

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

Minutes of HCCS Board of Trustees Meeting – November 18, 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, Janine Kent (arrived at 6:03 pm), Lina Rivera, Jean Swinney (arrived at 5:39 pm)

Guests: Lara De Almeida, Ryan Meek, Melany Mendoza (arrived at 5:30 pm), Tom Paquin, Dan Pallotta, Sonia Pope, Maria Rodriguez, Christi Seiple-Cole, Robert Todisco, Amy Wesley

Not Present: N/A

I. **Meeting called to order** at 5:04 p.m. by Leona Florek.

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

Public comments/none.

Board Mail

None

II. **Old Business**

Tom Paquin reported that three bids for the skylight project were received; he introduced Robert Todisco and Dan Pallotta from P3. Dan presented the three bids for the project and reviewed them with the board. He noted that there was a change in the design of the skylights to allow for any future roof repair that would require new insulation standards. Robert shared the new designs for the skylights and reviewed them with the board. The board discussed the three bids and companies. Ryan Meek asked about warranties on the skylights and on the materials, etc. Rob and Dan stated they will provide warranty information to the board. Dan answered board questions about timeframe, stating that if they started right away the estimated completion date would be April. **Cynthia Dennis motioned to approve moving forward with the skylight project and having P3 award the contract to the winning bid. Seconded by Lina Rivera. Each member voted by roll call. Breines – Aye, Dennis – Aye, Florek – Aye, Rivera – Aye. The motion passed unanimously.**

III. **Approval of Minutes**

Cynthia Dennis moved to approve the minutes of the October 28, 2020 regular meeting. Seconded by Lina Rivera. Each member voted by roll call. Breines – Aye, Dennis – Aye, Florek – Aye, Rivera – Aye. The motion passed unanimously.

Facilities

Tom Paquin reported that the school is continually preparing the school building for COVID-19 contingencies. Some teachers are teaching from the building, some are teaching remotely.

Financial

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

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

Membership

Lina Rivera submitted a request for a leave of absence for one year to the board. **Cynthia Dennis moved to accept Lina Rivera’s request for a one year leave of absence. Seconded by Leona Florek. Each member voted by roll call. Breines – Aye, Dennis – Aye, Florek – Aye. The motion passed unanimously.**

The board members discussed board member recruitment.

Melany Mendoza joined the meeting and introduced herself to the board. She currently works for the Mass Mentoring Partnership and previously worked at Holyoke Community College. The board welcomed Melany to the meeting.

V. Old Business

Cynthia Dennis reported on the Holyoke Community Charter School Foundation. She was unable to find a record of the foundation with the IRS; possibility that it may have expired. Maria Rodriguez and Ryan Meek mentioned that the auditor completes the I-90 tax filing. Ryan suggested that perhaps the state registration is past due.

V. New Business

None

VI. Administrative Reports/School Director

Dr. Sonia Pope reported:

- Enrollment: 702 students; efforts to continue with recruitment
- Academics: Parent teacher conferences held virtually on October 28-30 and 46% of parents attended meetings; Dr. Pope meets with parents individually on Monday evenings; MS Teams training conducted for teachers (skills, tools, techniques); November 2 staff meeting held (virtually), discussed reopening plan updates; reopening depending on DPH and Holyoke DPH possibly in December

or January; MCAS Update training – Commissioner stated that MCAS is still scheduled; observations of teachers by AQC's; attendance team (initiatives, engagement, etc.)

- SABIS updates: Weekly meetings with Director and SABIS; SABIS PC subject coordinators working with AQC's and teachers; SABIS coordinator for Student Life held a virtual Prefects Conference and 11 new HCCS prefects attended; IT support with school network, etc.; Ryan Meek and SABIS support of financial operations
- DESE Updates: reopening Phase 2 is currently under reassessment as they look at COVID health metrics; English Learners Site Visit was conducted on November 16 and went well, will get official report in a few weeks/months
- Professional Development: meetings with Commissioner; Mentoring; Nurse/Health trainings; Pioneer Valley Excellence in Teaching Awards; Social/Emotional needs for students
- Student Management: phone calls for support to students for engagement/behaviors, etc.
- Facilities: Meals on Wheels (delivering food to neighborhoods/bus stops) with 3 buses
- Upcoming events reviewed
- Dr. Pope answered boards questions on testing during remote model; plans for snow days; and MCAS preparedness. The board discussed MCAS and ways to measure student engagement and evaluate academic progress.

Jean Swinney moved to accept the Director's Report. Seconded by Cynthia Dennis. Each member voted by roll call. Breines – Aye, Dennis – Aye, Florek – Aye, Rivera – Aye, Swinney – Aye. The motion passed unanimously.

Cynthia Dennis moved to adjourn the meeting. Seconded by Janine Kent. Each member voted by roll call. Breines – Aye, Dennis – Aye, Florek – Aye, Rivera – Aye, Swinney – Aye. The motion passed unanimously. The meeting adjourned at 6:17 p.m.

As prepared by Elizabeth Pawlowski

Respectfully submitted,
Janine Kent
Holyoke Community Charter School Board of Trustees

MEETING ATTACHMENTS
October 28, 2020 Meeting Minutes
Monthly Financial Report