

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

**Minutes of HCCS Board of Trustees Meeting – May 27, 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, Cynthia Dennis, Leona Florek, Jenna Gable, Janine Kent, Lina Rivera, Jean Swinney  
Guests: Ryan Meek, Tom Paquin, Sonia Pope, Maria Rodriguez, Amy Wesley  
Not Present: N/A

---

I. Meeting called to order at 5:02 p.m. by Jenna Gable.

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

Public comments/none.

II. Approval of Minutes

**Leona Florek moved to approve the minutes of the April 16 regular meeting. Seconded by Jean Swinney. Each member voted by roll call. The motion passed unanimously.**

III. Board Reports

Board Mail

None

Facilities

Tom Paquin reported there was a 6-8” hole that formed in the parking lot and that he has arranged to have it repaired before the 8<sup>th</sup> Grade ceremony to be held in June. He will report the full cost to the board at the next meeting.

Tom Paquin has created a list of projects that will need to be completed to prepare for a fall re-opening of the school. He will submit the list for Dr. Pope’s review and then report to the board.

Tom Paquin reported that he spoke with the architect for the gymnasium project and they are ready to begin once we receive DESE approval of the loan terms. Dr. Sonia

Pope reported she is in contact with DESE and will email the guidelines to all board members.

Tom Paquin reported that the facilities crew is currently working to re-paint classrooms, hallways, and office spaces.

### **Finance**

Cynthia Dennis reviewed the financial reports and found no concerns. She asked Maria Rodriguez about progress with negotiations with Durham in regards to transportation costs. Maria reported that the school has reached out to Durham multiple times in the past month but they have not responded. Maria stated that the school has not paid any transportation cost for the COVID-19 closures as of today. Cynthia inquired about cleaning services during the closure and Tom Paquin reported they have been in the building deep cleaning classrooms and providing services on a daily basis. Cynthia mentioned that the 300 Chromebooks purchased for \$77,000 was moved from the FY21 budget to the FY20 budget as a capital expenditure.

**Cynthia Dennis moved to approve the financials. Seconded by Lina Rivera. Each member voted by roll call. The motion passed unanimously.**

Ryan Meek presented the FY21 budget to the board. He stated that a revised budget may be necessary once the impact of COVID-19 is better understood. The budget he presented plans for a worst-case scenario, without increased funding over last year. Ryan stated he was seeking board approval for the projected FY21 budget and approval of the amended FY20 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 FY20 budget and the proposed FY21 budget. Seconded by Leona Florek. Each member voted by roll call. The motion passed unanimously.**

### **Membership**

None

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

Jenna Gable asked Dr. Pope about the status of exit interviews with teachers. Sonia Pope responded that she will conduct end-of-year exit interviews with all teachers and staff. She also reported that she has received two resignations for the upcoming year, one teacher and one administrator.

#### **V. New Business**

The board reviewed the School Director's evaluation and discussed performance in the following areas: Objectives & Achievements; Evaluation; Training & Development; Overall Assessment. The board voted to approve the School Director's evaluation and salary

increase based on that evaluation. **Jean Swinney moved to approve the evaluation and salary increase for the school director. Seconded by Lina Rivera. Each member voted by roll call. The motion passed unanimously.**

VI. **Administrative Reports/School Director**

Dr. Sonia Pope reported:

- Enrollment is on target at 702 students; 52 kindergarteners accepted for AY 2020-2021
- Academic Overview – final assessment will be conducted on the remote learning through a diagnostic exam to plan for pacing for next year; invited 283 students to a virtual summer school June 29 remote learning data meeting with Academic Team; SPED conducting all 8<sup>th</sup> grade transitions, annual and 504 annual meetings virtually
- Administrative Updates – SABIS Human Resources supporting HCCS; Open Enrollment/benefits presentation; weekly meetings with School Director and Amy Wesley
- Professional Development – ongoing with special COVID 19 topics and steps for reopening
- Plan for Academic Year 2020-2021
  - Posting for all positions
  - Class schedules being developed (waiting for Commissioner/DESE guidance, but planning multiple ways)
  - Orientation will be virtual for parents
  - Pillar’s Retreat will be planned for August
  - New Accountability Plan is being developed for next 5-year cycle, will be presented to board at August meeting
  - Annual report/charter regional amendment – draft in June, final approval in July
  - Ordered facemasks for reopening – HCCS and SABIS logo – 1,000 ordered for staff and students, washable, triple lined

**Janine Kent moved to adjourn the meeting. Seconded by Jean Swinney. Each member voted by roll call. The motion passed unanimously. The meeting adjourned at 6:14 p.m.**

*As prepared by Elizabeth Pawlowski*

Respectfully submitted,

Janine Kent  
Holyoke Community Charter School Board of Trustees

MEETING ATTACHMENTS

April 16, 2020 Meeting Minutes  
Financial Report  
FY21 budget and FY20 revised budget