

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

Minutes of HCCS Board of Trustees Meeting – July 25, 2018

In Attendance: Leona Florek, Jenna Gable, Cynthia Dennis, Jay Breines
Guests: Elizabeth Pawlowski, Ben Torres, Khalid Shehemi, Kyle Callender, Tom Paquin,
Gene Ferrari, Janine Kent
Not Present: Mark Lubold

I. Meeting called to order at 5:02 p.m. by Jenna Gable. Public comments/none

II. **Approval of Minutes**

Jay Breines moved to approve the minutes of the June 26, 2018 meeting with a minor addition; adding “prepared by Elizabeth Pawlowski” to the end. Seconded by Cynthia Dennis. The motion passed unanimously. Minutes will be adjusted accordingly.

III. **Board Mail**

Financial Auditors Agreement for Moriarty & Primack, signed by Jenna Gable.

IV. **Finance/Facilities**

Finance

Cynthia Dennis reported; End-of-Year financials report was reviewed. Jay Breines noted that summer school numbers were for summer 2017. **Cynthia Dennis moved to approve the financials. Seconded by Jenna Gable. The motion passed unanimously.**

Facilities

Cynthia Dennis reported that Attorney Condino has received a response from the McDonalds Corporation regarding the storm water run-off issue. They have contacted the city of Holyoke and hired a contractor to bring storm water management to compliance. Jay Breines inquired if the school will be able to bill McDonalds for the clean-up completed in the past.

Tom Paquin reported that the school received a \$35,100 grant from the USDA Fresh Fruits & Vegetables Program. The school will hire an individual to execute the preparation of the food and delivery to classrooms. The program includes nutrition education for students and a family night.

The Auto show will be held on July 28 in the school parking lot. A portion of the entrance fee and food vendor profits will be donated to a local breast cancer charity.

Tom Paquin reported that he is working with Ryan Meek, SABIS School Financial Operations Director, to procure estimates for the six facilities/building projects discussed in the June meeting: skylights, air conditioning, pointing bricks, blacktop, tree removal, and field/playground. He will get a state average cost for the AC roof top units. The skylights will require an engineer and architect to determine snow load and bring the roof up to code. For pointing the bricks Tom suggested to complete one wall per year. He currently has a call into a contractor for a quote.

V. **Old Business**

Discussion of a potential BOT retreat continued from the June 26, 2018 meeting. Possible agenda items discussed were charter school and open meeting law update, SABIS contract renewal in 2020, board governance/effectiveness training, reviewing bylaws and member terms, and team building. Cynthia Dennis recommended hiring a consultant. In terms of timing, a fall 2018 date was considered as being most beneficial, especially if the board is looking at bringing on 2-3 new members in the near future.

VI. **Annual Report:**

Elizabeth Pawlowski presented the final draft for the Board's approval. It was requested that a dedication page for Anne Darcy be included. **Cynthia Dennis moved to approve the Annual Report with addition of dedication page. Seconded by Jay Breines. The motion passed unanimously.**

VII. **New Business**

Janine Kent introduced herself to the Board.

VIII. **Director's Report**

Kyle Callender and Ben Torres presented for Dr. Pope.

- Summer School numbers were reviewed, 110 students attended
- Currently interviewing for five open teaching positions. Difficulty recruiting highly qualified teachers and competing with high salaries being offered by local public school districts was identified as an improvement area. The board discussed the challenges of turnover and retaining teachers. Cynthia Dennis stated the need to complete a compensation review and will raise the issue with SABIS. The board also identified a need to define an approach for compensation (whether based on credentials or performance) and targeting high demand positions. This discussion should be added to the BOT retreat agenda items.
- Dr. Pope is returning to a more active role through email and conference calls.

Jenna Gable moved to adjourn the meeting. Seconded by Tom Paquin. 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

June 26, 2018 minutes

Annual Report