

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

**Minutes of HCCS Board of Trustees Meeting – December 12, 2019**

In Attendance: Jay Breines, Cynthia Dennis, Leona Florek, Jenna Gable, Janine Kent, Lina Rivera  
Guests: Matt Kuzikowski, Tom Paquin, Dan Pellotta, Sonia Pope, Maria Rodriguez, Amy Wesley, Brandon White  
Not Present: Mark Lublold, Jean Swinney

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

The Alumni Video is deferred to the January meeting.

II. **Approval of Minutes**

**Leona Florek moved to approve the minutes of the November 19 regular meeting. Seconded by Lina Rivera. The motion passed unanimously.**

III. **Board Mail**

none

IV. **Finance**

Cynthia Dennis reviewed the financial reports and found no concerns/areas of issue.

**Cynthia Dennis moved to approve the financials. Seconded by Leona Florek. The motion passed unanimously.**

V. **Old Business**

Dan Pellotta (OPM for the gymnasium project), Larry Trim (Kaestle Boos project manage), Matt Kuzikowski (Kaestle Boos project architect), and Brandon White (Kaestle Boos landscape architect) introduced themselves to the board and presented options for the gymnasium addition project. Dan stated that the budget he received was inaccurate, so will not be presented until he can review it further. The Kaestle Boos team's presentation covered the following:

- Storm-water drainage
- Site Options
  - Site Option I: Replace some parking with grass; direct access from current building to greenspace

- Site Option IA (slight expansion to Option I): Expand current greenspace by reducing driveway; additional parking islands to define parking lot and add greenspace; gated walkway with motorized gate
- Site Option II: Defining bus traffic and separating from car traffic completely; adding another walkway to current main entrance, removing motorized gate
- Site Option III: Creating a more defined main entrance and pedestrian traffic further controlled
- Floor Plans
  - Pre-manufactured steel building with bathrooms, 966 spectator seats (including handicap accessible seating) with some on a mezzanine, one full basketball court with two half-courts available with curtain. Jenna Gable inquired about flooring material and Matt responded that there would be several options with varying costs.
  - Lobby/connecting piece conventional construction with firewall, structural system to accommodate snow load, entry with security kiosk, seating, display cases, and water fountains. Will have back entrance that leads to greenspace, which can be used in future expansion.

The board discussed the site options, floor plans, landscaping, storm-water drainage requirements, and financial implications. Dan Pellotta discussed that these are the basic designs to ensure the architects are moving in the right direction. The board agreed that the designs fit into their vision for the addition and asked Dan to proceed to the next step. Dan stated he will meet again with the board at the January meeting, at which time he will have costs and options to present to them.

The board would like to invite Ryan Meek to attend the next board meeting to discuss some of the financial options for moving forward. Amy Wesley stated she would invite him. Jay Breines brought up the point to keep in mind balancing bus rental space and snow removal cost with new project.

VI. **Facilities**

Tom Paquin reported that Sheriff Cocchi visited HCCS with the police dogs to give a presentation to the students. The Sheriff reported that this was the most well behaved school he has ever visited. The Sheriff is donating a bicycle to ten of our neediest families along with other Christmas presents on December 27.

VII. **New Business**

None

V. **Membership**

Jenna Gable announced that Mark Lubold submitted his resignation to the board due to scheduling conflicts. **Jay Breines moved to accept Mark Lubold's resignation. Cynthia Dennis seconded. The motion passed unanimously.** A new clerk will be appointed at the January meeting.

Dr. Sonia Pope reported that Dr. Jean Swinney would be approved to the board on Monday, December 16.

VII. **Director's Report**

Sonia Pope reported

- Enrollment is at 702, attending Holyoke Headstart recruiting event
- Academic Updates: closing Term 1, report cards mailed January 17, teachers are in mid-cycle of Educator Evaluation Portfolio (EEP) self-evaluation goals
- Admin update: SABIS program coordinators working with teacher and AQC's on campus and giving feedback; weekly meetings with Amy and Director
- Professional development: ongoing, mentor and mentee meetings, main office staff meeting
- Student Life: conducting Toy drive with Enlace de Familias, clothing drive, upper-school dance, K-2 fun night, community bag program at Big Y, basketball teams – handed out schedule
- Student management: reviewed suspensions
- Facilities: cleaning the floor, cleaning company improvement plan with first check-in on January 6
- Upcoming events: January 6 Professional Development Day, ACCESS testing for EL students, Bingo for Books, MLK Jr. Day – school closed

**Cynthia Dennis moved to adjourn the meeting. Seconded by Jay Breines. The meeting adjourned at 6:45 p.m.**

*As prepared by Elizabeth Pawlowski*

Respectfully submitted,

Mark Lubold, Clerk

Holyoke Community Charter School Board of Trustees

MEETING ATTACHMENTS

November 19, 2019 meeting notes

Financial Report

