

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

**Minutes of HCCS Board of Trustees Meeting – May 22, 2019**

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

Guests: Justin Baker, Matt Boudreau, Tom Paquin, Sonia Pope, Khalid Shehemi, Gloria Urbina

Not Present: N/A

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I. Meeting called to order at 5:09 p.m. by Jenna Gable. Public comments/none

II. **Approval of Minutes**

**Mark Lubold moved to approve the minutes of the April 24 Regular meeting with minor edit. Seconded by Cynthia Dennis. The motion passed unanimously.**

III. **Board Mail**

none

IV. **Facilities**

Tom Paquin presented the board with a quote for the repaving of the parking lot. The quote of \$700,000 includes ripping up the current asphalt, grinding it down, applying a base coat and top coat, and includes the driveway. The school has a deal with Gillette regarding the driveway. Jay Breines inquired about storm water issues. Tom responded that the city engineer would need to look at the property and make recommendations, which could bring potentially more costs to the project.

Tom reported on the potential gymnasium plans from P3. Masterplan #1 has a 70'x100' gym built in the front of the current school building. This design could possibly save money on storm water management since it eliminates a lot of the blacktop. He described the amenities of the building including maple floor, bleachers, restrooms, and three basketball courts. The building would have a separate entrance and direct access into the current building. It is a steel on top, stone on bottom structure. Tom offered that the board could use Kaestle Boos Associates, Inc as the architect and P3 as the OPM. He reported that the full cost of the building, including pavement, is quoted at 5.2 million.

The board discussed a possible timeline for the project with financial considerations. Ryan reported on the current loan expiration date, possibility of accelerating payments, and the debt service ratio. The board then further discussed the timing of deploying the project

with considerations for possible amendments, enrollment trends, community needs, and recruitment and retention of students. Mark Lubold inquired about the possibility of adding a cafeteria to the new construction and then converting current gym/cafeteria for additional classrooms.

The board assigned follow-up steps regarding the proposed gym construction: Ryan will gather further information to understand financial possibilities; Tom will report on the potential square footage of classroom space if new construction includes cafeteria; Tom will invite P3 and Kaestle Boos to meet with the board and answer their questions.

Tom reported that the new LED lights are bringing an electricity cost savings. He also reported that Holyoke Gas and Electric has the ability to install an electricity regulation system on the new HVAC Roof Top Units that could lead to potential savings. He presented the board with Holyoke Gas and Electric's proposal. At the board's request he will bring other quotes to the next meeting.

V. **Membership**

Dr. Jean Swinney introduced herself to the Board members. She is a professor emeritus at the University of Massachusetts Amherst and specializes in public health nursing. She will send her resume and letter of interest to Jenna.

VI. **Old Business**

Gloria Urbina reported to the board as the Parent Connection Liaison. The Parent Connection put on a Staff Appreciation Luncheon early in May and held a Bingo for Books event for parents and students (Student Life prefects assisted with the event). Upcoming end-of-year events that the Parent Connection will hold are the Honoring Our Families raffle and the final Parent Connection meeting and election of officers. The Parent Connection has been assisting students in need with uniforms. Gloria reported that the Parent Connection is financially healthy.

Jenna presented the board with the School Mission Amendment Request to be submitted to the Commissioner of Education. **Leona Florek motioned to approve the School Mission Amendment Request. Seconded by Cynthia Dennis. The motion passed unanimously.**

Jenna presented the board with the proposed draft of updates to the Board of Trustees Bylaws. The board reviewed the draft and will proceed with sending it to the Department of Elementary and Secondary Education for review.

VII. **New Business**

Justin Baker from SABIS Educational Systems presented on the new e-books initiative. His presentation addressed durability, benefits and features, connectivity, quiz/assessment features, and interactive design. He reported that SABIS IT will be

supporting local IT manager to ensure plans get created for protocols and requirements for student use. The board inquired as to how parents and students would be supported in the use of this new technology. Justin responded that students will be trained in the first weeks of school and a parent orientation night could be used to acquaint parents. The board agreed that training would need to be part of the roll-out plan.

Ryan presented on the budget component of the e-books initiative. He stated that the 2019-2020 school year would be a pilot year. The e-book would remain in school and student will bring the physical book home. The electronic hardware cost is in addition to the current books budget. Ryan presented two options for the FY20 budget: pilot to grade 6 only or to grade 6 and 7. The cost is included in the FY20 budget under "technology". Jay asked about the cost differential between physical texts and tablets. Ryan responded that the cost would be similar to current textbook per pupil cost. The board discussed breakage and accidents, consideration for lost/stolen devices, educational potential for technology and STEM, and grant funding possibilities.

Ryan presented the FY20 budget to the board. He thanked Dr. Pope and her team for their input and work on the budget. Ryan state he was seeking board approval for the projected FY20 budget and approval of the amended FY19 budget. With Ryan, the board reviewed all parts of the budget, including revenues, expenditures, capital outlay, and debt ratio.

**Cynthia Dennis motioned to approve the amended FY19 budget and the proposed FY20 budget. Seconded by Jay Breines. The motion passed unanimously.**

#### VIII. Finance

Ryan presented the FY20 budget to the board. He thanked Dr. Pope and her team for their input and work on the budget. Ryan state he was seeking board approval for the projected FY20 budget and approval of the amended FY19 budget. With Ryan, the board reviewed all parts of the budget, including revenues, expenditures, capital outlay, and debt ratio.

**Cynthia Dennis motioned to approve the amended FY19 budget and the proposed FY20 budget. Seconded by Jay Breines. The motion passed unanimously.**

Cynthia Dennis reviewed the financial reports and found no anomalies or areas of concern.

**Cynthia Dennis moved to approve the financials. Seconded by Leona Florek. The motion passed unanimously.**

#### IX Director's Report

Sonia Pope reported

- Enrollment: Recruitment will bring enrollment to target; kindergarten screenings will begin this summer
- Academics: Math and Science MCAS are ending this week; parent teacher conferences were held
- Administrative: SABIS support in business office; timeline for Annual Report and Renewal Application
- Professional development: School Adjustment Counselor training and DESE requirement webinars
- Student Life: prefect selection for the 2019-2020 academic year; teacher appreciation week; Seventh grade Don Quixote trip; family events and dances
- Suspension: rate is zero
- Facilities: school received Healthy Start Award and Massachusetts school breakfast challenge champion award
- Upcoming events

**Leona Florek moved to adjourn the meeting. Seconded by Jay Breines. The meeting adjourned at 7:48 p.m.**

*As prepared by Elizabeth Pawlowski*

Respectfully submitted,

Mark Lubold, Clerk

Holyoke Community Charter School Board of Trustees

MEETING ATTACHMENTS

April 24, 2019 Meeting Minutes