Leona Florek. The motion passed unanimously.**

III. Board Mail

Mail Folder/empty

IV. Membership

**Cynthia Dennis moved to nominate Billy McBride to the board for a three-year term. Seconded by Leona Florek. The motion passed unanimously.** Elizabeth Pawlowski and/or Sonia Pope will send info through board management system.

**Cynthia Dennis moved to extend Leona Florek’s membership to the board for a second three-year term. Seconded by Jenna Gable. The motion passed unanimously.**

V. Finance/Facilities

Finance

Cynthia Dennis reported; first month of fiscal year was reviewed. Cynthia noted that revenue from the Department of Elementary and Secondary Education begins August 1<sup>st</sup>. The board discussed moving to online banking which could streamline the banking and petty cash system. Cynthia is working with Gene Ferrari and Ryan Meek to gain details and assess risks and data security; recommendations will be brought to the board for approval. Money donated from the car show has been put in the Student Life Organization account to be used for fundraising for the American Cancer Society.

**Cynthia Dennis moved to approve the financials. Seconded by Jenna Gable. The motion passed unanimously.**

## Facilities

Tom Paquin reported that the storm water run-off issue from McDonalds has been resolved, as determined by visual inspection.

Due to high humidity in the Orange Hall, two classrooms required mold remediation cleaning (surface only, not a health concern). Six dehumidifiers were purchased and installed in the classrooms in the Orange Hall to prevent further mold growth. An engineer has been hired to investigate possible solutions; Tom will bring to the board.

Progress on the six facilities/building projects discussed in the June meeting was reported on by Tom Paquin. Pointing and sealing bricks on all four sides of the building will cost under \$80,000; will revisit at the end of the fiscal year. B&G Mechanical has repaired four of the RTUs, one more is required (the rest can hold off). The field is being mowed in preparation for the start of the school year.

Jenna Gable inquired if money was opened up in the budget due to the cafeteria POS system and new Promethean boards having been put in last year's budget. Lynn Spampinato offered to review the budget.

## VI. Old Business

Discussion of compensation review and recruiting for open teaching positions was continued from the July meeting. Benjamin Torres reported on challenges of recruiting highly qualified candidates for eight open positions. Cynthia Dennis reported that she discussed with Ryan Meek the results of the compensation review; due to current financial limitations there is a need to balance facilities with staff and looking at individual cases. Some suggestions were a staff study, focus on high-need positions, utilizing student-teachers, reaching out to graduate students, and contacting the Charter School Association. Ensure highlights of the SABIS system are discussed with candidates (managed instruction, lesson planning, administrative support, technology). Possible incentive to allow teachers to reduce working hours by leaving directly after dismissal three times a week was discussed and Lynn Spampinato offered to review the charter to see if there are any limitations. Jenna Gable inquired as to SABIS's role in school-level recruitment support. Lynn agreed that there was a need for SABIS to study the situation around recruitment and compensation and get back to the board with findings and possible steps moving forward.

## VII. Director's Report

Ben Torres presented for Dr. Pope.

- Technology
  - migration to the new Special Education database eSTAR is complete and an internal audit on data will be completed
  - new fiber optic internet framework has been completed and teachers are responding positively
- Summer school completion data was reported

- Student enrollment is on track for beginning of year, with a few withdrawals for students who have moved and/or have transportation issues
- A Pillar's Retreat was held in early August and Dr. Pope lead the meetings on Day 1
- AQC's attended the SABIS AQC conference with topics on suspensions, charter school law, and curriculum
- BOT members are invited to join on August 31<sup>st</sup> to greet the teachers on their last day of training before the school year begins.

**Cynthia Dennis moved to adjourn the meeting. Seconded by Jenna Gable. The meeting adjourned at 6:15 p.m.**

*As prepared by Elizabeth Pawlowski*

Respectfully submitted,

Mark Lubold, Clerk

Holyoke Community Charter School Board of Trustees

MEETING ATTACHMENTS

July 25, 2018 minutes