

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

Minutes of HCCS Board of Trustees Meeting – January 27, 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: Cynthia Dennis, Leona Florek, Janine (entered at 5:08 pm, after approval of minutes), Jean Swinney

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

Not Present: Jay Breines

I. Meeting called to order at 5:02 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 December 16, 2020 regular meeting. Seconded by Cynthia Dennis. Each member voted by roll call. Dennis – Aye, Florek – Aye, Swinney – Aye. The motion passed unanimously.

III. Facilities

Tom Paquin introduced Dan Pallotta and Robert Todisco from P3. Dan presented the Kaestle Boos Phase 2 fee proposal and schedule for the gymnasium & connecting corridor project. The board discussed the proposal. **Cynthia Dennis motioned to approve the proposal and authorize Leona Florek, board chair, to sign. Seconded by Jean Swinney. Each member voted by roll call. Dennis – Aye, Florek – Aye, Kent – Aye, Swinney – Aye. The motion passed unanimously.**

Dan next presented a change request on the skylight project from the Paul J. Rogan Company, Inc to add tie-rods to the A-frame glass and aluminum skylights to protect structure from any excess amounts of snow. The additional cost is approximately \$24,000. **Cynthia Dennis motioned to accept the change order for the tie rods and skylights. Seconded by Janine Kent. Each member voted by roll call. Dennis – Aye, Florek – Aye, Kent – Aye, Swinney – Aye. The motion passed unanimously.**

Dan Pallotta exited the meeting, along with Robert Todisco.

Tom Paquin reported that he and Maria Rodriguez have been meeting weekly with the company installing the skylights. Tom also reported that he has been discussing the timeline for the gym construction with the architect and has been given a low estimate of one year.

Tom reported that there was a watermain break in the parking lot on Saturday, January 26. Holyoke Water Dept and Curran & Sons Construction repaired. Total approximate cost was \$11,000. The break was successfully repaired over the weekend; cold-patched the hole. **Cynthia Dennis moved to authorize payment. Seconded by Janine Kent. Each member voted by roll call. Dennis – Aye, Florek – Aye, Kent – Aye, Swinney – Aye. The motion passed unanimously.**

Tom reported that sanitization continues to happen daily. Sonia Pope reported that 12 staff members tested positive after the winter break.

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. Dennis – Aye, Florek – Aye, Kent – Aye, Swinney – Aye. The motion passed unanimously.

Membership

N/A

IV. **Old Business**

Update on SABIS HR training and support. The board asked for an update on how processes and procedures are running since the errors in 2019. Sonia Pope reported that there have been no issues at all since the problems were addressed and the following procedures/processes are in place:

- new HR staff member had been hired after the issues who had extensive experience on ADP
- new HR staff received training and support from SABIS HR
- all payrolls have been executed without error
- HCCS HR staff has built a positive and strong relationship with SABIS HR support staff
- weekly HR meeting with SABIS, HCCS HR staff member, and School Director

V. **New Business**

The board reviewed the School Director's evaluation and discussed performance in the following areas: Objectives & Achievements; Evaluation; Training & Development; Overall Assessment. The board voted to approve the School Director's evaluation and salary increase based on that evaluation. **Jean Swinney moved to approve the evaluation and salary increase for the school director. Seconded by Cynthia Dennis.**

Each member voted by roll call. Dennis – Aye, Florek – Aye, Kent – Aye, Swinney – Aye. The motion passed unanimously.

Sonia Pope presented the Student Opportunity Act (SOA) plan to the board. The two subgroups of students selected were Students with Disabilities and English Learners. Dr. Pope reviewed the initiatives and programs for which the SOA grant funds would be used. The board discussed the SOA plan. **Cynthia Dennis motioned to approve the School Opportunity Act plan. Seconded by Jean Swinney. Each member voted by roll call. Dennis – Aye, Florek – Aye, Kent – Aye, Swinney – Aye. The motion passed unanimously.**

VI. **Administrative Reports/School Director**

Dr. Sonia Pope reported:

- Enrollment: at 702; next lottery is on March 4 for the 2021-2022 academic year
- Academics: Student Learning Time requirement from DESE – HCCS is meeting all SLT requirements and exceeded the hours required for synchronous instruction; EOT 1 Exams outcomes reviewed; Term 2 began on January 4 with a full-review of pacing charts by SABIS following the diagnostic exams – pacing was modified and testing was reduced (AMS every other week); SDP has been active for all students, including Special Education students; parent and student assemblies were conducted to review updates and expectations and incentives for Term 2; MCAS update – Commissioner reported that MCAS testing has been reduced to 1 session each of ELA and Math, and Science (grade 5 & 8); ACCESS testing for EL students in March; 8th grade transition meeting held virtually for 8th grade parents and students; SPED and EL PAC meetings this week.
- SABIS updates: conducting data analysis on a student level; report card format for Term 1; data migration from SDP to SSMS; observing teachers with AQCs and providing feedback; IT support; Support for Business Office.
- Professional development: ongoing – mentoring program; DESE updates; Vaccination requirements; teacher courses for MTEs and SEI courses
- DESE updates: SPED Audit is upcoming in March; EL Audit was completed, still waiting on final report
- Student Life: hired a new SL coordinator, alumni; SL mini conference on March 20 (rescheduled from Jan 30), HCCS prefects will present a team building activity
- Student Management: continuing phone calls to parents for student participation and behavior support
- Facilities: Tom Paquin reported earlier
- Upcoming events: Parent Teacher conferences rescheduled for March 10; all events reviewed

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

Janine Kent motioned to adjourn the meeting. Jean Swinney seconded. Each member voted by roll call. Dennis – Aye, Florek – Aye, Kent - Aye, Swinney – Aye. The motion passed unanimously.

The meeting adjourned at 6:26 p.m.

As prepared by Elizabeth Pawlowski

Respectfully submitted,

Jean Swinney

Holyoke Community Charter School Board of Trustees

MEETING ATTACHMENTS

December 16, 2020 Meeting Minutes

Monthly Financial Report

School Director's Evaluation