

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

**Minutes of HCCS Board of Trustees Meeting – March 24, 2021**

*\*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 (exited at 7:11 pm), Cynthia Dennis, Leona Florek, Janine Kent, Jean Swinney (arrived at 5:08 pm – after approval of minutes)

Guests: Kyle Callender, Lara De Almeida, Ryan Meek, Tom Paquin, Vanessa Pileggi, Sonia Pope, Maria Rodriguez, Christi Seiple-Cole, Amy Wesley

Not Present: Jean Swinney

---

I. **Meeting called to order** at 5:05 p.m. by Leona Florek.

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

Public comments/none.

**Board Mail**

None

II. **Approval of Minutes**

**Cynthia Dennis moved to approve the minutes of the February 24, 2021 regular meeting. Seconded by Janine Kent. Each member voted by roll call. Breines – Aye, Dennis – Aye, Florek – Aye, Kent – Aye. The motion passed unanimously.**

III. **Administrative Reports/School Director**

At Sonia Pope and Amy Wesley’s request, the Director’s Report was moved to the beginning of the meeting.

Director’s Report - Dr. Sonia Pope reported:

- Enrollment – 698, recruitment ongoing
- Academics – reopening plan presented to teachers/staff; March staff meeting (Portfolios, SDP, Intent forms, etc.); ACCESS testing completed successfully at 90% participation; targeted Parent/Teacher conferences; ELPAC and SEPAC meetings; Lower School Academic Quality Controller resignation
- School Reopening plan presented to the Board
- SABIS Update presented by Amy Wesley (supporting Academic, IT, Finances, and HR)
- Professional Development – mentoring, school nurse/health, English Learners Corrective Action Plan, ongoing in other areas as well

- Student Life – celebrating Women’s History month; HCCS Prefects attended the SL mini-conference and presented an opening team building activity.
- Student Management – continue with parent/student support phone calls
- Facilities – Plexi-glass being installed on all student and teacher desks
- Recent/Upcoming events reviewed
- Amy Wesley and Lara De Almeida presented a video on “Hybrid Teaching at HCCS”

## Facilities

Tom Paquin reported that the skylight project was moving forward ahead of schedule and 4 skylights were already successfully installed.

Tom reported on the Gymnasium Project: surveyors were in the parking lot this week and last week three engineers came to the building to do measurements and assess if the building was up to code. He presented the idea of moving the bus fence in order to repave the entire area and the board members felt this was a good decision. Tom reported that an additional 4<sup>th</sup> classroom would be an additional \$400,000 (approximately). The board discussed the cost and benefit of additional space and will have the project go out to bid with the fourth classroom to see what the final cost would be. He also reported that Kaestle Boos is set to go out to bid in April and intend on beginning construction in June. The board discussed the bidding process.

## Financial

Cynthia Dennis inquired about the costs for the Plexi-glass and other recent projects. Maria Rodriguez reported that these costs are being covered under ESSER grants for all COVID-related funding. The board discussed grant funded technology and how it will be used in the hybrid instructional model.

Dr. Sonia Pope and Maria Rodriguez reported on dealings with Durham Transportation. Durham will be sending invoices that must be paid prior to April 5 reopening. The billed costs are 90% of year to date. Maria reported the cost is approximately \$200,000. The school has not yet made any payments. Dr. Pope reported that the school has been reimbursed for transportation costs from last year by the state. The board discussed the transportation costs.

**Jean Swinney motioned to pay upon receipt of the transportation invoices; seconded by Jay Breines; Each member voted by roll call. Florek – Aye, Breines – No, Dennis – Aye, Kent – No, Swinney - Aye. The motion passed.**

**Jay Breines motioned that management review the invoices and report back to the board for further consideration; seconded by Janine Kent; Each member voted by roll call. Florek – Aye, Breines – Aye, Dennis – Aye, Kent – Aye, Swinney – Aye. The motion passed unanimously.**

Cynthia Dennis reviewed the financial reports and found no issues/concerns.

**Cynthia Dennis moved to approve the financials. Seconded by Jay Breines. Each member voted by roll call. Breines – Aye, Dennis – Aye, Florek – Aye, Kent – Aye, Swinney - Aye. The motion passed unanimously.**

**Membership**

The board decided to move discussion of recruitment to the next month's meeting.

**IV. Old Business**

The board discussed the Holyoke Community Charter School Foundation. Dr. Sonia Pope reported that she had reached out to the Massachusetts Charter Public School Association and was waiting for a reply. The board decided to move further discussion of the Foundation to the next month's meeting.

**V. New Business**

N/A

**VI. School Reopening Plan**

Dr. Sonia Pope presented the school reopening plan to the board members.

**Janine Kent motioned to adjourn the meeting. Cynthia Dennis seconded. Each member voted by roll call. Dennis – Aye, Florek – Aye, Kent – Aye, Swinney - Aye. The motion passed unanimously.**

**The meeting adjourned at 7:12 p.m.**

*As prepared by Elizabeth Pawlowski*

Respectfully submitted,

Jean Swinney

Holyoke Community Charter School Board of Trustees

**MEETING ATTACHMENTS**

February 24, 2021 Meeting Minutes

Monthly Financial Report