

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

Minutes of HCCS Board of Trustees Meeting – March 27, 2019

In Attendance: Cynthia Dennis, Leona Florek, Jenna Gable, Janine Kent, Mark Lubold
Guests: Kyle Callender, Kim Chapdelaine, Anna Dosen, Gene Ferrari, Tom Paquin, Sonia Pope, Lina Rivera, Lynn Spampinato, Benjamin Torres
Not Present: Jay Breines

I. Meeting called to order at 5:07 p.m. by Jenna Gable. Public comments/none

II. **Approval of Minutes**

Mark Lubold moved to approve the minutes of the February 27 meeting. Seconded by Leona Florek. The motion passed unanimously.

III. **Board Mail**

Invoice for Keith Minoff (lawyer)

IV. **Membership**

Lina Rivera introduced herself to the Board.

V. **Finance/Facilities**

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 Lubold. The motion passed unanimously.

Facilities

Tom Paquin reported that the Roof-top Unit installation is progressing as planned and is on track to have the units installed during the April vacation week.

Tom presented a plan to divide one classroom into two separate classrooms. The classroom is currently being shared by two teachers. Dr. Sonia Pope told the board that this was due to the increase in ELL students and providing services to them. Tom stated

that he received a quote to divide the rooms with a full wall, including A/C and lighting, for \$7,800. He stated that there is money in the budget under Electrical and the board discussed the ability to capitalize the project.

Cynthia Dennis moved to approve the project to divide the classroom, with a request to Ryan Meek to confirm it can be capitalized. Seconded by Leona Florek. The motion passed unanimously.

Jenna Gable inquired about the potholes in the parking lot. Tom Paquin responded that there is already a plan in place and they will be patched in the near future.

VI. **Old Business**

None

VII. **New Business**

Jenna Gable introduced Anna Dosen, SABIS Human Resources Coordinator, to the Board. Jenna indicated that there have been inconsistencies in payroll for the past seven pay periods and that Anna would present the issue. Anna stated that SABIS had conducted an audit of all schools beginning in January and found clerical errors and misclassifications that were immediately corrected. This had an effect on staff paychecks.

Dr. Lynn Spampinato reported that she and Anna held a meeting earlier in the day with the staff affected. Lynn also reminded the board of the issue with the Extended Day program compensation, which the board discussed in the February meeting, and the effect this had on staff pay.

The Board discussed the importance of fiscal responsibility for public funds and following all payroll laws. Janine Kent stated that a communication to all employees regarding the law and overtime pay was necessary. Kyle Callender reported on staff concerns in regards to this issue. Kim Chapdelaine introduced herself to the board as an employee of the school and reported her experiences with payroll. Benjamin Torres reported as the Extended Day Coordinator about historical compensation for these staff and the confusion when that changed. The board thanked all three for their input.

The Board discussed the lack of communication with employees as a concern and the need to ensure that payroll be completely accurate for the upcoming pay period. A plan was created to correct issues with payroll and move forward, which involved the following: (i) properly train and allow the new HR manager for HCCS to fully handle and submit payroll, (ii) Anna Dosen will make the “working days” calendar available for distribution to all staff, (iii) the board will further discuss paraprofessional staff’s annualized salary options, (iv) HR will provide more education to employees regarding benefits and annualized salary, (v) any changes that effect pay will be immediately communicated to employees by HR.

Cynthia Dennis expressed the Board's appreciation to Anna for working to resolve this issue and her efforts. She reported that the board found no issues with leadership of the school and is confident in their handling of the payroll issue and its effects on employees.

Jenna Gable announced that the Annual Board Retreat would be held on April 13 from 8:00 am – 4:00 pm at the Delaney House. Items for the agenda were discussed.

Tom Paquin presented a situation that arose last week where a young girl with cognitive disabilities was mistakenly dropped off at HCCS. Dr. Pope attended to the girl's needs and worked with the Holyoke Police Department to identify the girl and return her safely to the correct school.

Dr. Lynn Spampinato presented to the Board with an amended calendar that includes Patriot's Day as a paid holiday.

Cynthia Dennis motioned to approve the amended calendar. Seconded by Leona Florek. The motion passed unanimously.

VII. Director's Report

Sonia Pope reported

- Enrollment is at 700, two open seats will be filled with waitlisted students
- Lottery was conducted on March 5, 244 applications received, 32 of accepted kindergarten students were siblings
- Open House on March 23 for new/prospective parents
- Academic updates –
 - MCAS infrastructure trial was successfully conducted and ready to begin ELA MCAS on Tuesday; Math is in May
 - Professional Learning Communities – Grant funded through TITLE IIA
 - Universal Design for Learning; ELL and implementing Sheltered English Immersion; Mentoring program for teachers
- SABIS Corporate Support
 - Dr. Spampinato and team conducted an instructional audit to identify areas for improvement to be addressed during August training
- Professional Development is ongoing. Training for Community Eligibility Provision (nutritional program) and state mandated Blood Control training.
- Student Life clubs are ongoing; Canned Food Drive; Student Talent Show on April 5; Math Jeopardy
 - International Day – over 700 people in attendance, including Mayor Morse, Jenna, Leona, and Cynthia; parent survey response
 - Cheerleaders and Basketball players marched in the St. Patrick's Day Parade
- Facilities conducted a successful lock down and reunification drill
- Areas of improvement – re-landscaping the Garden Room planters

Lynn Spampinato reported that SABIS would be conducting a demonstration for the Board of the pilot roll-out for tablets, to be used as e-books by students.

Cynthia Dennis moved to adjourn the meeting. Seconded by Mark Lubold. The meeting adjourned at 7:29 p.m.

As prepared by Elizabeth Pawlowski

Respectfully submitted,

Mark Lubold, Clerk

Holyoke Community Charter School Board of Trustees

MEETING ATTACHMENTS

February 27, 2019 meeting minutes