

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

Minutes of HCCS Board of Trustees Meeting – February 24, 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: Jay Breines (exited at 5:58 pm), Cynthia Dennis, Leona Florek, Janine Kent

Guests: Lara De Almeida, Ryan Meek, Tom Paquin, Vanessa Pileggi, Sonia Pope, Maria Rodriguez, Christi Seiple-Cole, Amy Wesley

Not Present: Jean Swinney

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**

Janine Kent moved to approve the minutes of the January 27, 2021 regular meeting. Seconded by Cynthia Dennis. Each member voted by roll call. Breines – Aye, Dennis – Aye, Florek – Aye, Kent – Aye. The motion passed unanimously.

III. **Facilities**

Tom Paquin reported that the school continues to prepare of school reopening with the following projects: Plexi-glass has been ordered and is being installed on student and teacher desks; HEPA filters have been installed in the library, ITL lab, and computer lab to prepare for ACCESS testing.

Tom reported that the installation of the skylights is scheduled to begin next week. He also reported that he spoke with the cleaning company and they will give us a credit because the scheduled waxing of floors during spring vacation is unnecessary.

Cynthia Dennis inquired about the snow plow/removal bills. Maria Rodriguez reported that the invoices were received on Monday and as of now, \$11,000 has been spent out of a total budget line of \$40,000.

Financial

Cynthia Dennis reviewed the financial reports and found no issues/concerns. **Cynthia Dennis moved to approve the financials. Seconded by Janine Kent. Each member voted by roll call. Breines – Aye, Dennis – Aye, Florek – Aye, Kent – Aye. The motion passed unanimously.**

Cynthia Dennis reported on the financials of the gymnasium project. P3 provided a revised estimate removing the skylights and additional classrooms with a total of 8.4 mil. Ryan Meek reported that the board should look at a start date of June/July 2021 with wrap-up in 12-13 months after the start date. He proposed a meeting between Maria Rodriguez, Cynthia Dennis, Dr. Sonia Pope, and himself to meet with TD Bank to discuss paying off the existing loan and the requirements for the new funding. He stated that the next step is communication with the Department of Elementary and Secondary Education and expects a response time of 2-4 months.

Membership

The board discussed the recruitment of future board members, including representation of diverse perspectives, expanding board membership, and creating a process for recruitment. The board decided to continue discussion of this topic at the next month's meeting.

IV. Old Business

Maria Rodriguez reported that the Holyoke Community Charter School Foundation is a 503C foundation and needs to update bylaws, establish board membership, and submit an annual form to the state. The form requires a board meeting date. The board discussed the requirements and decided to hold the first Holyoke Community Charter School Foundation meeting in March. The board also discussed developing bylaws. The board asked Dr. Sonia Pope to contact the Massachusetts Public Charter School Association for further guidance.

The board discussed the possibility of holding meetings remotely post-COVID with considerations for access by the public and connection to the community. Dr. Sonia Pope reported that she consulted with DESE and the guidance was that boards could not continue to meet remotely if the Governor rescinded the Emergency Order and there would need to be a legislative change to the Open Meeting Law to allow for remote meetings.

Dr. Sonia Pope presented the requirements for each board member to complete the Conflict-of-Interest training and requirements.

V. New Business

N/A

VI. Administrative Reports/School Director

Dr. Sonia Pope provided a report on the current reopening plan and the Commissioner's recommendations with potential Board of Elementary and Secondary Education approval. Her report included social distancing guidance, School Opportunity Act funding, summer school, teacher vaccinations, and state testing requirements.

Director's Report - Dr. Sonia Pope reported:

- Enrollment: at 702; next lottery is on March 4 for the 2021-2022 academic year; Recruitment and Retention plan
- Academic Updates: February Staff meeting; ACCESS testing; 8th grade transition meeting with Holyoke High Dean Campus; ELPAC and SEPAC meetings held in February
- SABIS Updates: teacher support; updating pacing; student assessment/progress data review; IT support; Business office support
- Professional Development: ongoing
- DESE Updates: HCCS amendment for regional expansion was approved (adding Chicopee) and the condition is being removed from the renewal
- Student Life: new Student Life Coordinator is transitioning into the position well, Prefect mini-conference is upcoming
- Student Management: daily support to parents and struggling students
- Facilities: reported earlier in the meeting
- Recent/Upcoming events reviewed; Special Education/Civil Rights audit on March 16 & 17

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

Janine Kent motioned to adjourn the meeting. Cynthia Dennis seconded. Each member voted by roll call. Dennis – Aye, Florek – Aye, Kent - Aye. The motion passed unanimously. The meeting adjourned at 6:05 p.m.

As prepared by Elizabeth Pawlowski

Respectfully submitted,

Jean Swinney

Holyoke Community Charter School Board of Trustees

MEETING ATTACHMENTS

January 27, 2021 Meeting Minutes

Monthly Financial Report