

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

**Minutes of HCCS Board of Trustees Meeting – January 22, 2020**

In Attendance: Cynthia Dennis, Leona Florek, Jenna Gable, Lina Rivera, Jean Swinney  
Guests: Carl Bistany, Kyle Callender, Carlos Colon, Ryan Meek, Tom Paquin, Dan Pellotta,  
Sonia Pope, Maria Rodriguez, Amy Wesley  
Not Present: Jay Breines, Janine Kent

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

II. **Old Business**

Dan Pellotta, Owner’s Project Manager (OPM) from P3 presented on the gymnasium addition. He reviewed site options I, IA, II, and III with the board. He presented an estimate of costs per program broken into three components: site work, gym building with maple floor, connector to current building. He stated that if the board decided to move forward, the next steps would be final designs, permitting with the city, and then going out for bids.

The board discussed the planning and options for the gymnasium. Jenna Gable inquired about the timeline for the project; Dan answered that bidding would take 6-7 months and 19 months to have the full gym built. Tom Paquin asked if the paving includes the driveway; Dan answered that it did not, but that additional cost would be minimal. Jenna asked about traffic patterns during construction; Dan responded that would be considered and finalized during the design phase. Tom asked about the difference between block walls and drywall between connector and gymnasium and in the bathrooms; Dan responded that is more about block walls being vandal proof. Cynthia Dennis inquired about where the final cost comes from; Dan responded that is construction contingency, contract for P3, and contract for architect (Kaestle Boos). Ryan Meek asked if green space outside gym is large enough for a soccer field; Dan responded that option 1A is a maximization of green space. The board ended their discussion by agreeing that they would need to consider financing options before giving P3 and Dan an answer. The board thanked Dan for his presentation.

The board discussed plans for the current gym if the new gym is built and the possibility of using that space for additional classrooms. The board considered if that should be part of this project or a separate project. Cynthia and Ryan discussed with the board

the financial considerations and options. Carl Bistany discussed the revenue-generating concerns around the new constructions. The board discussed the benefits of a new gym and increasing waitlist versus the benefits of region and seat expansion. There was also discussion around providing students with a safe and supportive environment and a high quality of education.

III. **Approval of Minutes**

**Leona Florek moved to approve the minutes of the December 12 regular meeting. Seconded by Jean Swinney. The motion passed unanimously.**

IV. **Board Mail**

none

V. **Finance**

Cynthia Dennis reviewed the financial reports and found no concerns/areas of issue. Maria Rodriguez reported that the lunch claim had not yet been submitted due to a technical problem with DESE that she is working to resolve.

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

VI. **Facilities**

Tom Paquin reported that the VFD project is completed, decreasing the power used by the Rooftop Units by half. This project will pay for itself in reduction of energy costs in three years, not the five initially estimated.

Tom reported that the building was fully sanitized due to high-incidence of the flu among students and staff. There has been an increase in the purchase of Lysol wipes and Clorox Spray for the same reason.

VII. **New Business**

Updated basketball schedules were distributed to the board members. The board discussed scheduling a game for all of them to attend.

Sonia Pope presented the Alumni Video to the Board.

VII. **Director's Report**

Sonia Pope reported

- Enrollment is at 704 to maintain FTE; ongoing recruitment; lottery for 2020-2021 school year
- Academic Updates: End of Term (EOT) exam data and targeted parent/teacher conferences; interventions based on EOT data; ACCESS testing for EL students
- Administrative Updates: SABIS Program Coordinators in classrooms conducting observations and providing feedback

- Professional Development: ongoing, January 6 Professional Development day – Social Emotional Learning techniques, Annual Director’s Conference
- Student Life Organization – SLC on paternity leave, preparing for International Day; donation of coats (over 500)
- Student Management – suspensions reviewed
- Facilities – sanitized school during MLK, Jr. Day, 20 + flu cases, 11 students sent home, 15 teachers out – closing on Friday to do a full sanitizing of all classrooms, labs, etc.
- Areas of improvement – upper level ELA teacher resigned
- Jenna inquired about roll-out of eBooks
  - Amy Wesley stated that by next board meeting SABIS will have more information on plans for next year, as they need to evaluate how things are going in the pilot. Amy reported that the eBooks are currently used in the 6<sup>th</sup> and 7<sup>th</sup> grade classrooms.
- Upcoming events reviewed: March 7 International Day

**Cynthia Dennis moved to adjourn the meeting. Seconded by Leona Florek. The meeting adjourned at 6:42 p.m.**

*As prepared by Elizabeth Pawlowski*

Respectfully submitted,  
Holyoke Community Charter School Board of Trustees

MEETING ATTACHMENTS

December 12 meeting notes  
Financial Report