

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

Minutes of HCCS Board of Trustees Meeting – February 27, 2019

In Attendance: Jay Breines, Cynthia Dennis, Leona Florek, Jenna Gable, Janine Kent, Mark Lubold

Guests: Gene Ferrari, Ryan Meek, Tom Paquin, Sonia Pope, Khalid Shehemi, Lynn Spampinato, Benjamin Torres

Not Present: N/A

- I. Meeting called to order at 5:00 p.m. by Jenna Gable. Public comments/none

- II. Approval of Minutes
Leona Florek moved to approve the minutes of the January 23 meeting. Seconded by Mark Lubold. The motion passed unanimously.

- III. Board Mail
Mail Folder/empty

- IV. Membership
Jenna Gable reported that Janine Kent has been fully approved and is now an official voting member.

- V. Finance/Facilities

Finance

Cynthia Dennis reviewed the financial reports and found no anomalies or areas of concern. She commented that the maintenance budget is over, but this was expected due to the rooftop unit repairs. Leona Florek inquired about the “SPED Contractual Services” line being over budget under the SPED IDEA grant. Ryan Meek responded by stating that in the spring the grant will be amended to reallocate budget line items to cover this cost sufficiently.

Cynthia Dennis moved to approve the financials. Seconded by Mark Lubold. The motion passed unanimously.

Cynthia reported on the board’s interest in looking to other banks and alternative banking services. She discussed that Ryan has met with TD Bank and PeoplesBank and

TD Bank is willing to provide all the services that the board is interested in. Cynthia stated that she sent a summary of TD Bank's Cash Services to the board members. TD Bank's proposal will consolidate the current three accounts (operating, payroll, and tuition) into one operating account and open a Money Market account for the operating account to be swept into. The funds in the Money Market account will remain available. The board members discussed the benefits of the higher interest yield Money Market account. TD Bank's proposal also comes with cash management, fraud management, secure online banking, and positive pay. The board then discussed the benefits and safeguards of moving to an online banking system. Cynthia Dennis recommended moving forward with the TD Bank package.

Jay Breines moved to proceed with the TD Bank package. Seconded by Leona Florek. The motion passed unanimously.

Facilities

Tom Paquin reported about the invoice from Kaestle Boos Associates, Inc., the architectural firm, that was brought to the board at the January meeting. The invoice was negotiated down to \$9,010 from the original \$12,000 due to a review of the ending date of services. Tom received the blue prints in hard copy and electronic form. Tom reported that if the board was to build in the future, they would not need to go out for an RFP. The board discussed that this was a satisfactory solution.

Tom then reported that the rooftop units are putting maintenance over budget and will continue to do so. BG Mechanical has provided a quote to install 6 new replacement units that includes a software package and 5 years parts and labor. The total cost will be \$203,000 and the installation can be conducted during the April school vacation. The board discussed average maintenance costs and contract, satisfaction with BG Mechanical's service, and the provisions of the warranty.

Cynthia Dennis moved to accept the quote from BG Mechanical and move forward with the April installation. Jay Breines seconded. The motion passed unanimously.

Tom reported to the board that he had a demonstration and received MSDS sheets from the company selling the Clorox sanitizing units that he brought up at the January meeting. He stated that the cost of the unit is \$4,000 and 1 case of liquid, which would sanitize the building one time, costs \$125. The board discussed other measures that could be taken to prevent the spread of flu, including a flu shot clinic for teachers and staff. Tom answered board members questions about the cleaning crew's application of the spray, the toxicity, and possible side effects. The board discussed the positive effect this could have on the health and attendance of the students and teachers.

Cynthia Dennis moved to make the purchase of the machine. Mark Lubold seconded. The motion passed unanimously.

VI. Old Business

Cynthia Dennis reported that the lawyer, Keith Minoff, has reviewed the entire SABIS contract and worked with Mahdi Kansou to make some small changes to dates, insurance requirement updates, and dispute resolution. She reported that the board is ready to move forward with signing the contract and handed out the red line version to the board members.

Cynthia Dennis moved to accept and sign the SABIS contract. Mark Lubold seconded. The motion passed unanimously.

VII. **New Business**

Jenna Gable reported that over the past 1-2 months, SABIS has been reviewing payroll and would like the board to review how the Extended Day program is run and how staff for the program are compensated. Jenna stated that a decision would need to be made regarding paying a flat rate or hourly wage for Extended Day staff. The board members discussed that the Extended Day program was valuable and should be continued.

Benjamin Torres was invited to the meeting to discuss Extended Day. He reported that the Extended Day program is staffed by administrators and clerical staff who are hourly employees, not teachers or salaried staff. The cost for the afternoon program is \$25/week for parents and the morning program does not have a cost for parents. There are 44 students enrolled in the afternoon program and approximately 150 students use the morning program. There are 4 afternoon program staff and 6 in the morning. He reported that parents are very thankful for the program.

Cynthia reported that the board had voted in the past to uphold the program based on its value to parents, even if it operates at a loss. Ryan Meek reported that the Extended Day program loses approximately \$30,000/year. Lynn Spampinato offered that there were three options for compensation: time-and-a-half, flat rate, or negotiate with employee on a pay between salary and time-and-a-half. The board discussed that compensation should continue as is through the end of the year. Jay Breines stated that he would like the board to revisit the Extended Program at a later date and weigh value vs. cost and potential pay. The board will put this item on the agenda to be discussed in July.

VII. **Director's Report**

Sonia Pope reported

- Enrollment is on target. A column for maximum enrollment was added as per Janine Kent's request.
- Recruitment: Enrollment lottery for the 2019-2020 academic year is scheduled for March 5 and an Open House for current and prospective parents will held on March 23.
- Academic updates
 - High school transition meetings and tour of Holyoke High was conducted for eighth graders
 - MCAS preparation is being held with practice exams for students and administrators preparing for testing accommodations for special education, 504 and ELL students

- ACCESS testing for ELL students was completed successfully
- Educator Improvement Plans are being created for 6-7 teachers, they will have time to show improvement before the end of the year
- students are registered for the National Spanish Exams
- AQC and SABIS PC are supporting grades 3-4 teachers in Science
- targeted parent teacher conferences were held for struggling students
- Administrative updates – SABIS providing support with Science PC and HR manager for ADP issues
- Professional development is ongoing
- Student Life Coordinator will hold new club enrollment on March 1, and upcoming Math Jeopardy event targets MCAS math preparation
- Suspension data was reviewed
- Areas for improvement are around ADP and conducting a successful payroll
- International Day is this Saturday, March 2
- March 29 is a Professional Development (PD) day for teachers. Lynn Spampinato will bring the academic team from SABIS to work with the HCCS academic team to present teachers with results from the Educational Audit. This will be presented in a positive way and will inform possible PD topics for summer.

Mark Lubold moved to adjourn the meeting. Seconded by Leona Florek. The meeting adjourned at 6:32 p.m.

As prepared by Elizabeth Pawlowski

Respectfully submitted,

Mark Lubold, Clerk

Holyoke Community Charter School Board of Trustees

MEETING ATTACHMENTS

January 23, 2019 meeting minutes