

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

**Minutes of HCCS Board of Trustees Meeting – June 24, 2020**

*\*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: Jay Breines (arrived at 5:35 pm), Cynthia Dennis, Leona Florek, Jenna Gable, Janine Kent (arrived at 5:54 pm), Lina Rivera, Jean Swinney

Guests: Ryan Meek, Tom Paquin, Dan Pellotta, Sonia Pope, Maria Rodriguez, Amy Wesley

Not Present: N/A

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I. Meeting called to order at 5:05 p.m. by Jenna Gable.

Roll call of all attendees; each attendee spoke his/her name.

Public comments/none.

II. Approval of Minutes

**Cynthia Dennis moved to approve the minutes of the May 27 regular meeting. Seconded by Leona Florek. Each member voted by roll call. Dennis – Aye, Florek – Aye, Gable – Aye, Rivera – Aye, Swinney – Aye. The motion passed unanimously.**

III. Board Reports

Board Mail

None

Finance

Cynthia Dennis reviewed the financial reports and found no concerns.

**Cynthia Dennis moved to approve the financials. Seconded by Leona Florek. Each member voted by roll call. Dennis – Aye, Florek – Aye, Gable – Aye, Rivera – Aye, Swinney – Aye. The motion passed unanimously.**

Facilities

Tom Paquin and Dan Pellotta reported on the gymnasium construction planning process. Dan reported that while labor costs are increasing material cost is decreasing, so his cost estimate is 5.5 mil. . The board discussed renovating the current gymnasium to make more classrooms. Tom reported that building three classrooms in the current gymnasium space would cost approximately 1.4 mil. The board asked Dan to do a study on the additional classrooms project and he said he would once the new construction project gets moving. Cynthia asked if the 5.5 mil cost included storm water drainage and parking lot and Dan reported that it does. Dan reported that the timeline for the project would 5-6 months of design and permitting before bidding, and then construction at 9 months. Tom reported that he would like to add some repairs/remodeling to the current building: brick pointing, building out student services office for counselors, garden room windows, and garden room skylights in need of replacement. He reported that the additional projects would add up approximately \$700,000. Cynthia discussed the request requirements for DESE and stated that she and Ryan would need to have a discussion with the bank in order to obtain the documents/forms required. The board discussed the proposed addition of classrooms and the repairs. **Leona Florek motioned to approve the addition of building three classrooms in the current gymnasium space and adding the cost of repairs to the financing of the construction project. Seconded by Lina Rivera. Each member voted by roll call. Dennis – Aye, Florek – Aye, Gable – Aye, Rivera – Aye, Swinney – Aye. The motion passed unanimously.**

Jay Breines joined the meeting and asked Dr. Pope is the school has the capacity to meet new standards for social distancing in classrooms due to COVID-19. Dr. Pope reported that the reopening plan has not be released by governor/commissioner yet, but talks are currently leaning toward a reduced student size and rotating schedules. Jay continued the discussion talking about operational costs and possible increase due to COVID-19 requirements. Cynthia stated the addition is more about additional space and not about COVID-19 distancing standards. Maria Rodriguez reported that CARES funds have been approved. Dan Pellota left the meeting.

Tom reported that the drainpipe collapse was repaired for a little over \$1,000; issue with design and moving into the new construction that design will be repaired. Plowing company repaired berms and sent a sweeper to clean the parking lot before the 8<sup>th</sup> grade ceremony. Tom reported that he has ordered PPE through the CARES Act in accordance with DESE requirements for reopening.

#### **Membership**

None

#### IV. **Old Business**

The matter of the loan approval documents for DESE was discussed during the Facilities portion of the meeting.

## V. New Business

Jenna Gable presented the board with a proposed 2020-2021 Board of Trustees meeting schedule for approval. The board reviewed the schedule. **Leona Florek motioned to approve the 2019-2020 Board of Trustees meeting schedule. Lina Rivera seconded. Each member voted by roll call. Dennis – Aye, Florek – Aye, Gable – Aye, Rivera – Aye, Swinney – Aye, Breines – Aye, Kent - Aye. The motion passed unanimously. The motion passed unanimously.**

Amy Wesley discussed the process for the SABIS Self-Evaluation and the Board's evaluation of SABIS as it has been historically. She reported that the 2018-2019 Self Evaluation has been completed, but would like to know how the board would like to proceed. The board discussed the evaluation process and would like to continue with the comprehensive two-part process.

Dr. Pope announced that the draft 2019-2020 Annual Report and Charter Amendment Application was emailed to board members today. She asked for feedback to be emailed to her by July 10. She reported that the final drafts incorporating feedback would be emailed to board on July 17 in preparation for the board to vote on the final documents at the July 22 meeting.

## VI. Administrative Reports/School Director

Dr. Sonia Pope reported:

- Enrollment is on target at 702
- Academics – remote Summer School is taking place July 6-23, Mon-Thur with invites to 290 students (IEP, EL, failing term 1, unengaged with remote learning during the closure); Summer services in-person for SPED related services (Speech, OT/PT, Psych evaluations) by appointment; all students being promoted as per DESE guidance; 8<sup>th</sup> grade graduation conducted on June 20
- Admin update: SABIS Corporate support ongoing; preparation for AQC conference and SABIS Director's conferenced (July 1 & 2);
- Exit interviews:
  - Amy Wesley presented that SABIS and Dr. Pope need board to advise on when to inform and share staff of their increases (which is usually done during EOY exit interviews). Due to budget issues with COVID-19, per pupil funding is not yet available, if staff are informed of increases now and funding is lower than expected, there would need to be a cut in the budget. The board discussed salary increases in terms of retaining teachers, remaining competitive, and performance-based determinations. The board requested that SABIS provide a salary comparison analysis before the next board meeting and Amy stated that she would complete this task. Jenna summed up the board stance that the raises need to be given sooner rather than later, and the board will accept the risk of any future effects on the budget.

- Dr. Pope reviewed the amendment and annual report guidelines
- Professional Development is ongoing – health, business office, DESE, SPED, Summer school remote learning training for teachers and students/parents
- Facilities – Tom reported on thermometer technology for possible screening of students upon entry. He presented one option of a thermometer device with a thermal display screen that can screen 20-30 people per second while providing confidentiality at a cost of \$17,750. He presented a second option of a device that screens 5-6 people at a time for a cost of \$7-8,000. The board discussed if leasing was an option and if there is a possibility of a bulk order for all SABIS schools. Tom and Amy will report at the next meeting and the board will then continue their discussion on this matter.

**Janine Kent moved to adjourn the meeting. Seconded by Jean Swinney. Each member voted by roll call. Dennis – Aye, Florek – Aye, Gable – Aye, Rivera – Aye, Swinney – Aye, Breines – Aye, Kent – Aye. The motion passed unanimously. The meeting adjourned at 6:45 p.m.**

*As prepared by Elizabeth Pawlowski*

Respectfully submitted,

Janine Kent  
Holyoke Community Charter School Board of Trustees

MEETING ATTACHMENTS

May 27, 2020 Meeting Minutes  
Financial Report