

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

Minutes of HCCS Board of Trustees Meeting – August 25, 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: Cynthia Dennis, Leona Florek, Janine Kent, Jean Swinney, Jay Breines (entered at 5:23 pm)

Guests: Jenna Gable, Ryan Meek, Tom Paquin, Vanessa Pileggi, Sonia Pope, Maria Rodriguez, Amy Wesley

Not Present: Li-Jun Ma

I. Meeting called to order at 5:07 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

Cynthia Dennis moved to approve the minutes of the July 28, 2021 regular meeting. Seconded by Jean Swinney. Each member voted by roll call. Dennis – Aye, Florek – Aye, Kent – Aye. Swinney - Aye. The motion passed unanimously.

Jean Swinney moved to approve the minutes of the August 11, 2021 special meeting. Seconded by Cynthia Dennis. Each member voted by roll call. Dennis – Aye, Florek – Aye, Kent – Aye, Swinney - Aye. The motion passed unanimously.

Cynthia Dennis moved to approve the minutes of the August 17, 2021 special meeting. Seconded by Leona Florek. Each member voted by roll call. Dennis – Aye, Florek – Aye, Kent – Aye, Swinney - abstained. The motion passed.

III. Membership

Cynthia Dennis moved to renew Leona Florek’s term for an additional three years. Seconded by Jean Swinney. Each member voted by roll call. Dennis – Aye, Florek – Aye, Kent – Aye, Swinney - Aye. The motion passed unanimously.

Jean Swinney moved to nominate Rafael Rodriguez to the board for a three-year term. Seconded by Cynthia Dennis. Each member voted by roll call. Dennis – Aye, Florek – Aye, Kent

– **Aye, Swinney - Aye. The motion passed unanimously.** Sonia Pope will send info through board management system.

IV. **Administrative Reports/School Director**

Director's Report - Dr. Sonia Pope reported:

- Enrollment challenges for AY21-22: reviewed current enrollment and withdraw data; discussed recruitment strategies; enrollment goal of 702 for October 1
- Staffing challenges for AY21-22: reviewed resignations and open positions; emergency plan for filling open positions for first days of school; recruiting, interviewing and on-boarding; Dr. Pope will work with SABIS to analyze salaries and the impact of COVID-19 and COVID-19 related funding and present to the board at the September meeting; discussed teacher petition for change in teacher hours
- COVID-19 health and safety precautions: classroom set-up; daily procedures; virtual parent orientation
- Professional development – SABIS support in training the new AQC and with teacher training in August

V. **New Business**

Board members discussed the staffing challenges and possible ways to meet these challenges; maintaining student learning time with modification of school hours of operation; possibility of having SABIS staff to fill positions. Dr. Pope and SABIS will bring updates and compensation analysis.

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

IV. **Facilities**

Tom Paquin reported to the board on the following items:

- Contractors and maintenance crew have prepared the school for opening day; COVID 19 health precautions are installed (plexiglass, air filters, etc.)
- Gymnasium contractor is ready to go and will begin work in the next few weeks; some delays on steel and other materials. The board discussed the quality of the steel and the delay in obtaining the materials.
- Cynthia Dennis asked about the mirroring of the windows in the garden room. Tom reported that he has been in touch with Dan Pallotta and the plan for completing the project. He reported we have all the permits in place to begin.
- Cynthia inquired about the status of the bond. Ryan Meek reported on the contracts, bonds, and financing. Timeline for the build is 16 months. He reported that we are currently underbudget.

Finances

Cynthia Dennis reviewed the financial reports and found no issues/concerns. Janine Kent reported that she had some questions that Maria Rodriguez had corrected/answered. .

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

V. **Old Business**

The board discussed rescheduling the Board Retreat and the requirement to attend. October 16 was suggested with a back-up of October 30. An email will be sent with the two options and responses will be tallied.

The board members discussed impacts of COVID-19 on education and the health care system with Jenna Gable, guest.

Cynthia Dennis motioned to adjourn the meeting. Janine Kent seconded. Each member voted by roll call. Breines – Aye, Dennis – Aye, Florek – Aye, Kent – Aye, Swinney - Aye. The motion passed unanimously.

The meeting adjourned at 6:12 p.m.

As prepared by Elizabeth Pawlowski

Respectfully submitted,

Jean Swinney

Holyoke Community Charter School Board of Trustees

MEETING ATTACHMENTS

July 28, 2021 Meeting Minutes

August 11, 2021 Meeting Minutes

August 17, 2021 Meeting Minutes

Monthly Financial Report