

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

Minutes of HCCS Board of Trustees Meeting – May 26, 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, Cynthia Dennis, Leona Florek, Janine Kent (exited at 5:55, re-entered at 6:10), Jean Swinney

Guests: Lara DeAlmeida, Li-Jun Ma, Ryan Meek, Tom Paquin, Sonia Pope, Maria Rodriguez, Christi Seiple-Cole, Amy Wesley

Not Present: N/A

I. Meeting called to order at 5:07 p.m. by Leona Florek.

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

Public comments/none.

The Board of Trustees and guests introduced themselves to Li-Jun Ma. Li-Jun introduced herself as a colleague of Dr. Jean Swinney’s at the University of Massachusetts – Amherst.

Board Mail

None

II. Approval of Minutes

Janine Kent moved to approve the minutes of the April 28, 2021 regular meeting. Seconded by Cynthia Dennis. Each member voted by roll call. Breines – Aye, Dennis – Aye, Florek – Aye, Kent – Aye. Swinney abstained. The motion passed.

Jean Swinney moved to approve the minutes of the May 12, 2021 special meeting. Seconded by Janine Kent. Each member voted by roll call. Breines – Aye, Dennis – Aye, Florek – Aye, Kent – Aye, Swinney – Aye. The motion passed unanimously.

III. Facilities

Tom Paquin reported that maintenance, security, facilities, and meal are running smoothly. He reported that P3 went to the Holyoke Planning Board on May 25 in order to gain approval for installation of letters on the side of the new gymnasium. He also reported that the facilities crew is beginning to get ready for summer school and the skylight project has been fully completed without any issues.

Finances

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

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

Ryan Meek presented the FY22 budget and the amended FY21 budget to the board. The Board Members reviewed tuition funding, food service variances, Extended Day revenues, staff costs, school expensed, management services, grants, debt service ratio, etc. Ryan stated he was seeking board approval for the projected FY22 budget and approval of the amended FY21 budget.

Cynthia Dennis motioned to approve the proposed FY22 budget. Seconded by Jean Swinney. Each member voted by roll call. Breines – Aye, Dennis – Aye, Florek – Aye, Kent – Aye, Swinney - Aye. The motion passed unanimously.

Cynthia Dennis motioned to approve the amended FY21 budget. Seconded by Jay Breines. Each member voted by roll call. Breines – Aye, Dennis – Aye, Florek – Aye, Kent – Aye, Swinney - Aye. The motion passed unanimously.

IV. **Membership**

Ji-Lun Ma was again welcomed by the board.

V. **Old Business**

The board members reviewed the requirements for the amendment request for a loan beyond the charter terms to be submitted to DESE. The board reviewed the terms of the loan offer from TD Bank and discussed the appraisal of the building as part of the loan process with TD Bank.

VI. **New Business**

Dr. Sonia Correa Pope presented revision to the employee handbooks to the board. Amy Wesley reported that changes were made as part of a regular review by SABIS in order to keep up with federal and state changes. Issue was brought by Sonia regarding elimination of sick leave donation eligibility for school director. The board discussed this issue and a procedure to allow for privacy and security of the information of the person requesting sick leave donation.

Leona Florek motioned to accept the new employee handbook without the exclusion of the director from the sick leave donation. Cynthia Dennis seconded. Janine Kent was unavailable for this vote. Each member voted by roll call. Breines – Aye, Dennis – Aye, Florek – Aye, Swinney - Aye. The motion passed.

VII. **Administrative Reports/School Director**

Director's Report - Dr. Sonia Pope reported:

- Enrollment – 697, recruitment ongoing
- MCAS – administered MCAS in ELA, Math, and Science from May 10-21; HCCS has only 12 students remaining to finish the MCAS administration, putting HCCS ahead of many districts in the state (these 12 are due to health/medical reasons); MCAS is being used only as a diagnostic, not part of the state's accountability system

- Academics - HCCS celebrated “Teacher of the Year” from the Grinspoon Foundation with a virtual ceremony; End-of-Year (EOY) revision & preparation for EOY exams June 7-16; teachers’ last day is June 17
- SABIS Update presented by Amy Wesley (supporting Academic, IT, Finances, and HR)
- Professional Development – ongoing, PD day on MCAS administration/schedule in-person and virtual administration training.
- DESE Updates: review of Annual Report timelines
- Student Life: College Readiness virtual “College Day” with HCCS alum on a panel to address 8th graders along with College Representatives
- Student Management: reviewed discipline incidents in-person incidents
- Facilities: Tom Paquin reported earlier in the meeting
- Upcoming events: 8th grade ceremony, Summer school

Cynthia Dennis motioned to accept the Director’s Report. Jay Breines seconded. Each member voted by roll call. Breines – Aye, Dennis – Aye, Florek – Aye, Kent – Aye, Swinney - Aye. The motion passed unanimously.

Jay Breines addressed the board regarding follow-up with potential board member recruitment.

Li-Jun Ma exited the meeting.

The board discussed creating questions to ask prospective board members and creating a list of expectations for board members at the next meeting. There was discussion about recruitment and materials to offer prospective members.

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

The meeting adjourned at 6:56 p.m.

As prepared by Elizabeth Pawlowski

Respectfully submitted,

Jean Swinney

Holyoke Community Charter School Board of Trustees

MEETING ATTACHMENTS

April 28, 2021 Meeting Minutes

May 12, 2021 Special Meeting Minutes

Monthly Financial Report

Revised Employee Handbook

FY22 budget and FY21 revised budget