

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

Minutes of HCCS Board of Trustees Meeting – January 23, 2019

In Attendance: Cynthia Dennis, Leona Florek, Janine Kent, Mark Lubold
Guests: Gene Ferrari, Mahdi Kansou, Ryan Meek, Tom Paquin, Sonia Pope, Lynn Spampinato
Not Present: Jay Breines, Jenna Gable

I. Meeting called to order at 5:03 p.m. by Leona Florek. Public comments/none

II. **Approval of Minutes**

Mark Lubold moved to approve the minutes of the November 28 meeting and the January 15 meeting. Seconded by Cynthia Dennis. The motion passed unanimously.

III. **Board Mail**

Mail Folder/empty

IV. **Finance/Facilities**

Facilities

Tom Paquin reported that due to emergency repair on the heating/AC units, facilities is over budget on repairs. The school is at a critical point in terms of repair of the system to keep the heating on throughout the building. A review of the entire system was conducted (with photographs) and found that the heating units were rotted out and were allowing heat to escape. This caused a need to replace the heating coils at a cost of \$3,000/coil plus the cost of installation. Tom stated he has included replacing six units in next year's budget, with an estimated cost of \$30-35,000/unit. There are a total of fifteen on the roof, fourteen of which are from 2004. Each unit runs 6-7 classrooms, hallways, offices. The board discussed the need to consider higher energy efficient units and whether the units should be purchased out of this year's budget or next year's. There is a maintenance program on the units, and the new company is very responsive.

Tom Paquin reported that this month there was a high incidence of flu and illness among teachers, staff, and students leading to high absence rate. This was consistent

with other Massachusetts schools, which saw a large increase in H1N1/Swine flu over the winter. Tom discussed with the board the possibility of purchasing a Clorox sanitizing machine that sprays disinfectant on all surfaces for a cost of \$3,000 - \$4,000/unit. Cynthia Dennis inquired as to the potential for allergic reactions and what materials could be sprayed.

Tom Paquin reported that Kaestle Boos Associates, Inc., the architectural firm, sent a bill for over \$12,000 for services rendered prior to May 29, 2018, the date that the board cancelled plans for the building of the gymnasium. The board questioned the validity of the bill in absence of any contract and, if the board was to proceed with payment, the need to gain ownership of any items that this cost involved (blue-prints, designs, etc.). Tom will reach out to Joseph Dougherty, former operations manager for the school.

Finance

Cynthia Dennis reviewed the financial reports and found no anomalies or areas of concern. **Cynthia Dennis moved to approve the financials. Seconded by Mark Lubold. The motion passed unanimously.**

V. Membership

Cynthia Dennis moved to accept the request of Billy McBride to be removed from consideration for board membership. Seconded by Mark Lubold. The motion passed unanimously.

VI. Old Business

The board discussed the renewal of the SABIS Contract. Cynthia Dennis reported that she has reviewed the contract and has no issues. Following difficulty with legal review as discussed in the January 15 meeting, she has contacted lawyer Keith Minoff who is reviewing it this week and will provide feedback to Cynthia. Lynn Spampinato reported that SABIS wants to have the contract renewal approved and signed before work on the DESE renewal application begins. SABIS will have a draft of the renewal application for the board's review in May. Cynthia felt Jenna's input on the February meeting would be best, and Mark Lubold agreed. The board decided to defer this to the February meeting.

Lynn Spampinato inquired as to outcome of today's meeting with TD Bank. Ryan Meek reported that TD Bank discussed their proposal to decrease fees and ultimately benefit the school with up to \$35,000/year. The proposal included a higher yield Federal Depository account and a money market fund. Overall the proposal was similar to that of PeoplesBank, including fraud prevention and online banking. Ryan reported that by retaining TD Bank with the new package, the school will eliminate dealing with multiple banks with multiple accounts. Cynthia Dennis reported that the current conservative investment policy was due to reluctance by previous board members.

VII. **New Business**

The board voted to approve the School Director's salary increase of 3.5% based on her evaluation. **Cynthia Dennis moved to approve the salary increase. Seconded by Mark Lubold. The motion passed unanimously.**

VII. **Director's Report**

Sonia Pope reported

- Enrollment on target; currently recruiting at local preschools for the Lottery in March
 - Janine requested that an additional column be added to the enrollment chart to include maximum enrollment in each grade level
- Academics – AQC's are taking the following actions
 - formal teacher observations
 - academic progress review in advising
 - SPED, ELL, MTSS teachers support implementing UDL
 - ACCESS testing for ELL students
 - Revision & End-of-Term (EOT) Exam periods completed, report cards sent to parents; targeted parent teacher conferences will be held in February to address struggling students
- Administrative
 - With the assistance of Anna Dosen an HR candidate was selected, and began work on Tuesday. She will be trained by Anna Dosen and Jennifer Calvin from SABIS.
 - Ryan Meek has been work with the Business Manager
 - Dr. Spampinato & subject coordinators are discuss EOT data with AQC's and director; students and teachers will be placed on improvement plans where needed
 - Professional Development ongoing
- Student Life
 - pair academics with fun, attendance initiatives, accountability plan 8th grade community service project
 - Gentleman's group Black History month event: January 23, 2019
- Suspensions are average for this time of year
- Areas of improvement: Reunification drill & needed sound system that is portable. (approx. \$2,000)
- Upcoming events:
 - International Day March 2: Celebrations around the World; a parent survey will be conducted as part of this event
- Tom Paquin reported that issues with moisture/mold in the Orange Hall have been resolved by the installation of industrial dehumidifiers.

Cynthia Dennis moved to adjourn the meeting. Seconded by Mark Lubold. The meeting adjourned at 6:04 p.m.

As prepared by Elizabeth Pawlowski

Respectfully submitted,

Mark Lubold, Clerk

Holyoke Community Charter School Board of Trustees

MEETING ATTACHMENTS

November 28, 2018 meeting minutes

January 15, 2019 meeting minutes