

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

Minutes of HCCS Board of Trustees Meeting – June 26, 2018

In Attendance: Leona Florek, Jenna Gable, Cynthia Dennis
Guests: Elizabeth Pawlowski, Ben Torres, Kaled Shehemi, Kyle Callender, Tom Paquin,
Joe Dougherty, Billy McBride
Not Present: Jay Breines, Mark Lubold

I. Meeting called to order at 5:04 p.m. by Jenna Gable. Public comments/none

II. Approval of Minutes

Cynthia Dennis moved to approve the minutes of the May 23, 2018 meeting with a minor correction; noting that the POS purchase was in current year budget. Seconded by Leona Florek. The motion passed unanimously. Minutes will be adjusted accordingly.

III. Board Mail Mail Folder/ none

IV. Finance/Facilities

Finance

Cynthia Dennis reported; financials through May were reviewed. Noted eRate ending (for phone/fax expense). **Cynthia Dennis moved to approve the financials. Seconded by Jenna Gable. The motion passed unanimously.**

Noted Moriarty & Primack agreement typically arrives for signature in August.

Facilities

Tom Paquin reported, and provided a list of needed improvements. Focus on improvements vs. putting funds into gym. Referred to the study and will need to review items like mortar; fence outside (was temporary); field would require loam, sprinkler system, grass seed, etc.

In considering potential future building, could do sprinkler now and keep future construction in mind? Consider effect on drainage. Joe Dougherty noted that it could be done even without building a high school. Referred to map where fields would be located. Some asphalt could be removed and keep within storm water regulations.

Tom Paquin also noted that skylights and air conditioning are high priority items. He will prioritize the list/get estimates for review at next meeting, noting skylight work would affect roof and must keep in snow load standards.

Promethean boards were purchased and quotes for installation were received, in amount of \$7800 to install (45) boards. **Cynthia Dennis moved to approve the installation. Seconded by Leona Florek. The motion passed unanimously.** Consider donating the older boards to a non-profit?

It was noted that the POS registers are up and running.

Auto show to be held on July 28 in the parking lot. Hold harmless agreement completed. School/students to hold bake sale. The hosting company wishes to make a donation to the local cancer group. School reps will be on-site at event and have applications to the school available.

Noted that a no-trespass order was completed to keep an individual away from the school; he has not been seen again, no problems anticipated.

V. **Old Business**

Cynthia Dennis noted that she will contact Attorney Condino regarding the ongoing McDonald's issues.

VI. **Annual Report:**

Elizabeth Pawlowski presented a first draft for the Board's review. Jenna Gable will provide a letter by July 17. Any feedback/edits from the Board will be included for review at next meeting and then the report will be submitted for approval.

Questions:

Dissemination – noted that invitations go to all public schools in Hampden/Hampshire Counties in order to share best practices.

Suspensions – noted that the State does provide a comparison index tool.

In-school suspensions – noted number was reduced by change in culture and also how staff relates to students, with an approach to build relationships and be more proactive, and that Dr. Pope has done great job of setting expectations. More restorative practices to give students tools to handle situations better. Student management is present in hallways. Helps increase learning.

Board of Trustees – update to show updated Chair, Vice Chair. In "committees" section, can remove "accountability".

VII. **New Business**

Potential BOT retreat timing/topics to be considered? Review bylaws?

Billy McBride introduced himself to the Board.

VIII. **Director's Report**

Elizabeth Pawlowski and Ben Torres presented for Dr. Pope.

- Enrollment is on target at 703.
- Many ongoing professional development opportunities.
- MCAS data is preliminary/not out yet.
- Director responsibilities are split amongst the pillars and planning is complete through first day of school. Joe Dougherty noted that the pillars are doing an excellent job and that Dr. Pope is checking in when she is able.
- 8th grade event went very well.
- Summer school, 44 students attending for credit and close to 80 being invited for extra support; anticipating about 120 total. Question/is there a nurse in the building during summer school?
- Exit interviews going well.

Cynthia Dennis moved to adjourn the meeting. Seconded by Jenna Gable. The meeting adjourned at 6:25 p.m.

Respectfully submitted,

Mark Lubold, Clerk

Holyoke Community Charter School Board of Trustees

MEETING ATTACHMENTS

May 23, 2018 minutes

Improvements List/facilities

Annual Report/draft only