

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

Minutes of HCCS Board of Trustees Meeting – November 19, 2019

In Attendance: Jay Breines, Cynthia Dennis, Leona Florek, Jenna Gable, Lina Rivera
Guests: Sonia Correa-Pope, Ryan Meek, Tom Paquin
Not Present: Janine Kent, Mark Lubold

- I. Meeting called to order at 5:07 p.m. by Jenna Gable. Public comments/none
- II. **Approval of Minutes**
Leona Florek moved to approve the meeting minutes of October 30. Seconded by Jay Breines. The motion passed unanimously.
- III. Board Mail
none
- IV. **Finance/Facilities**

Finance

Cynthia Dennis reviewed the financial report and found no issues. Ryan Meek reported that transportation is still unbilled. **Cynthia Dennis moved to accept the financials as presented. Seconded by Leona Florek. The motion passed unanimously.**

Facilities

Cynthia Dennis inquired about P3 billing. Tom Paquin reported that the school is paying as the steps proceed. Ryan Meek reported that it will be capitalized in full. Tom reported having met with P3 two times (once in person, once via phone) and they visited the school to review the traffic flow. He reported that P3/Kaestle Boos will have the final drawings ready to present to the board during the December meeting. The board discussed the date of the December meeting and scheduled it for December 12 at 5:00 pm. The P3/Kaestle Boos presentation will be put on the agenda.

Tom reported that a successful lockdown drill was conducted by State Police, Holyoke Police, and Holyoke Fire. The police recommended color coding doors to match keys. Sonia Correa Pope and Tom talked to the board about general lockdown and reunification procedures.

Tom stated that the plowing company is alerted to the new traffic gates and is ready for winter weather.

Jenna Gable asked if Kaestle Boos is taking building security into consideration in their design process. Tom reported that they are. There is plans for having a security booth in the new gym and the new building will be connected to the school's current fire, security, and camera system. Tom also told the board that a temporary fence will be installed around the building as it is being constructed for security and safety purposes. The board discussed liability and pros of cons of renting out the gymnasium to other organizations.

V. **Membership**

The motion for Mark Lubold's membership renewal will be moved to the December regular board meeting agenda.

VI. **Old business**

none

VII. **New Business**

The Board discussed the outcome for the Holyoke Public Schools' new construction; the perception of the charter school's new construction; the benefits it will bring the students and community; and rental of the building.

IX. **Director's Report**

Sonia Pope reported:

- Enrollment is on target
- Academics: Parent/teacher conferences; interim reports mailed
- SABIS Support: Dr. Boozer visits two times per week; Amy Wesley's weekly conference call with Dr. Pope
- Professional Development ongoing; HCCS presented on Social Emotional Learning at a Department of Elementary and Secondary conference
- Student Life – preparing for pep rally
- Student Management – reviewed suspensions
- Areas for improvement – improvement plan has been created for the cleaning company with scheduled checkpoints through the remainder of the year
- Upcoming events – Hockey game event; pajama day and Thanksgiving break; EOT review and exams; December break; Sheriff and dogs on Wednesday (11/27) to present to K-2

Cynthia Dennis moved to adjourn the meeting. Seconded by Jenna Gable. The meeting adjourned at 6:20 p.m.

As prepared by Elizabeth Pawlowski
Respectfully submitted,
Mark Lubold, Clerk
Holyoke Community Charter School Board of Trustees

MEETING ATTACHMENTS
October 30, 2019 minutes