

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

Minutes of HCCS Board of Trustees Meeting – December 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 (entered at 5:09 pm, after Financials), Cynthia Dennis, Leona Florek, Janine (entered at 5:10 pm, after Financials), Lina Rivera, Jean Swinney

Guests: Lara De Almeida, Ryan Meek, Melany Mendoza, Tom Paquin, Vanessa Pileggi, Sonia Pope, Maria Rodriguez, Christi Seiple-Cole, 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 November 18, 2020 regular meeting. Seconded by Cynthia Dennis. Each member voted by roll call. Dennis – Aye, Florek – Aye, Swinney – Aye. The motion passed unanimously.

III. Financial

Cynthia Dennis reviewed the financial reports and found no issues/concerns.

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

Facilities

Tom Paquin reported that the facilities department is consistently cleaning and sanitizing the building and keeping track of all PPE supplies. He also reported that the skylight project is underway. He received a time schedule that pushed the completion of the project into June; he told the board that he will discuss this with Dan Pallotta and see if it can be pushed to an earlier completion.

Membership

Melany Mendoza submitted her resume and letter of intent to join the board. The board asked Ms. Mendoza follow-up questions about her background and resume. The board decided to push voting on adding her as a member to the end of the meeting.

IV. **Old Business**

Cynthia Dennis reported on the follow-up on the Holyoke Community Charter School Foundation. She received information from the auditors that the foundations was still in good order.

V. **New Business**

None

VI. **Administrative Reports/School Director**

Dr. Sonia Pope reported:

- Enrollment: 700 students; efforts to continue with recruitment
- Academics: Revision week happened prior to EOT exam week; EOT exams held December 14-18; students will be given opportunity to retake any exam if they score below a 60% with a retake; diagnostic exams to assess current student mastery of concepts and gaps, and adjust term 2 pacing accordingly; term 2 books were distributed to parents/students.
 - Cynthia Dennis asked about possible testing connectivity issues (IT issues) – Amy Wesley answered that connectivity and testing process issues have been ironed out through the beginning of this year.
- SABIS report: Ongoing meetings between Sonia Pope, Amy Wesley, and Christi Seiple-Cole; reviewed SABIS support in Academics, finances, and IT
- Professional development: ongoing with academics, DESE updates, health/nurse, social/emotional, COVID-19 planning.
 - The board asked Sonia Pope about vaccine or testing information from DESE and discussed these initiatives across the state
- SL/SM: Student Life mini-conference/training for new prefects; Student Magnagement calls to support students and parents at home
- Facilities: building sanitized on daily basis; completed meal delivery program (grant-funded)
- Upcoming events reviewed

Jean Swinney moved to accept the Director’s Report. Seconded by Janine Kent. Each member voted by roll call. Breines – Aye, Dennis – Aye, Florek – Aye, Swinney – Aye. The motion passed unanimously.

The board discussed Melany Mendoza as a candidate for board membership. **Janine Kent moved to vote for Melany Mendoza’s membership to the board. Seconded by Jean Swinney. Each member voted by roll call. Breines – Nay, Dennis – Nay, Florek – Nay, Swinney – Nay. The motion did not pass.**

Janine Kent motioned to adjourn the meeting. Cynthia Dennis seconded. Each member voted by roll call. Breines – Aye, Dennis – Aye, Florek – Aye, Swinney – Aye. The motion passed unanimously. The meeting adjourned at 6:09 p.m.

As prepared by Elizabeth Pawlowski

Respectfully submitted,
Jean Swinney
Holyoke Community Charter School Board of Trustees

MEETING ATTACHMENTS

November 18, 2020 Meeting Minutes
Monthly Financial Report