

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

Minutes of HCCS Board of Trustees Meeting – June 26, 2019

In Attendance: Jay Breines, Cynthia Dennis, Leona Florek, Jenna Gable, Janine Kent, Mark Lubold, Lina Rivera

Guests: Matthew Boudreau, Sonia Pope, Benjamin Torres

Not Present: N/A

I. Meeting called to order at 5:06 p.m. by Jenna Gable. Public comments/none

II. **Approval of Minutes**

Mark Lubold moved to approve the minutes of the May 22 Regular meeting and the June 4 meeting. Seconded by Leona Florek. The motion passed unanimously.

III. **Board Mail**

none

IV. **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 Lublod. The motion passed unanimously.

V. **Facilities**

Tom reported that Dan Pallotta from P3 is available to meet with the board at the next regular meeting. The board discussed possible topics of discussion and questions they would like to ask him. The board also discussed needing financial projections and possible timelines from Ryan. The board agreed to invite Dan Pallotta to the July meeting.

Following up on the board's request from the May meeting, Tom reported that 8 classrooms could be built in the area that is currently the gymnasium and cafeteria.

Tom told the board that project to point the bricks will begin this month and they will complete two sides of the building. He also noted that there was some decay around the windows, causing leakage, which will be addressed in this project.

Cynthia asked Tom about storm water management and the gymnasium project. Tom reported that the design with the gym out front would reduce the area of the parking lot and add more grass to the property. Cynthia also inquired about adequate parking in the proposed design. Tom reported that an additional 80-100 spots will need to be added to the original design.

Tom reported on the board's request for a quote on installing Variance Frequency Drive (VFD) devices on the HVAC roof-top units (RTU). The board discussed the cost and the long-term savings the devices would have on the school's electricity use. **Cynthia Dennis made a motion to approve the installation of the VFDs. Leona Florek seconded. The motion passed unanimously.**

VI. **Membership**

Dr. Jean Swinney submitted her resume and letter of interest.

VII. **Old Business**

Jenna Gable reported that the mission statement amendment was approved by the Department of Elementary and Secondary Education (DESE). The revisions were made to the bylaws and submitted to DESE for approval; she is waiting on their reply.

Sonia Pope reported that the new business manager will begin on July 12.

VIII. **New Business**

Jenna Gable presented the board with a proposed 2019-2020 Board of Trustees meeting schedule for approval. The board reviewed the schedule. **Mark Lubold motioned to approve the 2019-2020 Board of Trustees meeting schedule. Leona Florek seconded. The motion passed unanimously.**

The board discussed their availability to attend the next regular board meeting scheduled for July 24. After reviewing everyone's schedule, Jenna suggested rescheduling the meeting for July 17. All of the board members agreed.

Sonia Pope and Benjamin Torres presented the board with two possibilities for staff compensation for the Extended Day program: flat rate vs. overtime pay. The board discussed hourly rates, flat rates, and overtime pay. They also discussed separation of Extended Day from regular positions and the need for a defined job description. With a separate job description. The board also discussed the need for a separate time clock to allow Extended Day employees to punch out from their regular position and then clock-in to begin Extended Day duties. The board also discussed the need for the Extended Day coordinator to approve Extended Day employees time cards in ADP. The board further discussed the need for all employees of the school to use the ADP time clock.

The board finalized a plan for Extended Day: Extended Day employees are to receive a flat rate of \$25/hour and punch in ADP using a separate time clock code; create a job

description for Extended Day; have an Extended Day supervisor approve Extended Day hours in ADP; and install a second time clock in a location convenient for Extended Day employees. **Jay motioned to approve the finalized plan for Extended Day and to have SABIS to adjust ADP so that all school employees are using the time clock by the beginning of the school year. Mark Lubold seconded. The motion passed unanimously.**

IX. **Director's Report**

Sonia Pope reported

- Enrollment: end-of-year enrollment was on target; a third section of kindergarten was opened for the 2019-2020 year
- Academics: Finals exams were administered; report cards are being sent to parents; reviewed Summer School enrollment and retentions
- Professional development is ongoing
- Student Life: end-of-year events
- Student Management: Suspension rates were reviewed
- Facilities: school received Healthy Start Award and Massachusetts school breakfast challenge champion award
- Upcoming events

Jay Breines inquired about teacher retention. Sonia reported on employee exits and the hiring needs for the beginning of the 2019-2020 school year. She reported that she will be in discussion with Amy Wesley from SABIS regarding recruitment strategies.

Jenna Gable moved to adjourn the meeting. Seconded by Lina Rivera. The motion passed unanimously. The meeting adjourned at 6:49 p.m.

As prepared by Elizabeth Pawlowski

Respectfully submitted,

Mark Lubold, Clerk

Holyoke Community Charter School Board of Trustees

MEETING ATTACHMENTS

May 26, 2019 Meeting Minutes

June 4, 2019 Meeting Minutes